

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

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ASHLAND COMMITTEE OF THE WHOLE MEETING

Tuesday, September 27, 2022 – 6:00 PM

The Committee of the Whole meeting begins immediately after the City Council meeting.

Please silence all cell phones during the meeting

1. Roll Call
2. Approval of Agenda
3. Council President's Report
4. Administrator's Report
5. Discussion Items
 - A. **Discussion and Possible Action on Potential Housing Committee Ordinance** (*Councilor Lindell*)
 - B. **Discussion and Possible Action Regarding a Community Garden Resolution and Update to the Codification of Chapter 47** (*Parks & Recreation Director*)
 - C. **Discussion and Possible Action Regarding the Development of a Building Facilities Master Plan, Phase 1** (*Public Works*)
 - D. **Discussion and Possible Action Regarding the Implementation of a Well Permit Operation Fee** (*Public Works*)
6. Items for Future Discussion
7. 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

SUBJECT: Discussion and Possible Action on Potential Housing Committee Ordinance (*Councilor Lindell*)

RECOMMENDATION: Discussion and Possible Action

DEPARTMENT OF ORIGIN: Councilor Lindell

CLEARANCES: Council President

EXHIBITS:

1.	DRAFT Housing Committee Ordinance
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SUMMARY STATEMENT:

On September 13, 2022, the Council as Committee of the Whole voiced thoughts as to the role of the Housing Committee for the City of Ashland.

Currently, the City of Ashland Housing Committee is having issues with both make-up and agenda. The 2014 Resolution makes it responsible for overseeing home improvement programs. It is the goal for the City to update the committee so that it can better oversee the 2018 Housing Plan, address Ashland's housing crisis, and forward recommendations to the Plan Commission and Council.

Councilor Lindell and Planning Assistant Mandolyn Lyons are again looking for Council's thoughts and recommendations on the draft ordinance governing the Housing Committee.

DRAFT HOUSING COMMITTEE ORDINANCE 2022

49.01 Purpose

The Housing Committee was created to advise the City of Ashland's Planning and Development Department, Ashland Common Council and other City of Ashland Departments to provide and improve the City of Ashland's Comprehensive Plan vision for establishing a range of housing options that meet the needs of the population, maintain current housing stock, and promote resources related to housing.

49.02 Membership And Organization

1. The Housing Committee shall be composed of 8-10 members appointed by the Mayor and confirmed by the Common Council to serve staggered three year terms, comprised of the following, if possible:
 - a) The Mayor
 - b) A member of Common Council
 - c) A member of City Staff
 - d) One representative from each of the following groups if possible:

Renters, Homeowners, Realtors, City Housing Authority, Landlords, Bankers, or Local Employer.

2. At the first meeting of the committee and the first meeting after April 1 of any given year, the committee shall elect a chairperson and vice-chairperson.
3. Unexcused absences from three or more scheduled meetings within a twelve-month period shall result in automatic removal from the committee, commission, or board. If any committee member has three unexcused absences or resigns, the Committee may declare the position vacant and request the Mayor to fill the vacancy (for the remainder of the term) pursuant to the provisions of this section.

49.03 Duties

Unless otherwise expressly provided, the Committee may perform its duties without first obtaining the consent of the Common Council but in no event is the committee empowered to financially obligate the City of Ashland in any manner without the consent of the Common Council.

Central duties of Committee members shall include:

1. Creating a vision for establishing a range of housing options to meet the needs of Ashland's population
2. Promote, disperse, and monitor resources for Property Maintenance including the Housing Improvement Program (HIP) and CDBG-RLF Loans
3. Make recommendations to the Common Council about the methods and means of establishing new types of housing within with City, rehabilitate current housing, and follow Housing goals within the Comprehensive Plan
4. Assisting the City with questions related to the current state of the housing market using several methods

49.04 Meetings And Public Notice

1. The Committee shall meet as determined by the Committee.
2. The Committee shall operate under Robert's Rules of Order.
3. All regular and special meetings of the Committee shall comply with the public meeting requirements of Wisconsin Statutes.
4. All meeting notices shall comply with the public meeting notice requirements of Wisconsin Statutes.
5. All meeting notices and agendas shall be issued by the Planning and Development Department or designated representative.

49.05 Quorum

A quorum shall be a majority of the full Committee.

49.06 Reports And Record Keeping

1. Committee members shall select one among themselves, or the Planning and Development Department will designate a staff member, to record the minutes of each meeting of the Committee. A written record of all meetings shall be kept and approved at the next subsequent meeting of the Committee.
2. Committee reports and recommendations shall be reduced to writing and shall not be included on a Council agenda until reduced to writing and submitted by the Committee to the City Clerk.
3. The City Clerk is the record custodian for the City. All committee minutes and records shall be filed with the City Clerk.

49.07 Referrals To The Committee

The Common Council of the City of Ashland may refer any matter pertaining to City housing, programs, and projects to the Housing Committee for review, study, and reports.

49.08 Miscellaneous Provisions

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, unconstitutional by reason of any decision of any court of competent jurisdiction, such decision shall not affect the validity of any other section, subsection, sentence, or clause or phrase or portion thereof.

SUBJECT: Discussion and Possible Action Regarding a Community Garden Resolution and Update to the Codification of Chapter 47 (*Parks & Recreation Director*)

RECOMMENDATION: Approval of the Community Garden Resolution and Update to the Codification of Ordinances Chapter 47

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: Council President

EXHIBITS:

1.	Chapter 47 Parks and Recreation Committee - redlined to show proposed changes
2.	Proposed Resolution to Establish Community Gardens in the City of Ashland

SUMMARY STATEMENT:

The Beaser Community Garden was created in 2007 by community members, UWEX and the City of Ashland who donated the use of the land. Since that time, a dedicated group of volunteers has managed the garden. City staff, with the help of garden volunteers and the parks and recreation committee, have drafted a resolution formalizing the Beaser Community Garden in Beaser Park as a Community Garden and thus supporting community gardens in the City of Ashland. The resolution also sets the groundwork to create a policy on community garden creation, expansion and management, including the planting of orchards.

City staff is also seeking approval to update the Codification of Ordinance Chapter 47: Parks and Recreation Committee to increase membership by one to include a representative from the Ashland Community Garden.

The formalization and update of Chapter 47 will allow the City to assist in financial management of the garden, relieving a burden on garden managers.

CHAPTER 47. PARKS AND RECREATION COMMITTEE.

47.01. Purpose. The Parks and Recreation Committee was created to advise the City of Ashland's Parks and Recreation Department, Ashland Common Council and other City of Ashland Departments to provide and improve the recreational resources of the City for the enhancement of the quality of life for residents, the larger regional community, and visitors. The goals of this ordinance will be accomplished through preserving, maintaining, and improving services, facilities, park lands, parkways, trails, campgrounds, and open spaces within the City of Ashland and building collaborations with regional partners.

The Parks and Recreation Committee will also serve as the Tree Management Advisory Committee which shall serve in an advisory capacity to the City of Ashland. The Parks and Recreation Committee shall study and make recommendations regarding recreation issues affecting Ashland community members; create policy and serve in an advisory role for the City of Ashland Community Garden(s) and; advise the City on all matters pertaining to tree and landscape planting, maintenance, and removal in the City of Ashland; and undertake such projects as requested by the City's governing body.

~~The Parks and Recreation Committee will also a~~

47.02. Membership and Organization.

(a) The Ashland Parks and Recreation Committee (PRC) shall be composed of ~~seven (7)~~ eight (8) members appointed by the Mayor and confirmed by the Common Council to serve terms commencing on May 1st.

(1) ~~Six (6)~~ Seven (7) members of the Committee shall be citizens of the City of Ashland (or work in the City of Ashland) and serve staggered three year terms. The Mayor shall appoint and Council approve members at the reorganizational meeting of the Common Council. No less than two, of the six, members of the committee will have knowledge/background in forestry and/or natural resources. No less than two, of the seven, members of the committee will have knowledge/background in horticulture/agriculture/gardening.

(2) The Mayor shall appoint, and the Council shall confirm one (1) member of the Common Council to serve on the Committee; the Council appointment shall be appointed annually at the reorganizational meeting of the Council and shall serve by virtue of his/her seat on the Council.

(3) Of the initial citizen appointments:

(A) Two (2) shall be for three (3) years.

(B) Two (2) shall be for two (2) years.

(C) Two (2) shall be for (1) year.

(D) One (1) shall serve as the community garden representative appointed annually

(4) Following the initial citizen appointments, each successive appointment shall be for a three year term.

(5) ~~M~~Members shall serve until their successors have been appointed.

(6) The Community Garden Representative must be a current Community Garden Gardener at a City of Ashland Community Garden

(b) Members of the Committee shall elect their own Chair and Vice-Chair annually at the committee's first meeting in May.

(c) If any committee member has three (3) unexcused absences or resigns, the Committee may declare the position vacant and request the Mayor to fill the vacancy (for the remainder of the term) pursuant to the provisions of this section.

47.03. Duties. The Parks and Recreation Committee shall:

(a) Establish policies and procedures for the proper administration of the parks and recreation programs of the City.

(b) Recommend to the Common Council the acquisition of certain lands and buildings deemed necessary for use of City Parks and Recreational programs, the location of which shall be reviewed by the City Plan Commission.

(c) Cooperate with all agencies, groups, clubs and individuals concerned with parks, conservation and recreation in the City.

(d) Unless otherwise expressly provided, the Committee may perform its duties without first obtaining the consent of the Common Council but in no event is the committee empowered to financially obligate the City of Ashland in any manner without the consent of the Common Council.

(e) Encourage citizen participation.

(f) Present or discuss policies and programs affecting parks and recreation; to study issues.

(g) Provide input on the values, goals, and objectives of a program; develop program plans; and contribute to continuous feedback.

(h) Make recommendations to both the Parks and Recreation Department and the Common Council for maintaining and improving overall quality program/service deliveries.

(i) Advise the City on all matters pertaining to tree and landscape planting, maintenance, and removal in the City of Ashland.

(j) Oversee the development and maintenance of an Urban Forestry Management Plan and make recommendations to the City for policy, regulation, or ordinance changes necessary to implement such a plan.

(k) Recommend actions to improve, maintain, and equip the playgrounds and recreational spaces of the City of Ashland.

(l) Recommend recreational programs, activities, exhibitions, games, contests, and festivals, etc. for the recreation of residents and visitors.

(m) Recommend the adoption of suitable rules, regulations and bylaws for the use of City recreational facilities and parks, and the conduct of all persons while on or using same.

47.04. Meetings and Public Notice.

(a) The Committee shall meet as determined by the Committee.

(b) All agenda items will be reviewed by the Committee Chair and staff for validity and urgency of the request and determine when and if that item should be placed on a Committee agenda.

(c) The Committee shall operate under Robert's Rules of Order.

(d) All regular and special meetings of the Committee shall comply with the public meeting requirements of Wisconsin Statutes.

(e) All meeting notices shall comply with the public meeting notice requirements of Wisconsin Statutes.

(f) All meeting notices and agendas shall be issued by the Parks and Recreation Department.

47.05. Quorum. A quorum shall be a majority of the full Committee.

47.06. Reports and Record Keeping.

(a) Committee members shall select one among themselves, or a Parks and Recreation Department staff member, to record the minutes of each meeting of the Committee. A written record of all meetings shall be kept and approved at the next subsequent meeting of the Committee.

(b) Committee reports and recommendations shall be reduced to writing and shall not be included on a Council agenda until reduced to writing and submitted by the Committee to the City Clerk.

(c) The City Clerk is the record custodian for the City. All committee minutes and records shall be filed with the City Clerk.

47.07. Referrals to the Committee. The Common Council of the City of Ashland may refer any matter pertaining to City parks and recreation projects, programs, services or tree and landscape planting, maintenance, and removal in the City to the Parks and Recreation Committee for review, study and reports.

ADOPTED: 47 (2019-1915) 3/26/2019

A RESOLUTION TO ESTABLISH COMMUNITY GARDENS IN THE CITY OF ASHLAND

STATEMENT OF PURPOSE: The purpose of this resolution is to adopt a community gardens policy for City of Ashland. The resolution reflects the City of Ashland's support for community gardens as a valuable resource and the City's commitment to collaborate with the community, non-profit organizations, and other stakeholders to encourage and preserve community gardens on public.

WHEREAS, community gardens make a significant contribution to the civic and cultural life of communities and create gathering places that bring people together across boundaries of age and ethnicity; and

WHEREAS, community gardens provide access to healthy, culturally specific food for people of all economic backgrounds, allowing residents to improve nutrition and lower food costs; and

WHEREAS, community gardens serve as a tool to fight obesity by positively contributing to the physical activity of participants, increasing access to nutritional foods, and serving as an important environmental and health educational tool; and

WHEREAS, community gardeners and their children eat healthier, more nutrient-rich diets than do non-gardening families; and

WHEREAS, community gardens provide positive attributes as urban green spaces: they beautify areas, build a sense of community among neighbors, abate criminal activity, and prevent trash accumulation, dumping, and littering; and

WHEREAS, community gardens contribute to the preservation, access to, and use of open space, vacant lots, and public parks; and

WHEREAS, community gardens empower residents to become more active in their communities, cultivating cross cultural and intergenerational volunteers and leaders who come together to preserve open space and create gardens for the benefit of present and future generations.

WHEREAS, the Beaser Community Garden was created in 2007 in Beaser Park by community members to meet the needs of the community.

NOW, THEREFORE, BE IT RESOLVED, that the City will establish policies and procedures to ensure the success of community gardens, supports the creation and expansion of sustainable community gardens and recognizes the Beaser Community Garden as the first community garden in the City of Ashland.

1. The City supports community gardens as a valuable resource and commits to encouraging and preserving community gardens on public and private land.
2. That in order to encourage and protect community gardens on private and public land the Ashland City Council directs the Park and Recreation Department/Committee, along with other key staff as selected, to develop a City of Ashland Community Garden Policy.
3. The City will work with non-profit organizations and community members to identify land suitable for community gardens.

4. The City will allow the use of public property, where appropriate, for new community garden sites, such as undeveloped parcels, road rights of way, marginal park land, and adjacent greenway land and will include community gardens as a desired use of public property.
5. The City will provide information on who to contact and what to consider for starting a community garden on public property.
6. The City will incorporate the Community Garden Policy into City's Comprehensive Plan to encourage and preserve community gardens.
7. The City will publish the Community Garden Policy, a comprehensive inventory of public community gardens, application procedure, and community garden map on the City website.
8. The City will promote cooperation and consistency in the implementation of the Community Garden Policy through communication and collaboration among departments and agencies,
9. The City recognizes the economic, environmental and social value of community gardens and will attempt to provide budgetary support for the coordination of a community garden program.
10. The City will review all future policies to assess their impact on community gardens and ensure that these policies promote community gardens and do not create unnecessary obstacles or burdens on community gardens.
11. The City will review all future policies to assess their impact on community gardens and ensure that these policies promote community gardens and do not create unnecessary obstacles or burdens on community gardens.
12. The City directs the City of Ashland Parks and Recreation Committee/Department to evaluate the implementation of the Community Garden Policy on an annual basis and present the evaluation to the City Council 1 year from adoption of this resolution and every 3 years thereafter.

BE IT FURTHER RESOLVED that this Policy shall become effective as of ____2022

SUBJECT: Discussion and Possible Action Regarding the Development of a Building Facilities Master Plan, Phase 1 (*Public Works*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Council President

EXHIBITS:

1.	Strategic Plan- Infrastructure
2.	Strategic Result: City Buildings
3.	Kraus-Anderson Construction Company - City of Ashland Facility Condition Assessment Proposal - 9-20-22

SUMMARY STATEMENT:

As part of the 2022 Capital Budget, the Council approved the expenditure of \$25,000 for professional services necessary for the development of a Building and Facilities Master Plan. These funds will not be sufficient to complete an entire Master Plan, so the work planned for 2022 is referred to as Phase 1. The Council approved Strategic Plan includes a strategic result that this focused on Buildings and Facilities, "By 2026, taxpayers and City employees will have access to and work in City buildings and facilities that project the historical character of the City, generate lower operating costs and have extended life spans."

Master planning is necessary for the effective management of all types of infrastructure. The first step is an inventory of assets. For buildings, this is complex as city buildings are composed of a variety of facilities, including but not limited to the actual structure, heating, ventilation and cooling systems (HVAC), electrical and security features, plumbing, elevators, and other systems. Staff have completed this at a basic level but professional services are needed to assist in assessing the condition and prioritizing the repairs based on the factors like condition, desired level of service and impact on the above referenced strategic result. This subsequent step in the master planning process informs the need for capital improvements to buildings and facilities, which will assist staff and Council in the planning, budgeting and implementation of the capital expenditures necessary.

Based on the portion of the strategic result that focuses on "project(ing) the historical character of the City", staff has focused Phase 1 on City Hall. Additional funds for Phase 2 will be requested as part of a future City capital budget. The completed Master Plan will include all City Buildings and Facilities supported by the General Fund, with the exception of the Library which has completed its own capital planning.

A selection committee of the City Administrator, the Building and Facilities Foreman and a member of the Ashland Fire Department evaluated the qualifications of Kraus-Anderson Construction Company, Cedar Corporation, Short Elliot and Hendrickson (SEH) and Meyer Group. The committee selected Kraus-Anderson based on their qualifications and expertise in completing similar efforts for other municipalities.

Staff is requesting that Council as Committee of the Whole, advance a professional services agreement with Kraus-Anderson Construction Company for approval at the October 11, 2022 meeting.

INFRASTRUCTURE

By 2022, pedestrians and cyclists will experience safe passage crossing the highway to reach the lakeside.

By 2023, City of Ashland residents and visitors will experience consistent, reliable and affordable high-speed internet access throughout the City.

By 2022, City of Ashland residents and businesses will have access to reliable and reasonably priced City water, sewer, stormwater and streets through the development and implementation of a 20-year repair and replacement plan, supported by budget plans on 5-year increments.

By 2024, City of Ashland residents and visitors will experience improved access to and from Ashland via Lake Superior through the installation of a commercial boat access point at the Marina and additional recreational access points along the shore.

By 2026, Taxpayers and City employees will have access to and work in City buildings and facilities that project the historical character of the City, generate lower operating costs, and have extended life spans.

Strategic Result: City Buildings

By 2026, Taxpayers and City employees will have access to and work in City buildings and facilities that project the historical character of the City, generate lower operating costs, and have extended life spans.

Facilities Master Plan

- Assess all City buildings and facilities to create a Schedule of Replacements, Renovations and Remodels
 - Public Works, Planning, Parks, 2023
- Xcel – request to do Energy Audits of all City buildings
 - Public Works, 2023
- Master Plan to include future needs and plans
 - Public Works, Planning, 2023

Action Step #1	Develop Bldg Priorities for Master Plan Ph 1 & Ph 2	3/15/2022
Action Step #2	RFQ for Bldg Facilities Master Plan Ph 1	4/1/2022
Action Step #2	Explore Xcel Energy Incentives for Energy Svgs	12/31/2022
Action Step #3	Complete Bldg Facilities Master Plan Ph 1	12/31/2022
Action Step #4	Funding for Bldg Facilities Master Plan Ph 2	12/31/2022
Action Step #5	RFQ for Bldg Facilities Master Plan Ph 2	4/1/2023
Action Step #6	Energy Audits of All City Buildings	12/31/2023
Action Step #7	Complete Bldg Facilities Master Plan Ph 2	6/1/2024

Lower Operating Costs

- Establish definitions of Operating Costs (Dan 2022)
- Establish baseline of operating costs for each City building and facility (Dan 2022)
- Establish accounting structure and procedures for tracking operating costs by building and facility (Dan, Julie 2023)
- Develop and implement staff education program re lowering operating costs

Action Step #1	Review Budget Book(s) info on Facilities budget (line item costs)	3/15/2022
Action Step #2	Review alternate City budgets for their definitions	6/1/2022
Action Step #3	Submit Facilities Operating Costs Definitions to City Administrator	12/31/2022
Action Step #4	Review 5 yrs prior budgets to ID typ operating costs (key bldgs)	6/1/2023
Action Step #5	Review existing accounting structure w/ Finance	9/1/2023
Action Step #6	Suggest changes in existing accounting structure to City Administrator	3/1/2024
Action Step #7	Develop staff education program	9/1/2024
Action Step #8	Implement staff education program	1/1/2025

Extend the Life Spans of City Buildings and Facilities

- Establish an ongoing lists and cost of deferred maintenance items by building and facility. Leverage Facilities Master Plan. (Dan 2023)
- Establish life span standards for new buildings and major renovations (PW, Planning, Parks 2023)

Action Step #1	Dan compile list of existing deferred maintenance needs	4/1/2022
Action Step #2	Develop list of maintenance needs from Master Plan Ph 1	3/1/2023
Action Step #3	Develop list of maintenance needs from Master Plan Ph 2	9/1/2024
Action Step #4	Establish list of asset classes requiring list span (roof, HVAC)	6/1/2024
Action Step #5	Establish asset life spans for each asset class	6/1/2025

Project Historic Character in City Buildings

Develop and present to Council a policy decision, which is consistent with “Authentic Ashland”, to ensure that City buildings are built, renovated, or remodeled so the historic character of the City is prioritized.

Required Resources

- \$ - funding for Master Plan Ph 1 (2022 budget)
- \$ - funding for Xcel Energy audits (if necessary)
- \$ - funding for Master Plan Ph 2 (2023 budget)
- \$ - funding for energy efficiency svgs projects (ongoing, future yrs)
- Finance staff time to review facilities accounting system
- Finance staff time to review asset life spans (overlap w/ GASB reporting)
- Facilities/Streets time for energy efficiency projects

Performance Measures

- % reduction in energy consumption for key City bldgs
- \$ amounts spent on Facilities needs (compared to years prior to 2022)



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Facility Condition Assessment Proposal- City of Ashland, WI- V2

September 20, 2022

OBJECTIVE

The City of Ashland has selected Kraus-Anderson in regards to a solicitation for building master planning request for qualification. Following the selection of Kraus-Anderson, the City of Ashland has scaled back the initial plans for the building planning efforts. The revised request is to perform a facility condition assessment only on one (1) of the facilities. The focus will be on the following facility:

- City Hall- 601 Main St W, Ashland, WI 54806 ~ 15,000 SF

In addition, the City of Ashland has requested assistance for developing plans to improve the employee breakroom in City Hall. This allowance will be high-level schematics, cost estimating services, respond to building code questions and produce high-level exhibits.

SCOPE OF WORK

Kraus-Anderson, in combination with LHB, will provide the City of Ashland a Facility Condition Assessment for City Hall. As a part of this effort, KA and LHB will review all implications regarding the historic preservation of this facility.

By following Kraus-Anderson Facility Condition Assessment process, City of Ashland would benefit for the following reasons:

1. Understand the current status and condition of the various facilities
2. Identify costs associated with all facility needs
3. Develop a short-term/long-term maintenance and construction needs into a Ten (10) year plan for the facility
4. Calculate a Facility Condition Index (FCI) that will assist in determining proper next steps for the facility
5. Provide high-level schematics, pre-construction estimating for improvements for the employee breakroom.

Facilities Conditions Assessment

Our facility conditions assessment will provide the City of Ashland a comprehensive review of the facility inclusive of the following:

- Complete site interviews of key facility personnel currently managing and maintaining the facility- gather all pertinent information regarding the facilities and surrounding properties
- Complete a non-destructive, visual inspection, detailed site visit to review the property and existing building systems conditions inclusive of the following disciplines and areas:
 - *02-Site Work:* Site lighting, transformer, parking lots, storm water, curb, green space, playgrounds, etc.
 - *03- Building Structure:* Non-engineering review of structure- identify points of concern
 - *04- Foundation/Slab-on-Grade:* Basements, loading docks, slabs, etc.
 - *05- Exterior Enclosure:* Façades, exterior walls, exterior doors, windows, building penetrations
 - *06- Roofs:* Roof review, roof drainage, flashing, coping, etc.
 - *07- Interior Construction:* interior walls and doors, ceiling tile, flooring, rooms, kitchen, restrooms, specialty areas (common spaces, offices, conference rooms, media centers, etc.)
 - *08- FF&E:* Office equipment (desks, conference room tables, etc.), common areas, lockers, facility associated items
 - *09- Special Construction:* Server rooms/data centers, etc.
 - *10- Conveyance:* Elevators, escalators, chair lifts, etc.
 - *11- Fire Protection:* Protection, detection, panels
 - *12- Plumbing Systems:* Water Heaters, softeners, sumps, sewer, etc.
 - *13- HVAC:* Heating, Ventilation, cooling, boilers, AHU's, etc.
 - *14- Controls:* DDC, Pneumatic, Lighting
 - *15- Electrical:* Switchgear, Generators, ATS, lighting

- 16- A/V: Communications
- 17- Technology, Electronic Safety/Security: LV systems, IT, Card Access, DAS, Cameras
- Identify all deferred maintenance and upcoming facility expenditures and digitize the findings into a consolidated and detailed report
- Itemize and prioritize deferred maintenance and facility expenditure items and develop a comprehensive deferred maintenance list for the facilities
- Identify cost estimates associated with either repair, replacement or upgrades that coincide with each identified depreciable asset item that will either be a deferred maintenance item or upcoming facility expenditure
- Analyze and consolidate cost estimate information and provide summary cost information on a 10-year plan basis
- Present and review itemized Master Plan and list of prioritization recommendations and review with key facility personnel and decision makers
- Develop assessment report content
- Present and review assessment report and Master Plan with City Council and/or departments
- Modify/update final facilities master plan report based on City input and prioritization direction

In addition to the reporting of the existing facilities conditions, Kraus-Anderson will provide recommendations around the following items:

- Sustainability recommendations
- Energy efficiency recommendations and possible cost savings
- Safety and security upgrades
- Code compliance/ADA regulations

In addition, Kraus-Anderson will provide high-level analysis and recommendations of potential identification of harmful materials and possible indoor air-quality concerns. Detailed testing of these will need to be verified by third-party consultants (not included in this initial phase).

Conceptual Planning and Estimation Services

Combined with our LHB team, Kraus-Anderson will provide high-level schematics for a revised employee breakroom, inclusive of exhibits and estimates for the improvements for the City Hall employee breakroom.

PROJECT APPROACH & WORK PLAN

Kraus-Anderson's Facility Assessment Service follows a detailed delivery assurance process to maintain quality of the Facility Condition Assessments provided for our customers. Independent of the amount of information available, our team will provide a thorough and comprehensive review of the facilities and property, organize the gathered information and previously, and present of the results of the facility condition assessment. All information will be digitized and consolidated to an online accessible portal. All information will be easily accessible and available for download.

Define Phase (Project initiation)

- Project proposal development and understanding of client goals and objectives
- Project Award and Setup
- Internal Kickoff Meeting
- External Kickoff Meeting
 - Introduce team members
 - Identify key stakeholders
 - Identify and gather existing key documentation of site that has not been provided
 - Review proposed timelines and project schedule

Collect Phase

- Site observation and walkthroughs (digitally documenting site walkthrough)
- Review existing documentation
- Interview with key personnel and stakeholders– identify key site dates, information about site, critical information, anecdotal information that may be useful to understanding status of equipment/materials/condition, transfer of knowledge
- Complete inventory of all reviewed systems and assets
- Digitize information gathered from site interview, walkthroughs, site visits, etc.

Develop Phase

- Development of comprehensive facility expenditures and deferred maintenance list on a 10-year basis
- Prioritize facility maintenance needs, energy efficiency, code compliance, ADA issues identified
- Estimate costs associated with facility improvements and upcoming expenditures
- Develop phasing considerations for various projects that should be completed simultaneously or in conjunction
- Incorporate previously completed assessments and estimated costs and confirm pricing for those items

Refine Phase

- Collaboratively work with owner through:
 - Concepts for facility maintenance items, site improvements and remediation concepts
 - Iterative prioritization process and criticality of items
 - Potential costs savings for completing projects simultaneously
 - Full understanding of remediation of costs
 - Presentation of data to executive committees
- Identify and understand the results of the data via the Facility Condition Index (FCI) measurement of the reviewed properties

Present Phase

- Provide executive summary of findings and ownership recommendations
- Provide concepts and prioritization of remediation items
- Provide estimation consolidate budgets on a 10-year plan, inclusive of cost escalation/inflation
- Provide full digitized package of site plans, concepts, results, estimates, 10-year plan and final report

PROJECT DELIVERABLES

At the conclusion of the project, the City of Ashland will be presented with access to KA's portal inclusive of the following:

Name	Description
Executive report- Facility Condition Assessment Report	Summary of the key findings from site visits, including client personnel interviewed, developed exhibits, consolidation of deferred maintenance estimates, charts, tables, etc.
Digitized Site Report	Report of facility information, site walkthrough, and deferred maintenance findings and site photography
Facility Expenditures and Maintenance Financial Plan– “Site Prioritization and Estimation Tool”	Detailed 10-year plan which includes the following items, prioritize and categories by condition, criticality, replacement timing, resolution and funding mechanisms including the following:

	• Capital and deferred maintenance/facility deficiency items identified • Project identification and phasing considerations • Equipment and Materials lifetime expectancy • ADA/Code Compliance considerations • Safety and security considerations • Energy efficiency considerations • Cost estimates based upon real-time market data from KA's current construction cost database
Facility Condition Index	Following the IFMA standard for Facility measurement, the FCI score informs clients on the status of their overall facility and assists with strategy on level of investment required moving forward.
Site Interview Information	Documentation of the anecdotal information available about the various facilities, document timeframes and phasing of the building, and current issues the facility teams are dealing with in regards to the facility.
Meetings and Agendas	Inclusive of the kickoff meeting agenda and other regular meetings where information is gathered.
High-level Schematics and Estimates	Provide exhibit level drawings and pre-construction estimates for improvements to the City Hall Breakroom.

*Deliverables will be provided via Kraus-Anderson's online portal and accessible and downloadable for up to one (1) year from date of initiation of project.

SCHEDULE

We estimate the work for the Facilities Condition Assessment to require 5-6 weeks from initial meeting to final deliverable (depending on availability of site visits and site information delivery).

FEE

We propose to furnish all labor, material, workmen's compensation, all liability insurance, and to pay all state, federal and local taxes to provide this assessment for a time and materials fee of **\$24,900.**

EXCLUSIONS

The following is a list of potential (but not required) reimbursable available at your requests, but not included in the base scope of services.

- Geotechnical observation (soil borings)
- Site Survey
- Detailed demographic study (third-party consultant)
- Bulk printing of reports and findings

CLIENT RESPONSIBILITIES

In order to deliver a successful project, the Client agrees to provide the following information in order to support this engagement.

- Designate a single point of contact (SPOC) who will be responsible for:
 - Identify, schedule and confirm availability of Client subject matter experts, facilities staff, end-users and management for onsite interviews and meetings.
 - Provide access to the facility as needed
- Provide documentation on an as-needed basis throughout the project, such as: drawings, diagrams, inventories, current cost data, and various reports.

- Ensure client interviews and review meetings are attended in order to avoid project delays and costs.
- Provide information, decisions and approvals within three (3) working days of request or otherwise agreed upon.

ACCEPTANCE

This proposal will be deemed accepted as the Work Order for the Project upon receipt of a signed original or copy thereof. If this proposal correctly states our agreement, please sign below:

In witness whereof, the parties hereto have caused their duly authorized representatives to enter into this agreement effective as of the date set forth below.

CITY OF ASHLAND

By: _____

Date: / /

KRAUS-ANDERSON

By: _____

Date: / /

PROJECT ASSUMPTIONS

- The purpose of this project is to define current facilities conditions, provide framework for space planning efforts and strategy, not to execute the strategy. The actual execution is expected to be a follow on engagement to be discussed upon the presentation of the strategy and approval by the Client.
- The scope of work was proposed solely to meet the needs of KA's Client.
- KA's evaluations and opinions of cost estimates are only as of the date the walk-through performed, documentation reviewed and interviews conducted. KA does not guarantee any cost estimates provided as part of the facilities assessment.
- Conditions at a property and the estimated costs to remedy them can change significantly over a relatively short period of time due to levels of maintenance, wear and tear, acts of nature and other factors.
- KA shall not be liable for any unintended usage of this report by another party.
- No facility assessment can wholly eliminate uncertainty regarding the potential for physical deficiencies and the performance of a property's building.
- There is an inherent subjective nature of opinions as to such issues as original workmanship, quality of original installation, and estimating the remaining useful life of any given component or system.
- KA's facility assessment was designed to reduce, but not eliminate the uncertainty regarding the potential for component or system failure, within reasonable limits of time and cost, and no warranty is expressed or implied regarding the design, operation or safety of any building system or component by KA's performance of the facility assessment.
- The facility assessment is intended to be a non-intrusive assessment.
- No destructive testing will be completed and concealed areas, such as inside, plenums, behind walls or within machinery, were not accessed (unless specifically noted)
- KA makes no representations regarding exterior insulation and finishing systems (EIFS), curtain walls or other building skin conditions that would not be readily observable and, therefore, outside the scope of this assignment (unless specifically included).
- The facility assessment does not constitute a design, regulatory or code compliance audit of the building systems that may be present at the Property.
- KA is not performing the facilities assessment in the capacity of a design professional. Where any changes or repairs to existing building systems are contemplated, Client agrees to retain the services of a licensed design professional to evaluate/design any such changes or repairs.
- KA's fee for the facilities assessment includes a reasonable allowance for risk. Client agrees that KA's aggregate liability for all claims arising from the facilities assessment will not exceed the fee paid to KA or \$50,000, whichever is greater, and Client agrees to indemnify KA from any liability in excess of such amount.
- Testing, measuring, or preparing calculations for any system or component to determine adequacy, capacity, or compliance with any standard is outside the scope of work.
- Information in this report, concerning past and current physical concerns, maintenance and replacement activities, and condition of spaces not observed or viewable, is from sources deemed to be reliable, including, but not limited to interviews with property owners, operators and tenants, interviews with municipal agencies and vendors; however, no representation or warranty is made as to the accuracy thereof.
- KA will have no ongoing obligation to obtain and include information that was not reasonably ascertainable, practically reviewable or provided to KA in a reasonable timeframe to formulate an opinion and complete the assessment by the agreed upon due date.

- While the general environmental setting of the property is described, this assessment is not intended to be a formal flood plain or wetland determination, and no warranty with respect thereto is expressed or implied.
- Any fungi or mold reference included in the final report does not constitute a professional mold inspection and is not based upon any sampling, testing and/or abatement.
- KA merely notes the visual presence or absence of fungi or mold while in the course of preparing this report.

SUBJECT: Discussion and Possible Action Regarding the Implementation of a Well Permit Operation Fee (*Public Works*)

RECOMMENDATION: Discussion and Possible Action

DEPARTMENT OF ORIGIN: Public Works Director

CLEARANCES: Council President

EXHIBITS:

1.	Public Works Meeting Minutes, July 14, 2022
2.	Municipal Permit Fees
3.	Permit Fee Recommendation

SUMMARY STATEMENT:

At the May 31, 2022 meeting the City Council approved the final changes to ordinance 705 Water Utility Rules, Rates, and Regulations. The changes addressed a requirement from the WI Department of Natural Resources (WI DNR) that privately owned individual water supply wells within the service area of the municipal water system be issued a periodic permit for operation. The permit will be issued every 5 years.

At the recommendation of staff, the ordinance changes included implementation of a fee for the well operation permit. At the July 14, 2022 Public Works Committee (PWC) meeting, the committee recommended that the fee be set at \$50. As the permit is only issued every 5 years, this effectively amounts to \$10 per year.

The recommendation by the PWC was based on a comprehensive review of the well permit fees administered by other communities, analysis of the revenue lost by the Water Utility by permitting individual wells within the municipal water system service area, and an estimation of the staff time required to administer the permits.

Staff is requesting that Council review the recommendation by the PWC to allow for approval of the \$50 well permit operation fee as part of the 2023 budget process, which includes the annual review and approval of the comprehensive fee schedule.

July 14 Meeting Minutes

Roll Call – Phil Sorensen, Ed Calhan, Anne Chartier, Eric Lindell, John Butler – PW Director, David Garrington – Admin Manager, Absent – Bill Kurtz

Approval of Previous Minutes – Phil Sorensen moves to approve minutes, Ed Calhan seconds, motion carries

Citizen Participation – None (Brian Chapman will discuss project related details)

Unfinished Business

1. 2023 Ore Dock Access Road Project – tried to figure out what we wanted to do regardless of cost, then make a recommendation on what to do based on costs. \$3.3 million. Cost came in a lot more than anticipated. \$1 million in grants
 - a. Stuntz Ave/US2 Connection – Looked at 2 alternatives discussed with DOT, 1 was double turn lane in center of US 2, other was dedicated left turn lane going N and S. Left turn would provide enough length in tapers while having a normal intersection out of Stuntz. Because of the tapers there is enough of a sight distance for pulling out of Stuntz, the highway would be widened on either side of the intersection. Looking for a recommendation on where to focus the funds and grant dollars as it pertains to this project, there are underground needs that need to be addressed (Utility). The committee wants more information on costs for Utility work and access to grant dollars to address all needs. Cedar and John will repackage the estimates and break costs down more to pick and choose what would go into the project.
 - b. Stormwater Treatment Level of Service – asking for recommendation on the treatment of storm water, which is pretty non-existent at this point. The treatment devices (storm water outfalls) recommended for the ore dock access road project would require more man power and more dollars than the City has to throw at it (suck up trash and large debris through a sump system which would need to be cleaned out regularly). should we install treatment devices in order to treat storm water differently than we do now (in other words, we don't) Recommend to look at these things separately as it pertains to the project and come back with more information

New Business

1. Well Operation Permit – initially recommended \$50 fee every 5 years to operate a private well. Brought forth fees from other municipalities, which cover a range. The suggested fee covers most of the admin fee and revenue that's lost from residents being on private water and not getting it from the City. The fee could go higher to cover, around \$100 every 5 years to cover lost revenue. To be clear the State is requiring a permit but not a fee. Phil Sorensen motions to charge \$50 for a well permit, Anne Chartier seconds, motion carries
2. Update on 6th W – John spoke to City attorney about project. The project is in litigation and details cannot be discussed. Will bring forward information as it is gathered.
3. Trail Paving Schedule – Angelo Luppino will start the project next week but has not been forthcoming about schedule. PW is trying to get a schedule together in order to alert the public

MUNICIPAL PERMIT FEES

Water Utility	Population	Well Permit Fee	Expiration	Notes
Madison	265,000	\$ 355.00		5 New owners can get as well
La Crosse	50,000	\$ 200.00		5 Can transfer to new owners \$50.00
Lake Delton	3,000	\$ 150.00		1 Required to have documentation in by 8/1
Green Bay	104,000	\$ 100.00		5
Kronenwetter	8,300	\$ 95.00		5
City of Brookefield	40,000	\$ 62.50		
Grafton	11,000	\$ 60.00		3
Elm Grove	6,000	\$ 54.00		5
Omro	3,000	\$ 50.00		5
Rothschild	5,000	\$ 50.00		5
Peshigo	3,300	\$ 50.00		10
Neenah	26,000	\$ 50.00		5
West Bend	31,000	\$ 50.00		10
Algoma	3,000	\$ 40.00		5
Glendale	12,000	\$ 35.00		5
Howard	20,000	\$ 35.00		5
Menomonee Falls	39,000	\$ 35.00		5 Requires WI Well & Pressure Inspection form to consider; states will not remind anyone to apply.
Brookefield Dis. 4		\$ 35.00		5 For Outdoor use only are they granted
New Richmond	10,000	\$ 25.00		5
Plover	13,000	\$ 25.00		5
Whiting	1,700	\$ 25.00		5
Greenfield	37,000	\$ 25.00		5
Pleasant Prairie	20,000	\$ 25.00		5 Outdoor use only; \$25 for water test
Suamico	12,000	\$ 25.00		5
Grand Chute		\$ 20.00		5
Hobart	9,500	\$ 20.00		5 \$20-received by 6/1; \$40 by 8/1; \$60 by 9/1; failure to comply \$5/day after 10 days; outdoor use only on application
Town of Ledgeview		\$ 15.00		5
Stevens Point	25,000	\$ 5.00		5
Hayward	2,000			5
De Pere	25,000			5

PERMIT FEE RECOMMENDATION

Time Breakdown for Permit System

Task	Alloted Time	Staff	Total:
Preparing Notices	1	Megan	\$ 29.00
Sending Notices	1.5	Megan+Postage	\$ 64.30
Receiving Notices	20	Megan	\$ 580.00
Reviewing Documentation	40	John	\$ 2,436.00
Notification of Findings	10	Megan+Postage	\$ 310.80
Update Permit Trackings	5	Megan	\$ 145.00
Misc Tasks	15	Megan & John	\$ 1,348.50
Follow Ups			
Council Meetings			

Task costs calculated at John and Megan hourly rates

40 Total Residential Operating Wells
5 Years for Renewals

Can be Changed-To Review Annually as Wells Are Abandoned

Can be Changed-To Review Annually as Wells Are Abandoned

\$ 10,195.20 Annual Volume Sales Lost from Wells

(4 Units/Month)*12*\$5.31/Unit*Total Operating Wells

\$ 5,832.00 Annual Fixed Sales Lost from Wells

(\$12.15/Flat*12)*Total Operating Wells*Years for Renewals

\$ 4,913.60 Total Permit Operating Expense

\$ 20,940.80 Total Expense+Lost Revenue

\$ 104.70 Recommended Fee Revenue + Operating

Total Overcome/Total Operating Wells/Years for Renewals

\$ 80.14 Recommended Fee Revenue Only

\$ 24.57 Recommended Fee Operating Only

SUBJECT: Items for Future Discussion

RECOMMENDATION:

DEPARTMENT OF ORIGIN:

CLEARANCES:

EXHIBITS:

SUMMARY STATEMENT: