

ASHLAND CITY COUNCIL MEETING
Tuesday, May 28, 2019 – 5:30 PM
Ashland City Hall Council Chambers

Please silence all cell phones during the meeting

1. CALL TO ORDER

- A. Roll Call
- B. Moment of Silence
- C. Pledge of Allegiance

2. APPROVAL OF AGENDA (Voice)

3. APPROVAL OF THE MAY 14, 2019 COUNCIL AND COMMITTEE OF THE WHOLE MINUTES

- A. May 14, 2019 Council and Committee of the Whole Meeting Minutes

4. CITIZEN PARTICIPATION PERIOD (Clerk reads rules prior to public comments)

5. MAYOR'S REPORT

- A. Announcements

6. CONSENT AGENDA

- A. Operators' Licenses
- B. Miscellaneous Minutes

7. NEW BUSINESS

- A. Approve to Adopt the Current City of Ashland Comprehensive Outdoor Recreation Plan (CORP) until December 31, 2019 with the Addition of Parks Goal 7: Ashland Ore Dock Redevelopment (*Voice*)
- B. Approve Change Order #1 from AMI Consulting Engineers PA for Kreher Park Redevelopment Project (*Roll*)
- C. Approve City Staff to Enter into a Contract with a Qualified Firm for Phase 1 of the Kreher Park Redevelopment: Below Cap Work and Site Grading (*Roll*)
- D. Approve to Reallocate Capital Improvement Plan (CIP) Funds from the Kreher Park Bathroom Project to the H. Pearson Plaza Repair Project (*Roll*)

- E. Approve an Addendum to the Framework Agreement for Cooperation and Coordination Concerning the Redevelopment Activities at the Ashland Northern States Power (NSP) Lakefront Superfund Site (Kreher Park) between the City of Ashland and Northern States Power (Xcel Energy) (Roll)**
- F. Approve a Resolution to Designate Five Historic Structures, Buildings or Sites as Historic Structures in the City of Ashland (Voice)**
- G. Approve to Repeal Resolution 17495 and Approve a Resolution to Vacate a Portion of Undeveloped City Right-of-Way Adjacent to Lots 14 through 16 in Block 8 of Commercial Addition and Blocks 6 and 7 of Commercial Addition of the City of Ashland, Wisconsin (Voice)**
- H. Approve to Amend Service Agreement with Payment Services Network, Inc. to Accept Debt and Credit Card Payments (Voice)**
- I. Approve Request for a Designated Disabled Parking Space on the South Side of the 700 Block of Main Street West from Chequamegon Food Cooperative (Voice)**
- J. Approve to Amend Ordinance 27, Board of Review, Ashland City Ordinances to Adopt Wisconsin State Statute 70.47, Board of Review Proceedings (Voice)**

8. CLOSED SESSION

- A. Closed Session Pursuant to Wis. Stat. 19.85 (1)(g): “Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation.” *WalMart Real Estate Business Trust Claim for Excessive Assessment for 2018 (City Attorney)***
- B. Closed Session Pursuant to Wis. Stat. 19.85 (1)(g): “Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation.” *Nemec Liability Claim (City Attorney)***
- C. Closed Session pursuant to Wis. Stat. 19.85 (1)(g): “Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation.” (Consider retaining outside legal counsel for potential 6th Street West litigation) (City Attorney)**
- D. Closed Session pursuant to Wis. Stat. 19.85 (1)(g): “Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation.” *Higbee & Associates Claim (City Attorney)***

9. ADJOURNMENT

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

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

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PRESENT: Holly George (arrived at 6:30), Wahsayah Whitebird, Sarah Jackson, Kate Ullman, Ana Tochtermann, Matt MacKenzie, Kevin Haas, Elizabeth Franek, Charlie Ortman, and Dick Pufall

ABSENT: Jackie Moore (excused)

ALSO PRESENT: Mayor Debra Lewis, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Fire Chief Wayne Chenier, Police Chief Jim Gregoire, Utility Supervisor Chanz Greene, Public Works Administrative Manager Sharon Campbell, Planning and Development Interim Director Megan McBride, Planning Intern Lucas Phillips, Parks and Recreation Director Sara Hudson, and other concerned citizens

Agenda Item 1: Call to Order

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

Agenda Item 2: Approval of Agenda

Haas moved, seconded by Pufall to approve the agenda. The motion passed unanimously by voice vote.

Agenda Item 3A: Approve the Minutes of the April 12, 2019 Special City Council Meeting and the April 16, 2019 City Council Meeting

Pufall moved, seconded by Whitebird to approve the minutes of the April 12, 2019 Special City Council meeting and the April 16, 2019 City Council meeting. The motion passed unanimously by voice vote.

Agenda Item 4: Citizen Participation Period

Eric Lindell, 204 ½ Main Street West, spoke in support of the formation of the RDA as a financing option of a new police facility.

Zygmund Jablonski, 916 6th Avenue West, spoke of the history of the City's inflow and infiltration system issues.

Agenda Item 5: Mayor's Report

Agenda Item 5A: Recognize the Retirement of Fire Chief Wayne Chenier

Lewis praised Chief Chenier for his 13+ years of service with the City's Fire Department and recognized him with a plaque.

Agenda Item 5B: Announcements

Lewis updated Council and citizens regarding the Superfund Site as it will begin to mobilize equipment to begin capping the site resulting in another summer of increased traffic on Prentice Avenue. The DNR will be hosting an advisory meeting on May 15 at 1:00 p.m. at the DNR office on Highway 137. WEDC approved a grant to benefit the proposed daycare center at the Evergreen building which was a joint effort of the City and Ashland Area Development Corporation. A mediation conference by phone would be taking place on May 15, 2019 with the City Administrator to discuss the Wal-Mart Real Estate claim. There will be a regional housing discussion on May 17 in Washburn regarding joint efforts for increased affordable housing. The Mayor will be in Madison on May 22 to attend Lobbying Day. Memorial Day Service will be on Monday, May 27 at the Band Shell beginning at 9:30 a.m.

Agenda Item 5C: Appointments

<u>Police & Fire Commission</u> : Gordon Gilbertson	Term Expires: May 6, 2024
<u>Parks & Recreation Committee</u> : Sarah Jackson	Term Expires: April 30, 2020
<u>Weed Commissioner</u> : Christine Luebben	Term Expires: May 15, 2020

Franek moved, seconded by Ortman to approve the Mayor's appointments. The motion passed unanimously by voice vote.

Agenda Item 6: Consent Agenda

Agenda Item 6A: April, 2019 Planning & Development Report

Agenda Item 6B: Miscellaneous Committee Minutes

Agenda Item 6C: Approve License Applications for Alcohol Beverages, Including New Officers/Agents, Arcade, Recycling Facility/Salvage Operation, Pawn Broker, Taxicab, and Mobile Home Parks

The City issues Alcohol Beverage, arcade, recycling facility/salvage operation, pawnbroker, taxicab, and mobile home park licenses. The premises are inspected by the Building Inspector, the Fire Department and the Police Department, if applicable. Per Chapter 923 of Ashland City Ordinances, all licensees are required to be current on property taxes and other billings from the City (fines, utility bills, taxes, fees, etc.)

Also, Council approval was requested for the following new officers/agents which were approved by the Police Department:

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Indianhead Oil Co., LLC – New Officers Richard Johnson, James Lueth
 Chequamegon Food Cooperative – New Officers John Adams, Kenneth Tuckwell,
 Mark Abeles-Allison
 Jay Ma Ambaji, Inc. – New Agent Nicky S. Patel (effective 7/1/19)
 Kwik Trip, Inc., 2300 Lake Shore Drive East – New Agent Bobbie L. Bigboy (effective
 immediately)
 Kwik Trip, Inc., 515 Ellis Avenue – New Agent Laurie J. Weber (effective immediately)

It was recommended to approve the new officers/agents as noted and all licenses upon satisfactory compliance with contingencies being met.

Class B Combination License (“Class B” Liquor & Class “B” Fermented Malt Beverage)

NAME	BUSINESS NAME	ADDRESS
Ashland Baking Company, Inc.	Black Cat Coffeehouse	211 Chapple Ave.
Bay Area Civic Center, Inc.	Bay Area Civic Center (BACC)	320 4th Ave. W.
Bay City Cultural Center (Club)	Bohemian Hall	319 11 th Ave. E.
Besuga Taverns, Inc.	Harbor Bar	1222 Lake Shore Drive E.
Chequamegon Hotel, LLC	Hotel Chequamegon	101 W. Lake Shore Drive
CJ White, Inc. (Contingent upon payment of outstanding utilities and 2018 Personal Property Taxes)	Niblick Bar & Grill	3000 Golf Course Road
Compass Group USA, Inc.	Chartwells	Ponzio Campus Center, 1411 Ellis
DOS DE ORO, LLC	El Dorado	2320 Lake Shore Drive West
E Triple J, Inc.	Neighborly Bar	1301 W. Main Street
Hanson, Bradley Alan	The 5th Quarter	301 Main St. E.
HPL, LLC	HPL	116 14 th Avenue East
Hugo’s, Inc.	Hugo’s	221 Sanborn Avenue
J & P King Family Enterprises, Inc.	Mugs	515 Main Street East
JCDOC LLC	The Safari	423 Main Street East

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Monroe, Jr., James Smith	Office Bar	407 Main St. W.
New China Restaurant, Inc.	New China Restaurant	300 W. Lake Shore Drive
NRS Enterprises of Ashland LLC	Stagecoach Bar & Grill	315 Main Street East
Pizza Pub of Ashland, Inc.	The Pizza Pub	1402 East Lake Shore Drive
Scott & Ar's, LLC	Scott & Ar's	612-614 Main St. W.
Scribner, Todd Michael	Oredocker Saloon	1104 Lake Shore Drive East
Second Street Bistro LLC	Second Street Bistro	201 Main Street East
Solstice Outdoors LLC	Sandbar	2521 Lake Shore Drive West
The Deepwater LLC	Wilmarth's Deep Water Grille	808 West Main Street
Vintage Platter, Inc.	The Platter	315 Turner Road
Zenith Asset Company, LLC	AmericInn	3009 N. Lake Shore Drive E.

Class A Combination License ("Class A" Liquor & Class "A" Fermented Malt Beverage)

Jay Ma Ambaji, Inc.	Star Liquor	821 Main St. W.
KRPS, Inc.	Super H Foods	511 East Main Street
Super One Liquor, LLC	Super One Liquor #805	505 Ellis Avenue

"Class A" Intoxicating Liquor (Cider Only) License

ABP, Inc.	6th Street Market	1413 6th St. W.
Chequamegon Food Cooperative	Chequamegon Food Coop	700 Main Street West
Coffey, Inc.	Lake Shore Holiday	915 Lake Shore Drive West
Indianhead Oil Co., LLC	Holiday Stationstore #459	110 Ellis Avenue
Krist Oil Company	Krist Food Mart #65	521 Lake Shore Drive E.
Kwik Trip, Inc.	Kwik Trip 163	515 Ellis Avenue
Kwik Trip, Inc.	Kwik Trip 118	2300 Lake Shore Drive East
Kwik Trip, Inc.	Kwik Trip 110	1814 Lake Shore Drive West
Midland Services, Inc.	Midland Services, Inc.	411 Sanborn Avenue
Wagner Ashland Shell, LLC	Ashland Shell	810 Lake Shore Drive West

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Class AB≅ Fermented Malt Beverage & Class C≅ Wine License

Frankie's Pizza LLC	Frankie Pizza	1315 Lake Shore Drive E.
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Class "A" Retail - Fermented Malt Beverage License

ABP, Inc.	6th Street Market	1413 6th St. W.
Chequamegon Food Cooperative	Chequamegon Food Coop	700 Main Street West
Coffey, Inc.	Lake Shore Holiday	915 Lake Shore Drive West
Indianhead Oil Co., LLC	Holiday Stationstore #459	110 Ellis Avenue
Krist Oil Co.	Krist Food Mart #65	521 Lake Shore Drive E.
Kwik Trip, Inc.	Kwik Trip 163	515 Ellis Avenue
Kwik Trip, Inc.	Kwik Trip 118	2300 Lake Shore Drive East
Kwik Trip, Inc.	Kwik Trip 110	1814 Lake Shore Drive West
Midland Services, Inc.	Midland Services, Inc.	411 Sanborn Avenue
River Rock Inn and Bait Shop LLC	River Rock Inn and Bait Shop	1200 West Lake Shore Drive
Wagner Ashland Shell, LLC	Ashland Shell	810 Lake Shore Drive West

MISCELLANEOUS LICENSES

Arcade License

National Entertainment Network, LLC, 2500 E. Lake Shore Drive
(They have a space at the Wal-Mart store for their machines for the arcade)

Recycling Facility/Salvage License

Chicago Iron & Supplies, 701 22nd Avenue East

C.W.O. Auto & Scrap Removal, LLC, 2805 Holmes Road & 202 Prentice Ave.

Eagle Waste & Recycling, Inc. 405 Industrial Park Road

Waste Management, 600 Industrial Park Road

Mobile Home Park License

Fernco Development Ltd, Lenco Development Ltd and Norco Development
Ltd. for Kenwood Terrace & Whispering Pines

Pawnbroker License

Bay Area Pawn, Inc. (Frank Kostka), 421 West Lake Shore Drive

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Taxicab License

Sarah Bowker & Jamie Nelson (dba Ashland Drives Taxi), 522 Willis Avenue

Agenda Item 6D: Operators' Licenses

Trisha L. Griffiths
Stacey L. Parkes

William Torres
Emily M. Melco

Nancy L. Tobisch
Max A. Vordenbrug

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

Agenda Item 7: New Business

Agenda Item 7A: Public Hearing Regarding 2019 City of Ashland Community Development Block Grant Public Facilities (CDBG-PF) Project Application to Fund Vaughn Avenue and 7th Street West Reconstruction Project

Ullman moved, seconded by Haas to move 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 two times, posted at the Vaughn Public Library, Ashland County Court House, and at City Hall, as well as notices by mail to affected homeowners.

There were no public comments made at this time.

Ortman moved, seconded by MacKenzie to go out of Public Hearing. The motion passed unanimously by voice vote.

Agenda Item 7B: Approve a Resolution to Apply for a 2019 Community Development Block Grant Public Facilities (CDBG-PF) Grant in the Amount of \$1 Million for Reconstruction of Portions of Vaughn Avenue and 7th Street West

Reconstruction of portions of Vaughn Avenue from 6th Street West to 11th Street West, and 7th Street West from 4th Avenue West to Chapple Avenue was slated for 2020. Included in this project was the upgrading and replacement of all underground utilities within the service area.

Every two years, the City has the opportunity to apply for a Community Development Block Grant (CDBG) to be used for projects of this enormity.

The Planning Department requested permission from Council to submit an application to the Wisconsin Department of Administration, Division of Energy, Housing and Community Resources, for Federal monies to be applied to the Vaughn Avenue Reconstruction project.

Ortman moved, seconded by Ullman to approve a Resolution to apply for a 2019 Community Development Block Grant Public Facilities (CDBG-PF) Grant in the Amount of \$1 Million for Reconstruction of Portions of Vaughn Avenue and 7th Street West. The motion passed unanimously by voice vote. **(File #17506)**

Agenda Item 7C: Approve a Request from Nancy Szyndor, DBA Bay City Cultural Center to Forgive 2018 Property Tax

Bay City Cultural Center, a nonprofit entity, purchased a building formerly known as the Bohemian Hall, in September of 2017 from Western Fraternal LF Association. Because the former owner was exempt from taxes, Bay City Cultural Center did not receive a tax bill for 2017.

In early 2018, the Ashland County Tax Lister prepared Wisconsin Department of Revenue form PC - 220 (Tax Exemption Report) for this parcel and listed Bay City Cultural Center. This form was to be completed by the owner every two years and returned to the City Clerk's office in order to remain tax exempt. It is used to compile information that is filed electronically with the Wisconsin Department of Revenue on the Taxation District Exemption Summary Report PC-226.

Bay City Cultural Center was not made aware that it also needed to complete form PR-230 with the Assessor by March 1, 2018 for the 2018 tax year, requesting exemption for the same parcel.

On May 1, 2018, the Assessor sent a letter of assessment to Bay City Cultural Center notifying them of the assessed value increasing from \$0 to \$8,700. This letter further explained the steps to appeal an assessment. Bay City Cultural Center did not file an appeal to the Assessor at the open book hearing or request to be heard at the Board of Review in 2018. Bay City Cultural Center has since filed the PR-230 with the Assessor and has been approved for tax exemption for 2019.

Bay City Cultural Center requested a refund of the 2018 property taxes. If approved, the City will not be able to charge back the other taxing entities for their portion of the tax bill, therefore, the City's portion of the total \$152.17 2018 property tax bill is \$52.37.

Pufall moved, seconded by Ortman to approve to refund the City's portion of 2018 property taxes in the amount of \$52.37 to Bay Area Cultural Center. The motion passed 8-1 by roll call vote; opposed was Jackson.

Agenda Item 7D: Approve a Memorandum of Understanding between Ashland County Sheriff's Department and City of Ashland Police Department, and to Waive Chapter 923.10, Ashland City Ordinances Requirement

The Ashland Police Department wished to enter into an agreement with Ashland County Sheriff's Department to provide E-Dispatching for emergency situations.

E-Dispatching is a software program currently being used by the Ashland County Sheriff's Department. E-Dispatching is an internet-based system which provides an App to its users and connects to their cell phones and e-mails.

In the case of an emergency incident which requires call out of off-duty officers of the Ashland Police Department, E-Dispatch provides a one button notification to off-duty officers of the emergency. By activating the E-Dispatch system for the City, officers will be notified via phone call, text, and e-mail that there is an emergency and they are required to report to the station. This system allows an immediate notification to all staff. This system is currently being used by the Ashland Fire Department for the same situations.

Although Ashland County was not in compliance at the time with City of Ashland Ordinance 923.10, this system will expedite responses of officers to critical safety situations. Ashland County simply receives this payment and forwards it to the company who operates the system, thereby being the middleman of the payment process.

The Police department requested Council to approve to waive the ordinance stipulation and allow the department to proceed in securing this essential tool for the safety and protection of its citizens.

Franek moved, seconded by Tochtermann to approve a Memorandum of Understanding between Ashland County Sheriff's Department and City of Ashland Police Department, and to waive the Chapter 923.10, Ashland City Ordinances requirement. The motion passed 8-0 by roll call vote; Whitebird abstained.

Agenda Item 7E: Approve to Award the Base Bid Contract and Bid Alternate 1 to Northwoods Paving, Inc. for the 2019 Road Resurfacing Project

Roadway improvements are identified not only to improve the condition of deteriorated roadway surfaces but also to preserve the life expectancy of existing roads, including both the paved surface and underlying base structure. The 2019 Road Resurfacing project focused on roadways that were primarily free of concerns regarding the condition of underlying utilities and include base structures that can be adequately preserved. The project locations were indicated as exhibits.

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The City independently developed a contract package for the 2019 Road Resurfacing project that was advertised on April 10th and April 17th. Bids were received from Northwoods Paving, Inc. and Angelo Luppino, Inc.

Funding of \$364,810 for this project was provided in the City's 2019 budget and allowed for completion of both the Base Bid and Bid Alternate 1. Awarding the contract on the basis of the Base Bid plus Bid Alternate 1 resulted in Northwoods Paving, Inc. being the low bidder.

Public Works staff recommended entering into an agreement with Northwoods Paving, Inc. at a cost of \$364,810.00, including project contingency.

The available contingency represented 5.7% of the total project budget (10% is typical). Public Works staff recommended award of both the Base Bid and Bid Alternative 1 in order to maximize the impact of available funding for roadway improvements. Cost overruns beyond the available contingency will then require either a reduction in project scope or Council approval of additional funds, if necessary.

Work Description:

The roadways shown on the location map will have the full thickness of the existing asphalt surface pulverized. The pulverized asphalt would be crushed onsite, graded, compacted and reused as the new road base. A 3-1/2 inch asphalt pavement would be placed on the compacted pulverized base material while grading of the base will allow the new asphalt surface to tie into existing driveways and connecting roadways at approximately the same elevation as the existing road surface.

The City Public Works Department would complete drainage improvements at selected locations prior to the contracted work being initiated. Public Works would also place and compact gravel shoulders following paving operations. Funding for this work was available in existing Roadway Maintenance funds included in the City's 2019 budget.

Ullman moved, seconded by Jackson to approve to award the base bid contract and bid alternate 1 to Northwoods Paving, Inc. for the 2019 Road Resurfacing project for the amount of \$364,810.00. The motion passed unanimously by roll call vote.

Agenda Item 7F: Approve to Award Bid for Crushed Aggregate to Angelo Luppino, Inc.

The Public Works Department advertised bids for 3000 tons of crushed aggregate for annual roadway maintenance and 500 tons for water utility repairs. The bids included furnishing and delivery of 3500 tons of aggregate for the Public Works stockpile. This aggregate would be used over the course of the year on city alleys, utility street cuts and miscellaneous job sites.

<u>Bidder</u>	<u>Bid Amount/Ton</u>	<u>Total Bid Amount (4000 Ton)</u>
Angelo Luppino, Inc.	Per Ton \$11.60	\$40,600.00
Milestones Materials	Per Ton \$11.73	\$41,055.00
C&W Trucking	Per Ton \$12.75	\$44,625.00
KV Tech Construction	Per Ton \$13.99	\$48,965.00

The Public Works Department recommended awarding Angelo Luppino, Inc. the contract for the 2019 crushed aggregate purchase.

Ortman moved, seconded by Haas to approve to award the bid for crushed aggregate to Angelo Luppino, Inc. for the amount of \$40,600.00. The motion passed unanimously by roll call vote.

Agenda Item 7G: Approve to Award the Contract for Modernization of the Vaughn Library Elevator to thyssenkrupp Elevator Corporation

In 2017, the City contracted for technical assistance for the elevator systems located at the Vaughn Public Library and City Hall. Both elevators remain functional but, due to the general age of critical components, modernization of both systems was recommended. The elevator at City Hall was installed in 1976 while the elevator at the Library was installed in 1983. Since the elevator at the Library more frequently serves members of the public, it was prioritized for replacement first.

Funding of \$125,000 for this project was provided in the City's 2019 budget. The City worked with thyssenkrupp Elevator to develop a scope of work that was advertised on April 10th and April 17th.

Bids were solicited from thyssenkrupp Elevator Corporation, Otis Elevator, Schnindler Elevator, and Larson Elevator. Bids were received on April 24th, with thyssenkrupp Elevator being the only responsive bidder.

There were sufficient funds budgeted for the modernization of the elevator system, remodel of the existing passenger cab, and various building upgrades required per State of Wisconsin code for elevator systems. The building upgrades would either be completed by City staff or by independent contractors hired per City Ordinance 194.

Work Description:

The scope of work for modernization includes refurbishment and reuse of existing system components where appropriate, and requires new components where necessary for safety and reliability. Major system components being replaced include the power unit (pump, pump motor, and control valve), electrical controls and push buttons. The cab remodel includes new interior paneling,

handrails, ceiling/flooring panels and lighting. The building upgrades include minor electrical wiring and replacement of the building fire alarm system as required per State of Wisconsin code.

The Public Works Department recommended Council approve the contract with thyssenkrupp Elevator Corporation for the Vaughn Library Building Modernization project.

Ullman moved, seconded by George to approve the contract with the amendment to remove Item 8.2, for modernization of the Vaughn Library Elevator to thyssenkrupp Elevator Corporation for the amount of \$98,651.30. The motion passed unanimously by roll call vote.

Agenda Item 7H: Approve to Award the Contract for the 2019 Sewer Televising and Smoke Testing Project to HydroKlean, LLC

In response to ongoing problems with infiltration and inflow (I&I) impacting the sewer collection system, the City completed a study in 2009 that included flow monitoring after storm events within 13 sewage metering districts throughout the City. This effort identified Districts 1, 2, 3, 4, 7, 8, 11, and 12 as being the primary contributors to the observed I&I. Districts 7 and 8 were found to include the most significant sources of I&I and, as a result, a 2011 project completed inspection of all sanitary pipes within Districts 7 and 8 via submersible camera, as well as smoke testing in District 7.

Deficient pipes in District 7 were replaced as part of the 2011 project in order to address possible sources of infiltration but sources of inflow identified as part of the smoke testing were not addressed. City Utility staff would further investigate these issues in summer 2019. In addition, the results of the submersible camera investigation in District 8 were being assessed in order to identify pipeline replacement projects to address sources of infiltration.

The 2019 Sewer Televising and Smoke Testing project was based on the results of the 2009 study and resumed the investigative efforts initiated in 2011. The project consisted of inspection of sanitary pipes via submersible camera and smoke testing.

The City independently developed a contract package for the 2019 Sewer Televising and Smoke Testing project that was advertised on April 13th and April 20th. Bids were solicited from Northern Pipe, Inc., Visu-Sewer, and Hydro-Klean LLC. Bids were received on April 24th, with Hydro-Klean LLC being the only responsive bidder; however, the bid received was significantly lower than the City's estimate for the work.

The Wastewater Utility had adequate cash reserves to support the project. However, the contract package was developed in a manner that allowed the sewer televising and smoke testing work to be eligible for cost reimbursement as part of a USDA loan application previously submitted by the City. Staff was finalizing the application for completion later in the year.

Public Works staff recommended entering into an agreement with Hydro-Klean LLC at a cost of \$127,458.65, including project contingency.

Work Description:

As part of the project, submersible camera investigation would be completed in Districts 1, 3, and 4, corresponding to 4.8 miles of pipe. The submersible camera investigation was an ongoing collection system maintenance activity required by the Utility's Capacity, Management, Operation, and Maintenance (CMOM) plan. The Wisconsin Department of Natural Resources (WDNR) required the City to implement the CMOM in response to observed sewage overflows. Completion of the submersible camera investigation would assist the City in maintaining WDNR permit requirements for sewage discharge into Chequamegon Bay. Smoke testing would also be completed in Districts 1, 2, 3, 4, 8, 11, and 12, corresponding to 25 miles of pipe. A major priority was completion of smoke testing in District 8, where the flow data from 2009 indicated the presence of major sources of inflow. As a result of the project, the City would have a better understanding of pipe replacement needs in Districts 1, 3, and 4 that may be necessary in order to address sources of infiltration. The smoke testing would provide the City with a better understanding of the most significant system wide sources of inflow. A system specific understanding of these needs was necessary to effectively and efficiently pursue funding to support sewer collection system upgrades to address the impact of I&I on the sewage collection system and the frequency of sewage overflow.

Ullman moved, seconded by Franek to approve to award the contract for the 2019 Sewer Televising and Smoke Testing project to HydroKlean, LLC for the amount of \$127,458.65. The motion passed unanimously by roll call vote.

Agenda Item 7I: Approve to Award a Contract for Refurbishing an Ore Dock Chute to Martini's Mobile Blasting and Coating

Various original ore dock equipment/attachments had been salvaged and donated to the Ashland Ore Dock Redevelopment project.

Phase I of the project was to construct the Ashland Overlook, which is an elevated platform at the transition of the 1916 section to the 1925 section. This phase would be the first step in getting a walkway constructed over the "diamonds" and providing public access to the end of the ore dock base. Included in this project was the installation of six refurbished original ore dock light towers, fabrication and installation of three safety ladders, installation of the donated ore dock chute, and landscaping. Phase I is anticipated to be completed by June 1, 2019.

Martini's Mobile Blasting and Coating of Bessemer, Michigan submitted a proposal of \$19,598.83 to refurbish the ore dock chute. This expenditure had not been "budgeted for". Martini's previously

refurbished the light towers for the project and staff was pleased with the results. Another business contacted for this work did not have the lead abatement or the space needed to do this type of work.

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

Staff requested approval of the contract with Martini's Mobile Blasting and Coating and approval of the funding from the Ore Dock Charitable Trust.

Ortman moved, seconded by Haas to approve to award a contract for refurbishing an ore dock chute to Martini's Mobile Blasting and Coating for the amount of \$21,558.71. The motion passed unanimously by roll call vote.

Agenda Item 8: Closed Session

Agenda Item 8A: Closed Session per Wisconsin Statute 19.85(1) (c) "Considering employment, promotion, compensation or performance evaluation data on any public employee over which the governmental body has jurisdiction or exercise of responsibility" City Attorney (Administrator)

Agenda Item 8B: Closed Session Pursuant to Wis. Stat. 19.85 (1) (g): "Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation." Wal-Mart Real Estate Business Trust Claim for Excessive Assessment for 2018 (City Attorney)

Agenda Item 8C: Closed Session pursuant to Wis. Stat. 19.85 (1)(g): "Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation." Higbee & Associates Claim (City Attorney)

George moved, seconded by Jackson to move into closed session. The motion passed unanimously by roll call vote.

Agenda Item 8D: Return to Open Session

Haas moved, seconded by Pufall to return to open session. The motion passed unanimously by voice vote.

Agenda Item 8E: Report of Action or Discussion Taken During Closed Session

Lewis reported that Council approved a two year contract with City Attorney Tyler Wickman. There was no action taken on items 8B and 8C.

Agenda Item 9: Adjournment

Whitebird moved, seconded by Ortman to adjourn. The motion passed unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant
City Clerk

COMMITTEE OF THE WHOLE MEETING

Tuesday, May 14, 2019

Ashland City Hall Council Chambers

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PRESENT: Holly George, Wahsayah Whitebird, Sarah Jackson, Kate Ullman, Ana Tochterman, Matt MacKenzie, Kevin Haas, Charlie Ortman, Elizabeth Franek, and Dick Pufall

ABSENT: Jackie Moore (excused)

ALSO PRESENT: Mayor Debra Lewis, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Police Chief Jim Gregoire, and other concerned citizens

Agenda Item 1: Roll Call

Roll call was taken by the Clerk.

Agenda Item 2: Council President's Report

Council President Kate Ullman welcomed the new Councilors and thanked David Mettillie and Richard Ketring for their service to the City. Public Works Director John Butler is currently in Finland on a fellowship to explore trends in Public Works. She reminded Councilors to use their City email account for City business only and to avoid lobbying. She explained moving more routine and noncontroversial items to the Consent Agenda. She suggested to postpone Discussion Item A to the next Committee of the Whole agenda.

Ortman moved, seconded by Whitebird to extend the meeting 15 minutes past 8:30. The motion passed 8-2 by show of hands; opposed were George and Haas.

Agenda Item 3: Administrator's Report

Kucera discussed Council Retreat dates for potentially May 30 or 31. Megan McBride has been appointed as the Planning and Development Director.

Agenda Item 4: Approval of Agenda

Tochterman moved, seconded by Ortman to approve the agenda. The motion passed unanimously by voice vote.

Ullman asked for a motion to postpone Discussion Item 5A to the next Committee of the Whole meeting. Ortman moved, seconded by Pufall to approve to postpone Discussion Item 5A. The motion passed unanimously by voice vote.

COMMITTEE OF THE WHOLE MEETING

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Agenda Item 5: Discussion Items

Agenda Item 5B: Discussion and Review of Process and Plan for Next Steps for New City of Ashland Police Facility (Ullman)

Based on the discussions at the last Committee of the Whole meeting in March, it appears that there is broad agreement among current Council members that the current state of the Police Department facilities is inadequate and needs to be remedied. Upon reading summary documents and meeting minutes pertaining to discussions about a new police facility, it also appears that this agreement has been persistent for at least three years.

During discussions about financing the proposed new station on 11th Ave. West, a number of questions have surfaced regarding the process by which plans for a new station were developed, especially focused on the site selection. Because only four of the eleven current Council members were serving at the time of the initial phases of the planning and the site selection, providing some key documents and information related to this process may help newer members of the Council feel prepared to move forward with the next decisions about the project. Ullman had tried to gather relevant information to address some of these questions so that all Councilors are aware of the process and a general sense of the discussions that have unfolded leading to the selection of the site and the current plans to construct a new station on 11th Ave. W. Rather than including the full text of lengthy documents, the packet included excerpts of a number of documents in order to provide common information most relevant to the concerns that have been expressed by Councilors (or to Councilors by their constituents).

It is Ullman's hope that through a review of this information, an opportunity to ask additional questions, and open discussion respecting the perspectives expressed by all Council members and city staff, we can work to find agreement about how to move forward and achieve our objectives related to the future of the Ashland Police Station.

A) Excerpts from Original RFP for Planning and Design

On 3/28/17, the Council instructed staff to prepare an RFP for design of a Police Station. The motion carried unanimously by roll call, Agenda title: "Direct City Administrator to prepare an RFP to secure an architectural firm to prepare up to 3 options as to how to proceed with development of a sustainable Ashland Police Department Facility located centrally in the City of Ashland". The RFP was issued and pp 3-12 of the RFP were included. These pages provide a succinct justification of the need for a new station, and articulate the stages of planning and design as well as a process and deliverables. The RFPs were returned in late July and the bid was awarded in September of 2017 to C&S Design.

COMMITTEE OF THE WHOLE MEETING

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B) C&S Design's Bid (Approved)

The bid document is about 60 pages long, but these 8 pages outline the design process, which largely follows what is outlined in the RFP.

C) Agenda Bill regarding site selection (1/9/18)

In January, 2018, the Council voted 6-2 to approve the 11th Ave. W. site for construction of a new station, after the unanimous recommendation of the internal planning team. This agenda bill provides some minutes from meetings of the internal planning team, led by C&S Design.

D) PPT Presentation regarding site selection

A representative of C&S Design gave this PPT presentation at the 1/9/18 meeting outlining the pros and cons of 7 different sites. The sites included a mix of new construction and renovation of existing facilities.

(On June 26, 2018, the Council approved a conditional use permit for construction of the Police Station on 11th Ave. W., by a vote of 9-1, according to the meeting minutes from that meeting.)

E) Excerpt from Architectural Drawings

On or near December 21, 2018, the Council was provided with the architectural drawings of the new station, as well as budget estimates for construction and operations. A few key drawings are included here for reference.

F) Police Station Budget Estimates

These estimates related to construction and annual operational costs were provided to the Council on or near December 21, 2018 after a request at the 12/11/18 meeting.

G) Comparison of Financing Options

On January 8th, the Finance Director presented this draft summary as part of a discussion of financing options. This compares the terms of four different possible loans.

Ullman offered an overview of the exhibits of the agenda bill and recommended to discuss financing options at the next Committee of the Whole meeting.

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Ashland City Hall Council Chambers
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Agenda Item 6: Adjournment

At 8:45 p.m., George moved, seconded by Jackson to adjourn. The motion passed unanimously by voice vote.

Respectfully submitted,

Denise Oliphant
City Clerk

SUBJECT: Operators' Licenses

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Police Department

EXHIBITS:

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

The following individuals have applied for an operator's license:

Patricia E. Brown
Kiersten A. Galazen
Emily M. Hanson
Autumn E. Koleski
Caitlin M. Krengel
Debra K. McCormick
Nathan B. Nicholls
Irene L. Piff
Michael S. Tanula
Clay M. Torres
William T. Dryer

Yvonne M. Bretting
Michelle L. Aronson
Jeffrey L. Shannon
Emily J. Pufall

I. Call to Order

JW call to order 5:34 pm

A. Roll Call

Stef Jaeger, Sara Hudson, JW Sutton, Eric Erickson, Jackie Moore,

Also present: Megan, Charmaine Swan, Amy Vik, Jackie Moore, Rachel, Anita Haukauss

Excused: Ana, Dick Pufall

B. Agenda Modification

Business Items A and C to immediately following public comment period

Eric motions

JW seconds

C. Approval of Minutes

Eric motions

Jackie second

II. Public Comment Period --

III. Business Items:

- A. Coordination of volunteer park public piano - Michael Lee

See Memo Plan

Michael, Rachel, Amy Vik, Haukuss

Want to put a piano in Otis park

Tom draughn to maintenance

Stefanie motioned to approve

Ana seconds

Passes unanimously

C. Smoke free parks update - Charmaine Swan presenting

Parks and rec already has a no smoking ordinance in place since 2013

Proposal for smoke free signage placement in all the parks

ALA has a grant to purchase and maintain signs

Public education opportunities to help educate the public on the ordinance and that it can be enforced. More citizen policing. Outreach would be directed at children and adults, depending on the location.

Team up with clinics and other organizations for outreach in newsletters, etc.

By July 10th hopefully

Erik suggested reminding coaches parks are smoke free

Information Items (See the attached Memorandum)

- a. Updates on Grants
- b. Summer programs :New class - 2 ballet class, 2 creative movement classes, Megan is running a parkercize class
- c. Bayview pier
- d. Ore dock
- e. Waterfront trail
- f. Camping updates - prentice and Keher park full for camping yay!
- g. Bike Rodeo Recap
- h. Summer Projects

Army Corp of Engineers called: Put the connection of Stuntz and Oredock One Million Dollar grant made the list of priorities

Business Items (continued)

B. Coordination of volunteer projects in parks and trails (discussion)

JW

People need constructive things to do (scout troops, service projects, community hours, volunteer service for resumes, etc.)

Can we create structured volunteer programs for this and prioritize this? Can reasonably untrained humans do some projectS ? Useful for them/useful for parks

Organized by categories (more structured groups vs. individual)

Invasive species lookout with Northland kids?

Make a volunteer program for categories of projects

Sara will bring the packet she has already

Next Meeting Date

August 15th, 2018

Comments and Questions**Adjourn**

Motion to adjourn

Jackie motions

Megan seconds

JOINT MEETING OF PLANNING COMMISSION, PARKS AND RECREATION, HARBOR COMMISSION
Tuesday, October 2, 2018
Ashland City Hall Council Chambers

Call to Order Roll Call: Call to order at 6:01pm by Sara Hudson

Present:

Planning Commission: Ernie Bliss Mayor Lewis, John Beirl, Mike Amman

PRC: JW Sutton, Megan Tumas, Dick Pufall

Harbor Commission: Paul Gilbertson, Randy Harvey, Dick Pufall, Tom Yankee, Allen Smiles

2. Approval of Agenda

Motion by Sutton, second by Pufall, all in favor

3. No Public Comment

4. Action Items:

Beirl asked to give history of the project/meeting. Hudson explained the history and the process on how we got to this meeting. Kroner explained we have \$60-\$70K for the project. \$30K is grant funded, rest has been budgeted for in P&D and APR 2018 CIP Budgets. Harvey asked if this plan will be new or based on the old plan, Hudson explained that it is up to the Consultants and Community Members but probably will be a new waterfront development plan. Harvey also questioned if the City owned the Clarkson Dock, Kroner stated no but the City is investigating owning it.

Hudson introduced Jessie Fink from SmithGroup for the first presentation. Sutton asked about the timeline in the proposal being so short. Fink stated that this was because of the shortened charrette process. Amman asked about the follow through with projects and planning process. Fink answered lack of control over the parcels of land that the City did not own and a priority system as to how to acquire them. The next plan needs to be primarily focused on the parcels of land the City does own and then think about what piece of property to pursue. Gilbertson asked about the community focus and what that looks like. Fink answered that it starts with a small key stake holder group to gain focus and then opened up meeting to the public, referenced the Oredock Planning meeting. Harvey stated he likes his idea of selling places the City does not utilize. Pufall asked about the amount of time SmithGroup will put towards this project, referencing the Oredock. Fink stated the the Oredock was going slower than expected but this project would be a priority and create a plan on how to potentially fund the project plans. Determined priorities will assist the City to funnel funds and complete projects.

Hudson introduced Pat Stalecki and Kristan Sanchez of Graef . Sutton as to clarify funding opportunities: CDBG Public Facilities, CDBG and Close, RLF, etc. Gilbertson asked about the timelines and who will be present in Ashland. Sanchez stated the timeline was around 7 months, starting with the CORP and existing facilities, then moving towards WFD Plan. Graef would meet with key communities members and committee/commissioners. Key staff leads would be Tonya

and/or Kristan along with other team members when needed for the plan. Amman asked about working with small, rural economically deprived areas. Sanchez stated the plans would be based on the community's vision, the market, assets, amenities and needs. Gilbertson asked about the approach of looking back at the waterfront and making a plan from there. Stalecki stated that connecting amenities is very important for economic development both at the waterfront and "in town" and urban corridors. Sanchez reiterated how important connectivity is within a community and the exercise to assist in creating the plan helps build redevelopment opportunities and wants in the community and marry them. Pufall asked about the geographic location of the waterfront to US Hwy 2 and if there is enough space to create a destination for tourists. Stalecki stated that the Oredock area has the most opportunity but the key is to find the right type of development for areas such as the marina. Sanchez asked clarification from Pufall what a destination means. Pufall stated he only thought about things incorporated with the Oredock such as a river boat gambling facility. Yankee asked if the firm has had or will have access to all the plans that have been created for the City of Ashland. Sanchez stated that they would look at the most recent WFD and CORP plans, then incorporate the Authentic Ashland Plan and create a new plan. Sutton asked if including the whole shoreline should be considered part of the waterfront plan. Smiles stated that we need an economic "bomb" and that we have the beginnings

Lewis suggested each attendee talk and make a suggestion. Sutton questioned putting all "our eggs in one basket" with Smithgroup. Amman felt that Graef did a great presentation like their passion on follow through. Tumas liked that Smithgroup talked about Coastal Resiliency, but yet appreciated that attitude of getting things done with Graef. Harvey stated that trying new blood would be good. Pufall stated he liked Graef's presentation; it was energetic and liked that fact that trying someone new. Gilbertson agreed that he liked the initial proposal and the idea of working on a new firm. Bliss stated he has no history with either group and was impressed with Smithgroup's presentation but liked that Graef is looking at it with a different lens. Yankee has liked working with Smithgroup in the past, but think it might be time for a change and was impressed with presentation and enthusiasm and would go with Graef. Smiles did not see much advantage of going with either. Gilbertson motion to recommend Graef to the City Council, Amman seconded. Amman questioned the cost. Lewis stated that is a council issue and Hudson/Kroner stated that we have enough budgeted to cover costs. Bliss called the question. All in favor. No one opposed.

Motion to adjourn Sutton second by Tumas

**POLICE AND FIRE COMMISSION MEETING
ASHLAND FIRE DEPARTMENT CONFERENCE ROOM
JANUARY 7, 2019**

1. Call to Order

The meeting was called to order at 5:18 by Ed Monroe

2. Roll Call

Present: Ed Monroe, Sarah Granley, Kate Siegler & Matt Horning

Excused: Gordon Gilbertson

Also Present: Police Chief James Gregoire, Fire Chief Wayne Chenier, Recording Secretary Barb Henry, Mayor Deb Lewis

3. Approval of Agenda

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

4. Approval of Minutes from Nov. 5th and Dec. 10th 2018 meetings

A motion was made by Kate Siegler, seconded by Sarah Granley to approve the minutes with a correction to the Dec 10th Closed Session minutes to show the retirement date for Chief Chenier to May 18, 2019 in lieu of March 18, 2018.

The motion passed unanimously.

5. Fire Department Business

a. Administrative Report

Chief Chenier provided a handout detailing the department's events from Nov 1 through Dec 31, 2018.

The Department responded to three fires.

Training for ALS is ongoing and Paramedic training will be starting soon.

Revenue for 2018 will be approximately \$1,057,000.

A motion was made by Matt Horning, seconded by Kate Siegler to approve Chief Chenier's report. The motion passed unanimously.

6. Police Department Business

a. Administrative Report:

Chief Gregoire provided a handout detailing the department's events from Oct 30 through Dec 31, 2018.

The department responded to 1673 calls.

The issuance of parking tickets is going up due to the winter season.

An investigation of a missing person from Sept 23rd is still on going with no new leads.

Chief Gregoire attended the Landlord Forum .

An internet site called Road Snacks has put the City of Ashland in a poor light in regard to criminal activity, however, the Chief indicated that the Department solves 80% of crimes compared to only 20% nationally.

The new police station is contingent on the City Council approving the financing. An RDA is being considered which will let the City have 40 years to pay the loan.

A motion was made by Matt Horning, seconded by Kate Siegler to approve Chief Gregoire's report. The motion passed unanimously.

7. Update on Interim Fire Chief

Three applications have been received for consideration. The Chief would like to have the interviews completed as soon as possible so that he can mentor them before he retires. Once Chief Chenier retires the candidate will serve as Interim Chief on a 6 month probationary basis. The Chief would like the HR Director to be involved in the interview process. Kate Siegler requested that the Commission obtain the hiring questions that were used in the hiring of the City Administrator.

The Commission set the date of January 15, 2019 as the interview date.

8. Next Meeting Date

The next regular meeting of the Police & Fire Commission will be Monday, March 11, 2019 at 5:15 pm.

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

a. Update on Fire Department probationary reports

b. Update on Police Department probationary reports

A motion was made by Kate Siegler, seconded by Sarah Granley to go into Closed Session. The motion was approved with a roll call vote. .

10. Return to Open Session

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

11. Report Action Taken in Closed Session

The Commission approved Chief Chenier's recommendation to award Erin Geraghty a full time EMT/Firefighter position.

The Commission approved Chief Chenier's probationary reports on Matt Rochelle & David Rekemeyer.

The Commission approved Chief Gregoire's probationary report on Brandon Marten.

12. Adjournment

A motion was made by Matt Horning, seconded by Sarah Granley to adjourn. The meeting adjourned at 6:52 pm.

Respectfully submitted

Barbara Henry
Recording Secretary

Police & Fire Commission Meeting
Special Meeting 1-15-19

1. Call to Order

The meeting was called to order by Ed Monroe at 5:15 pm

2. Roll Call

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

Excused: Gordon Gilbertson

Also Present: HR Director Jennifer Bouley, Recording Secretary Barb Henry

3. Approval of Agenda

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

4. Closed Session as Authorized by Wisconsin State Statute 19.85(1)(c) to interview candidates for the position of interim Fire Chief.

A motion was made by Kate Siegler, seconded by Sarah Granley to go into Closed Session. The motion passed unanimously.

5. Return to Open Session

A motion was made by Sarah Granley, seconded by Kate Siegler to return to Open Session. The motion passed unanimously.

6. Report action taken in Closed Session

The Commission unanimously moved to offer David Wegener the position of interim Fire Chief.

7. Adjournment

A motion was made by Matt Horning, seconded by Kate Siegler to adjourn. The meeting adjourned at 8:55 pm.

Respectfully submitted,

Barbara Henry
Recording Secretary

Minutes of the City of Ashland Plan Commission

A meeting of the Plan Commission was called to order on **Tuesday, February 19, 2019**
at 6:30 p.m. in the City Hall Council Chambers.

PRESENT: John Beirl, Mike Amman, Laurie Gregor, David Mettillie, Katie Gellatly
EXCUSED: Mayor Lewis
STAFF: Megan McBride

1) Call to Order and Roll Call

David Mettillie called the meeting to order at 6:30 p.m.

2) Approval of Agenda

Motion to approve the Agenda by John Bierl. Seconded by Mike Amman. Passed unanimously.

3) Consent Agenda

Motion to approve minutes from December 4, 2018 Plan Commission meeting by John Beirl. Seconded by Katie Gellatly. Passed unanimously.

4) Public Comment (non-agenda items)

No public comments.

5) Action Items

- a. Public Hearing and vote on a Conditional Use Permit to allow long-term housing/sober living home pursuant to UDO Section 5.6: Social Services at 721 6th Street West, Applicant: Dave Gallup Foundation.**

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

Megan McBride explained the required Class 2 Public Hearing notice that was issued and discretionary letters were sent to property owners within 200 feet of the proposed development. She then went through the approval criteria and recommended conditions outlined in the staff report.

Public Hearing: Nancy Garrett of 609 MacArthur Avenue expressed that parking is already a concern in the neighborhood due to the church not having a parking lot. John Beirl asked if there had been any other feedback from neighbors within 200 feet of the proposed development, and Megan McBride stated that she had not received anything by the time of the meeting. Nancy Garrett stated that she was glad there would be a residential supervisor at the site, and that she was glad to hear that the Gallup Foundation would be paying property tax. She explained that she did not expect parking to be an issue due to the likelihood of the people staying in the sober living house not owning vehicles.

Motion to go out of Public Hearing by John Beirl. Seconded by Katie Gellatly. Passed unanimously.

Motion to approve the Conditional Use Permit with proposed conditions by John Beirl. Seconded by Katie Gellatly. Passed unanimously.

b. Request to vacate portions of undeveloped right of way located adjacent to 3801 Lake Park Road, Applicants: Eric and Joann Swanson.

Megan McBride explained that the process for right of way vacations set by the state requires that Planning Commission must review and provide a recommendation to Council. She explained that the required Class 3 Public Hearing notice was issued. She explained that the background info is all in the staff report.

John Beirl asked for clarification of vacation versus the sale of excess property, and asked for the history. Megan McBride explained that the properties proposed for vacation are considered undeveloped right-of-way, so the Swansons own the small portion of property out in the lake, and that the right-of-way was put in place when the shorelines were different, so the plating does not line up with the existing shoreline now. She explained that the property owners are hoping to consolidate all of these smaller pieces into one existing parcel of property, and that she did not foresee any downsides to vacating this right of way. Questions were asked regarding if the vacated properties would return to the tax roll, and Megan McBride explained that they would be returned to the tax roll once they are vacated.

Mike Cariveau, the waypoint engineer with this project was present as the representative of the landowners, and explained that the landowners are hoping to do some shoreline restoration in the property that is specified in the maps. There is another small tract of land that is also undeveloped right of way, but he explained that small parcel in question is the primary concern due to wanting to proceed with shoreline restoration to protect their property at this time.

John Beirl asked if the property had any value if the city sold it instead of vacating it and having it added to the tax roll. Mike Cariveau explained that there was not much value because it is land locked and difficult to access. He explained that the plat was done anticipating for it to be filled in as needed, but this did not happen. Megan McBride mentioned that she spoke to Public Works to get their input on the vacation, and they expressed that it would be good to vacate the property so that they are no longer responsible for any maintenance, and that she agreed that vacating the property is the best option.

Motion to approve vacation of undeveloped right of way by Laurie Gregor. Seconded by David Mettelle. Passed unanimously.

6) Discussion Items

a. Updates and discussion on Comprehensive Plan implementation

Megan McBride provided updates on projects that are ongoing and suggested that it be an ongoing agenda item so that it can continue to be discussed. John Beirl asked for updates with how the City is working with AADC and the Chamber, and Megan McBride explained that there are more meetings and cooperation going on between these groups so that Main Street revitalization can continue to be a priority as emphasized in the Comp Plan. She explained that more financial opportunities are being pursued (such as grants) and that these will be presented to the Events and Planning Commission (EPC) and to downtown property owners.

She provided updates regarding downtown parking, and explained that this summer they are planning to work on providing more signage and studying areas that are particular “hot spots” for parking problems. She explained that there is a downtown survey in the works that will hopefully be going out in mid-March that will be an overall resident survey about the downtown and will provide more data to inform downtown planning and project focuses.

7) Announcements/Reports/Comments/Questions

None.

8) Adjournment

Motion to adjourn by John Beirl. Seconded by Katie Gellatly. Passed unanimously.
--

The meeting was adjourned at 7:00 p.m. Minutes by Lucas Phillips.

Historic Preservation Commission (HPC)

March 4, 2019

Meeting Minutes

Present: Stephen G. Schraufnagel, Allen Smiles, Richard Peterson, Magge Ericson and Megan McBride

Absent: Joan Haukaas, Dick Pufall and Jeff Muse

Called to Order: 5:00 P.M. Adjourned 6:00 P.M.

Location: Council Chambers on the main level at the Ashland City Hall

Minutes: A motion to approve the October 15, 2018 meeting minutes was made by Rich Peterson and seconded by Magge Ericson. **Motion carried.**

Public Input (five minutes max): No comments at this time.

Old Business

Update on Royal Theater and Pabst Building: Blue Water Realty now has the listing for this property.

New Business

Certificates of Appropriateness: None at this meeting.

Update on Plaques and their Placement in the Community: No update at this meeting.

Discuss Strategies for Marketing Historic Tax Credits: Megan McBride will be working on a brochure and postcard with all the appropriate links shown on them.

Announcements/Reports/Comments/Questions: The following items were discussed:

1. St. Andrews Church was recently purchased by two out-of-town doctors.
2. Megan McBride will be attending the 2019 WAHPC State Conference on April 12, 2019, in Oshkosh, WI.
3. Megan McBride is working with Traci Snell regarding funding for creation of another Historic District.
4. Four new listings are schedule for the Public Hearing on May 20, 2019.

Set Future Meeting Dates: The next HPC meeting is set for May 20, 2019 @ 5:00 P.M. A Public Hearing will be held at this meeting for all new listings to the historic buildings in the area. The upcoming meeting dates are as follows:

July 29, 2019 @ 5:00 P.M.

September 23, 2019 @ 5:00 P.M.

A motion to adjourn this meeting was made by Magge Ericson. The motion was seconded by Rich Peterson. **Motion carried.**

Respectfully submitted,

Stephen G. Schraufnagel, Architect
Chairman of the City of Ashland
Historic Preservation Commission

**POLICE AND FIRE COMMISSION MEETING
ASHLAND FIRE DEPARTMENT
CONFERENCE ROOM
MARCH 11, 2019**

1. Call to Order

The meeting was called to order at 5:16pm by Gordon Gilbertson

2. Roll Call

Present: Gordon Gilbertson, Sarah Granley, Matt Horning

Excused: Ed Monroe, Kate Siegler

Also Present: Police Chief James Gregoire, Fire Chief Wayne Chenier, Recording Secretary Barb Henry, Lieutenant Scott Morland

3. Approval of Agenda

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

4. Approval of Minutes from January 7 and January 15, 2019

A motion was made by Sarah Granley, seconded by Matt Horning to approve the minutes.
The motion passed unanimously.

5. Police Department Business

a. Administrative Report

Chief Gregoire provided a handout detailing the department's events from January 1st through February 28th 2019.

Calls are down for these two months which is normal for this time of year.

The City Council voted against the RDA which would fund the new fire station. It will be brought to the Council again to see if they will bring a new vote. Matt Horning asked if the PFC should go to the City Council in a show of support for the RDA. It was decided that the PFC not get involved, but each member could show support individually.

Officer Hall graduated from Drug Recognition Expert School. The Department now has two drug experts on staff.

Lt. Morland spoke as to the duties of the Investigation Department. He and Investigator Marten have been extremely busy responding to CPS (Child Protective Service) calls. They may be working on a case, but when a CPS call comes in, they drop everything and respond to the call along with someone from Human Services. One of the main objectives is to ensure the victim is safe.

There have been four ICAC (Internet Crimes against Children) calls which is far more than normal. ICAC calls are usually referred to them from DCI by way of cyber tips.

These cases can take many days to investigate.

The Investigation Department has issued six search warrants in two months.

A motion was made by Matt Horning, seconded by Sarah Granley to approve Chief Gregoire's report. The motion passed unanimously.

6. Fire Department Business

a. Administrative Report:

Chief Chenier provided a handout detailing the Fire Departments events from January 1st through March 10th 2019.

The entire department staff has been busy with Paramedic Refresher Training. The training lasts all day, three days a week so each shift is covered, and goes for six weeks. Due to this training, the Chief has been unable to do much mentoring of Captain Wegener.

Chief Chenier and David Wegener attended the Fire Chief's Annual meeting.

The Department responded to seven fire calls during this time frame.

Overall, there were 2700 calls in 2018.

Captain Thimm was able to secure a grant through MMC for advanced life support equipment for Med 5.

The Department sent a rig to Madeline Island after they lost everything in a fire. The Chief also offered his support if needed.

Captain Thimm reached out to Book Across the Bay to provide services, but had received no response.

A motion was made by Sarah Granley, seconded by Matt Horning to accept Chief Chenier's report. The motion passed unanimously.

7. Next Meeting Date

The next meeting of the Police & Fire Commission will be Monday, May 6, 2019 at 5:15pm

8. Closed Session as authorized by Wisconsin Statute 19.85(1)(c) for:

a. Review hiring procedures for new police officers

b. Review promotional procedures

c. Probationary reports/discipline

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

9. Return to Open Session

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

10. Report Action Taken in Closed Session

The Commission approved Chief Gregoire's new hiring procedure.

The Commission approved Chief Gregoire's promotional procedure due to the retirement of Sgt. Tutor in July.

The Commission approved Chief Gregoire's probationary reports on Officers Marten, Kroll and Pupp, along with the disciplinary report on an officer.

The Commission approved Chief Chenier's probationary report on EMT Rochelle and Rekemeyer.

The Commission agreed to clarify language regarding 'Interim' and 'Probation' with HR Director Jennifer Bouley.

11. Adjournment

A motion was made by Matt Horning, seconded by Sarah Granley to adjourn. The meeting adjourned at 6:25 pm.

Respectfully submitted

Barbara Henry
Recording Secretary

**ASHLAND BEAUTIFICATION COUNCIL
MEETING**

April 8, 2019

1. Roll Call: Volunteer Hours

Present:

Elaine Peterson	6.15
Shawna Johnson	3.15
Kay Saari	3.15
Penny Rutyna	5.30
Mary Zinnecker	1.15
David Askue	1.15
Donna Lanni	2.0
Jeanne Spruell	

2018-2019 resignations:

Carol Feldmeier, Cynthia Meyer, David Siegler

2. Approval of Feb 4, 2019 meeting minutes:

Motion: Penny

Seconded: David

Vote: Aye.

3. Administrative:

a. Treasurer's report: Ashland Beautification Council 2019 budget is \$1900. \$550.90 Hauser's order to be paid. Mary made motion to approve, Kay seconded, vote aye.

b. Election of Officers for the Ashland Beautification Council for 2019.

Chairperson: Mary Zinnecker

Vice Chairperson: Donna Lanni

Secretary: Shawna Johnson

Treasurer: Penny Rutyna

Penny made motion to approve the nominated/selected slate of officers for 2019, Kay seconded, motion carried.

4. Old Business:

- Adopt-A-Park or Garden Plot: Mary will request on Facebook worker volunteers to help the Beautification Council.
- Memorial trees, benches or shrub program: Brochure will be placed on Facebook listing garden programs, Adopt-A-Garden, Memorial trees, shrubs or benches. Brochure will include prices for memorials. Also will place brochures in the funeral homes.
- 2019 Beauty Spot assignments: Shawn-May, Penny-June, Jeanne-July, Elaine-Aug, Mary-Sept, Donna-Oct.
- 2019 Beautification project calendar:
 - Crest Motel: Assign days and times to council members. Saturday, April 27, 10:00 cleanup.
 - City Parking lots and Otis/Pearson Park: Ron, Donna. Kay Saari and Dave Siegler.
 - Ellis Avenue Boulevard: Donna will coordinate volunteers.
 - Bayview Park, boat landing and Memorial Park: Elaine, David and Carol.
 - Large planters in parking lots and City Hall: Mary, Jeanne, Kay and Shawna.
 - Courthouse
 - West End Welcome Sign: Needs to be checked out for further planting. Possibly add mums in the fall.
 - Trail Gardens: Donna and Ron with City workers.
 - East side of City Hall: Donna and Ron.

5. New Business:

- a. Ask Sara Hudson, Parks & Recreation about coordinating volunteers for working parking lots.
- b. Donna will coordinate with Ashland High School on starting cannas.
- c. Beaser Blvd compost: Either city or Earth Sense for source.
- d. Plant Sale and Garden Tour: Downtown Day, August 3.
- e. Vests and cones can be picked up at the Parks and Rec Dept for working near traffic on Ellis and Beaser Blvds.
- f. Penny has garden cart purchased for BC use in her garage.
- g. May agenda: Discussed attending "Bayfield in Bloom" on Friday, May 10 at 9:30 and a trip to The Red Barn Sale after luncheon meeting at The Bayfield Inn.

6. Date of Next Meeting: Friday, May 10, 2019, at 12:30 PM Bayfield Inn, Bayfield, WI.

7. Adjournment at 7:30 p.m. Motion to adjourn: Kay

Seconded: Penny

Vote: Aye

Respectfully Submitted,

Elaine Peterson

SUBJECT: Approve to Adopt the Current City of Ashland Comprehensive Outdoor Recreation Plan (CORP) until December 31, 2019 with the Addition of Parks Goal 7: Ashland Ore Dock Redevelopment (*Voice*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: City Administrator, Mayor

EXHIBITS: 1. Comprehensive Outdoor Recreation Plan 2013-2018

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE:

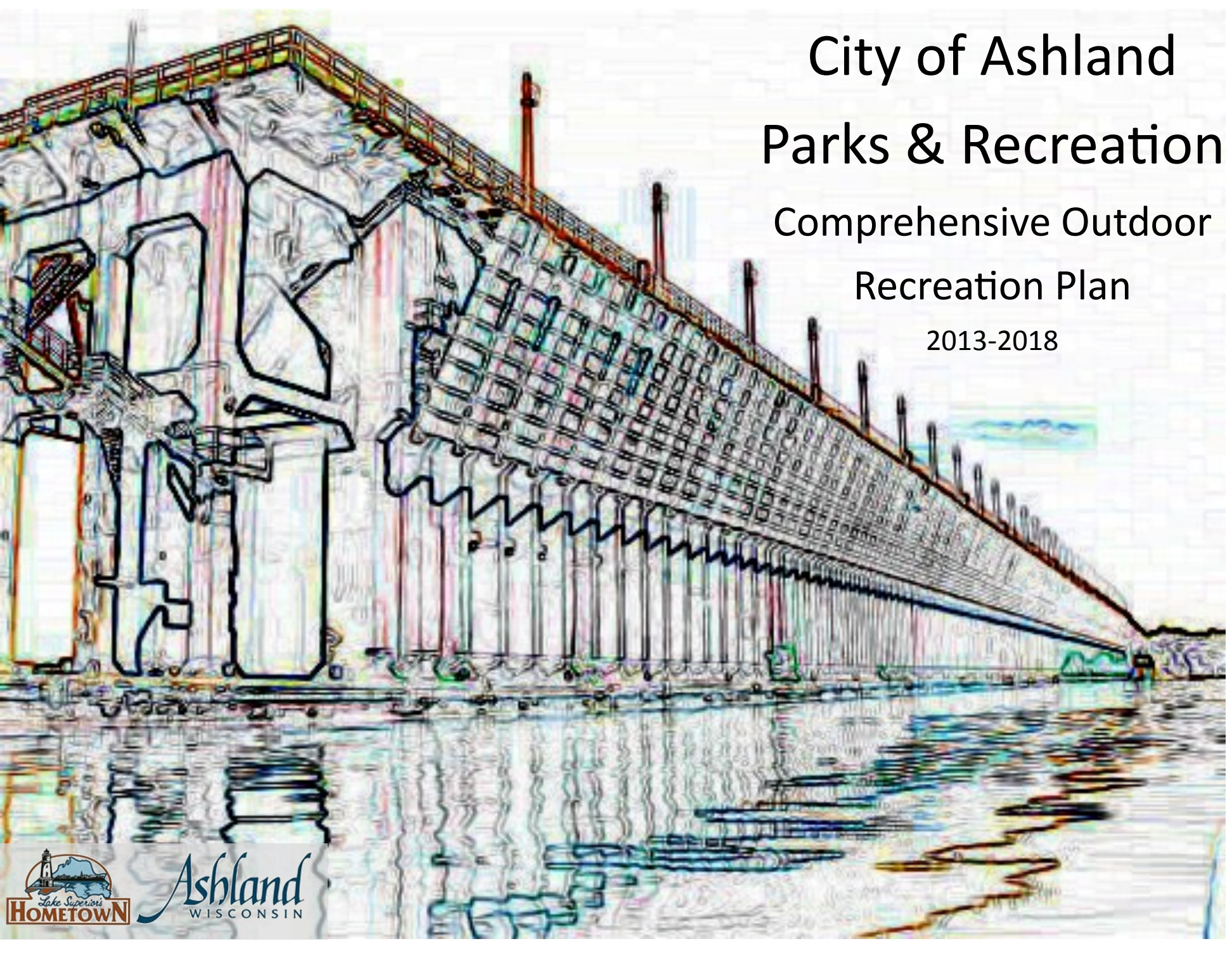
COMPLIANCE WITH ORDINANCE 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, (Council Rules) permit the Mayor and/or Clerk to schedule items directly for Council action when a timely decision is needed by the City. The Mayor has chosen to direct this item directly to Council pursuant to the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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: The item conforms with Authentic Ashland 2035.

SUMMARY STATEMENT:

The City's Comprehensive Outdoor Recreation Plan (CORP) expired December 31, 2018. The Wisconsin Department of Natural Resources, along with the National Parks and Recreation Agency, recommends that these plans be updated every 5 years to stay current with outdoor recreation trends, park usage, land development, and City priorities.

The City has retained a consultant (GRAEF) to update the CORP. The update should be completed by August 2019. To qualify for grant funding in 2019, it has been recommended that Council adopt a new expiration date of December 31, 2019 and add to it, Chapter 5 Goals and Objectives and Park Goal 7: Ashland Ore Dock Redevelopment. Objectives include:- Securing Funding for Design and Engineering Documents- Public Access to 1923 Section of the Ore Dock, known as Phase 1: Diamond Access.



City of Ashland Parks & Recreation Comprehensive Outdoor Recreation Plan 2013-2018



Ashland
WISCONSIN

Prepared By:

Department Administrative Staff

Sara Hudson -Program Coordinator

Jackie Moore -Administrative Assistant

Linda Simanovsky -Gymnastics Coordinator

Parks & Recreation Committee

Bob Blaszkowski-*Chair*

Anna Novak

Elizabeth Paul-Soch

Patrick Daoust

J.W. Sutton

Eric Erickson

Dick Pufall, *Council Representative*

The Park & Recreation Committee is comprised of no less than five (5) and no more than seven (7) members, each of whom shall serve no more than two (2) consecutive terms. Each member is approved by the City Council.

The Park & Recreation Committee meets on the third Wednesday of every month at 6:30 pm at the Ashland City Hall Council Chambers. The meetings are open to the public and the public is encourage to ask questions and provide feedback.

For:

Mayor & City Council

Mayor :: Bill Whalen

Ward 1 :: John Green

Ward 2 :: Richard Ketring

Ward 3 :: Jerry Teague

Ward 4 :: Roland Peterson

Ward 5 :: Carl Doersch

Ward 6 :: Joyce Kabasa

Ward 7 :: Pat Kinney-*President*

Ward 8 :: Rick Dowd

Ward 9 :: David Eades

Ward 10 :: Dick Pufall

Ward 11 :: Kelly Westlund

Contact:

City of Ashland
Parks & Recreation Department
Jackie Moore
Administrative Assistant
Bretting Community Center
400 4th Avenue West
Ashland, WI 54806
715-682-7059
jmoore@coawi.org
www.ashlandparks.org

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IV. City Survey Results

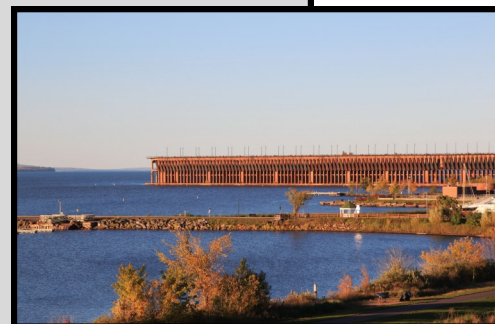
V. Goals & Objectives

Appendix

- ADA 2012 Parks Audit



CITY OF ASHLAND PARKS & RECREATION MASTER PLAN



EXECUTIVE SUMMARY

The *City of Ashland -Comprehensive Outdoor Recreation Plan (CORP) 2013-2018* is the third in a series of Wisconsin Department of Natural Resources (WDNR) recognized recreation plans. Ashland has developed and submitted approved five-year recreation plans in 1988 and 1991. The 2013 Recreation Plan is a completely revised and updated version intended to be used as a guide for parks and recreation development through 2018. Although this plan is designed to serve the City of Ashland, residents from the surrounding areas will undoubtedly use the facilities and program opportunities that the Ashland Parks & Recreation Department (APR) provides.

This plan is intended to be used as a guide for accomplishing future development of parks, recreational activities, programs, and facilities within the City of Ashland. It possesses several important purposes including: (1) a source of information, (2) a guide for identifying and correcting deficiencies, (3) an indicator of goals and objectives, (4) a framework for making decisions, and (5) a means of stimulating public interest, participation and stewardship in local community recreation opportunities.

The City of Ashland completed its last comprehensive Recreation plan (1991) in-house. That plan was a slight modification of the plan drafted in 1988. As with any plan, it

was a step in the right direction and provided an overview of City parks and recreation property, but it lacked any input on recreational programming, or long term improvement plans. The Parks & Recreation Staff developed the 2013 - 2018 comprehensive plan. The short time frame of this plan was established to allow focus on realistic goals and seek vital, immediate improvements to the parks within a 5 year planning horizon.

The most effective method to determine what services the community desires and is willing to pay for was an assessment using social science survey research. To identify the community needs, a total of 4,153 surveys were distributed to Ashland households and of those that received the survey, 772 surveys were fully completed and/or returned to the City; a survey response rate of 19%.

According to survey results, the Ashland community felt that job creation, environmental protection, projecting an attractive community image and youth activities were very important to the quality of life characteristics. Further, business development and strengthening relationships with local secondary educational facilities were extremely important to Ashland's future. The quality of services offered throughout the community were ranked average; namely access to Lake

Park & Recreation Committee Mission Statement

The Parks and Recreation Committee of the City of Ashland, Wisconsin is a municipal agency formulated to meet the needs for recreational resources to improve the quality of life for regional residents and visitors. This is accomplished through preserving, maintaining and improving services, facilities, parks and open spaces.

Mission Statement

The Mission of the Ashland Parks & Recreation Department (APR) is to meet the needs for recreational resources and to improve the quality of life for regional residents and visitors through quality programs, facilities, and recreational opportunities.

Superior, educational and medical facilities. Maintenance of parks, green spaces and trails were ranked as “good”, and the quality of parks, green spaces and trails were ranked as top attributes of the City.

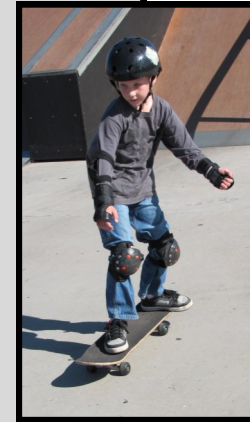
The process used to develop this plan began by analyzing current facilities, parks, recreational programs, and administrative conditions. From this analysis applicable goals and objectives were determined to improve services in each area.

The most recent five year Capital Improvement Program (CIP) which outlines proposed improvements to facilities and parks is included in the plan. The purpose of the CIP is to invest significant monies into improving the quality and safety of current park equipment as well as investing in additional revenue generating facilities. Ashland Parks & Recreation’s Capital Improvement Plan for 2013 - 2018 is included later in this plan.



One of three public
access points at
Maslowski Beach

CITY OF ASHLAND PARKS & RECREATION MASTER PLAN



CHAPTER 1 - INTRODUCTION

WELCOME TO ASHLAND...

The City of Ashland has multiple public open spaces, activity areas, and recreational programs to meet the needs and demands of the residents. The 2013 - 2018 Comprehensive Outdoor Recreation Plan (CORP) is the first plan to identify current services, provide goals and objectives for those services, and generate a plan to achieving those goals.

Recreation needs and opportunity for a wide range of experiences can be met by properly located facilities, natural and developed parks, and a variety of program offerings. Residents have expressed the desire to have these types of services, and the City has an responsibility to provide them. The increase in demand for park and recreation services in Ashland has created some challenges that will need to be addressed by elected officials. The biggest challenge is the need to improve the established facilities with limited funds. Planning is an important part of meeting the challenges and recreational needs of the community. Adoption of this plan, and acceptance by the Wisconsin Department of Natural Resources makes the City of Ashland eligible to pursue federal and state funding for maintenance and development of parks facilities and green spaces.

This planning process will be explained over the next five sections. Chapter 2 focuses on the history of Ashland and specific demographics of Ashland.

Chapter 3 will focus on current park and recreation services offered in the City of Ashland. Included will be an inventory of parks, pictures of parks, and brief future development goals for each park.

Chapter 4 will detail the results of the City Survey, which was sent to over 4,000 city residents.

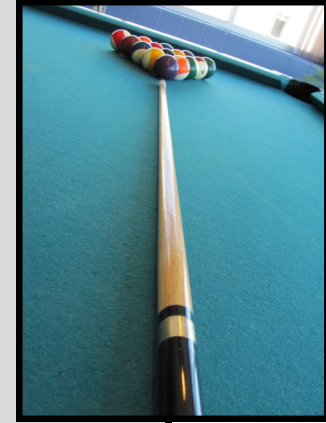
Chapter 5 will present the goals and objectives for the Ashland Parks & Recreation Department between 2013 - 2018. The goals are broken up into the following categories; administrative, parks, development, and programming.

Chapter 6 will detail the implementation schedule for the goals outlined in Chapter 5. This schedule was developed by Ashland Parks & Recreation Staff to meet the needs and priorities for each park. Flexibility is allowed in implementation as funding and staffing is available.



Loose Caboose Participants take off at the starting line. Loose Caboose is an annual free event held in conjunction with a Local marathon each year.

CITY OF ASHLAND PARKS & RECREATION MASTER PLAN



CHAPTER 2 - COMMUNITY DEMOGRAPHICS

SOCIAL CHARACTERISTICS

Located on the southeast shore of Chequamegon Bay, the City of Ashland is Ashland County's largest community and serves as the county seat. The City is a regional center for retail trade, medical services, educational institutions, government and recreation. Historically, Ashland has been closely tied to the natural resources surrounding the area. Early development of the City was based on the flourishing iron mining, stone quarrying and lumber industries at the turn of the twentieth century. Ashland was an important port for shipment of these and other commodities. Populations boomed as the Chequamegon Bay region was heralded as the "New Chicago." As natural resources became rapidly depleted, growth in the City ground to a halt. The past fifty years have been an era of stabilization, and acceptance; leading to a gradual decline in both population and economic prosperity.

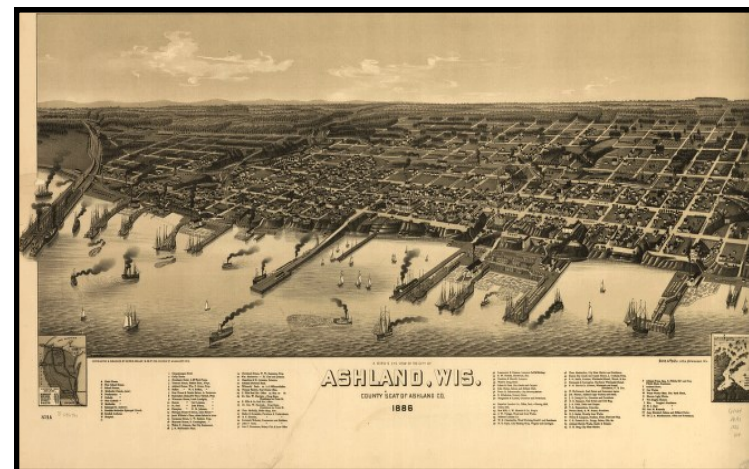
Ashland was incorporated as a city on March 25, 1887. Before being settled by white men, this area was home to the Chippewa Indians. The first Europeans to come to this area, French and British fur traders and French Missionaries, came via Lake Superior.

Asaph Whittlesey was the first European to build a home and settle in what is now Ashland. When he felled the first tree, he said, "This will be the site of a great city." Whittlesey later served in the Wisconsin Legislature. At the time, the nearest train station was

in Chippewa Falls and the only way to get there was to walk the 150 miles.

Except for an occasional shipment of coal, Ashland is no longer used as an industrial port. This portion of Chequamegon Bay is now used primarily for recreational boating, swimming, jet-skiing, sailboarding, and in the winter, ice-fishing is a popular activity.

Railroads were also important in Ashland's development. Ashland was first connected by rail in 1877. Over the years, most tracks were abandoned and left in disrepair. The "Rails to Trails" program refurbishes old rail beds into paved pedestrian trails. Ashland utilized to "Rails to Trails" program and has a City wide trail system that links the City of Ashland to an impressive recreational trail system developed from abandoned railroad corridors across three counties. Ashland is still served by rail via a spur to the southern portion of our Industrial Park.



This image represents Ashland's Shoreline in 1886. Notice the multiple ore docks, and thriving industry.

AGE DISTRIBUTION & PROJECTIONS

Table 2-1, details Ashland's population, broken down by age, in comparison with Ashland County, and Wisconsin State figures based on 2010 Census results.

Compared to the 2000 Census, Ashland's population declined by 404, surpassing the projected decline by 241. For Projection information see Table 2-2 on page 12. This continuing decline is commonly attributed to lack of quality jobs available for residents. Ashland is a blue collar community, rooted in cultural perceptions about economic growth, and success traditionally based on mining, logging, and other industries known for resource depletion. Apart from a -0.8% percent drop from 1980—1990, Ashland's population has declined at an average of 4.12% over the past 40 years. (see table 2-3 on page 12)

Ashland is in a period of flux, where new concepts like sustainability, eco-tourism, and creative economic growth are struggling to be adopted by officials and residents. While drafting this Comprehensive Outdoor Recreation Plan, intense debates on mining in the region were occurring all over the state of Wisconsin. Regardless of the decision Ashland Parks & Recreation has made a commitment to ensure Ashland residents and visitors have quality recreational resources to share and grow in.



Parents and pre-school aged children enjoy Fun-N-Run, a popular community program sponsored by APR.

TABLE 2-1: AGE DISTRIBUTION - 2010

	CITY OF ASHLAND		ASHLAND COUNTY		WISCONSIN	
TOTAL POP.	8,216		16,157		5,686,986	
AGE	NUMBER	%	NUMBER	%	NUMBER	%
UNDER 5	454	5.5%	1,001	6.2%	358,443	6.3%
5 TO 9	436	5.3%	1,014	6.3%	368,617	6.5%
10 TO 14	514	6.3%	1,084	6.7%	375,927	6.6%
15 TO 19	632	7.7%	1,136	7.0%	399,209	7.0%
20 TO 24	753	9.2%	1,121	6.9%	386,552	6.8%
25 TO 34	1,054	12.8%	1,856	11.5%	349,347	6.1%
35 TO 44	836	10.2%	1,750	10.8%	345,328	6.1%
45 TO 54	1,192	14.5%	2,490	15.4%	873,753	15.4%
55 TO 59	586	7.1%	1,167	7.2%	385,986	6.8%
60 TO 64	423	5.1%	971	6.0%	227,029	4.0%
65 TO 74	580	7.1%	1,307	8.1%	400,496	7.0%
75 TO 84	481	5.9%	851	5.3%	258,313	4.5%
85 AND OVER	275	3.3%	409	2.5%	118,505	2.1%
MEDIAN AGE	38.6		40.3		38.5	

Source: US Census Bureau, 2010

**Table 2-2 : Population Projections
for City of Ashland**

YEAR	POPULATION
2000 Census	8,620
2005 (EST)	8,530
2010 Projected	8,457
2010 Actual	8,216
2015	8,408
2020	8,369
2030	8,175
Change	-445
Percent Change	-5.2%

Source: Wisconsin Demographic Services Center



Youth participants in the 2011 Baycross Race head toward the starting line.

TABLE 2-3 : POPULATION CHANGE 1970 - 2010

PLACE	1970 POP.	CHANGE 1960-70	1980 POP.	CHANGE 1970 - 80	1990 POP.	CHANGE 1980-90	2000 POP.	CHANGE 1990-00	2010 POP.	CHANGE 2000 -10
CITY OF ASHLAND	9,615	-5.1%	9,115	-5.2%	8,695	-4.6%	8,620	-0.8%	8,216	-4.9%
ASHLAND COUNTY	16,743	-3.6%	16,783	0.2%	16,307	-2.8%	16,866	3.4%	16,157	-4.4%
WISCONSIN	4,413,300	11.7%	4,705,642	6.6%	4,891,769	4.0%	5,363,690	9.6%	5,686,986	5.7%

SOURCE: WISCONSIN DEMOGRAPHIC SERVICE CENTER

RACE & ETHNICITY

Nearly 90% of residents are white, and 8.5% are American Indian (see Table 2-4). Ashland's eastern neighbor, the Bad River Band of Lake Superior Chippewa is home to nearly 500 residents. Children in this community typically attend Ashland Public Schools. Racial diversity is limited in the Northern regions of the United States, but Ashland is lucky to be surrounded by a variety of Native American Tribes, and to have local Colleges, introducing hundreds of students to the area every year.



The Anishinabe Peoples have lived in the Chequamegon Bay region for generations. Ashland is located between two tribes. The Bad River Band of Lake Superior Chippewa to the east, and the Red Cliff of Lake Superior Chippewa to the North.

TABLE 2-4: RACE - 2010

	City of Ashland		County of Ashland		Wisconsin	
	Number	Percent	Number	Percent	Number	Percent
White	7,149	87.0%	13,662	84.6%	4,902,067	86.2%
Black or African American	37	0.5%	48	0.3%	359,148	6.3%
Am. Indian or Alaska Native	615	7.5%	1,791	11.1%	54,526	1.0%
Asian	38	0.5%	59	0.4%	129,234	2.3%
Native Hawaiian/Pacific	3	0.0%	4	0.0%	1,827	0.0%
Other	43	0.5%	56	0.3%	135,867	2.4%
Two or More races	331	3.2%	537	3.3%	104,317	1.8%

Source: US Census Bureau, 2010



ECONOMIC CHARACTERISTICS

At the turn of the 20th Century, Ashland’s economy was based on mining, lumber mills, and other natural resource based industries. These industrial roots are still present in deserted infrastructure throughout the region. Ashland is a blue collar town with strong ties to it’s industrial history.

According to the Department of Work Force Development, the recession of 2007-2008 impacted the Ashland County area by increasing unemployment rates to levels not seen in recent history. In 2011 alone, Ashland County saw unemployment rates as high as 11% (Table 2-5). According to the Department of Workforce Development, unemployment rates in Ashland County have consistently remained above the National and State averages, as evident by the chart below.

The Wisconsin Council on Children and Families provides regular statistics on social indicators related to poverty from the 2010 Census . According to the information provided on their website, in 2010 22.6% of children in the City of Ashland were living below the poverty line. That rate is 6.8% higher than the Wisconsin average which was 15.8%. The total population living in poverty within Ashland County was 18.9%.

Another commonly used indicator of poverty is the percentage of students eligible for Wisconsin’s Free and Reduced Lunch Program. This government funded program utilizes the U.S. Department of Health and Human Services income eligibility guidelines, which are based on federal poverty levels. During the 2011-2012 school year, children in a household of four with an income of \$29,055 per year or less would qualify for free meals at school. The Ashland School District Free and Reduced Lunch rate for the 2009 - 2010 was 52.5%, or 1,154 students, compared to Wisconsin’s 39%. In 2011, Ashland’s percentage increased to 55.6%, or 1,199 students, and Wisconsin’s percentage of students on Free or Reduced Lunch increased to 41.4%.

Additionally, The Chequamegon Bay Region is home to at least two organizations specializing in services for people with Developmental Disabilities. While specific information about the number of individuals living with Developmental Disabilities in the area was unavailable, clients from both organizations frequent the Bretting Community Center daily, and Ashland Parks & Recreation (APR) has a commitment to providing ADA compliancy as much as possible.

TABLE 2-5: 2011 LABOR STATISTICS FOR ASHLAND COUNTY WI										
		JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEPT
Ashland County, WI	Labor force	8,326	8,352	8,408	8,584	8,788	9,228	9,114	8,985	8,792
Ashland County, WI	Employed	7,469	7,434	7,489	7,688	7,896	8,277	8,208	8,165	8,040
Ashland County, WI	Unemployed	857	918	919	896	892	951	906	820	752
Ashland County, WI	Unempl. Rate (%)	10.3	11	10.9	10.4	10.2	10.3	9.9	9.1	8.6
PROVIDED BY STATE OF WISCONSIN DEPARTMENT OF WORK FORCE DEVELOPMENT										

ECONOMIC CHARACTERISTICS

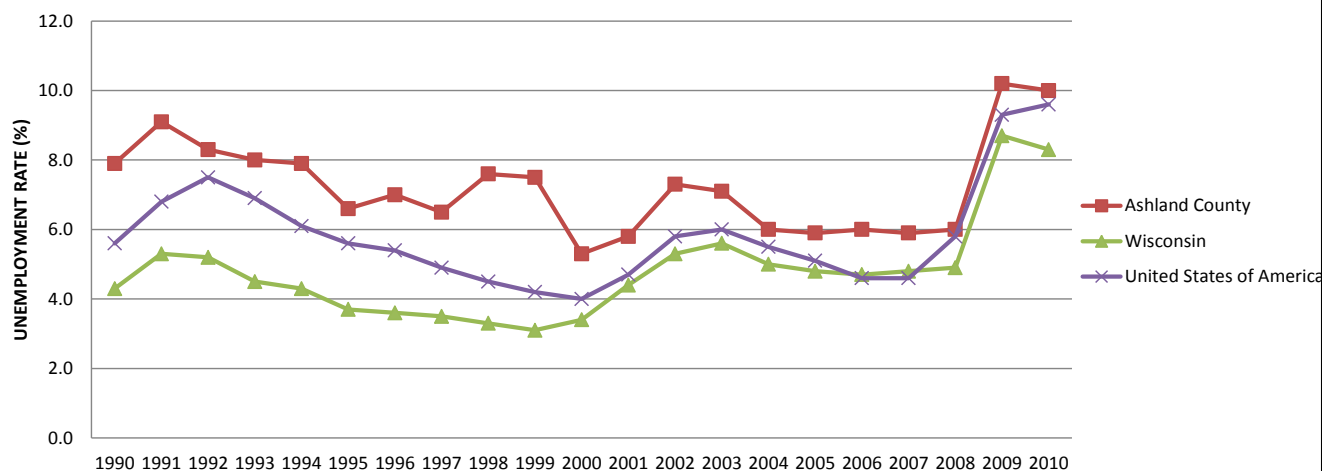
Recovery from the second worst recession in American history will be slow. As communities rebuild infrastructure and face the challenges of growing poverty, new ideas will need to be generated, new systems developed to meet the needs of a changing world.

APR recognizes the challenges ahead, and continually strives to meet those challenges through progressive thinking, community collaboration, and compassionate civility toward the citizens of the entire Chequamegon Bay. Together, our shared community can overcome the struggles faced every day, and well into the future.



Agriculture has a long history in the Ashland area. In recent years there has been a rise of small organic farms generating their own crops. The impact of this group has yet to be fully realized, but Ashland is lucky to have a number of local farmers producing quality foods, including organic vegetables, meats, and grains. Farmers Markets occur regularly throughout the summer months.

Unemployment Rates :: County, State, Country 1990 - 2010



PHYSICAL CHARACTERISTICS

In 2004 the City of Ashland approved and published a twenty year comprehensive plan. The information provided in the City's Comprehensive plan has proven to be an exceptional resource in the development of this Comprehensive Outdoor Recreation Plan. The following section on the Physical Characteristics of the City of Ashland is based primarily on the information found in the City's Comprehensive plan.

Ashland is located in the geographical province of the Lake Superior Lowlands. This area occupies the northern portion of Douglas County, small segments of Bayfield County and a portion of Ashland County, which includes the City of Ashland. This lowland area is surrounded by hills 12 miles south of Ashland. These hills were once the shoreline of glacial Lake



Southern view from Ashland. The ridge on the horizon was the Southern shore of Lake Duluth.



Northern view from Ashland, across the Chequamegon Bay.

Duluth, the predecessor of Lake Superior. Final deglaciation of Lake Duluth occurred some 10,000 years ago, leaving behind a primitive form of what we now call Lake Superior.

Topographical levels in Ashland range from 600 feet above sea level along the Lake Superior shoreline to 830 feet above sea level in the southwest portion of the City. Fifteen to thirty foot bluffs stretch along the shores of the Lake in Ashland, and provide for the higher elevation levels. These bluffs also provide the exceptional view sheds available throughout the City.

Ashland is located in the ecological landscape known as the Superior Coastal Plain. This area includes the region along the southwest coast of Lake Superior, stretching from Superior, WI to the eastern edge of Ashland County. This area is characterized as having relatively level plain of lacustrine clays that slope gently toward Lake Superior. The red clay found throughout the region is a result of deposition of materials during the last glacial retreat, and provide Ashland with a unique Soils system.

SOILS

Ashland has 5 major soil series, prime agricultural soils not being one of them. While the City is surrounded by pasture and other farm lands, the City itself is comprised of soils collectively known to be bad for development due to lack of sufficient strength to support vehicular traffic and buildings. All soils must be replaced before any development occurs. This feature is a legitimate concern for the City when considering future developments, including parks. Brief Descriptions of the Soils found in Ashland are located in Table 2-6.

Ashland City Hall, on Main Street West, was built in the Romanesque style of architecture in 1893, from locally quarried brownstone.

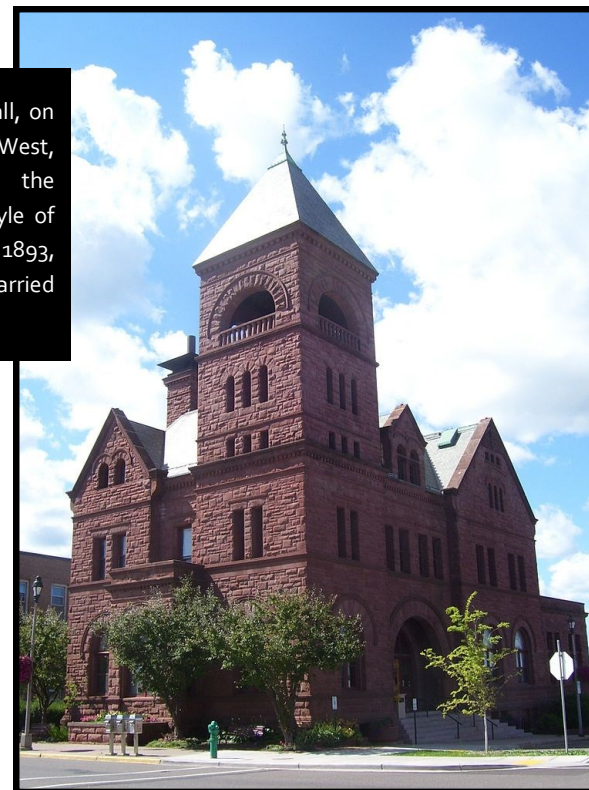


TABLE 2-6 : SOIL INFORMATION FOR CITY OF ASHLAND

	LOCATION IN CITY	DESCRIPTION
HIBBING CLAY-LOAM SERIES	MOST PREVALENT SOIL IN CITY	Dark, Reddish Brown. Slow Permeability, moderate water capacity. Rated Well for forests and wildlife habitat, fair for agricultural uses. Soils lack sufficient strength to support vehicular traffic and buildings and must be replaced with suitable base material before site development
RUDYARD SERIES	FOUND IN LEVEL, POORLY DRAINED AREAS	Slow permeability and moderate water capacity. Have fair potential for growing hay if drained
ONTONAGON-BERGLAND SERIES	ASSOCIATED WITH WETLANDS	Poorly drained, wet soils with slow rate of runoff. Should not be farmed or developed, however some of these soils may be suited for pasture. Memorial Medical Center was developed on this type of soil.
UDOR-THENTS SERIES	FOUND IN SLOPES ALONG LAKE SUPERIOR BLUFF LINE, AND BAY CITY CREEK CORRIDOR	Low water capacity and rapid runoff. Erosion is a severe hazard and tree growth is slow. No development should occur on or near these soils.
AQUENTS SERIES	FOUND IN FISH CREEK SLOUGH IN PRENTICE PARK	Nearly level and poorly drained, often wet, subject to flooding. Not suitable for development or agriculture, but tremendous value for wetlands and wildlife habitat.

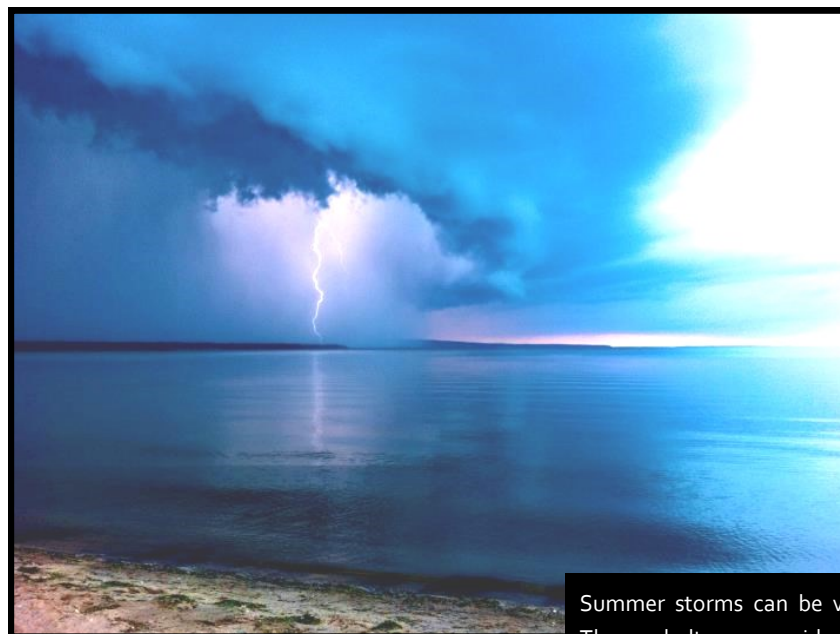
City of Ashland Comprehensive Plan, 2004

CLIMATE

According to the Wisconsin State Climatology Office (WSCO), Ashland borders the North West and North Central areas of Wisconsin. These divisions were created in 1950 and categorize areas based on similar weather patterns. Positioned on the southern shore of Lake Superior, the City's weather can be unpredictable with varying impacts from lake effects. Ashland technically has four seasons; winter, spring, summer, and fall. The transitions between seasons can be sudden and intense, winter storms can generate inches of snow in late November and April, traditionally autumn and spring months. The region has severe winters with temperatures regularly dropping below zero. The entire Chequamegon Bay freezes, allowing for motor or foot traffic from Ashland to Washburn, approximately 5 miles across the bay. WSCO lists annual average temperatures at 51.3° Fahrenheit. Table 2-7 provides the Historical Climate Data for the Ashland area from 1971 – 2000.

Recreationally, Ashland boasts being a 4 season City. Winter months provide ample opportunities for a variety of activities, whether motorized or silent. Snowmobiling is very popular in the region, and provides a big boom to the local economy. Likewise, Nordic skiing is

growing rapidly in popularity, with local and regional races occurring throughout the winter months. Fishing occurs year round, whether on ice or on a boat, anglers are plentiful throughout the region. Boating is very popular as well. The Ashland Marina houses a number of boats every summer. Kayak and canoes are used along the shorelines, and for fishing in the Prentice Park area. Overall Ashland offers something for everyone, all year long.



Summer storms can be violent. The shelter provided by Chequamegon Bay generally protects Ashland from a fair amount of extreme weather, but not always.

TABLE 2-7: HISTORICAL CLIMATE DATA FOR ASHLAND WI 1970 - 2000

Element	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANN
Max °F	19.9	27.1	36.8	50.2	64.8	73.9	79.3	77.1	67.8	56.2	38.2	24.8	51.3
Min °F	-0.4	4.8	17.0	28.6	39.3	49.0	55.1	53.7	45.1	34.2	22.2	7.3	29.7
Mean °F	9.8	16.0	26.9	39.4	52.1	61.5	67.2	65.4	56.5	45.2	30.2	16.1	40.5

Wisconsin State Climatology Office, www.aos.wisc.edu

WATER RESOURCES

The most vital water resource to the City is the Lake it borders. Lake Superior provides water to the residents of Ashland, Washburn, and Bayfield. The protection of these waters is an utmost concern for the future of the community. The Chequamegon Bay is rather shallow and protected. Throughout the history of Ashland, people have been attracted to the bay area. During the turn of the twentieth century, Ashland's waterfront was lined with ore docks, mills, and other industries. During that era, the value of the bay was tied to its value as an industrial port.

Ashland is located in the Fish Creek Watershed, one of the 16 watersheds that drain into Lake Superior Basin. The Bay City Creek is the primary sub-watershed within the City. The Bay City Creek originates near the John F. Kennedy Airport, southwest of town. This warm water stream provides a natural divide between east and west Ashland. The quality of these tributaries is important as they all drain into Lake Superior. Local Natural Resource Conservation Offices work with area farmers to develop natural vegetation plans to reduce the amount of contaminants entering these waterways in an attempt to keep the Lake clean.

Ashland residents have the option of getting glacial water from Artesian wells located throughout the City. These wells provide pure, quality drinking water from

deep underground. Ice cold upon surfacing, this water is one of Ashland's prized resources, and is very popular among residents, and tourists.



Satellite image of the Chequamegon Bay, and Apostle Islands. Notice Long Island to the east of Ashland. This strip of land, which is not actually an island, provides a natural break wall, protecting Ashland and Washburn from the intensity of Lake Superior's open waters.

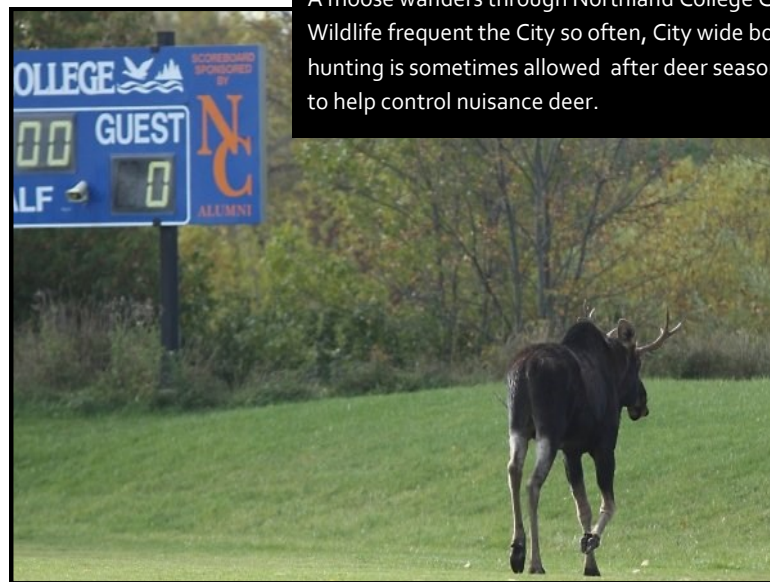
FLORA & FAUNA

The Chequamegon Bay area contains many unique natural features that are not found elsewhere in the Great Lakes Region. In the late 1800's boreal conifers dominated most of the landscape. But by the 1900's most of the forested areas were harvested. Today the landscape is dominated by second-growth forests, of which 40% are aspen and birch forests. Roughly, 1/3 of the area is open and used for pasture and agricultural use. The Nature Conservancy identifies that the area is home to 137 plant and animal species and 33 natural communities of special concern. While not all of these species and natural communities exist within Ashland's city limits, it is important to recognize that Ashland's land use decisions can either enhance or adversely affect these plant and animal communities.

Native coastal vegetative buffers along the shoreline and adjacent to creeks and drainage ways help reduce erosion and filter sediments and pollutants. Native vegetation provides habitat for important coastal animal species, helps screen and enhance views of the Lake, and maintains the integrity of the bluffs along the waterfront.

Animals and Plants that are not native to the habitat are considered exotic or non-native species. Non-native species have no natural predators or competition to keep their numbers in check. Consequently, they present a risk to native species, and their survival. Once established, exotic species are difficult to control and are virtually impossible to eliminate. The most common invasive species are purple loosestrife, and buckthorn. These vegetative species have infested the entire City.

A moose wanders through Northland College Campus. Wildlife frequent the City so often, City wide bow hunting is sometimes allowed after deer season ends to help control nuisance deer.



Conifer trees in Prentice Park, a boreal forest located on the western edge of the City.

CITY OF ASHLAND PARKS & RECREATION MASTER PLAN



CHAPTER 3 - CURRENT PARK & RECREATION SERVICES

PARKS & RECREATION TERMS

The City of Ashland has provided citizens with recreation programs for over 20 years. During that time, department structures have shifted from a single entity overseeing recreation, parks maintenance, and capital plan development, to a split in responsibilities. Currently, Ashland Parks and Recreation (APR) has no authority over maintenance in the City Parks. Public Works is responsible for work done in the parks, and APR is responsible for recreation programs, and planning for future park improvements. Together, APR and Public Works work to provide quality park facilities to the best of each departments' abilities.

Recreationally, APR offers a variety of activities for area residents, and has seen an increase in interest for youth activities that are affordable and close to home. Housed in the Bretting Community Center, APR is responsible for the daily operation of this facility, providing a drop-in teen center for area youth to engage with peers and positive adults. Additionally, APR generates 3 seasonal brochures offering athletic programs, Red Cross Trainings, and other activities for children and adults. The following information provides basic information about the classes offered through APR, and the unique terms used by the department .



Baycross Race Participant follows course in Bayview Park, east of the Ore Dock. City Parks provide multiple opportunities for recreational races and events.

RECREATION PROGRAM OFFERINGS & TERMS

Ashland Parks & Recreation (APR) offers a wide variety of National recognized certificate programs.

Swim Lessons - Parent/child thru level 6 offered each programming season.

Trainings

- Babysitters Training
- CPR/First Aide Training
- Waterfront Lifeguard Training
- Water Safety Instructor Training

ADULT PROGRAMS

Aquatics - Programs involving water and at the Pool

- Scuba Classes
- Water Aerobics

Athletics - Generalization for sports activities

- Tennis
- Volleyball
- Gymnastics

Co-op Classes - New descriptor for classes co-sponsored by the Chequamegon Food Co-op

- Eating organic on a budget
- Baby food Making
- Cooking with Jon Boy

Digital Photography - Class to teach people how to use digital cameras.

YOUTH PROGRAMS

- **JFK Activities** - Programs geared for children ages 5 - 10. Arts, crafts, educational, and general activities for younger children.
- **No School Days** - Program offers affordable supervision for children on days off from school.
- **Pre-School Activities** - Programs for children ages 18 months - 4.

YOUTH ATHLETICS

- **Teen & Tween Activities** - Programs for children ages 11 - 17.
- **Gymnastics** - Offering classes for youth and adults. Program starts with toddlers, 2-3 years of age, and continues with Club Gymnastics opportunities for children until they graduate high school.
- **Basketball** - Classes for grades K - 5
- **Tennis** - Classes for grades 2 - 12, and Adults
- **Skateboarding** - Seasonal Classes for ages 6 - 9
- **Softball** - Traveling Competitive Team for girls 10 - 14
- **Baseball/T-Ball** - Basics classes for ages 5 - 8
- **Flag Football** - Intro Class for ages 6 - 10
- **Swim Team** - Traveling Competitive Team for ages 8 - 18

SPECIAL EVENTS

- Art Festival - 2011 was the first year of the H. Pearson Plaza Art Festival. APR intends to make this an annual event.
- Bike Races
- Mud Rutters Bike Race - Summer
- Baycross Bike Race - Fall, 7th annual in 2011
- Loose Caboose Foot Race

PARK TERMS & CLASSIFICATIONS

MINI-PARKS are defined as small parcels of land used for flower beds, fountains, and other park related features. Each is under an eighth of an acre, and are usually found downtown on corner parcels, or between buildings. These spaces are beautified to add to the attractiveness of the community, and provide small green spaces in an otherwise developed area.



The **BANDSHELL** is located in Memorial Park. This facility was constructed as a Veteran's Memorial. Over the years, the facility has received special interest from local donors to help with repairs. But with time, has finally succumb to age and is in desperate need of further repairs. Events held at this facility range from City Band performances, Music in the Park, and various other community gathers. Situated at the intersection of two prominent highways, this facility is increasingly considered a vital facility in the City of Ashland.

PAVILIONS are typically wooden structures located on designated park lands. These facilities are open on all sides, but offer shade and roof protection. Picnic tables

are generally located under pavilions for use by visitors and residents. Pavilions are available for rent for events, big and small. Rental rates are included in the comprehensive fee schedule which is approved annually by the Common Council. Ashland has a total of eight pavilions of various sizes. Six of the pavilions have electricity available for renters.

CONCESSION STANDS

Ashland has five concessions stands. Four are located adjacent to ball fields, and typically offer snacks to participants and fans of sporting events. Prentice Park also has a concessions stand, which offers refrigeration and electricity. This facility is available for renters at an additional cost.

ARTESIAN WELLS are located throughout the City of Ashland. These wells offer pure, untainted water sprung from glacier reserves located deep below ground. Renowned for their high quality of drinking water, these wells are becoming a popular stop for tourists, and have long been utilized by area residents as an alternative to City water.

INDOOR RECREATION FACILITIES

Ashland Parks & Recreation currently operates and resides in the Bretting Community Center. This is the only true indoor recreation facility operated by the City. The facility consists of a gymnastics gym, multi-use

PARK TERMS & CLASSIFICATIONS

gymnasium, and a game room with various electronic games and game tables. Adjacent to the Bretting Community Center is the City owned but privately operated Bay Area Civic Center. This facility has an indoor ice rink that is used excessively throughout the winter months.

PUBLIC SCHOOL FACILITIES

The Ashland School District and Ashland Parks & Recreation have an intergovernmental agreement that allows the park and recreation department to use Ashland School District buildings free of cost. The Ashland Parks & Recreation Department rarely uses the facilities in exchange, but does offer the school district access to City facilities for no charge.

LEVEL OF SERVICE

The city of Ashland has ownership of a variety of developed and undeveloped open space lands to be compliant with National Park & Recreation Associate (NRPA) standards. Capital improvements are necessary to bring Ashland's parks to the standards necessary to meet the needs of the population. Improvements to park lands will also meet the needs identified in the community survey for improved aesthetics and youth opportunities. The opportunities in Ashland to have exceptional parks are present, the funding and commitment to project plans and ideas are the only necessary tools missing.

SITE INVENTORY AND ANALYSIS

The City of Ashland parks system has a total of 24 parks. Each of the park sites are described in detail on the following pages. The name, size, type, amenities, general impressions, accessibility, and photos of exiting conditions are listed on each inventory page. The park system as a whole is in fair condition, but if routine and deferred maintenance issues are not addressed soon the entire system could be in jeopardy of falling into a state of disrepair (several recreation areas have reached this state from lack of funds for reinvestment in facilities).



The Bretting Community Center is the City's primary indoor recreation facility, equipped with a gymnasium, gymnastics facility, game room, and APR offices.

NATIONAL PARKS & RECREATION ASSOCIATION (NPRA) CLASSIFICATIONS

The National Recreation and Park Association (NRPA). Has established standards for public park & recreation areas. The NRPA suggest that a park system, at a minimum, be composed of a total of 6.25 to 10.50 acres of developed open space per 1,000 population. Table 3-1 provides the NRPA standards for recreation areas. These standards are to be used as guidelines when analyzing existing park systems and planning future parks developments.

PLAYLOTS

Description: Small areas intended primarily for the use of children up to early elementary grades. Most suited for apartments, townhouse, and trailer parks.

- Contents; Play equipment, swings, slides, sandboxes, beaches
- Population served: Generally, serves toddlers to age nine. Should be designed to have areas that accommodate adult gatherings.
- Service area and accessibility: The service area is confined to a sub-neighborhood level of 500 to 2,500 residents with 1/4 mile area.
- Acres/1,000 people: No ratio established; suggested 0.1 to 0.3 acres
- Size range: 1,000 square feet to one acre. Can be serviced through mobile recreation programs.

NEIGHBORHOOD PLAYGROUND

Description: Designed to provide both active and passive

short-term activities. Usually located adjacent to public schools.

- Contents: Distinct play areas for preschool and school age children, shelter structures, open space, multiple-use paved for court games, areas for field games, some off-street parking, lighting.
- Population served: General focus is for ages 5 to 14, with informal recreation for all ages. One per 1,000 to 5,000 population: possibly one for every elementary school.
- Service area and accessibility: Neighborhood. Walking distance within 1/2 mile radius.
- Acres/1,000 persons: 2.0 for cities of 10,000 to 25,000. *Ashland could subsist with 1.0 - 1.5 acres.*
- Size range acres: 5-10 for cities of 1,000 to 25,000

NEIGHBORHOOD PARK

Description: Landscaped natural park of limited size primarily for passive recreational needs of all ages but with some designated active areas. Provides some scenic and aesthetic value. Should be located in the center of a multiple-family dwelling neighborhood or nearby site.

- Content: Open lawn space, shrubbery, small picnic areas, drinking fountain, miniature scenic paths or nature walks, area for court games, if not provided at a nearby recreation facility, off-street parking, and lighting. Has some program potential.
- Population served: For all ages. From 1,000 to 10,000 maximum

NPRA CLASSIFICATIONS

- Service area and accessibility: Entire neighborhood. If park is unique, it may attract others from another neighborhood.
- Acres/1,000 persons: 2.0 for cities of 1,000 to 25,000
- Size range acres: 6-8 for cities of 1,000 to 25,000

COMMUNITY PLAYFIELD

Description: Primarily an athletic complex that serves the recreation needs of the community. Usually one per community, however, if the community is cut by barriers or if sufficient acreage cannot be obtained, then two are recommended.

- Content: Athletic complex—lighted court and field games area, community center, swimming pool, lawn

areas, adequate parking, may have picnic and play area for children. May be a portion of a major community park. Has high potential for recreation programming.

- Population served: All ages. Entire population of community.
- Service area and accessibility: Within biking distance
- Acres/1,000 persons: Minimum one acres per 1,000 persons.
- Size range acres: 15 to 25 for cities of 1,000 to 250,000

MAJOR COMMUNITY PARK

Description: A large natural area and/or landscaped area to provide urban dwellers escape for city congestion without traveling a large distance. Designed to accommodate a large number of people and a wide variety of activities. Provides for both intensive use and passive use.

- Contents: Provides for combination of intensive and non-intensive development ranging from play apparatus to bicycle trails. Typical facilities include swimming facilities, picnic tables, paths, game courts, gardens, and natural areas, pavilion, ample parking, and sanitary facilities. May include multipurpose trails internally or as part of a system.
- Population served: All ages, toddler to retiree. Serves between 40,000 to 100,000 people
- Service area and accessibility: Entire population for cities with population up to 25,000.
- Acres/1,000 persons: From minimum of one acre



Central Railyard Park Complex: Major Community Park

NPRA CLASSIFICATIONS

to maximum of five acres.

- Recommended: 5.0 acres for cities of 1,000 to 100,000
- Size range acres: 20-35 for cities of 1,000 to 25,000

URBAN GREENSPACE OR OPENSOURCE

Description: Passive areas in landscaped or natural state in or near urban areas. May be planned for conversion to more intensive recreational use when needed and may provide environmental quality. Main recreational purpose is to act as buffer from congestion and provide aesthetic experience. It may also act as a land bank.

- Contents: Natural lands, watershed and waterfront, forests; landscaped borders, parkways, boulevards, corner parks, medians, downtown aesthetic parks, plazas, malls, and sanitary facilities. May provide bicycle, hiking, and nature trails as a feature or as part of a larger system.
- Population served: entire population, but may also be used as privacy buffer against high traffic corridors.
- Service area and accessibility: Not established. Usually part of the park system and viewed as part of urban design and urban beautification program. Primary accessibility is visual, may have hiking paths along traffic corridors.
- Acres/1,000 persons: No ration established. Suggested

to be .75 to 1.0 acres per 1,000.

- Size range acres: form a few square feet to an extended boulevard or parkway development.

TABLE: 3-1 : National Recreation and Park Association (NRPA)

FACILITY	AREA NEEDED	UNITS PER POPULATION	SERVICE AREA
Basketball Court	7,280 sq. ft.	1 per 5,000	1/4 - 1/2 mi
Tennis Courts	7,200 sq. ft. (1 crt.)	1 per 2,000	1/4 - 1/2 mi
Volleyball	4,000 sq. ft.	1 per 5,000	1/4 - 1/2 mi
Baseball (youth)	1.2 acres min.	1 per 5,000	1/4 - 1/2 mi
Football	1.5 acres	1 per 20,000	15 - 20 min. travel time
Soccer	1.7 - 2.1 acres	1 per 10,000	Depends on popularity
Softball	1.5 - 2 acres	1 per 5,000	1/4 - 1/2 mi
Multi-Use Court	9,840 sq. ft.	1 per 10,000	1/4 - 1/2 mi
Swimming Pool	2 acres minimum	1 per 20,000	15 - 30 minutes travel time
Trails	1 trail system per region		

PARKS INVENTORY

Name of Park	Acres	Comments
Ashland Rail Trail System	9.36 miles	Circling the City of Ashland from Wal-mart to Sanborn Ave
Bay City Park	0.35	Playground & pre-school play equipment
Bayview Park	17.71	Neighborhood Park, Scenic Overlook, Pavilion, Swimming Beach, Fishing Pier, Green Space, Festival Grounds
Beaser Park/Little League	2.08	Neighborhood park, baseball diamonds, Community Garden
Central Railyard Park	9.26	Tennis, Baseball fields, Skatepark, Neighborhood Playgrounds, Hockey Green space, Pavilions, Concessions Building
Downtown Mini Parks (2)	0.39	Menard Park & Ellis Fountain
East End Skating Rink	1.29	Neighborhood playground, skating rink, warming house, and tennis court
Ellis Park	2.06	Neighborhood Park, basketball, green space
H. Pearson Plaza & Beach Pavilion	1.15	Green Space, Small Pavilions, Pedestrian Pass to Lake Front
Hodgkins Park	15.53	Baseball fields and playground
Hot Pond	5.10	Public boat landing, trail, parking
Kreher Park	11.08	Beach, Playground, Pavilion, <i>see RV Park</i>
Locomotive Park	n/a	Historical Locomotive parallel to Soo Line Depot
Marina Park	3.3	Green space, Picnic area, Gazebos
Marina Scenic Overlook	2.80	Highway Pull off
Memorial Park	3.33	Bandshell, Bluffview and Memorial markers
Maslowski Beach	5.15	Swimming beach, artesian well, highway turn off, pavilion
Oredock Park	1.36	Adjacent to Oredock, vacant
Penn Park	2.29	Baseball Park
Prentice Park	98.56	Woodland, Wetland, Wilderness Trails, Playground, Pavilions, Camping, Water Access
10 th Ave. W. Scenic Overlook Park	1.31	Highway Pull off
West End Skating Rink	1.03	Boarded skating rink

PARKS MAP



ASHLAND RAIL TRAIL SYSTEM (A.R.T.S) 9.36 MILES

The Ashland Rails to Trails System was developed in collaboration with grant funding available specifically for rehabilitating old, abandoned railroad right-of-ways. For the City of Ashland, this included repaving the section of the Tri-County Corridor running east to west through Ashland, and developing the waterfront trail. Trails are primarily used for bike and pedestrian traffic. Snowmobiles use a designated portion of the 5th. St. Corridor. Now, in 2012, the Phase VII project will create new trails through Prentice Park, and connect officially, for the first time, the entire A.R.T.S.

Completed to Date

- Trails Paved
- Appropriate signage installed

Future Development

- Restoration of deteriorating portions of pavement
- Phase VII connection between lakefront & 5th St. Corridor
- Additional Lighting & Signage
- Improved crosswalks across major streets and highways
- Adjustment of clearances of Vaughn Ave. Bridge
- Restoration of native habitat



Above: The ARTS system does not allow motorized vehicles along the LAKE WALK segment of the system.

Left: The 5th Street Corridor is a part of the Tri-County Corridor, which goes through Iron, Ashland, and Douglas Counties. This portion of the ARTS allows snowmobile traffic.

BAY CITY PARK**0.35 ACRES**

This park is located in Ashland's east end on the corner of 11th Ave. East and Main St. The site features swings, radar tower slide, tank climber, rocket climber, swinging and stationary benches, sand box, and bouncy animals. Some trees have been planted. Wood rail fencing, new sidewalks and a small shelter have been installed. The park serves as a gathering place for children of all ages and their parents, and provides a rest stop for Main Street walkers.

**Completed to Date**

- Playground equipment installed
- Small shelter constructed
- Wood Fence installed

Future Development

- Install park name sign
- Install playground fall protection
- Review landscaping, plant trees
- Mutt Mitts Installed.
- Tree planting



BAYVIEW PARK**17.71 ACRES**

Overlooking the Chequamegon Bay, this lake side park is located on Lake Shore Drive and 19th Ave. East. This location offers a scenic view of forests, and neighboring communities for those enjoying swimming, fishing or picnicking. An old fishing pier, originally installed by the Wisconsin Conservation Corps offers access to a diving board during the summer months, and fishing year round. A prime smelting site and home of Ashland's annual Bay Days festival, this park is highly utilized in every season. This park offers a pavilion, playground, access to waterfront trails, guarded swimming beach, and a vast green space with potential for future festival grounds development. Recent developments include the installation of a Lions Fountain, provided by the local Lions Chapter.

Completed to date

- Playground equipment installed
- Pavilion built
- Public Bathrooms available
- Lions Head Fountain
- Scenic overlook
- Lake shore trails
- Flower gardens



The local Lions Club donated a water fountain to APR for Bayview Park.

Future Development

- Potential stage for festivals
- Potential veterans Memorial Park
- Improvements to Scenic Overlook Parking area
- Repaving Parking lot
- Implementing Smelting Season Camping/Fee area
- Restoration of Native Habitat
- Resetting trail pavers
- Safety improvements to US Hwy 2 crosswalks



A wooden ramp was built to provide handicap access to the playground at Bayview



BAYVIEW PARK CONTINUED



The restroom facility at Bayview is available to residents and visitors during the Summer months.



Bay City Dock is a lovely area overlooking the bay, and surrounded by waterfront trail.

This open green space was home to a stockade. The City is considering what to do with this valuable lake front property.



The pavilion at Bayview provides an exceptional view for events.



Pilings from an from the old C&NW ore dock #3, dismantled in 1960. The board dock is used for a diving board during the summer months.

BEASER PARK & BALL FIELDS

2.08 ACRES

A busy thoroughfare, Beaser Avenue divides the two distinctive recreation areas. East of Beaser Avenue is Beaser Park, a multiple use neighborhood park, once contained many elms and formal/informal shrubbery and arboretum areas. Now there are only two large shade trees, a few small Chinese Elms and a few small spruce trees in the park. The park contains nearly one acre of open green space, an asphalt basketball court, benches, sheltered picnic tables, and some play equipment. The play equipment is continually in need of repair and would do best with complete removal and replacement. The park receives use throughout the day and evenings by neighborhood children, young adults and parents or childcare providers with toddlers and children. Most recently this area became home to the Ashland Community Garden group, whose members maintain and tend to community run garden plots during the summer months.

The Little League Park, located on the West side of Beaser avenue receives continuous use during the spring and summer months by multiple baseball teams including Ashland Parks and Recreation's own T-Ball program. A single purpose park, the Little League Park has a long history as a ballpark, serving at some period of time as a baseball park and then again as a softball park. It now has two regulation little league ball fields, each field complete with dugouts, bleachers and fencing. Restrooms are located on the west corner, in the concessions building, and are open only for league use.

With the addition of the Central Rail Yard Little League Fields, one field at the Beaser Ball Park may be renovated into a regulation Softball Field for the newly developed Ashland Parks and Recreation Girls Softball program.

Completed to date

- Fence replaced
- Horseshoe pits buried
- Drainage improved
- Installed new side walks
- Installed watering source at Little League Park

Future Development

- New playground equipment
- Softball field refinishing
- Develop a restoration landscape and area use plan
- Construct Volleyball Court
- Refinish Basketball Court
- Deconstruct west bleacher shelter
- Install seasonal shade structures over bleachers
- Tree Planting



BEASER PARK & BALL FIELD PICTURES



CENTRAL RAILYARD PARK (CRYP) 9.26 ACRES

This multi-purpose park is a bustling depot of pedestrian traffic. Located north east of Vaughn avenue and sixth street west, the CRYP is home to new little league fields with digital score boards, a concessions building, lighted tennis courts, Skatepark, open air pavilion, a toddler playground and the “purple park”, the newest playground facility in the City. The Bretting Community Center, home of Ashland Parks & Recreation, is located at the north edge of this complex and provides a central location for visitors to stop and play, inside or out. Woven through the area are various paths connecting to the 5th St. Corridor/Arts trails. Parking lots surround the area to accommodate little league fans and park users. Bay Area Civic Center and Indoor Ice Rink adjoins CRYP.

Completed to date

- Lighted Tennis Courts (coin timers)
- Lighted Ball fields with sprinkler system
- Outdoor lighted ice rink
- Native landscaping
- Playgrounds
- Skate Park
- Outdoor Ice Rink

Future Developments

- Lights at Skatepark
- Install basketball court
- Graffiti Wall/Bench at Skatepark
- Outdoor restroom near Purple park



The CRYP Concessions building houses public restrooms, and an open kitchen area. This building is used primarily by the Little League during the summer months to provide concessions to ball game patrons.



CRYP offers 2 playgrounds, this tot playground is ideal for toddlers. The “Purple Park” is suitable for children of all ages. This area is adjacent to ball fields and tennis courts.

CENTRAL RAILYARD PARK (CRYP) PICTURES



The "Purple Park" is a very popular resource in the community.



DOWNTOWN MINI-PARKS

0.39 ACRES

The Ashland Beautification Council has established two small parks on vacant lots in the central business district. The parks are for the use of shoppers in downtown Ashland. The sites are landscaped and have seating and trash receptacles. The Otis site, at 517 Main Street West has been incorporated into the Howard Pearson Plaza Park, as a paved, landscaped path to the plaza. Menard Park, located on the corner of Main Street West and Chapple Avenue features a small shelter, paving brick walkway and a drinking fountain. At the intersection of Highway 13 and Main Street is a beautiful fountain offering visitors a place to sit and rest during downtown excursions.



Menard Park is primarily maintained by volunteers and was dedicated to those who beautify the space every year. Mini-parks are a great way to beautify downtown with limited demand on public works and parks caretakers.

Completed to date

- Landscaping and flower planting

Future Developments

- Renaming of Otis Park
- Refinish fountain lining
- Amenities/Banners
- Information Kiosks
- New Bollards
- Park Sign
- Resetting walkway pavers



EAST END PLAYGROUND**1.29 ACRES**

This park is a beloved neighborhood playground. Located near the trailer park, this area is utilized by youth, and parents for recreational activities. A flat area takes up most of the space, and provides for an ice skating rink in the winter months. A warming house, in need of repairs, provides bathrooms and concessions and is staffed from December through March. Two fenced in doubles tennis courts have fallen into disrepair, and need to be renovated or removed. A small playground is available with swings and a merry-go-round.

**Completed to date**

- Drinking fountain installed
- Playground equipment maintenance

Future Development

- Refinish/refabricate Tennis Courts
- Improve/Remove playground equipment
- Renovate warming house and replace roof
- Install new light poles
- Signage
- Tree Planting



The warming shack and small playground provide recreation opportunities to the east side of Ashland, which has fewer park options than its western counterpart.



ELLIS PARK 2.06 ACRES

This neighborhood park formerly served as an elementary school playground for the Ellis School across the street. Located along 3rd Street East and Stuntz Avenue, this park takes up a city block. A small playground exists in the south east corner, adjacent to an outdoor basketball court. The remainder of the park is open green space, with a small hill on the north west corner. Intersecting paved paths currently cross the park from corner to corner. Equipment consists of swings, merry-go-round, teeter-totter, and a dome shaped climber. Benches and picnic tables are located throughout the park to provide seating. Security lighting has been installed, and a few large trees still remain in the park, and new ones have been planted in recent years. This area is highly sought after for various future developments. Possible plans include a construction of a new pavilion. The Dr. Ellis Memorial has been located in this park.

Completed to date

- I.D. sign installed
- Trees Planted
- Mutt Mitt dispenser installed
- Basketball hoops replaced

Future Developments

- Repave Basketball court
- Playground equipment replaced.
- Needs Assessment for future development with local Lions Club.
- Tree Planting

The playground at Ellis Park is dated. The large building in the background is Ellis School, constructed in the 1890's. The park was once a play yard for students.



H. PEARSON PLAZA**1.88 ACRES**

The newest addition to the Ashland Parks system, this revitalized facility was developed with Department of Transportation Enhancement Funds. This facility offers manicured green space surrounded by wrought iron fencing and has a few small picnicking pavilions. Public bathrooms with solar lighting are available during the summer months. Stairs and a handicap accessible ramp lead to The Ed Griffiths Pedestrian Pass, an underground tunnel affording safe passage across US Highway 2, leading to the North side of the facility. The North or Lakeside offers access to water, and a small open air pavilion. Most importantly this pass connects the lakefront trail to Ashland's downtown.

Completed to date

- Installation of all planned components
- Paving of two additional parking lots

Future Development

- Shelter and placement of H. Pearson Bell
- Removal of billboards
- Amenities: Banners
- Replace Bollards
- Cleaning up bricks and rocks in beach



The "arch" design of H. Pearson Plaza adds a new, modern style to the City, and will be utilized in park redevelopment.



An aerial shot of the H. Pearson Plaza shows the north entry of the Ed Griffiths Pedestrian Pass, which provides ADA compliant access to the Lake Shore.

HODGKINS BALL PARK COMPLEX**15.53 ACRES**

Historically, Hodgkins Ball Park was the City's Baseball field, home of the Merchants minor league stadium. In the 90's two additional softball fields were developed to accommodate community leagues. Over the last 20 years little has been done to improve this facility. General maintenance occurs when costs can be afforded, but the fields are in dire need of serious rehabilitation. Drainage is an issue for both fields. Dug outs and bleachers are in decent condition, but could use with new paint. There is a playground located near the restrooms. The equipment is wooden, and is on high priority for replacement. The public restrooms are primitive and could also be updated to accommodate the heavy use of the complex in the summer months.

Completed to date

- Fields developed
- Bathrooms installed
- General maintenance

Future Developments

- Re-grading of fields
- Installation of new playground equipment
- Installation of additional lighting
- Signage
- Bathroom upgrading
- Repainting of dugouts
- Renovation of Bleachers
- Paving of access roads
- Development of trails and parking areas
- Tree planting



Hodgkins provides adults with a unique recreational opportunity. The land south of the ball park is available for parking, and future development.



HOT POND 5.10 ACRES

The area known as the Hot Pond located east of the Bayfront Steam Plant, is not actually City Property. This area is owned by Xcel Energy, and made available for public use through an agreement with the city. The area offers public access to Lake Superior, and boat landing, access to the waterfront trail, and a large parking lot. The water in this area is open year round, and never freezes. Fishing is very popular in this area, and the view is one of the best in the City. The Lakefront Trail crosses this site also.

Completed to date

- Boat ramp installed
- Trail completed

Future Development

- Install new fee station
- Maintenance of existing pavement
- Signage

Boat ramp access is available for the public for a daily fee of \$5.00.



The Xcel Energy owns the Hot Pond and allows recreational access to the public.



KREHER PARK**11.08 ACRES**

Located at the northern edge of Prentice Avenue on the Lakeshore, this park is the home of the City's RV park. Featuring multi-use restroom/showers, a pavilion, playground, parking, picnic area, boat launch, and a swimming beach, this facility sees heavy use in the summer and winter months. Shadowed by a soon to be demolished iconic Ore Dock, this is a high-priority location for development. A swath of green space is located to the west between the park and the marina property. Plans are being moved forward for the clean-up of the NSP Wisconsin Lakefront Super Fund site to the west. Once remediated, the property will provide additional recreation opportunities. This project will most likely be in conjunction with the demolition of the Ore Dock. APR is currently developing plans to deal with the impact of these massive projects on Kreher Park, and the visitors who stay there.

Completed to date

- All RV sites have electric and water
- Up-grade to shower building done
- Parking lot bollards repaired
- Bathroom entrance made handicap accessible
- Gazebo re-roofed
- Drinking fountain installed

Future Development

- Update all electric in RV Park to 50 amp
- Repave roadway through R.V. Park

- Pave all R.V. Pads
- Repave parking areas
- Reroof shower/bathroom building
- More clearly defined RV park/Fee Area
- Replace boat launch pay box
- Install dumping station donation box
- Outside drinking fountain
- Redevelopment of trails
- Acquisition of abandoned railroad rights of way
- Adjoining park
- Redevelopment of boat launch
- Creation of additional boat basin
- Restoration of native habitat
- Attractive fencing on south side of park
- Signage
- Improved lighting



Kreher R.V. Park in the shadow of the Ore Dock. When the Ore Dock is demolished, Kreher Park will have a whole new view of the bay.

LOCOMOTIVE PARK**0.08 ACRES**

A number of years ago the Soo Line Railroad donated a steam locomotive to the City. The locomotive was the only decapod owned by the railroad. Locomotive 950 switched the railroad's iron ore dock before it was retired and gifted to the City. The locomotive was housed on the highway at Oredock park for a number of years. During deconstruction of the ore dock trestle approach and rail overpass, the locomotive was moved to land across from the historic depot. The locomotive has been fenced and is a tourist attraction for visitors to the Depot. This "park" is more of a parking spot for the historic relic, and is kept up to date with general maintenance.

Completed to date

- Security fencing
- Sheltered structure
- Lighting

Future Developments

- Sand blasting & repainting of locomotive



While the Locomotive Park is more of a housing for the locomotive, than a park, the icon is still a nice addition to the history of Ashland.

The Soo Line Depot was once home to a restaurant, bar and brewery. A fire forced the business to move locations. A local business man renovated the building. The historic nature of this large building makes it an important attribute to the City.



MARINA PARK**3.3 ACRES**

The City of Ashland purchased what was known as the old pulp hoist site from Northland College in 1983 for \$145,000. Utilizing a Federal EDA grant, State of Wisconsin Economic Development Funds, County funds from the sale of Oak Island and an additional \$100,000 from the City of Ashland, a break wall, 26 slip marina and marina building were constructed on the west side of the pulp hoist site. An additional 46 slips were installed in 1989. The Marina Park was constructed on the east side of the pulp hoist site in 1988. A parking lot and road was paved in 1988 as part of TIF III. The Chequamegon Hotel and restaurant have been developed on North Ellis Ave to complement the Marina Development.

Completed to date

- Flowers Planted
- Trail Completed
- Misc. Maintenance
- and repairs

Future Developments

- Repaint Gazebos
- Install Mutt Mitts
- Renovation of trail & boardwalk



The gazebo in Marina Park is used primarily for weddings, and provides an exception view of the bay.



The Ashland Marina is located at the end of Ellis Ave. in Ashland. The large hotel to the South, is the Chequamegon Hotel, a an old name for a new structure that was originally erected by the Wisconsin Central Railroad in 176 at the site of the courthouse.

MARINA SCENIC OVERLOOK**2.80 ACRES**

This area provides visitors an opportunity to pull off the highway and take in a lovely view of the Chequamegon bay. Just west of Memorial Park, this area isn't a park as much as a valuable natural space, preserved to provide public access to the beauty of the region.

Completed to date

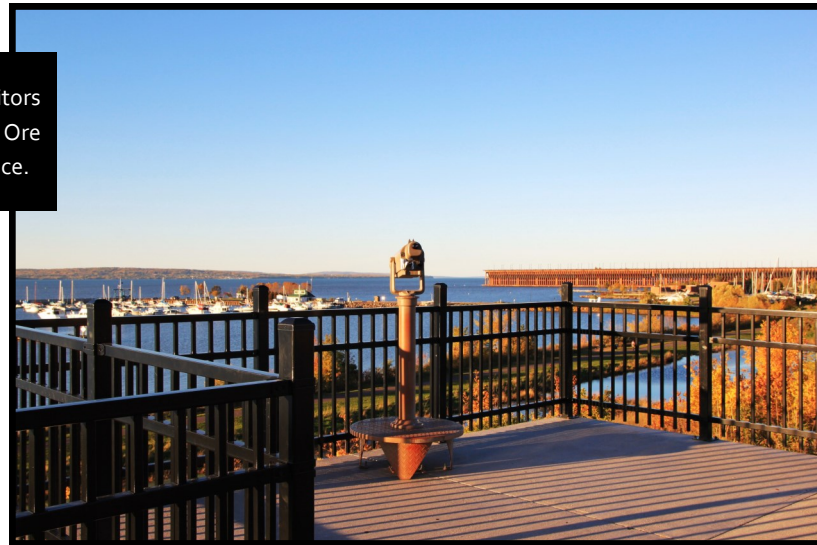
- Redevelopment of wood walkway with concrete sidewalk
- New safety rails

Future Developments

- Restoration of Native
- Habitat
- Informational Signage

The Marina Overlook is an exceptional view shed area. New plant studies are being conducted along the bluffs of this area.

A view finder is available for visitors to get a close up glance at the Ore Dock, and activity on the water/ice.



MEMORIAL PARK

3.33 ACRES

Located on the north side of US Highway 2 and Lakeshore Drive overlooking the marina, the park features the City Bandshell and an excellent view of the Ashland waterfront. Topography at the park consists of a steep bluff facing the bay with a level area at the top of the bluff. The park is nicely landscaped, with heavy shrub plantings on the bluff and evergreen planting throughout the site. The Bandshell with bench seating, a display of pulp rafting equipment and a cannon are located in the park. In recent years, the building has been repaired, repainted, decorative and security lights have been installed and/or repaired. This park is on the western edge of the marina development complex. A walkway ramp system connector from the top of the bluff to the Lake front trail has been completed. The benches have been replaced, selective tree removal, brushing and a general face-lift have been accomplished and overhead wires have been buried. A small veterans memorial is on site.

Completed to date

- Installation of watering fountain
- Vegetative Restoration (grant funded)
- Benches repaired



Future Developments

- Removal of some benches
- Revitalization of Bandshell
- Drainage Improvements
- Additional bench repair
- Trim replacement



The Bandshell is a unique structure in the City of Ashland, and recently received a push of support from local officials for revitalization.



Memorial Park has some old timbers, a cannon, and a large propeller on display for visitors.

MASLOWSKI BEACH

5.15 ACRES

Maslowski beach is utilized primarily as a swimming beach and a highway rest stop by travelers on US. Highway 2 and 13. A historical marker commemorating the Radisson-Grossielliers exploration of the region in 1659 reinforces the highway-related aspect of the park. The site is linear, parallel with the lakeshore. The topography is flat and the park is subject to wind and wave damage as a result of spring storms. The Lakefront trail terminates in the park at Maslowski beach.



Completed to date

- Pavilion
- Picnic Tables
- Bathroom/showers
- Fountain refurbished

Future Developments

- Signage at Artesian well
- Parking lot directions at well
- Comb below waterline to remove bricks
- Phase 7 Pedestrian trail connection to Prentice Park
- Restoration of Radisson-Grossielliers

Bricks collected by a handful of volunteers at the First APR sponsored "Pick a Brick" event in 2011.



Informational sign providing features of park, and greeting visitors along the highway into/out of Ashland.



OREDOCK PARK**1.36 ACRES**

This park is located on Front Street at the base of the Soo Line Railway's approach trestle to the Oredock. It was the former site where the locomotive was displayed before it was moved to the Soo Line Depot site. This grassy area will provide a unique setting for travelers to stop and learn about the history of the railroads, which were so significant to the development of the area. Area is currently vacant.

Completed to date

- General Maintenance

Future Development

Oredock Park is currently undeveloped. Possible development concepts are currently being reviewed to optimize the high visibility of the lot located on the northern side of Highway 2.

**What's Next for the Ore Dock?**

Demolition on the last remaining Ore Dock in Ashland began in Spring 2012. The process will be long, but provides the City with time to plan future uses for the base of the dock once the vertical structure is removed. Current plans include a fishing pier and a historical marker telling the story of the dock, its history in Ashland, and the sadness surrounding its removal.

PENN BALL PARK**2.29 ACRES**

This park is used solely for Babe Ruth Baseball. The site is flat, and there is no appreciable vegetation, ie. shrubs, trees, flowers. The ball field is completely fenced and has a wire mesh backstop concrete block dugouts, a scoreboard and a concession stands with restrooms. The field is not lighted and parking at the ball field is limited to street.

Completed to date

- General Maintenance

Future Development

- Reroof concessions stand/bathrooms
- Renovate bathrooms for Handicap accessibility
- Paint and repair bleachers and dugouts
- Improve/expand parking
- Scoreboard
- Signage
- Tree planting



Top: The Penn Park concessions building and score board.

Left/Bottom: Dug outs and call boxes surround the Penn Park ball diamond.



PRENTICE PARK

98.56 ACRES

Prentice Park is Ashland's largest park; a diverse environment of boreal forest adjacent to wetlands that lead to Lake Superior provides a rich habitat for wildlife. Currently the park is in need of multiple improvements, and grant opportunities are being investigated to help cover the costs. Two pavilions, a large green space, playground, sand volleyball pit, multiple day use picnic sights and scenic overlooks are in the eastern portion of the park. The western portion of the park has tent and RV camping, and a trail with a fishing bridge, and access to Maslowski beach. Highly utilized by citizens and visitors, Prentice Park is the crowned jewel of Ashland's parks system.

Completed to date

- General Maintenance
- Rehabilitation of boardwalk
- Buckthorn removal (on going)
- Removal of "deer yard" fencing
- Redefinition of day use vs. fee area

Future Development

- Phase 7 pedestrian trail completion
- Rehabilitation of camp ground
- Build new board walk
- Revitalize nature trails for wheel chair access & boardwalks
- Restoration of Native Habitat
- Fishing Pier
- Lighting



The Prentice Park Small Pavilion is located between a playground and a large open field (not shown). This pavilion is ideal for parties with small children.



The Prentice Park Large Pavilion, is the most utilized pavilion in the City.

- Improvements to shelter
- Shower installation
- Signage
- Sustainable best management practices

10TH AVE. WEST SCENIC OVERLOOK PARK**1.31 ACRES**

This highway related facility is maintained by the City to afford travelers an opportunity to pull off the highway and enjoy the view of Ashland's waterfront. It features picnic tables and a Vista Dial which guides one's sight to points of interest.

Completed to date

- General Maintenance

Future Development

- Repair fencing and table location
- Brush control for view
- Signage
- Restoration of Native Habitat



This overlook provides travelers and residents with a lovely location to stop and take in the breath and depths of the bay. This view is spectacular anytime of year.



WEST END SKATING RINK**1.03 ACRES**

This recreation area on Ashland's west end at 6th St. W and 17th Ave. features a boarded ice skating rink. The warming house is set for demolition. Light fixtures and poles have been donated, but need to be installed.

Completed to date

- General maintenance
- Hockey Boards installed (Men's Hockey League)
- Warming house demolished

Future Development

- Develop memorandum of agreement with Men's Hockey League
- Install light fixtures
- New warming house with restrooms and water
- Signage
- Tree planting
- Liner installation



Above: The West end hockey boards completed.

Left: The original draft for footage and area for the plan developed by Men's Hockey League.



OTHER RECREATION AREAS

Outdoor Recreation Areas

- Ashland School District Trails & Athletic Fields
- Hospital Ski Trails
- Elks Lodge Golf Course/Public Ski trails
- Tri –County Corridor
- Snowmobile trails established by Snowmobile Clubs
- County Boat landing at 27th Ave East
- Northland Pathway
- Northland Athletic Fields
- Lake Superior Water Trail

Indoor Recreation Areas

- Bay Area Civic Center
- Northland College Pool & gymnasium
- Ashland School of Dance
- Ashland School District gymnasiums

Waterfront Development Plan

The City of Ashland established a Waterfront Development Plan to ensure funds be set aside to aide in the protection and production of City property located on the water. Ideas being generated to utilize Plan funds include

- Creation of a Festival Park
- A 2nd basin for the Marina
- Campground on the Clarkson Dock
- Creating a Pig Iron Dock

Funds have typically been used as a match to grant funds awarded to the City. All future developments would need Council Approval, and would greatly increase Ashland's recreation potential on the shores of Lake Superior.

CITY OF ASHLAND PARKS & RECREATION MASTER PLAN



CHAPTER 4 CITY SURVEY RESULTS

CITY SURVEY INTRO

In 2011, the City of Ashland Planning Department conducted a city wide community survey to gather feedback on community impressions relating to quality of life characteristics, and gauge satisfaction with City government performance and services. The City distributed 4,153 surveys, of those received, 772 were fully completed, creating a response rate of 19%.

According to the published survey results, the Ashland community identified job creation, environmental protection, projecting an attractive community image, and youth activities as very important quality of life characteristics. A response similar to the results of an earlier community survey compiled as part of the Comprehensive plan. City services were ranked average, access to Lake Superior and educational and medical facilities being most noted.

This survey was tailored to include specific information about parks and recreation services in the City of Ashland. According to survey results, the maintenance of parks, green spaces and trails were ranked “good” (4 out of 5). The top attributes of Ashland were public access to Lake Superior, quality parks, green spaces and trails, an attractive downtown and quality educational facilities. Ashland’s most noted accomplishments were the 5th Street Cor-

ridor and Waterfront Trail (the ARTS Trail System).

The strong response in relation to City parks indicates community appreciation and interest in the quality and maintenance of these areas, and helps prove the importance of these services to the Citizens of Ashland.

The following chapter will provide basic information about the survey results in the form of charts that were included in the published version of the survey. This information will be used in validating improvements to City parks and green spaces when attempting to fund projects.

Ashland is a beautiful City, with many natural resources available for recreation purposes.



How Important is it for Ashland to...

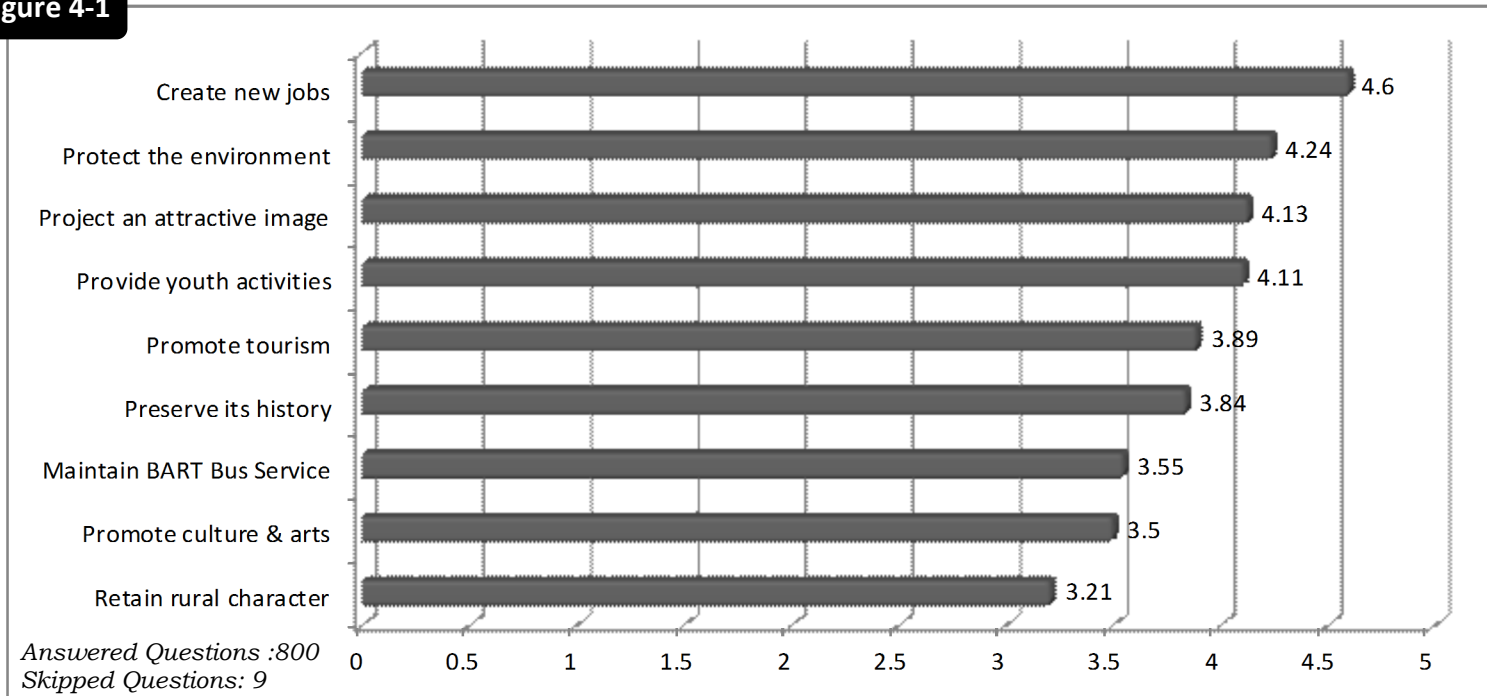
The first question of the survey was designed to get a general impression of citizen priorities. The chart below shows what survey respondents felt were the most important areas for Ashland.

The most important area was identified by residents was the creation of new jobs. This option was expected as Ashland is a depressed area, with higher poverty than the state average. The following four aspects, protect the environment, project an attractive image and provide

youth activities, promote tourism are all related to Parks & Recreation service areas.

Protecting and maintain public park lands, especially natural habitat areas, helps to promote environmental protection and projects an attractive image. Quality parks and camping facilities impact tourists, and give visitors a reason to return. Finally, APR regularly offers youth activities. With additional support and collaborations, APR could offer even more programs for youth and families.

Figure 4-1



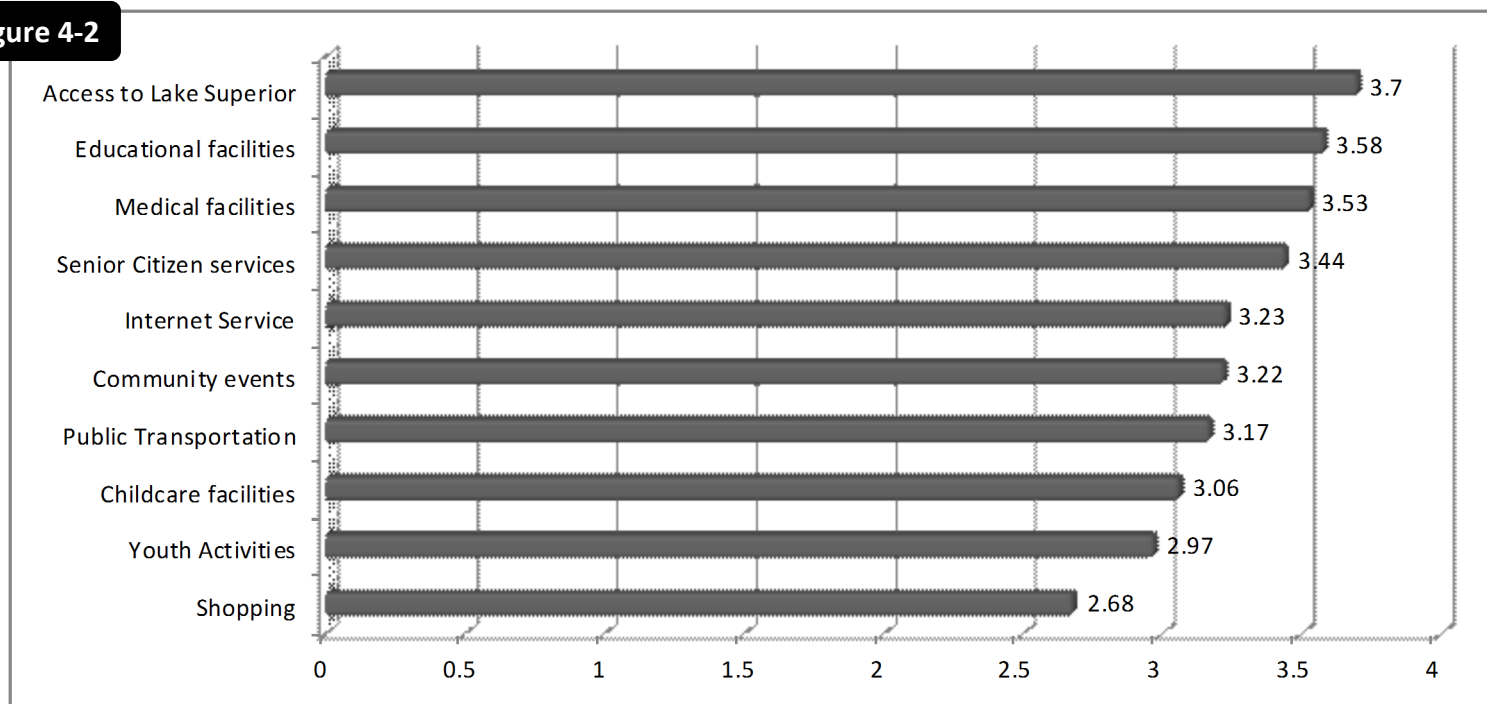
Rating of Community Services

The overall opinion of citizens on basic services allows government officials to gain an understanding of what citizens find important, what they're happy with, and what needs improvement.

Access to Lake Superior has been a challenge, requiring zoning rewrites, and planning to renovate old industrial areas, into safe, public spaces. The addition of the Ed Griffiths Pedestrian Pass is a solid improvement to

public access. The handicap accessibility lends to APR's goal of making all public parks and recreational areas ADA compliant. The low rating for youth activities is evident in the number of petty theft and vandalism occurrences in Ashland. While APR offers youth programs, and a drop-off community center open 7 days a week, over all, youth activities need to be improved throughout Ashland. Collaborative efforts must take place to foster better relationships between multiple youth orientated organizations.

Figure 4-2



Answered Questions : 795

Skipped Questions: 14

City Services Ranking & Fees

Figure 4-3

	Major Improvement Needed (1)	Needs Improvement (2)	Average (3)	Good (4)	Very Good (5)
Operation of City Utilities (water, sanitary, sewer)	6.1%	15.8%	44.9%	28.8%	4.4%
Street and alley maintenance	18.9%	30.3%	32.3%	15.3%	3.2%
Managing /Planning for growth	16.8%	30.9%	34.8%	14.9%	2.6%
Assisting with business development	16.8%	29.9%	38.1%	12.6%	2.5%
Enforcement of Property Maintenance Codes	11.5%	22.2%	40.3%	21.7%	4.3%
Operation of Recreation Programs	4.4%	19.0%	47.3%	23.9%	5.3%
Maintenance of parks, green space, trails	4.9%	12.3%	30.0%	39.9%	12.9%
Maintenance of campgrounds	4.8%	11.6%	36.7%	36.6%	10.2%
Police Protection	3.3%	6.7%	23.8%	39.9%	26.4%
Fire & Ambulance Services	1.6%	5.4%	20.5%	42.0%	30.5%
<i>Answered Questions:776 Skipped Questions : 33</i>					

Figure 4-4

	Response %	Response Count
Park Rental Fees	48.6%	371
Parking lot fees	38.4%	293
Camping fees	38.0%	290
Modest Increase in taxes to balance services	34.1%	260
Building, zoning, sign permit fees	34.1%	260
Street parking fees	28.2%	215
Fees to maintain recycling program	24.0%	183
None	16.1%	123
Increase *	3.3%	25
Reductions to City Government *	1.2%	9
Raise Taxes, etc *	1.2%	9
Other (please specify)	4.1%	31
Answered question: 763 skipped question: 46		
* indicates grouped respondent comments		

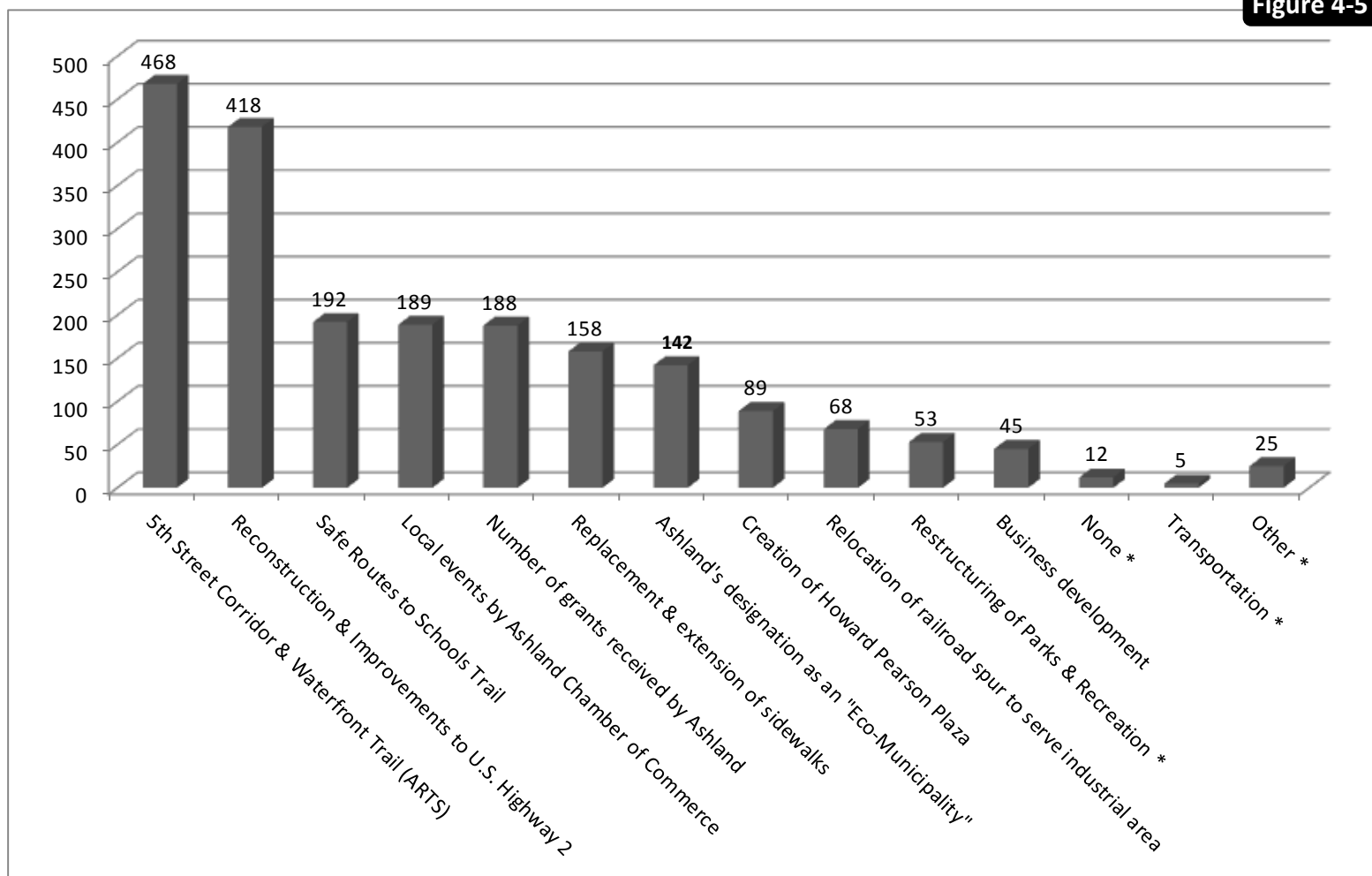
Residents were asked to rate the quality of ten services provided by the City of Ashland. Figure 4-3 details the overall response to the question, and determines the value of each government service area. Most service areas ranked average, with the exception of Maintenance of parks, green space, and trails. Maintenance of campgrounds had slightly more people respond with average, but over 70% of respondents felt that campgrounds in Ashland were average to good.

In response to budget shortfalls, residents completing the survey felt increasing park rental and camping fees to be a suitable option for maintaining current service levels. Figure 4-4 outlines response percentages and counts for fee increases.

Ashland's Top Accomplishments...

According to the City Survey report, the City was interested in finding out what residents felt were Ashland's Top Accomplishments over the last ten years. Figure 4-5 outlines the most selected options were the 5th Street Corridor & Waterfront Trail; also known as the Ashland Rails to Trails System, and the Reconstruction & Improvements to U.S. Highway 2. The Reconstruction & Improvements to U.S. Highway 2 resulted in the creation of the Howard Pearson Plaza. The creation of the Plaza received 89 separate votes.

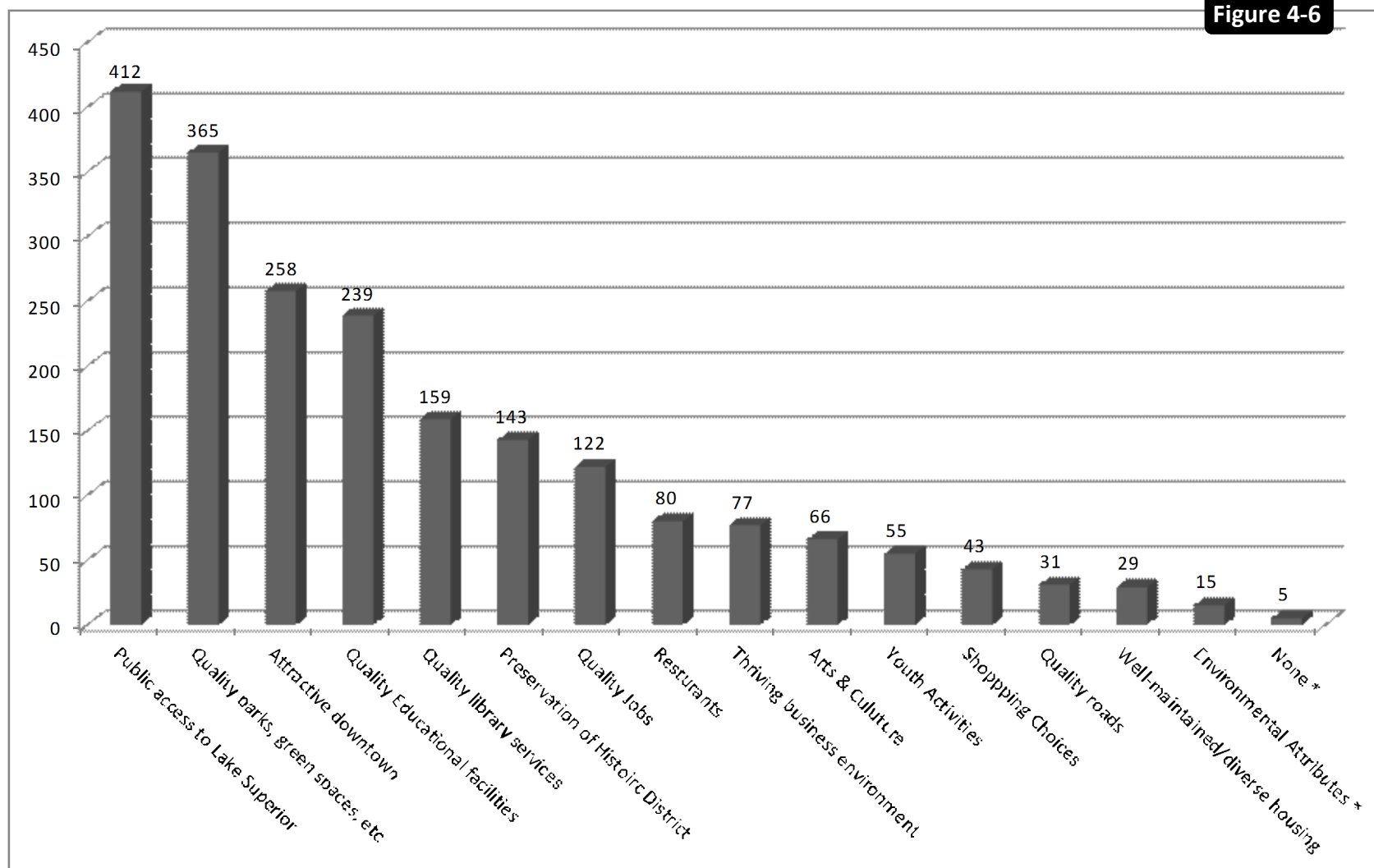
Figure 4-5



Ashland's Most Important Attributes...

Residents were asked to select up to three of Ashland's most important attributes based on the options listed in figure 4-6, including written in responses. According to the survey results, the top attributes of Ashland are public access to Lake Superior, quality parks, green spaces, and trails, an attractive downtown, and quality educational facilities. These results are all related to quality of life characteristics, and show a dedication by citizens to maintaining a standard in the City of Ashland.

Figure 4-6



CITY OF ASHLAND PARKS & RECREATION MASTER PLAN



CHAPTER 5 GOALS & OBJECTIVES

Introduction: Goals vs. Objectives

Goals are the long term tasks an organization sets for itself to accomplish. They are the unfulfilled needs that an agency is attempting to correct. Objectives are the smaller steps taken to accomplish the goals and it is imperative that they are complete if a goal is to be considered reached. Objectives are also specific, measureable, and can be evaluated. The goals in this plan are the results of the committee, staff and public input. Some of the goals and objectives resulted from the professional opinions and observations of APR staff.

Administrative Goal 1: Create new and update current policies , procedures, and structure to serve as guidelines for staff and park& Recreation Committee to conduct business in an efficient manner.

Objectives	Staff	Time	Status
Collect and identify current documentation on file defining policies and procedures for Parks, Recreation Programs, BCC, and PRC.	• APR Director • Admin Assistant • Activities Coordinator • Gymnastics Coordinator • PRC Members	2013	
Define Parks & Recreation specific ordinances, rules, and procedures. Updated documents will be submitted to Common Council for approval.	• APR Director • Admin Assistant • Activities Coordinator • Gymnastics Coordinator • PRC Members	Regularly as needed.	
Define operating procedures for APR Recreation programs and the BCC	• APR Director • Admin Assistant • Activities Coordinator • Gymnastics Coordinator • PRC Members	2013	
Collectively define Parks policies and procedures.	• APR Director • Admin Assistant • Activities Coordinator • PRC Members • Public Works Director • Operations Manager • Facilities Manager	2013 & 2014	

Administrative Goal 2: Formulate partnerships in the region to promote volunteer opportunities and strengthen relationships with both organizations and individuals.

Objectives	Staff	Time	Status
Refine and improve current Friends of the Parks program information to better define volunteer opportunities in Ashland City Parks.	• APR Director • Admin Assistant • Activities Coordinator • PRC Members	2013	
Identify area organizations potentially interested in partnering with APR to improve Parks.	• APR Director • Admin Assistant • Activities Coordinator • PRC Members	2014	
Publications for the Friends of the Parks Program will be developed and distributed throughout the Ashland area.	• APR Director • Admin Assistant • Activities Coordinator • PRC Members	2013	
Survey area organizations to determine the interest in sponsoring a City Park.	• APR Director • Admin Assistant • Activities Coordinator • PRC Members	2015	

Friends of the Parks
City of Ashland



Friends of the Parks Purpose

The primary goal of the Friends of the Park program is to enhance the appearance, character, and quality Ashland's diverse parks system. Friends of the Park is a citywide volunteer program that recruits and trains residents to assist in the general care and maintenance of neighborhood parks and other open spaces. The Friends of the Park program will not be used in place of the Park Department's regular maintenance of the parks. Instead, this program is designed to increase citizen awareness and pride in Ashland's invaluable parks.

Parks Goal 1: Create Master Park Plans for each park based on individual needs, and state and national standards.

Objectives	Staff	Time	Status
Collaboration between the Department of Public Works and APR to identify work schedules for each park.	• APR Director • Admin Assistant • Activities Coordinator • PRC Members • Public Works Director • Operations Manager • Facilities Manager	2013 - 2014	
Master Plans will include park standards for ADA compliancy.	• APR Director • Facility's Manager • Admin Assistant	2014	
Park work schedules and ADA compliancy will be created based on public safety issues, availability of funds, and park usage.	• APR Director • Facility's Manager • Admin Assistant	2015	
Costs of bringing each park to ADA standards will be calculated for budgeting.	• APR Director • Facility's Manager • Admin Assistant	2014	

Parks Goal 2: Develop an up to date & working parks priority list.

Objectives	Staff	Time	Status
utilize information from developed park work plans and ADA compliancy implementation schedule to determine priority list to better utilize available funds in the most productive way possible	• APR Director • Admin Assistant • Public Works Director • Facilities Manager	2015	
Once developed, park priority list will be used before any improvements are done in a Park.	• APR Director • Public Works Director • Operations manager	2015 - 2017	

Parks Goal 3: Establish Rules of Working Order for Parks & Recreation Department and the Department of Public Works.

Objectives	Staff	Time	Status
APR and DPW will independently generate pros and cons on current working order between both departments. The information generated will be given to City Administrator.	• APR Director • Admin Assistant • Activities Coordinator • PRC Members • Public Works Director • Operations Manager • Facilities Manager • Public Works Committee	2013	
APR will work with PRC to identify areas in which APR needs more authority	• APR Director • Admin Assistant • PRC Members • Public Works Director • Facility's Manager • Operations Manager • Public Works Committee	2014	

Parks Goal 4: Purchase Land associated with Clarkson Coal Dock for future campground development.

Objectives	Staff	Time	Status
Identify current owner and asking price for land	• APR Director	2016	
Determine funding opportunities with grants, and designated waterfront development funds.	• APR Director	2016	



The Clarkson Coal Dock adjacent to Howard Pearson Plaza. This area extends out into the bay, and could provide a unique camping experience complete with fishing dock, and easy access to down town Ashland, and the Lakeshore Trail.

Parks Goal 5: Create Dog Park - This goal is currently underway in 2012

Objectives	Staff	Time	Status
Identify public land that meets the size requirements for a Dog Park.	- APR Director - Admin Assistant	2013	
Create Memorandum of Agreement with community group to cover maintenance and cleaning duties for new park.	- APR Director - Admin Assistant - PRC Members	2013	
Determine funding opportunities with grants, and public fundraising.	- APR Director - Admin Assistant	2013	
Create partnerships with local businesses specializing in dogs, and pet care to generate local support for a Dog Park.	Admin Assistant	2013	

Parks Goal 6: Create more camping opportunities in Ashland.

Objectives	Staff	Time	Status
Identify public areas suitable for camp ground Development.	- APR Director - Admin Assistant - PRC Members - Public Works Director - Facility's Manager	2015	
Obtain public input on selected location		2015	
Determine funding opportunities with grants, capital improvement funds, or special revenue funds.	- APR Director - Planning Director	2016	

Parks Goal 7: Ashland Oredock Redevelopment

Objectives	Staff	Time	Status
Finalize Redevelopment Concept Plan	- APR Director - Planning & Development	2017	
Identify and Secure Funding for Phase 1: Diamond Access		2018	
Start construction of Phase 1: Diamond Access	APR and PW Director	2018	
Finish Phase 1 Construction, secure Phase 2 construction and start design and engineering process	APR and PW Directors	2019	

Development Goal 1: Seek and procure grant opportunities inline with APR goals, objectives, and park work plans.

Objectives	Staff	Time	Status
APR staff will be responsible for identifying grant sources	• APR Director • Admin Assistant	2013 - 2017	
APR and DPW will collaborate in the development of grant proposals to ensure accurate understanding of proposed project between each department.	• APR Director • Admin Assistant • Operations Manager • Facilities Manager	2013 - 2017	

Development Goal 2: Establish a restricted Parks Fund, designated specifically to fund parks capital improvements. (ie. Playgrounds, Facility improvements, etc.).

Objectives	Staff	Time	Status
APR Staff will consult with Director of Finance to determine legal ability to create a designated special revenue fund for Parks.	• APR Director • Admin Assistant • Finance Director • Public Works Director	2016	
APR Staff will work with DPW Director to create guidelines on type of funds eligible for special revenue fund.	• APR Director • Public Works Director	2016	
Once established, special revenue funds will be used <i>solely</i> for park improvements.	• APR Director • Finance Director • Public Works Director	2016	

Programming Goal 1: Create cost/benefit program to effectively analyze all APR programs.

Objectives	Staff	Time	Status
APR staff will outline every current program, identifying <i>all</i> costs associated with each program.	• APR Director • Admin Assistant	2013 - 2014	
APR will determine a pricing schedule that not only covers all costs associated with each program, but also generates revenue based on Fee Schedule Models provided by Wisconsin Park & Recreation Association.	• APR Director • Admin Assistant	2013 - 2014	
Developed Fee Schedule and Pricing Model will be submitted to Common Council for approval prior to implementation.	• APR Director	2013 - 2014	

Programming Goal 2: Establish regular review schedule for all programs and staff

Objectives	Staff	Time	Status
APR staff will review yearly calendar of events to determine the most suitable time to schedule program reviews to ensure proper completion.	• APR Director • Admin Assistant • Gymnastics Coordinator	2014	
APR staff will develop universal guidelines for review of each program and the staff involved in the activity to ensure only those programs meeting the needs of the community in a cost effective way are continued.	• APR Director • Public Works Director	2014	
APR staff will utilize a survey system to ensure public comment on programs are included in the review process.	• APR Director • Admin Assistant • Gymnastics Coordinator	2015	

CAPTIAL IMPROVEMENT SCHEDULE

Proposed Year	Park	Proposed Project	Priority	Estimate Cost
2013	Prentice Park	ADA compliant trails and boardwalk replacement	High	\$ 50,000
2013	Prentice Park	Funding for Re-Development Plan for Camping and Picnicking	High	\$10,000
2013	Hodgkins Park	Replacement of playground equipment	High	\$35,000
2013	Central Railyard Park	Installation of public restroom by the purple park	High	\$150,000
2013	Beaser Park	Replacement of Playground Equipment	High	\$45,000
2013	Hodgkins Park	Planning and the creation of a City Dog Park	Medium	\$15,000
2013	East End Tennis Courts	Resurfacing or removal	Medium	\$25,000
2015	Bayview Park	Construction of an outdoor amphitheater	Medium	\$20,000
2014	Kreher Park	ADA compliant restroom and shower facilities	High	\$80,000
2014	Bretting Community Center	Locker Room Renovation: installation of bathrooms.	Low	\$15,000
2014	Bayview Park	ADA Compliant Beach and View Pier Access	High	\$60,000
2015	East End Skating Rink	Installation of new playground equipment	High	\$20,000
2015	Bretting Community Center	Removal of Round-A-Bout to create additional parking	Low	\$10,000
2015	Maslowski Beach	Upgrade of restroom facilities	High	\$50,000
2016	Bayview Park	Creation of a new/bigger parking	Low	\$100,000
2016	Maslowski Beach	Installation of a toddler park	Low	\$20,000
2017	Bayview Park	Creation of RV campground on City Dock	Medium	\$500,000
2018	Ashland Oredock	Start Ashland Oredock Redevelopment Phase 1: Diamond Access	High	\$2,000,000
2018	Bayview Park	Construction of a new pier and ADA walkway	High	\$500,000
2019	Ashland Oredock	Continue Phase 1: Diamond Access, Start to Design Phase 2: Stuntz Gateway	High	\$2,000,000
2019	Maslowski Beach	Improve accessibility at Maslowski Park and Resiliency	High	\$80,000
2019	Kreher Park	Superfund Site/Kreher Park Redevelopment Phase 1: Under Cap	High	\$300,000

RESOLUTION

WHEREAS, the Park and Recreation Committee of the City of Ashland has developed a Comprehensive Five Year Outdoor Recreation Plan; and,

WHEREAS, this plan outlines foreseeable outdoor recreation facility needs of Ashland's recreational areas, and identifies improvements necessary to fulfill these needs,

NOW THEREFORE, BE IT RESOLVED that the Common Council of the City of Ashland hereby formally adopts the Ashland Comprehensive Outdoor Recreation Plan as the official policy statement for the development of outdoor recreation programs and facilities in Ashland.

PASSED: _____

COUNCIL PERSON

ATTEST: _____

CITY CLERK

MAYOR

CITY OF ASHLAND PARKS & RECREATION MASTER PLAN



APPENDIX

SUBJECT: Approve Change Order #1 from AMI Consulting Engineers PA for Kreher Park Redevelopment Project (*Roll*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: City Administrator
Harbor Commission
Kreher Park Redevelopment Consultant (Jamie Dunn)
Finance Director

EXHIBITS: 1. Kreher Park Redevelopment Change Order

EXPENDITURES REQUIRED: \$84,000.00

AMOUNT BUDGETED: \$150,000.00 - NSP Payment for Fishing Pier at Kreher Park
\$130,000.00 - 2019 CIP Budget
\$280,000.00

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: Compliance with Ordinance 923 will be certified before payment is made.

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: The items conforms with Authentic Ashland 2035, Ashland's Waterfront Development Plan and City of Ashland CORP

SUMMARY STATEMENT:

The City of Ashland is requesting Council to approve payment of Change Order #1 received from AMI Consulting Engineers PA for the Kreher Park Redevelopment Project.

AMI Consulting Engineers PA (AMI) currently has a contract with the City to provide construction documents and part time construction management for the redevelopment of Kreher Park. AMI's contract for the design services began in August of 2018. Due to the existing contaminated site conditions and the coordination of the

proposed development design with the cleanup efforts of NSP, AMI has been required to attend additional meetings outside of the original scope. AMI has had to redesign multiple items due to needs or changes by NSP in their design. These services are in addition to our present contractual obligations.



Consulting Engineers P.A.

May 21, 2019

Ms. Sara Hudson
City of Ashland
400 4th Avenue West
Ashland, WI 54806

Re: Kreher Park Redevelopment Change Order
AMI Project # 181192

Ms. Hudson,

The following document has been prepared for the City of Ashland for the Kreher Park Redevelopment Project. AMI Consulting Engineers (AMI) currently has a contract with the City to provide construction documents and part time construction management for the Redevelopment of Kreher Park. AMI's contract for the design services began August 2018. At the direction of the City, the initial contract amount of \$134,850 will be exhausted due to several design iterations:

- Changes in Boat Launch and Boat Hoist – Changes from the City, Xcel, and regulatory permitting agencies has required AMI to evaluate multiple boat launch layouts (2-bay, 3-bay, & 4-bay), elevation changes, and bridging the existing sheet pile wall and anchor system.
- Cap Redesign – Changes to Site Grading, Stormwater Management, and Utilities AMI prepared 60% grading, stormwater, and utility plans based on the Braun cap design dated January 3, 2019. On February 12, 2019, Braun had a significant change to the cap thickness and elevation. This change required significant changes to City's grading, stormwater management, and utility plans.
- Braun Intertec Geotechnical Evaluation Report (April 19, 2019) - This report identified the potential of significant ground settlement at the site and created a major design change for this project that included:
 - Helical pile design calculations and details.
 - Clean trench layouts, sections, volume calculations.
 - Utility options: lift station, directional bore, below/above cap layouts.
 - Multiple design and phasing options, new parking.
 - Several cost estimates.
- Stakeholder Meetings - AMI team attended weekly stakeholder and City meetings, this consists of two team members attending via phone and/or traveling to Ashland for meetings.
- Additional Electrical Upgrades – Shoreside boat power and additional receptacles on the light posts were not included in the original scope.

Throughout the course of the project, AMI has responded to the City's requests in a timely and efficient manner. The additional work required to respond to cap design changes, geotechnical issues, and multiple iterations was too large for AMI to absorb in design portion of the contract and resulted in using the entire budget in the original contract.

At the request of the City, AMI has provided a breakdown of the project costs moving forward. The improvements have been spilt into four bid packages as summarized in Table 1 below:

Table 1: Cost Breakdown

Description	Fee
1. Complete Bid Package #1 & DNR Storm Drain Submittal	\$ 18,500.00
2. Bid Package #2 – Above Cap (Construction Start Spring 2021)	\$ 13,500.00
3. Bid Package #3 – Boat Launch (Construction Start Spring 2020)	\$ 12,000.00
4. Bid Package #4 – Travel Hoist (Design Only, Shovel Ready)	\$ 8,000.00
5. Construction Administration/Project Support	\$ 32,000.00
Total	\$ 84,000.00

Due to the out of scope items described above, AMI is requesting a change order of **\$84,000.00** to increase its current Contract of \$134,850.00 to **\$218,850.00**

If you have any questions or comments, please contact me at (651) 334.8783 Ext 25. We look forward to continuing to work with the City of Ashland on the redevelopment of Kreher Park.

Respectfully Submitted,



Karen Keenan, PE
Civil Engineering Department Manager

SUBJECT: Approve City Staff to Enter into a Contract with a Qualified Firm for Phase 1 of the Kreher Park Redevelopment: Below Cap Work and Site Grading (*Roll*)

RECOMMENDATION: Approve

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: Finance Director
Harbor Commission
City Administrator
Public Works Director
Harbor Master

EXHIBITS: 1. Mapping of work area
2. AMI Preliminary Cost Estimate

EXPENDITURES REQUIRED: Estimated Cost= \$285,542.00

AMOUNT BUDGETED: \$200,000 Waterfront Development Fund Balance
\$100,000 General Obligation Loan by the Ashland Marina
\$300,000 Total

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE: To be determined

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: This item conforms with Authentic Ashland 2035, the Waterfront Development Plan, and Comprehensive Outdoor Recreation Plan

SUMMARY STATEMENT:

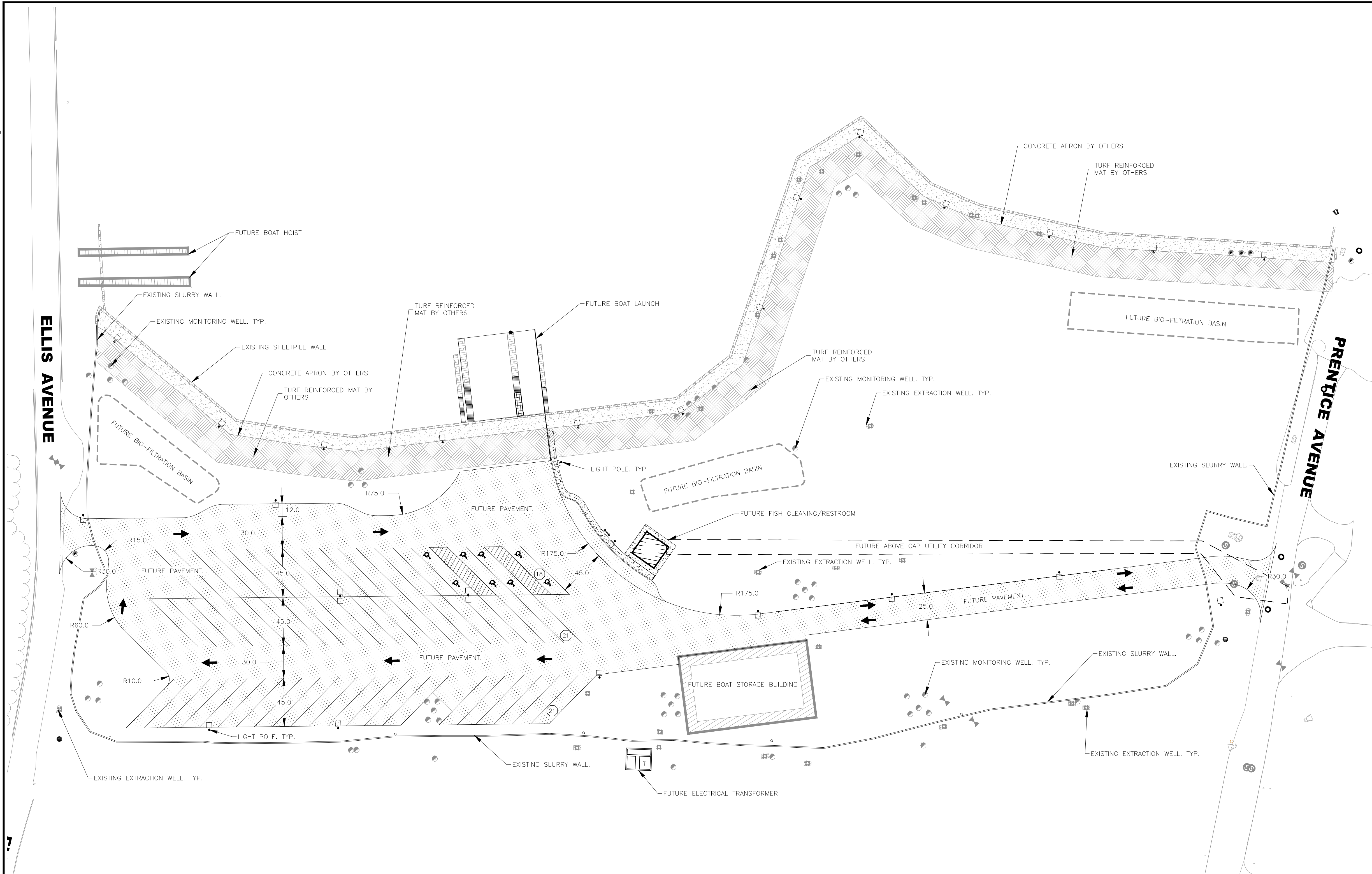
City Staff is making a special request of the Common Council to approve entering into a contract with the lowest, most qualified bidder for Kreher Park Redevelopment Phase 1: Below Cap and Site Grading prior to

the bid opening.

City Staff is making this request due to the timeliness of the project. The NSP contract has advanced to the Kreher Park Site to begin the final remediation process of capping the site. In order to keep the project going smoothly through completion in 2019, the project requires a qualified contractor ASAP.

NSP will be doing the capping of the site in four (4) phases. scheduled to begin during the week of June 10. The project contractor needs to be on site at that time to oversee and ensure that the City's part of the redevelopment of the site is done. Phase 1 will consist of installation of light pole bases below the cap and of pilings for the boat landing.

Bids were posted on May 24, 2019 and will be opened June 6, 2019. Staff would like to award the bid before the next City Council meeting on June 11, 2019. City staff will announce the contract and contract award amount at the June 11, 2019 City Council Meeting.



1. SITE DIMENSIONS SHOWN ON THIS PLAN SHALL BE USED FOR ALL LAYOUT WORK. CHECK ALL PLAN AND DETAIL DIMENSIONS. BUILDING AND SITE IMPROVEMENTS SHALL BE LAID OUT ON SITE BY A REGISTERED LAND SURVEYOR, OR A LICENSED ENGINEER.
2. REFER TO ARCHITECTURAL PLANS FOR BUILDING LAYOUT, EXACT LOCATION AND DIMENSIONS OF STOOPS/EXITS, RAMPS AND TRUCK DOCKS AND PRECISE BUILDING DIMENSIONS.
3. REFER TO SITE DEMOLITION PLAN FOR LIMITS OF PAVEMENT REMOVAL, IF APPLICABLE.
4. ALL PAVING DIMENSIONS ARE TO FLOW LINE OF CURB UNLESS NOTED OTHERWISE. THE FLOW LINE OF CURB IS ASSUMED TO BE 8 INCHES FROM THE BACK OF CURB.
5. MEET REQUIREMENTS OF LOCAL GOVERNING AUTHORITY FOR WORK WITHIN THE PUBLIC RIGHT OF WAY, INCLUDING TEMPORARY TRAFFIC CONTROL. A TRAFFIC CONTROL PLAN SHALL BE PROVIDED AND APPROVED BY THE CITY PRIOR TO BEGINNING WORK IN THE RIGHT OF WAY.
6. ALL SIDEWALKS SHALL HAVE POSITIVE SLOPE AWAY FROM THE BUILDING. THE MAXIMUM CROSS SLOPE SHALL BE 2.0% AND THE MAXIMUM LONGITUDINAL SLOPE SHALL BE 5.0% UNLESS OTHERWISE SHOWN ON THE DRAWINGS.
7. NO SLOPE IN ANY DIRECTION SHALL EXCEED 2% IN ACCESSIBLE PARKING AND LOADING AREAS.
8. MATCH NEW AND EXISTING PAVEMENT SURFACES, SIDEWALKS AND CURBS AT SAWCUT LINES, ALLOWING NO PONDING OF WATER AT JOINTS. PROVIDE SMOOTH GRADE TRANSITION ACROSS NEW AND EXISTING JOINTS.
9. ALLOW MINIMUM OF SEVEN DAYS CURE FOR CURB AND GUTTER PRIOR TO PAVING.
10. ALLOW MINIMUM OF 24 HOUR COOLING PRIOR TO ALLOWING TRAFFIC ON BITUMINOUS PAVING.



STATE LAW: 48 HOURS BEFORE EXCAVATING OR DEMOLISHING BUILDINGS, CALL 811 FOR FIELD LOCATION OF UNDERGROUND UTILITY LINES. THIS SERVICE LOCATES UTILITY OWNED LINES BUT NOT PRIVATE LINES.

THE LOCATIONS OF UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED. THE EXACT LOCATION OF ALL UTILITIES (PUBLIC AND PRIVATE) MUST BE DETERMINED BEFORE COMMENCING WORK.

PRELIMINARY
NOT FOR CONSTRUCTION

	DATE:	REV:	DESCRIPTION	REV. BY:
KREHER PARK REDEVELOPMENT MASTER SITE PLAN ELLIS AVENUE NORTH ASHLAND, WISCONSIN	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
MASTER SITE PLAN	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

JOB No: 181192
DATE: 05.14.2019
DRAWN BY: AJP
DESIGNED BY: AJP

SHEET:
M1.0

OPINION OF PROBABLE CONSTRUCTION COST
 KREHER PARK
 ASHLAND WISCONSIN
 PRELIMINARY COST ESTIMATE
 AMI PROJECT # 181192
 DATE: 05/14/2019



Item No.	Description	Quantity	Unit	Unit Price	Amount
GENERAL CONSTRUCTION					
1	MOBILIZATION	1	LS	\$7,500.00	\$7,500.00
2	COORDINATION WITH NSP AND NSP'S CONTRACTOR	1	LS	\$7,500.00	\$7,500.00
SUBTOTAL GENERAL CONSTRUCTION					\$15,000.00
AGGREGATE BASE CONSTRUCTION					
3	SUPPLY OF DENSE BASE AGGREGATE	3500	CY	\$32.00	\$112,000.00
4	INSTALLATION OF DENSE BASE AGGREGATE	3500	CY	\$10.00	\$35,000.00
5	BI-AXIAL GEOGRID	12600	SY	\$3.00	\$37,800.00
SUBTOTAL AGGREGATE BASE CONSTRUCTION					\$184,800.00
EROSION CONTROL					
6	SILT FENCE	2565	LF	\$3.00	\$7,695.00
7	SEDIMENT CONTROL LOG	473	LF	\$2.00	\$946.00
8	ROCK CONSTRUCTION ENTRANCE	1	EA	\$2,000.00	\$2,000.00
SUBTOTAL UTILITY CONSTRUCTION					\$10,641.00
LIGHT POLE BASES AND PILE CONSTRUCTION					
9	BOAT LAUNCH SUPPORT PILES 10" DIA.	180	LF	\$70.00	\$12,600.00
10	LIGHT POLE BASE TYPE 1	13	EA	\$3,000.00	\$39,000.00
11	LIGHT POLE BASE TYPE 2	13	EA	\$1,500.00	\$19,500.00
12	LIGHT POLE BASE TYPE 3	2	EA	\$2,000.00	\$4,000.00
SUBTOTAL LIGHT POLE BASES AND PILE CONSTRUCTION					\$75,100.00
SUBTOTAL ESTIMATED COST					\$285,541.00
TOTAL ESTIMATED COST					\$285,542.00

SUBJECT: Approve to Reallocate Capital Improvement Plan (CIP) Funds from the Kreher Park Bathroom Project to the H. Pearson Plaza Repair Project *(Roll)*

RECOMMENDATION: Approve

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: Parks and Recreation Committee
Finance Director
City Administrator
Mayor

EXHIBITS: 1. Explanation of H. Pearson Plaza Repair Project

EXPENDITURES REQUIRED: Approximately \$40,000.00

AMOUNT BUDGETED: \$100,000.00 Allocated for Kreher Park Bathroom Project

\$0 Allocated for H. Pearson Plaza Repair Project

APPROPRIATION REQUIRED: \$40,000

TREASURER'S CERTIFICATE: NA

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: This item conforms with Authentic Ashland 2035, the Waterfront Development Plan, and the Comprehensive Outdoor Recreation Plan.

SUMMARY STATEMENT:

Staff is seeking approval to used funds budgeted for renovating the Kreher RV Park bathroom to instead install stamped concrete at the H. Pearson Plaza Park.

During the June 18, 2018, storm the H. Pearson Plaza Park was damaged by excessive rainfall (see attached picture). FEMA is assisting with fixing the groundwork, but only for the amount of money it would cost to

reinstall the brick pavers. Staff have determined to use poured and stamped concrete for resiliency as concrete will hold up better than pavers if another rain storm event were to happen. Staff believes the stamped concrete will also be more accessible and more aesthetically pleasing than the pavers were.

The is a Federally funded public construction project, so the City will have to go through the Federal Procurement Requirements and seek bids for this project. By mid-summer, Council will have the opportunity to approve the contractor to do the project. This is something the Public Works staff are not able to do.

The Parks and Recreation Committee have approved the reallocation and are recommending Council approve Option B as shown on the attachment.

Find yourself next to the water.
ASHLAND

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



June 15-18, 2018 the City experienced heavy rainfall and flooding which caused damage in Pearson Plaza. The storm event was declared a federal emergency making it reimbursable for FEMA funding.

When the project was submitted for reimbursement to FEMA, the scope of the project was to restore the damaged area with like materials. Since then, internally there have been discussions regarding future storms and continued maintenance to the area. The Public Works is suggesting that the bricks are removed and replaced with decorative concrete.

Benefits of Concrete:

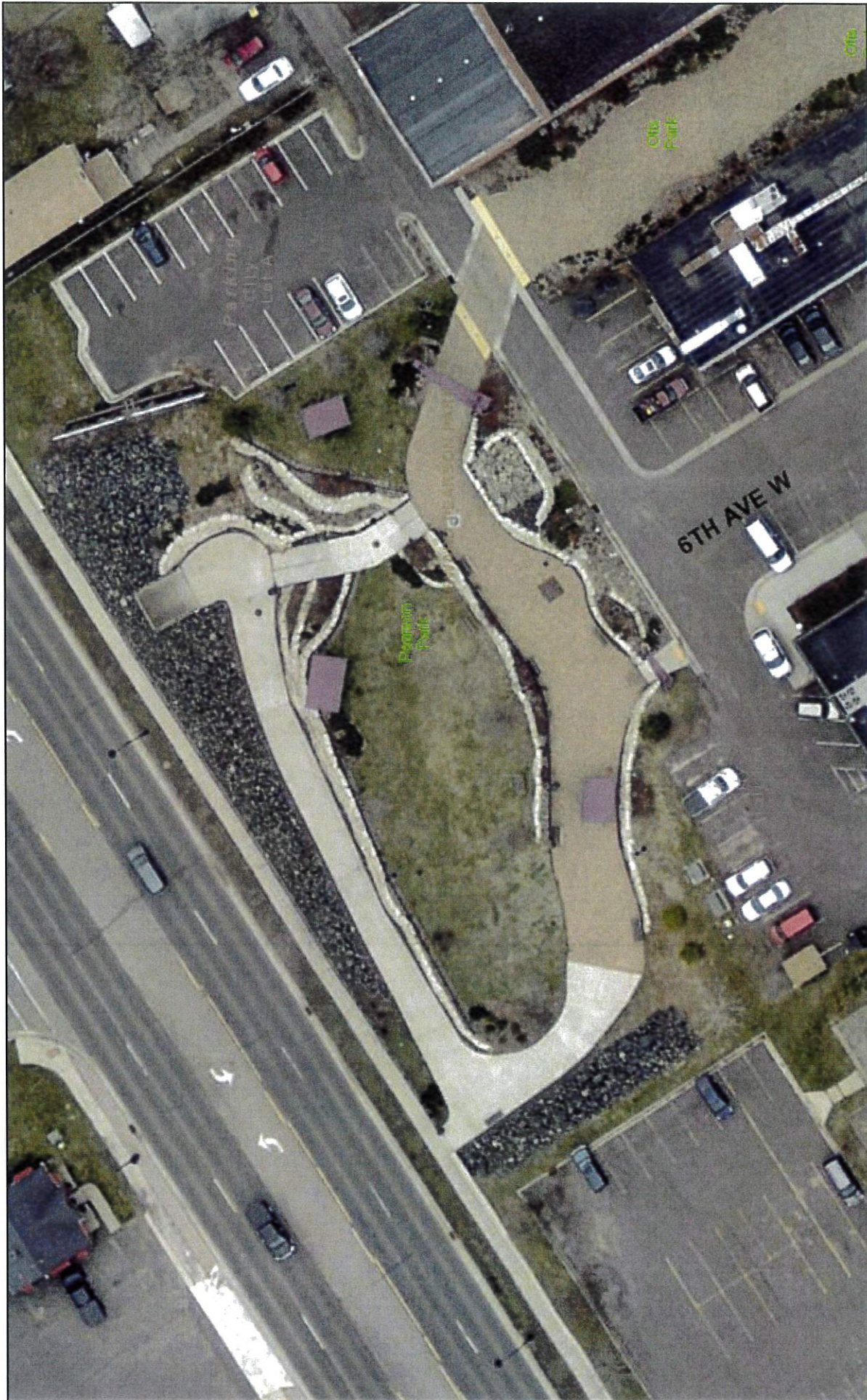
- The concrete is less likely to wash out in the case of another rain event.
- Concrete does not require weeding.
- No heaving of bricks.
- Concrete is stronger to motorized vehicles.

Disadvantage of Concrete:

- Concrete will have to be power washed and sealed periodically.
- Concrete repair/replacement may be difficult to match both color and pattern.

The estimate to replace the area of damaged brick is \$47,000; the estimate to replace the same area with color stamped concrete is approximately \$45,000. If a decision is made to replace the damaged area with concrete, there will be additional expenditures required by the City to replace the brick outside the damaged area with concrete; this is estimated to cost an additional \$20,000.

City of Ashland Base Map



5/14/2019, 11:30:03 AM

1:750
0 0.005 0.01 0.02 mi
0 0.01 0.02 0.04 km

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Department of Public Works Engineering
Copyright 2018 City of Ashland

Stamped Concrete Ideas



A



B



C

Stamped Concrete Ideas



D



E



F

SUBJECT: Approve an Addendum to the Framework Agreement for Cooperation and Coordination Concerning the Redevelopment Activities at the Ashland Northern States Power (NSP) Lakefront Superfund Site (Kreher Park) between the City of Ashland and Northern States Power (Xcel Energy) (*Roll*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: City Administrator
Mayor
City Attorney
Harbor Commission
Independent Consultant, Jamie Dunn

EXHIBITS:

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE:

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: This item conforms with Authentic Ashland 2035, the Waterfront Development Plan, and the City of Ashland's CORP

SUMMARY STATEMENT:

Northern State Power (NSP) is seeking an agreement with the City of Ashland for the redevelopment of the Superfund Site. This agreement will ensure that the Kreher Park Redevelopment (Superfund Site) goes smoothly between both parties and contractors.

A copy of the agreement will be presented to Council before or on the night of the May 28, 2019 meeting. The agreement is being finalized between legal authorities from the City and NSP.

SUBJECT: Approve a Resolution to Designate Five Historic Structures, Buildings or Sites as Historic Structures in the City of Ashland (*Voice*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Planning and Development
Historic Preservation Commission - *Approved Unanimously 05-20-2019*

EXHIBITS:

1. Proposed Resolution
2. Legal Descriptions
3. Property Photos

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: Designation of the proposed buildings and structures recommended by the Historic Preservation Commission for inclusion on the City of Ashland's "Local Listing of Historic Structures" aligns with the goals and principles of the Comprehensive Plan. The Comprehensive Plan emphasizes the importance of engaging residents in historic preservation efforts to both celebrate the unique architectural and historic significance of certain Ashland buildings, and also protect these assets to ensure they continue to enrich the community and can be enjoyed by future residents and visitors. Preservation and enhancement of Ashland's cultural history and architecture was identified as a core community value through the public input process associated with the Comp Plan, with inclusion of additional properties on Ashland's Local Listing of Historic Structures playing a key role in celebrating these historic resources and providing a mechanism for the City to work with property owners to ensure they are protected in the future as well.

SUMMARY STATEMENT:

The City of Ashland's Local Listing of Historic Structures currently consists of approximately 85 residential, commercial and institutional properties that embody significant architectural and/or cultural history of the Ashland area. Per Chapter 826, Ashland City Ordinances, Historic Preservation, the Historic Preservation Commission has the authority to make recommendations to Council to locally designate additional sites, buildings or structures.

The Historic Preservation Commission identified properties as desirable for designation due to their historical and/or architectural significance, and letters were sent to these property owners to invite them to have their property included for consideration on the Local Listing of Historic Structures. The property owners who responded that they wanted to move forward with locally designating their property are those included in the attached resolution. While Chapter 826, Ashland City Ordinances, Historic Preservation only requires that nominated property owners be given adequate notice and invitation to the Public Hearing held by the Commission, it has been the practice of the Planning & Development Department to work with all property owners well in advance of these notices going out to ensure that they fully understand and appreciate the significance of locally designating their property.

RESOLUTION TO DESIGNATE FIVE HISTORIC STRUCTURES, BUILDINGS OR SITES AS HISTORIC STRUCTURES IN THE CITY OF ASHLAND

WHEREAS, the Common Council of the City of Ashland is authorized to designate a local listing of historic structures, historic sites or historic districts; and

WHEREAS, the Historic Preservation Commission has conducted an investigation, held a Public Hearing on May 20, 2019, and has recommended designation of the following five (5) historic buildings or structures as historic resources based on the requirements for inclusion on the City of Ashland's Historic Register outlined in Chapter 826.07, Ashland City Ordinances:

#5 FIFIELD ROW

Owner: MARGARET ERICSON

Parcel Number: 201029740000

Legal Description: LOT 5 FIFIELD PLACE

222 11TH AVENUE WEST

Owner: JAMES & ELIZABETH MATZINGER

Parcel Number: 201001890000

Legal Description: WEST 100' OF LOTS 11 & 12 BLOCK 23 ASHLAND PROPER V 726 PG 686

NORTHLAND COLLEGE FENENGA HALL 1411 ELLIS AVENUE

Owner: NORTHLAND COLLEGE

Parcel Number: 201046560000

Legal Description: LOT 1 CERTIFIED SURVEY 655 PT E1/2 SW1/4 SEC 4 T47N R4W 26.62AS

NORTHLAND COLLEGE MEAD HALL 1411 ELLIS AVENUE

Owner: NORTHAND COLLEGE

Parcel Number: 201046560000

Legal Description: LOT 1 CERTIFIED SURVEY 655 PT E1/2 SW1/4 SEC 4 T47N R4W 26.62AS

NORTHLAND COLLEGE CHAPPLE GYMNASIUM 1411 ELLIS AVENUE

Owner: NORTHAND COLLEGE

Parcel Number: 201046560000

Legal Description: LOT 1 CERTIFIED SURVEY 655 PT E1/2 SW1/4 SEC 4 T47N R4W 26.62AS

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland that the five structures described herein are designated on the "Local Listing of Historic Structures" in accordance with Chapter 826, Ashland City Ordinances: Historic Preservation.

Councilperson

PASSED: May 28, 2019

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

ATTACHMENT TO RESOLUTION # 16766 – LEGAL DESCRIPTIONS

#5 FIFIELD ROW

Owner: MARGARET ERICKSON

Parcel Number: 201029740000

Legal Description: LOT 5 FIFIELD PLACE

222 11TH AVENUE WEST

Owner: JAMES & ELIZABETH MATZINGER

Parcel Number: 201001890000

Legal Description: WEST 100' OF LOTS 11 & 12 BLOCK 23 ASHLAND PROPER V 726 PG 686

NORTHLAND COLLEGE DEXTER LIBRARY 1411 ELLIS AVENUE

Owner: NORTHLAND COLLEGE

Parcel Number: 201039540000

Legal Description: BLOCKS 7, 8, 9, 10, 11 & 12 VACATED 15TH STREET ADJACENT & N1/2 VACATED 16TH ST, WEST OF ELLIS AVENUE ADJACENT VACATED 2ND AVENUE WEST ADJ VACATED 3RD AVENUE WEST ADJ VACATED ALLEYS IN SAID BLKS ALL IN SUPERIOR ADDITION DEXTER LIBRARY, MCMILLAN, MEMORIAL & BOB HALLS

NORTHLAND COLLEGE MEMORIAL HALL 1411 ELLIS AVENUE

Owner: NORTHLAND COLLEGE

Parcel Number: 201039540000

Legal Description: BLOCKS 7, 8, 9, 10, 11 & 12 VACATED 15TH STREET ADJACENT & N1/2 VACATED 16TH ST, WEST OF ELLIS AVENUE ADJACENT VACATED 2ND AVENUE WEST ADJ VACATED 3RD AVENUE WEST ADJ VACATED ALLEYS IN SAID BLKS ALL IN SUPERIOR ADDITION DEXTER LIBRARY, MCMILLAN, MEMORIAL & BOB HALLS

Resolution Attachments
Photos of Properties Recommended for Ashland Local Listing of Historic Structures

#5 Fifield Row

Owner: Margaret Erickson



222 11th Avenue West

Owner: James & Elizabeth Matzinger



Mead Hall

Owner: Northland College





Fenenga Hall
Owner: Northland College



Kendrigan/Chapple Gymnasium
Owner: Northland College





SUBJECT: Approve to Repeal Resolution 17495 and Approve a Resolution to Vacate a Portion of Undeveloped City Right-of-Way Adjacent to Lots 14 through 16 in Block 8 of Commercial Addition and Blocks 6 and 7 of Commercial Addition of the City of Ashland, Wisconsin (*Voice*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Planning and Development

EXHIBITS:

1. Proposed Resolution
2. Resolution 17495
3. Base Map of ROW Vacation

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

The vacation of a portion of undeveloped right-of-way was approved by City Council at their February 26, 2019 meeting. The request to repeal this Resolution approve a new Resolution does not alter or impact the actual area of land that was approved to be vacated at this time, except that the small portion originally described as being adjacent to Lots 19 through 20 was removed per recommendation of the surveyor and agreed to by the property owners and Ashland County Register of Deeds. The purpose of this request is to amend the language used to describe the area being vacated in order to align with what is needed for the Real Estate Transfer Return to facilitate recording of the document with the Ashland County Register of Deeds office. The legal description included in the original Resolution approved by Council on February 26, 2019 referenced that the portion to be vacated was adjacent to Lots 14 through 16 of Block 8 of Commercial addition, but did not include reference to the portions of “land” owned by the same property owners that are off

the shore of Lake Superior (see attached map).

In order for the resolution to align with the information needed to file the Real Estate Transfer Return this must be amended to state that the portion being vacated is also adjacent to those pieces of property located in Lake Superior so that the vacated portions can be correctly conveyed. The proposed language amendments were direct recommendations from the Ashland County Register of Deeds.

RESOLUTION TO VACATE A PORTION OF UNDEVELOPED CITY RIGHT-OF-WAY ADJACENT TO LOTS 14 THROUGH 16 IN BLOCK 8 OF COMMERCIAL ADDITION AND BLOCKS 6 AND 7 OF COMMERCIAL ADDITION OF THE CITY OF ASHLAND, WISCONSIN

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

- Undeveloped public right-of-way adjacent to lots 14 through, and lots 19 through 20, in Block 8 of Commercial Addition of the City of Ashland; and

WHEREAS, the Common Council of the City of Ashland approved the Resolution to vacate the aforementioned portion of unimproved right-of-way at their February 26, 2019 meeting; and

WHEREAS, the Planning Commission is requesting to repeal Resolution 17495 to recreate a Resolution to clarify and correct the properties involved in the vacation.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Ashland hereby repeals Resolution 17495 and approve a Resolution to vacate a portion of undeveloped City right-of-way adjacent to Lots 14 through 16 in Block 8 of Commercial Addition and Blocks 6 and 7 of Commercial Addition of the City of Ashland, Wisconsin.

PASSED: May 28, 2019

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler Wickman, City Attorney

RESOLUTION

No. 17495

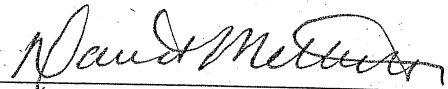
RESOLUTION TO VACATE UNDEVELOPED PUBLIC RIGHT-OF-WAY ADJACENT TO LOTS 14 THROUGH 16, AND LOTS 19 THROUGH 20, IN BLOCK 8 OF COMMERCIAL ADDITION OF THE CITY OF ASHLAND, WISCONSIN

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

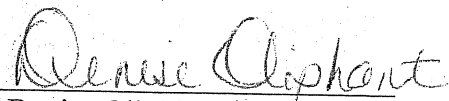
- Undeveloped public right-of-way adjacent to lots 14 through 16, and lots 19 through 20, in block 8 of Commercial Addition of the City of Ashland, Wisconsin; and

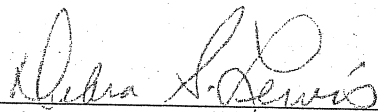
WHEREAS, a public hearing was held on February 26, 2019, notification of which was given by publishing the Class 3 notice of the hearing in the newspaper and notifying abutting property owners as required by Wisconsin Statute 66.1003, and the Common Council does deem it in the best interest of the City to vacate said alley right-of-way; and

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

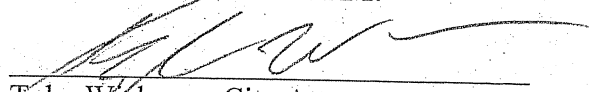

Councilperson

PASSED: February 26, 2019

ATTEST: 
Denise Oliphant, City Clerk


Debra S. Lewis, Mayor

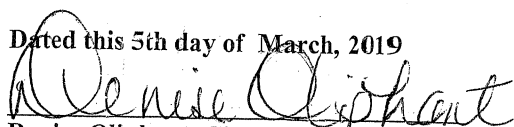
APPROVED AS TO FORM:


Tyler Wickman, City Attorney

CERTIFICATION

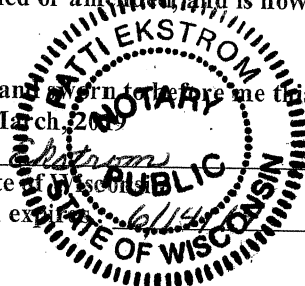
I, Denise Oliphant, City Clerk, do hereby certify that the foregoing resolution is a true, correct, and complete copy of a resolution duly passed by the Common Council of the City of Ashland on the 26th day of February, 2019, and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 5th day of March, 2019


Denise Oliphant, City Clerk

Subscribed and sworn to before me this 5th day of March, 2019


Notary: State of Wisconsin
Commission expires 6/1/19



City of Ashland Base Map



5/22/2019, 5:00:09 PM

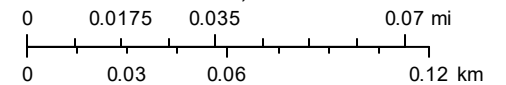
Lines

— Override 1

Parcel Labels

Parcel Mapping

1:2,257



City of Ashland Public Works Department, GIS Division
Copyright City of Ashland Public Works Department, GIS Division

SUBJECT: Approve to Amend Service Agreement with Payment Services Network, Inc. to Accept Debt and Credit Card Payments (*Roll*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Finance

CLEARANCES: Administrator, Finance Director

EXHIBITS: 1. Payment Services Network, Inc. Service Agreement

EXPENDITURES REQUIRED: \$250.00 Fund 100 Finance Department

AMOUNT BUDGETED: \$0.00

APPROPRIATION REQUIRED: \$250.00 Fund 100 Finance 2019 Budget

TREASURER'S CERTIFICATE:

Payment Services Network, Inc. is in compliance with City of Ashland Ordinance Chapter 923.

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

The Water and Wastewater Utility contracts with Payment Services Network, Inc. (PSN) to provide an alternative online billing and payment option for their customers. The Treasurer's office accepts cash, checks and money orders, but does not offer its customers an option to pay with a debit or credit card.

This amended agreement would allow secured debit/credit card payments to be processed at the Treasurer's window. Merchant fees would still be passed along to the customer at the time of payment. Customers would be required to pay 2.75% of the total (plus an additional 50 cents if under \$100.00)

The cost of the machine is \$250.00. The set up fee will be waived by PSN.

**ADDITIONAL SCHEDULE "B" TO THE PSN SERVICE AGREEMENT BETWEEN
City of Ashland Account AND PSN (FEE SCHEDULE FOR Utility, Tax)**

The items marked with an "X" are applicable to this Agreement.

ONLY ONE CHANGE

SETUP/EQUIPMENT FEES					
☒	One-time Setup		Waived		NA
☒	Web Customization	Basic	Included		NA
☒	Mobile App	Standard	Included		NA
☒	Training		Included		NA
☒	Software Integration	Caselle	Included		NA
☐	Custom Programming		\$		NA
☐	Integrated Swipe Credit Card Setup		\$		NA
☐	Check Scanning Equipment		\$		NA
☒	Credit Card Swipe Machine	Verifone VX520 (1)	\$250		Paid by Account Holder
MONTHLY FEES					
☒	Gateway including eBill Solution		\$ 49.95		Paid by Account Holder
☐	Bank Bill Pay eSolution/eCash Solution		\$		NA
☐	Mobile App		\$		NA
☐	Outbound Auto-Call Messaging		\$		NA
☒	Integrated Swiped Credit Card		Waived		NA
TRANSACTION FEES					
(all fees are per item; unless otherwise noted, only one fee will be charged per transaction)					
☒	eChecking or eSavings Payment	☒ Online/Mobile/Field	Net Deposit	\$1.00	Paid by Customer
		☒ Automated Phone	Net Deposit	\$1.00	Paid by Customer
		☒ Text	Net Deposit	\$1.00	Paid by Customer
		☒ Live PSN Rep	Net Deposit	\$1.00	Paid by Customer
☒	Credit Card Payments ☒ MasterCard ☒ VISA ☒ Discover ☐ AMEX	☒ Online/Mobile/Field	Net Deposit	2.75%*	Paid by Customer
		☒ Automated Phone	Net Deposit	2.75%*	Paid by Customer
		☒ Text	Net Deposit	2.75%*	Paid by Customer
		☒ Live PSN Rep	Net Deposit	2.75%*	Paid by Customer
		Rates for AMEX (above rates are for all other credit cards)			NA
☒	Bank Bill Pay eSolution (bank-issued checks)	Gross Deposit	\$0.50		Paid by Account Holder
☐	BackOffice Auto-Pay	NA	\$		NA
☐	eCash Solution	NA	\$		NA
☐	Auto-Post Check Scanning (Check 21 or RDC)	NA	\$		NA
☒	Advanced Integrated Credit Card Swipe	Net Deposit	2.75%*		Paid by Customer
OTHER FEES					
☒	Annual Security Compliance (billed annually)	Due each December	\$89.00		Paid by Account Holder
☐	Outbound Auto-Call Messaging	Only answered calls get assessed the fee; recording device pickups are considered answered.	15¢ per minute, 2-minute minimum		NA
☒	NSF (for online and phone check/savings transactions with insufficient funds)		\$35.00		Paid by Customer
☐	NSF (for scanned and VPOST checks)				NA
☒	Chargeback (for credit cards that are disputed)		\$15.00		Paid by Account Holder

*If payment is less than \$100, the Customer will be charged 2.75% plus 50¢.

Net Deposits are Customer payment deposits less Transaction Fees.

Gross Deposits are Customer payment deposits including Customer paid Transaction Fees, if any

**ADDITIONAL SCHEDULE "B" TO THE PSN SERVICE AGREEMENT BETWEEN
City of Ashland Account AND PSN (FEE SCHEDULE FOR Misc)**

The items marked with an "X" are applicable to this Agreement.

SETUP/EQUIPMENT FEES

☒	One-time Setup		Waived	NA
☒	Web Customization	Basic	Included	NA
☒	Mobile App	Standard	Included	NA
☒	Training		Included	NA
☒	Software Integration	Caselle	Included	NA
☐	Custom Programming		\$	NA
☐	Integrated Swipe Credit Card Setup		\$	NA
☐	Check Scanning Equipment		\$	NA
☒	Credit Card Swipe Machine	Verifone VX520 (1)	Paid on Utility	Paid by Account Holder

MONTHLY FEES

☐	Gateway including eBill Solution		Waived	NA
☐	Bank Bill Pay eSolution/eCash Solution		\$	NA
☐	Mobile App		\$	NA
☐	Outbound Auto-Call Messaging		\$	NA
☒	Integrated Swiped Credit Card		Waived	NA

TRANSACTION FEES

(all fees are per item; unless otherwise noted, only one fee will be charged per transaction)

☒	eChecking or eSavings Payment	☒	Online/Mobile/Field	Net Deposit	\$1.00	Paid by Customer
		☐	Automated Phone	NA	\$	NA
		☐	Text	NA	\$	NA
		☐	Live PSN Rep	NA	\$	NA
☒	Credit Card Payments ☒ MasterCard ☒ VISA ☒ Discover ☐ AMEX	☒	Online/Mobile/Field	Net Deposit	2.75%*	Paid by Customer
		☐	Automated Phone	NA	\$	NA
		☐	Text	NA	\$	NA
		☐	Live PSN Rep	NA	\$	NA
		Rates for AMEX (above rates are for all other credit cards)				
☐	Bank Bill Pay eSolution (bank-issued checks)			NA	\$	NA
☐	BackOffice Auto-Pay			NA	\$	NA
☐	eCash Solution			NA	\$	NA
☐	Auto-Post Check Scanning (Check 21 or RDC)			NA	\$	NA
☒	Advanced Integrated Credit Card Swipe			Net Deposit	2.75%*	Paid by Customer

OTHER FEES

☒	Annual Security Compliance (billed annually)	Due each December	Paid on Utility	Paid by Account Holder
☐	Outbound Auto-Call Messaging	Only answered calls get assessed the fee; recording device pickups are considered answered.	15¢ per minute, 2-minute minimum	NA
☒	NSF (for online and phone check/savings transactions with insufficient funds)		\$35.00	Paid by Customer
☐	NSF (for scanned and VPOST checks)			NA
☒	Chargeback (for credit cards that are disputed)		\$15.00	Paid by Account Holder

*If payment is less than \$100, the Customer will be charged 2.75% plus 50¢.

Net Deposits are Customer payment deposits less Transaction Fees.

Gross Deposits are Customer payment deposits including Customer paid Transaction Fees, if any

SCHEDULE "B" continued

FEE SCHEDULE

Account Holder's designated depository account(s) shall mean any and all depository accounts which Account Holder has designated in a writing delivered to PSN for PSN to make deposits of payments made by Account Holder's Customers/Payees. Account Holder may only change designated depository account(s) upon not less than fifteen(15) days prior written notice to PSN, provided that Account Holder completes and timely delivers to PSN all forms required by PSN to complete the change in designated depository account(s).

Account Holder agrees to pay the Setup/Equipment Fees set forth in this Schedule B upon execution of this Agreement. Account Holder agrees to pay Monthly Fees set forth in this Schedule B on or about the first day of each month. All such Setup/Equipment and Monthly Fees are non-refundable and will be automatically withdrawn by PSN via auto debit from the Account Holder's designated depository account(s) as set up with PSN or, at PSN's option, deducted from Customer payments before such payments are deposited into Account Holder's designated depository account.

Account Holder agrees to pay Transaction Fees and Other Fees as designated in Schedule B. PSN shall, at PSN's option, (a) deduct Transaction Fees and Other Fees from Customer payments before such payments are deposited into Account Holder's designated depository account and/or (b) auto-debit from Account Holder's depository account(s) on or around the first of every month the total of all Transaction Fees and Other Fees incurred during the immediately preceding month which were deposited into the Account Holder's depository account.

PSN will endeavor to have Customer payments deposited into Account Holder's designated account or accounts within three (3) banking days of payment, however, Account Holder acknowledges that it may take up to five (5) banking days to complete such deposits due to bank notification times and different deposit frequencies from the credit card processors to PSN. A "banking day" is a day of the week on which a bank or financial institution is open to the public for carrying on all of its banking functions (i.e., Monday through Friday, excluding Saturday, Sunday and legal holidays).

PSN acknowledges and agrees that all amounts received from Customers less per item Transaction Fees collected by PSN, and less any Monthly Fees and Other Fees (collectively, "Fees") owed by Account Holder, will be the property of the Account Holder and PSN will have no right to retain such amounts for any reason, including, without limitation, pursuant to any rules of bankruptcy or insolvency. PSN will function as a repository for the net funds and not as owner of the net funds at any time (other than the Fees owed to PSN). PSN's failure to deduct or auto-debit any Setup/Equipment Fees, Monthly Fees, Transaction Fees or Other Fees ("Unpaid Fees") does not forfeit PSN's right to collect such Unpaid Fees from Account Holder at a later date, and Account Holder agrees to pay such Unpaid Fees to PSN. PSN is hereby granted a security interest in amounts received from Customers to secure payment of the Unpaid Fees, and shall have a contractual right of offset against amounts received from Customers equal to the amount of Unpaid Fees.

ACCOUNT HOLDER:

Signature: _____

Date: _____

Print Name: _____

Title: _____

SUBJECT: Approve Request for a Designated Disabled Parking Space on the South Side of the 700 Block of Main Street West from Chequamegon Food Cooperative (*Voice*)

RECOMMENDATION:

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: *Unanimously approved by the DPEAC*

EXHIBITS: 1. Meeting minutes (unapproved), May 21, 2019

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

The Chequamegon Food Cooperative, 700 Main Street West, submitted a request to the Disabled Parking Enforcement Assistance Council (DPEAC) for a designated disabled parking space along the south side of the 700 Block of Main Street West, east of the parking lot entrance and immediately in front of their Main Street entrance.

The DPEAC met on May 21, 2019 to discuss and voted unanimously to recommend to Council to approve this request.

DISABLED PARKING ENFORCEMENT ASSISTANCE COUNCIL MEETING
Tuesday, May 21, 2019

Agenda Item 1: Call to Order and Attendance

PRESENT: Brian Munson, Mary Jane Grande, Wahsayah Whitebird & Carol Ante

ABSENT:

EXCUSED: Cheryl Wiezorek and Donna Griffiths

Also Present: Kim Westman

Grande called the meeting to order.

Agenda Item 2: Approval of February 5, 2019 Minutes

Munson moved, Whitebird seconded a motion to approve the February 5, 2019, minutes. The motion carried unanimously.

Agenda Item 3: New Business

- A. Chequamegon Food Coop requests a disabled parking space in front of their building. Location of the parking space would be on the south side of the 700 block of Main St. W., east of the parking lot entrance.

Council members discussed the request.

Ante moved, Whitebird seconded a motion to approve the request from Chequamegon Food Coop to install a disabled parking sign on the south side of the 700 block of Main St. W., east of the parking lot entrance. The motion carried unanimously.

Agenda Item 4: Items for Next Meeting

None.

Agenda Item 5: Adjournment

ANTE moved to adjourn. Munson seconded. The meeting was adjourned.

Kim Westman

SUBJECT: Approve to Amend Ordinance 27, Board of Review, Ashland City Ordinances to Adopt Wisconsin State Statute 70.47, Board of Review Proceedings (*Voice*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Clerk

EXHIBITS:

1. Proposed Ordinance
2. WI State Statute 70.47 Board of Review Proceedings
3. Chapter 27 Board of Review.

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

The Board of Review meets annually review the assessment roll after it is completed by the Assessor, and to hear objections brought forward by property owners if they wish to appeal their assessment. During this meeting, the Board has the option to deny or adjust the assessment as they find appropriate.

According to Wisconsin State Statute 70.47, Board of Review Proceedings, the Board of Review has the right to accept or deny objections by phone, grant or waive the 48-hour notice by the property owner to appear before the Board, and adjourn to continue the hearing to another date up to five days of the initial meeting date, among other actions. The Board is also required to follow State Statute 70.47(7) regarding confidentiality of income and expense records. The current Chapter 27, Ashland City Ordinances, does not currently address a majority of the procedures that Wisconsin State Statute outlines.

The Clerk's office is requesting Council to approve to amend the current Chapter 27 to adopt and include

the State of Wisconsin Statute 70.47, Board of Review Proceedings to more clearly provide to the public the expectations and process of appearing before the Board of Review.

ORDINANCE TO AMEND CHAPTER 27 (1192), ASHLAND CITY ORDINANCES, BOARD OF REVIEW

An ordinance adopted by the Common Council for the City of Ashland at its regular meeting of May 28, 2019 for the purpose of amending Chapter 27 (1192), Ashland City Ordinances, Board of Review.

SECTION I:

The following shall be amended by adding:

27.05 Statutory Proceedings. Any conflict between the procedures set forth by Section 70.47 Board of Review Procedures, Wisconsin Statutes, and this Ordinance shall be resolved in favor of the statutory procedures unless the statute authorized the City to deviate from those procedures, in which case the procedures set forth in this Ordinance shall control.

SECTION II:

This ordinance shall take effect upon passage and publication.

PASSED: May 28, 2019
PUBLISHED:

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

70.47 Board of review proceedings.

- (1) **TIME AND PLACE OF MEETING.** The board of review shall meet annually at any time during the 45-day period beginning on the 4th Monday of April, but no sooner than 7 days after the last day on which the assessment roll is open for examination under s. [70.45](#). In towns and villages the board shall meet at the town or village hall or some place designated by the town or village board. If there is no such hall, it shall meet at the clerk's office, or in towns at the place where the last annual town meeting was held. In cities the board shall meet at the council chamber or some place designated by the council and in cities of the 1st class in some place designated by the commissioner of assessments of such cities. A majority shall constitute a quorum except that 2 members may hold any hearing of the evidence required to be held by such board under subs. (8) and (10), if the requirements of sub. (9) are met.
- (2) **NOTICE.** At least 15 days before the first session of the board of review, or at least 30 days before the first session of the board of review in any year in which the taxation district conducts a revaluation under s. [70.05](#), the clerk of the board shall publish a class 1 notice, place a notice in at least 3 public places and place a notice on the door of the town hall, of the village hall, of the council chambers or of the city hall of the time and place of the first meeting of the board under sub. (3) and of the requirements under sub. (7) (aa) and (ac) to (af). A taxpayer who shows that the clerk failed to publish the notice under this subsection may file a claim under s. [74.37](#).
- (2m) **OPEN MEETINGS.** All meetings of the board of review shall be publicly held and open to all citizens at all times. No formal action of any kind shall be introduced, deliberated upon or adopted at any closed session or meeting of a board of review.
- (3) **SESSIONS.**
- (a) At its first meeting, the board of review:
1. Shall receive the assessment roll and sworn statements from the clerk.
 2. Shall be in session at least 2 hours for taxpayers to appear and examine the assessment roll and other assessment data.
 3. Shall schedule for hearing each written objection that it receives during the first 2 hours of the meeting or that it received prior to the first meeting.
 4. Shall grant a waiver of the 48-hour notice of an intent to file a written or oral objection if a property owner who does not meet the notice requirement appears before the board during the first 2 hours of the meeting, shows good cause for failure to meet the 48-hour notice requirement and files a written objection.
 5. May hear any written objections if the board gave notice of the hearing to the property owner and the assessor at least 48 hours before the beginning of the scheduled meeting or if both the property owner and the assessor waive the 48-hour notice requirement.
- (ag) The assessor shall be present at the first meeting of the board of review.
- (ah) For each properly filed written objection that the board receives and schedules during its first meeting, but does not hear at the first meeting, the board shall notify each objector and the assessor, at least 48 hours before an objection is to be heard, of the time of that hearing. If, during any meeting, the board determines that it cannot hear some of the written objections at the time scheduled for them, it shall create a new schedule, and it shall notify each objector who has been rescheduled, at least 48 hours before the objection is to be heard, of the new time of the hearing.
- (ak) If an objector fails to provide written or oral notice of an intent to object 48 hours before the first scheduled meeting, fails to request a waiver of the notice requirement under par. (a) 4., appears before the board at any time up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days, files a written objection and provides evidence of extraordinary circumstances; the board of review may waive all notice requirements and hear the objection.

- (aL)** If the assessment roll is not completed at the time of the first meeting, the board shall adjourn for the time necessary to complete the roll, and shall post a written notice on the outer door of the place of meeting stating the time to which the meeting is adjourned.
- (ar)** With respect to the assessment rolls of taxing districts prepared by a county assessor, the board of review as constituted under s. 70.99 (10) shall schedule a meeting in each taxing jurisdiction on specific dates and shall comply with the provisions of this subsection and sub. (2) in each taxing district.
- (b)** The municipal governing body may by ordinance or resolution designate hours, other than those set forth in par. (a), during which the board shall hold its first meeting, but not fewer than 2 hours on the first meeting day between 8 a.m. and midnight. Such change in the time shall not become effective unless notice thereof is published in the official newspaper if in a city, or posted in not less than 3 public places if in any other municipality, at least 15 days before such first meeting.
- (4)** **ADJOURNMENT.** The board may adjourn from time to time until its business is completed. If an adjournment be had for more than one day, a written notice shall be posted on the outer door of the place of meeting, stating to what time said meeting is adjourned.
- (5)** **RECORDS.** The clerk shall keep a record in the minute book of all proceedings of the board.
- (6)** **BOARD'S DUTY.** The board shall carefully examine the roll or rolls and correct all apparent errors in description or computation, and shall add all omitted property as provided in sub. (10). The board shall not raise or lower the assessment of any property except after hearing as provided in subs. (8) and (10).
- (6m)** **REMOVAL OF A MEMBER.**
 - (a)** A municipality, except a 1st class city or a 2nd class city, shall remove, for the hearing on an objection, a member of the board of review if any of the following conditions applies:
 - 1.** A person who is objecting to a valuation, at the time that the person provides written or oral notice of an intent to file an objection and at least 48 hours before the first scheduled session of the board of review or at least 48 hours before the objection is heard if the objection is allowed under sub. (3) (a), requests the removal, except that no more than one member of the board of review may be removed under this subdivision.
 - 2.** A member of the board of review has a conflict of interest under an ordinance of the municipality in regard to the objection.
 - 3.** A member of the board of review has a bias in regard to the objection and, if a party requests the removal of a member for a bias, the party submits with the request an affidavit stating that the party believes that the member has a personal bias or prejudice against the party and stating the nature of that bias or prejudice.
 - (b)** A member of a board of review who would violate s. 19.59 by hearing an objection shall recuse himself or herself from that hearing. The municipal clerk shall provide to the department of revenue an affidavit declaring whether the requirement under this paragraph is fulfilled.
 - (c)** If a member or members are removed under par. (a) or are recused under par. (b), the board may replace the member or members or its remaining members may hear the objection, except that no fewer than 3 members may hear the objection.
- (6r)** **COMMENTS.** Any person may provide to the municipal clerk written comments about valuations, assessment practices and the performance of an assessor. The clerk shall provide all of those comments to the appropriate municipal officer.
- (7)** **OBJECTIONS TO VALUATIONS.**
 - (a)** The board of review may not hear an objection to the amount or valuation of property unless, at least 48 hours before the board's first scheduled meeting, the objector provides to the board's clerk written or oral notice of an intent to file an objection, except that, upon a showing of good cause and the submission of a written objection, the board shall waive that requirement during the first 2 hours of the board's first scheduled meeting, and the board may waive that requirement up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days with proof of extraordinary circumstances for failure to meet the 48-hour notice requirement and failure to appear before the board of

review during the first 2 hours of the first scheduled meeting. Objections to the amount or valuation of property shall first be made in writing and filed with the clerk of the board of review within the first 2 hours of the board's first scheduled meeting, except that, upon evidence of extraordinary circumstances, the board may waive that requirement up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days. The board may require such objections to be submitted on forms approved by the department of revenue, and the board shall require that any forms include stated valuations of the property in question. Persons who own land and improvements to that land may object to the aggregate valuation of that land and improvements to that land, but no person who owns land and improvements to that land may object only to the valuation of that land or only to the valuation of improvements to that land. No person shall be allowed in any action or proceedings to question the amount or valuation of property unless such written objection has been filed and such person in good faith presented evidence to such board in support of such objections and made full disclosure before said board, under oath of all of that person's property liable to assessment in such district and the value thereof. The requirement that it be in writing may be waived by express action of the board.

- (aa)** No person shall be allowed to appear before the board of review, to testify to the board by telephone or to contest the amount of any assessment of real or personal property if the person has refused a reasonable written request by certified mail of the assessor to enter onto property to conduct an exterior view of the real or personal property being assessed.
- (ab)** For the purpose of this section, the managing entity, as defined in s. 707.02 (15), or its designees, may be considered the taxpayer as an agent for the time-share owner, as defined in s. 707.02 (31), and may file one objection and make one appearance before the board of review concerning all objections relating to a particular real property improvement and the land associated with it. A time-share owner may file one objection and make one appearance before the board of review concerning the assessment of the building unit in which he or she owns a time share.
- (ac)** After the first meeting of the board of review and before the board's final adjournment, no person who is scheduled to appear before the board of review may contact, or provide information to, a member of the board about that person's objection except at a session of the board.
- (ad)** No person may appear before the board of review, testify to the board by telephone or contest the amount of any assessment unless, at least 48 hours before the first meeting of the board or at least 48 hours before the objection is heard if the objection is allowed under sub. (3) (a), that person provides to the clerk of the board of review notice as to whether the person will ask for removal under sub. (6m) (a) and if so which member will be removed and the person's reasonable estimate of the length of time that the hearing will take.
- (ae)** When appearing before the board, the person shall specify, in writing, the person's estimate of the value of the land and of the improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.
- (af)** No person may appear before the board of review, testify to the board by telephone or object to a valuation; if that valuation was made by the assessor or the objector using the income method; unless no later than 7 days before the first meeting of the board of review the person supplies to the assessor all of the information about income and expenses, as specified in the manual under s. 73.03 (2a), that the assessor requests. The municipality or county shall provide by ordinance for the confidentiality of information about income and expenses that is provided to the assessor under this paragraph and shall provide exceptions for persons using the information in the discharge of duties imposed by law or of the duties of their office or by order of a court. The information that is provided under this paragraph is not subject to the right of inspection and copying under s. 19.35 (1) unless a court determines before the first meeting of the board of review that the information is inaccurate.
- (bb)** Upon receipt of an objection with respect to the assessment rolls of taxation districts prepared by a county assessor the board of review as constituted under s. 70.99 (10) may direct such objection to be investigated by the county board of assessors if such board has been established under s. 70.99 (10m). If such objection has been investigated by the county board of assessors as provided by s. 70.99 (10m), the

county board of review may adopt the determination of county board of assessors unless the objector requests or the board of review orders a hearing. At least 2 days' notice of the time fixed for such hearing shall be given to the objector or the objector's attorney and to the corporation counsel. If the county board of review adopts the determination of the county board of assessors and no further hearing is held, the clerk of the board of review shall record the adoption in the minutes of the board and shall correct the assessment roll as provided by s. 70.48.

- (8) HEARING.** The board shall hear upon oath all persons who appear before it in relation to the assessment. Instead of appearing in person at the hearing, the board may allow the property owner, or the property owner's representative, at the request of either person, to appear before the board, under oath, by telephone or to submit written statements, under oath, to the board. The board shall hear upon oath, by telephone, all ill or disabled persons who present to the board a letter from a physician, osteopath, physician assistant, as defined in s. 448.01 (6), or advanced practice nurse prescriber certified under s. 441.16 (2) that confirms their illness or disability. At the request of the property owner or the property owner's representative, the board may postpone and reschedule a hearing under this subsection, but may not postpone and reschedule a hearing more than once during the same session for the same property. The board at such hearing shall proceed as follows:
- (a)** The clerk shall swear all persons testifying before it or by telephone in relation to the assessment.
 - (b)** The owner or the owner's representatives and the owner's witnesses shall first be heard.
 - (c)** The board may examine under oath such persons as it believes have knowledge of the value of such property.
 - (d)** It may and upon request of the assessor or the objector shall compel the attendance of witnesses, except objectors who may testify by telephone, and the production of all books, inventories, appraisals, documents and other data which may throw light upon the value of property.
 - (e)** All proceedings shall be taken in full by a stenographer or by a recording device, the expense thereof to be paid by the district. The board may order that the notes be transcribed, and in case of an appeal or other court proceedings they shall be transcribed. If the proceedings are taken by a recording device, the clerk shall keep a list of persons speaking in the order in which they speak.
 - (f)** The clerk's notes, written objections and all other material submitted to the board of review, tape recordings of the proceedings and any other transcript of proceedings shall be retained for at least 7 years, shall be available for public inspection and copies of these items shall be supplied promptly at a reasonable time and place to anyone requesting them at the requester's expense.
 - (g)** All determinations of objections shall be by roll call vote.
 - (h)** The assessor shall provide to the board specific information about the validity of the valuation to which objection is made and shall provide to the board the information that the assessor used to determine that valuation.
 - (i)** The board shall presume that the assessor's valuation is correct. That presumption may be rebutted by a sufficient showing by the objector that the valuation is incorrect.
- (8m) HEARING WAIVER.** The board may, at the request of the taxpayer or assessor, or at its own discretion, waive the hearing of an objection under sub. (8) or, in a 1st class city, under sub. (16) and allow the taxpayer to have the taxpayer's assessment reviewed under sub. (13). For purposes of this subsection, the board shall submit the notice of decision under sub. (12) using the amount of the taxpayer's assessment as the finalized amount. For purposes of this subsection, if the board waives the hearing, the waiver disallows the taxpayer's claim on excessive assessment under s. 74.37 (3) and, notwithstanding the time period under s. 74.37 (3) (d), the taxpayer has 60 days from the notice of the hearing waiver in which to commence an action under s. 74.37 (3) (d).
- (9) CORRECTION OF ASSESSMENTS.**
- (a)** From the evidence before it the board shall determine whether the assessor's assessment is correct. If the assessment is too high or too low, the board shall raise or lower the assessment accordingly and shall state on the record the correct assessment and that that assessment is reasonable in light of all of the relevant

evidence that the board received. A majority of the members of the board present at the meeting to make the determination shall constitute a quorum for purposes of making such determination, and a majority vote of the quorum shall constitute the determination. In the event there is a tie vote, the assessment shall be sustained.

(b) A board member may not be counted in determining a quorum and may not vote concerning any determination unless, concerning such determination, such member:

1. Attended the hearing of the evidence; or
2. Received the transcript of the hearing no less than 5 days prior to the meeting and read such transcript; or
3. Received a mechanical recording of the evidence no less than 5 days prior to the meeting and listened to such recording; or
4. Received a copy of a summary and all exceptions thereto no less than 5 days prior to the meeting and read such summary and exceptions. In this subdivision "summary" means a written summary of the evidence prepared by one or more board members attending the hearing of evidence, which summary shall be distributed to all board members and all parties to the contested assessment and "exceptions" means written exceptions to the summary of evidence filed by parties to the contested assessment.

(10) ASSESSMENT BY BOARD. If the board has reason to believe, upon examination of the roll and other pertinent information, that other property, the assessment of which is not complained of, is assessed above or below the general average of the assessment of the taxation district, or is omitted, the board shall:

(a) Notify the owner, agent or possessor of such property of its intention to review such assessment or place it on the assessment roll and of the time and place fixed for such hearing in time to be heard before the board in relation thereto, provided the residence of such owner, agent or possessor be known to any member of the board or the assessor.

(b) Fix the day, hour and place at which such matter will be heard.

(c) Subpoena such witnesses, except objectors who may testify by telephone, as it deems necessary to testify concerning the value of such property and, except in the case of an assessment made by a county assessor pursuant to s. 70.99, the expense incurred shall be a charge against the district.

(d) At the time appointed proceed to review the matter as provided in sub. (8).

(11) PARTIES. In all proceedings before the board the taxation district shall be a party in interest to secure or sustain an equitable assessment of all the property in the taxation district.

(12) NOTICE OF DECISION. Prior to final adjournment, the board of review shall provide the objector, or the appropriate party under sub. (10), notice by personal delivery or by mail, return receipt required, of the amount of the assessment as finalized by the board and an explanation of appeal rights and procedures under sub. (13) and ss. 70.85, 74.35 and 74.37. Upon delivering or mailing the notice under this subsection, the clerk of the board of review shall prepare an affidavit specifying the date when that notice was delivered or mailed.

(13) CERTIORARI. Except as provided in s. 70.85, appeal from the determination of the board of review shall be by an action for certiorari commenced within 90 days after the taxpayer receives the notice under sub. (12). The action shall be given preference. If the court on the appeal finds any error in the proceedings of the board which renders the assessment or the proceedings void, it shall remand the assessment to the board for further proceedings in accordance with the court's determination and retain jurisdiction of the matter until the board has determined an assessment in accordance with the court's order. For this purpose, if final adjournment of the board occurs prior to the court's decision on the appeal, the court may order the governing body of the assessing authority to reconvene the board.

(14) TAX PAYMENTS. In the event the board of review has not completed its review or heard an objection to an assessment on real or personal property prior to the date the taxes predicated upon such assessment are due, or in the event there is an appeal as provided in sub. (13) and s. 74.37 from the correction of the board of review to the court, the time for payment of such taxes as levied is the same as provided in

ch. 74 and if not paid in the time prescribed, such taxes are delinquent and subject to the same provisions as other delinquent taxes.

(15) SAVING CLAUSE. Nothing herein contained shall be construed to alter or repeal any of the provisions of s. 70.35.

(16) FIRST CLASS CITY, FILING OBJECTIONS, PROCEEDINGS, APPEAL.

(a) In 1st class cities all objections to the amount or valuation of real or personal property shall be first made in writing and filed with the commissioner of assessments on or before the 3rd Monday in May. No person may, in any action or proceeding, question the amount or valuation of real or personal property in the assessment rolls of the city unless objections have been so filed. The board may not waive the requirement that objections be in writing. Persons who own land and improvements to that land may object to the aggregate valuation of that land and improvements to that land, but no person who owns land and improvements to that land may object only to the valuation of that land or only to the valuation of improvements to that land. If the objections have been investigated by a committee of the board of assessors under s. 70.07 (6), the board of review may adopt the recommendation of the committee unless the objector requests or the board orders a hearing. At least 2 days' notice of the time fixed for the hearing shall be given to the objector or attorney and to the city attorney of the city. The provisions of the statutes relating to boards of review not inconsistent with this subsection apply to proceedings before the boards of review of 1st class cities, except that the board need not adjourn until the assessment roll is completed by the commissioner of assessments, as required in s. 70.07 (6), but may immediately hold hearings on objections filed with the commissioner of assessments, and the changes, corrections and determinations made by the board acting within its powers shall be prima facie correct. Appeal from the determination shall be by an action for certiorari commenced within 90 days after the taxpayer receives the notice under sub. (12). The action shall be given preference.

(b) In 1st class cities if an assessment valuation for taxes based on the value of real property is the same for the current year as for the preceding year and ownership of the property is unchanged, and if an objection had been filed to the assessment valuation for the preceding year and the assessed valuation by the assessor was sustained by the board of review or the courts, an objection filed under sub. (7) to the assessment valuation on the same property for the current year shall be subject to a fee not to exceed \$10 payable to the city at the time of filing the objection or within 3 days thereafter, and the fee shall be a condition for the hearing of the objection before the board of review.

(17) SUMMARY OF PROCEEDINGS. After the board of review has completed its determinations, the clerk shall prepare a summary of the proceedings and determinations, on forms prescribed by the department of revenue, which shall include the following information:

(a) Name of taxpayer;

(b) Description or designation of the property subject to the objection;

(c) Amount of the assessment about which taxpayer objected;

(d) Names of any persons who appeared on behalf of taxpayer; and

(e) Board's determination on taxpayer's objection.

(18) TAMPERING WITH RECORDS.

(a) Whoever with intent to injure or defraud alters, damages, removes or conceals any of the items specified under subs. (8) (f) and (17) is guilty of a Class I felony.

(b) Whoever intentionally alters, damages, removes or conceals any public notice, posted as required by sub. (2), before the expiration of the time for which the notice was posted, may be fined not more than \$200 or imprisoned not more than 6 months or both.

History: 1973 c. 90; 1975 c. 151, 199, 427; 1977 c. 29 ss. 755, 1647 (8); 1977 c. 273; 1977 c. 300 ss. 2, 8; 1977 c. 414; 1979 c. 34 ss. 878 to 880, 2102 (46) (b); 1979 c. 95, 110, 355; 1981 c. 20, 289; 1983 a. 192, 219, 432; 1985 a. 39; 1985 a. 120 ss. 155, 3202 (46); 1985 a. 188 s. 16; 1987 a. 27, 139, 254, 378, 399; 1989 a. 31; 1991 a. 39, 156, 218, 315, 316; 1993 a. 82, 307; 1997 a. 237, 252, 283; 2001 a. 109; 2005 a. 187; 2007 a. 86; 2011 a. 161; 2013 a. 228; 2017 a. 68, 358.

Judicial Council Note, 1981: References in subs. (13) and (16) (a) to “writs” of certiorari have been removed because that remedy is now available in an ordinary action. See s. 781.01, stats., and the note thereto. [Bill 613-A]

A board of review may deny a taxpayer a hearing if the taxpayer's objections are not stated on an approved form; the board is not required to accept information submitted in a different form. Certiorari review under this section is limited to the action of the board. *Bitters v. Newbold*, 51 Wis. 2d 493, 187 N.W.2d 339 (1971).

Board of review consideration of testimony by the village assessor at an executive session subsequent to the presentation of evidence by the taxpayer was contrary to the open meeting law, s. 66.77 [now ss. 19.81 to 19.98]. Although it was permissible for the board to convene a closed session for the purpose of deliberating after a quasi-judicial hearing, the proceedings did not constitute mere deliberations but were a continuation of the hearing without the presence of or notice to the objecting taxpayer. *Dolphin v. Butler Board of Review*, 70 Wis. 2d 403, 234 N.W.2d 277 (1975).

A circuit court's retained jurisdiction in board of review certiorari actions under s. 70.47 (13) does not affect the finality of an order for appeal purposes. *Steenberg v. Town of Oakfield*, 157 Wis. 2d 674, 461 N.W.2d 148 (Ct. App. 1990).

On certiorari review of a board of review decision only whether the board acted: 1) within its jurisdiction; 2) according to law; 3) arbitrarily, oppressively, or unreasonably; or 4) without evidence to make the order or determination in question is considered. *Metropolitan Holding Co. v. Milwaukee Board of Review*, 173 Wis. 2d 626, 495 N.W.2d 314 (1993).

When a board disregards uncontroverted evidence, its determination must be set aside. *Campbell v. Town of Delavan*, 210 Wis. 2d 239, 565 N.W.2d 209 (Ct. App. 1997), 96-1291.

Approving an increased assessment for only one property, despite evidence that it and other properties had recent sales at a price above prior assessments, violated the law; its approval by the board of review was arbitrary. *Noah's Ark Family Park v. Village of Lake Delton*, 210 Wis. 2d 301, 565 N.W.2d 230 (Ct. App. 1997), 96-1074.
Affirmed. 216 Wis. 2d 387, 573 N.W.2d 852 (1998), 96-1074.

A board's across the board 3 percent assessment reduction of all lots in a developer's subdivision was not arbitrary and capricious when the board was presented with conflicting credible evidence. *Whitecaps Homes v. Kenosha County Board of Review*, 212 Wis. 2d 714, 569 N.W.2d 714 (Ct. App. 1997), 96-1913.

Sections 70.47 (13), 70.85, and 74.37 provide the exclusive methods to challenge a municipality's bases for assessment of individual parcels. All require appeal to the board of review prior to court action. There is no alternative procedure to challenge an assessment's compliance with the uniformity clause. *Hermann v. Town of Delavan*, 215 Wis. 2d 370, 572 N.W.2d 855 (1998), 96-0171.

It was not improper for an assessor to testify as a witness and also to ask questions of other witnesses at a board of review hearing. *Rite-Hite Corp. v. Brown Deer Board of Review*, 216 Wis. 2d 189, 575 N.W.2d 721 (Ct. App. 1997), 96-3178.

A landowner who has in the immediately previous year already objected to the board regarding an unchanged assessment is relieved from filing another objection to the current assessment prior to commencing an action. *Duesterbeck v. Town of Koshkonong*, 2000 WI App 6, 232 Wis. 2d 16, 605 N.W.2d 904, 98-3048.

When after hearing a taxpayer's complaint the board approved the assessor's valuation by giving notice affirming the assessment under sub. (1), the board waived the requirement under sub. (7) (a) that the taxpayer's objection be in writing. *Fee v. Town of Florence Board of Review*, 2003 WI App 17, 259 Wis. 2d 868, 657 N.W.2d 112, 02-1758.

Neither sub. (7) nor *Hermann* stand for the proposition that a property owner may not raise any issue with the trial court that was not fully argued before the board of review. Rather, *Hermann* explains that under sub. (7) any property owner wishing to challenge a property tax assessment, whether via certiorari review, written complaint to the department of revenue, or a claim filed under s. 74.37, must first file an objection before the board of review. *U.S. Oil Co., Inc. v. City of Milwaukee*, 2011 WI App 4, 331 Wis. 2d 407, 794 N.W.2d 904, 09-2260.

Hermann makes clear that exhaustion of remedies before the board of review is required unless the property taxed is exempt or lies outside of the taxing district. An assertion that a city's assessment process was flawed and unconstitutional, if true, would make the levy merely voidable, not void *ab initio*. *Clear Channel Outdoor, Inc. v. City of Milwaukee*, 2011 WI App 117, 336 Wis. 2d 707, 805 N.W.2d 582, 10-1809.

A taxpayer who objects to an assessment on the basis of the classification of the property has the burden of proving that the classification is erroneous. In this case, the taxpayer did not meet his burden of proof, and the board of review's determination to maintain the assessment was supported by a reasonable view of the evidence. *Sausen v. Town of Black Creek Board of Review*, 2014 WI 9, 352 Wis. 2d 576, 843 N.W.2d 39, 10-3015. See also *Thoma v. Village of Slinger*, 2018 WI 45, 381 Wis. 2d 311, 912 N.W.2d 56, 15-1970.

A property owner is absolved from complying with sub. (7)'s objection requirements when: 1) the property owner has filed a procedurally correct sub. (7) objection to the property's assessment in the prior year; 2) the assessment has not changed between the prior year and the current year; and 3) the prior year's objection is still unresolved as of the date of the first meeting of the board of review for the current year's assessments. *Walgreen Co. v. City of Oshkosh*, 2014 WI App 54, 354 Wis. 2d 17, 848 N.W.2d 314, 13-1610.

The plaintiffs were entitled to a hearing to contest their tax assessment even though they did not permit a tax assessor to enter the interior of their home. *Milewski v. Town of Dover*, 2017 WI 79, 377 Wis. 2d 38, 899 N.W.2d 303, 15-1523.

Boards of review cannot rely on exemptions in s. 19.85 (1) to close any meeting in view of explicit requirements in s. 70.47 (2m). 65 Att'y. Gen. 162.

Wisconsin's Property Tax Assessment Appeal System. Arden. Wis. Law. March 1996.

Over Assessed? Appealing Home Tax Assessments. McAdams. Wis. Law. July 2011.

Boards of Review: How to Contest Property Taxes. Drea. Wis. Law. May 2018.

70.48 Assessor to attend board of review. The assessor or the assessor's authorized representative shall attend without order or subpoena all hearings before the board of review and under oath submit to examination and fully disclose to the board such information as the assessor may have touching the assessment and any other matters pertinent to the inquiry being made. All part-time assessors shall receive the same compensation for such attendance as is allowed to the members of the board but no county assessor or member of a county assessor's staff shall receive any compensation other than that person's regular salary for attendance at a board of review. The clerk shall make all corrections to the assessment roll ordered by the board of review, including all changes in the valuation of real property. When any valuation of real property is changed the clerk shall enter the valuation fixed by the board in red ink in the proper class above the figures of the assessor, and the figures of the assessor shall be crossed out with red ink. The clerk shall also enter upon the assessment roll, in the proper place, the names of all persons found liable to taxation on personal property by the board of review, setting opposite such names respectively the aggregate valuation of such property as determined by the assessor, after deducting exemptions and making such corrections as the board has ordered. All changes in valuation of personal property made by the board of review shall be made in the same manner as changes in real estate.

History: 1991 a. 316.

70.52 Clerks to examine and correct rolls. Each city, village, and town clerk upon receipt of the assessment roll shall carefully examine the roll. The clerk shall correct all double assessments, imperfect descriptions, and other errors apparent on the roll, and correct the value of parcels of real property not liable to taxation. The clerk shall add to the roll any parcel of real property not listed on the assessment roll or item of personal property omitted from the roll and immediately notify the assessors of the additions and omissions. The assessors shall immediately view and value the omitted property and certify the valuation to the clerk. The clerk shall enter the valuation and property classification on the roll, and the valuation shall be final. To enable the clerk to properly correct defective descriptions, the clerk may request aid, when necessary, from the county surveyor, whose fees for the services rendered shall be paid by the city, village, or town.

History: [1977 c. 29, 203, 273](#); [2001 a. 107](#); [2017 a. 17](#).

A municipality is entitled to rely on the address provided on the transfer tax return until it is provided with information reasonably calculated to inform of a new address. *Pocius v. Kenosha County*, [231 Wis. 2d 596](#), [605 N.W.2d 915](#) (Ct. App. 1999), [98-3176](#).

70.53 Statement of assessment and exemptions.

- (1)** Upon the correction of the assessment roll under s. [70.52](#), each city, village, and town clerk shall prepare and, on or before the 2nd Monday in June, transmit to the department of revenue all of the following:
 - (a)** A detailed statement of the aggregate of each of the several items of taxable property specified in s. [70.30](#).
 - (b)** A detailed statement of each of the several classes of taxable real estate, entering land and improvements separately, as prescribed in s. [70.32 \(2\)](#).
 - (c)** A detailed statement of the aggregate of all taxable property by elementary and high school district and by technical college district.
 - (d)** A detailed statement of the aggregate of each of the several items of exempt real property as specified by the department of revenue, entering land and improvements separately.
- (2)** The city, village, or town clerk shall make available to the department of revenue at its request a copy of the corrected assessment roll from which the statements required under sub. [\(1\)](#) are prepared. Failure to comply with this section subjects the taxation district to the penalty provisions under s. [73.03 \(6\)](#). The department of revenue shall review and correct the statements.
- (3)** Every county clerk shall, at the expense of the county, annually procure and furnish to each city, village, and town clerk forms for the statements required under sub. [\(1\)](#), the form of which shall be prescribed by the department of revenue.

CHAPTER 27. BOARD OF REVIEW.

27.01. Board of Review. The Board of Review shall consist of five (5) regular members and two (2) alternates who are residents of the City of Ashland; none of whom shall occupy any City office or be employed by the City.

27.02 Appointment. Members shall be appointed by the Mayor, with the approval of the Common Council, and shall hold office as members of the board for staggered five (5) year terms.

27.03. Compensation. Committee members shall receive no compensation for serving on the Board of Review.

27.04. Hours of Annual Meeting. As authorized by Sec. 70.47(3)(b), Wis. Stats., the hours of the annual meeting of the Board of Review shall be designated annually. At least 15 days before the date of the annual meeting of the Board of Review, a notice stating the date and time of such meeting shall be published in the official newspaper of the City and posted in not less 3 public places.

ADOPTED: 27 (1192) 6/13/1989

AMENDMENTS: 27 (1374) 4/30/1996; 27 (1560) 2/11/2003; 27 (1599) 11/09/2004