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CITY HALL COUNCIL CHAMBERS, 601 MAIN STREET WEST, ASHLAND, WI
WITH THE AVAILABILITY TO ATTEND VIRTUALLY**

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

Access Code: 500-263-957

Please contact the Clerk's office if you require accommodations to attend the meeting.

**ASHLAND CITY COUNCIL MEETING
Tuesday, February 28, 2023 – 6:00 PM**

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

A. February 14, 2023 City Council and Committee of the Whole Meeting Minutes

4. CITIZEN PARTICIPATION PERIOD

5. MAYOR'S REPORT

A. Announcements

6. CONSENT AGENDA

A. Miscellaneous Minutes

7. OLD BUSINESS

A. Approve to Reallocate \$10,500 from Fund 453 to Fund 481 for Professional Engineering Services for Lakebed Surveys (*Parks & Recreation*) Roll

8. NEW BUSINESS

A. Approve Change Order No. 2 to Ritola Inc for the 2021 Alley Sewer Replacement (*Public Works*) Roll

B. Approve a Proposal for Professional Services Agreement with Right of Way Professionals, Inc. for Real Estate Acquisition Services on the 2024 Prentice Avenue, Phase 1 Reconstruction Project (*Public Works*) Roll

**C. Approve Payment to Energenecs for Supervisory Data and Acquisition Control (SCADA)
Upgrades at the Knight Road Pump Station (Public Works) Roll**

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

MEETING MINUTES
ASHLAND CITY COUNCIL
Tuesday, February 14, 2023 – 6:00 PM
Ashland City Hall Council Chambers

1. CALL TO ORDER

The Tuesday, February 14, 2023 Ashland City Council meeting was called to order by Mayor Matt Mac Kenzie at 6:00 p.m.

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

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

PRESENT: Kevin Seefeldt, Sarah Jackson, Ana Tochtermann, Andrew Goyke, Laura Graf, Charlie Ortman, Dick Pufall

ABSENT: None.

ALSO PRESENT: Mayor Matthew MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Public Works Director John Butler, Utility Supervisor Brian Ledin, Fire Chief Stuart Matthias, Parks Director Sara Hudson, and other interested citizens.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A. January 31, 2023 City Council and Committee of the Whole Meeting Minutes

Jackson moved, seconded by Goyke to approve the minutes as presented. The motion carried unanimously by voice vote.

4. CITIZEN PARTICIPATION PERIOD

There were no Citizens present wishing to address the Council.

5. MAYOR'S REPORT

A. Announcements

MacKenzie noted the report available from Evergrow Learning Center as requested by Council, and the Vaughn Public Library newsletter for Councilors to review. Also at each Councilor's seat is the 2022 Clean Sweep results. He wished all a happy Valentine's Day, and offered a reminder of the Primary Election happening on February 21, 2023. All in-person voting would take place at the Bretting Community Center. The Book across the Bay is

Saturday, February 18, 2023, and the Main Street Board is hosting a Winter Market on Vaughn Avenue near the Vaughn Library. MacKenzie offered his congratulations to former Council President Kevin Haas selected as Division III College Hockey Announcer of the Year. He asked Councilors to remind their constituents of the odd-even parking rules, and asked all to refrain from using TikTok with any City-owned devices as a new policy.

B. Appointments

Graf moved, seconded by Seefeldt to approve the appointment of Shawn Brede to the Harbor Commission, whose term is to expire July 31, 2026. The motion carried unanimously by voice vote.

6. CONSENT AGENDA

A. Miscellaneous Minutes

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

7. OLD BUSINESS

A. Approve an Ordinance to Amend Chapter 463: Policies and Procedures for Parks, Facilities, and Recreation Areas, Ashland City Ordinances (*Parks and Recreation*) Roll

Ortman moved, seconded by Seefeldt to approve Ordinance 2023-1975. The motion passed 6-1 by roll call vote; Tochterman opposed.

8. NEW BUSINESS

A. Approve Amendment No. 1 to Agreement for Professional Engineering Services between the City of Ashland and Greeley and Hansen, LLC for the New Lake Superior Water Intake Project, and Presentation of the Progress of the Project (*Public Works*) Roll

Ted Bluver and Katie Richardson of Greeley and Hansen, LLC gave a short presentation showing the timeline and progress of the Lake Superior Water Intake Project. Ortman moved, seconded by Seefeldt to approve the amendment to the agreement as proposed. The motion passed unanimously by roll call vote.

B. Approve to Purchase a Detergent Injector, Extractor and Multi-Purpose Dryer for Fire Department Personal Protective Equipment (*Fire Department*) Roll

Seefeldt moved, seconded by Graf to approve the purchase for not more than \$25,000. The motion passed unanimously by roll call vote.

9. CLOSED SESSION (ROLL) Council may return to Open Session and take action on any item discussed during Closed Session.

Seefeldt moved, seconded by Goyke to enter into Closed Session. The motion passed unanimously by roll call vote. Any Councilors who were attending virtually were allowed to remain during Closed Session.

A. Pursuant to WI Stat. 19.85(1)(e): "Deliberating or negotiating the purchasing of public properties whenever competitive or bargaining reasons require a closed session." (Possible Real Estate Purchase) (*Administration*)

B. Return to Open Session

Ortman moved, seconded by Seefeldt to return to Open Session. The motion passed unanimously by voice vote.

C. Report of Action Taken During Closed Session

MacKenzie reported that no formal action was taken during Closed Session.

10. ADJOURNMENT

Graf moved, seconded by Goyke to adjourn. The motion carried unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant,
City Clerk

MEETING MINUTES COMMITTEE OF THE WHOLE

The Common Council of the City of Ashland met as the Committee of the Whole on **February 14, 2023** immediately following the City Council meeting.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

1. Roll Call

The Tuesday, February 14, 2023 City of Ashland Committee of the Whole Meeting was called to order by Council President Charlie Ortman at 7:20 PM.

PRESENT: Kevin Seefeldt, Sarah Jackson, Ana Tochtermann, Andrew Goyke, Laura Graf, Charlie Ortman, Dick Pufall.

ABSENT: None.

ALSO PRESENT: Mayor Matt MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, Parks Director Sara Hudson, and other interested citizens.

2. Approval of Agenda

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

3. Council President's Report

Ortman shared that he continues to work on process improvements, and asked Council for items they wish to see on the retreat agenda. He offered to include "Response to Citizen Comments" on Committee of the Whole agendas when reasonable.

4. Administrator's Report

Kucera noted the final draft of the newly revised City of Ashland Employee Handbook will be brought forward for Council's review. RFPs for the Beaser Avenue and Junction Road properties will also be coming in front of Council in the near future. Work on the housing development is coming along at the former Timeless Timber site, and should be completed at this time next year.

5. Discussion Items

A. Discussion and Possible Action Regarding a Request to Reallocate Fund Ballance from Fund 453 to Fund 481 to Perform Professional Engineering Services (*Parks & Recreation*)

Hudson is requesting a transfer of \$10,000 for professional engineering services for a lakebed survey. Seefeldt moved to approve, seconded by Tochtermann, and was unanimously approved by voice vote to forward the item to the next Council

meeting for formal approval.

6. Items for Future Discussion

Seefeldt: Requested a discussion regarding funds available through a pass-through grant for additional emergency housing near the homeless shelter.

MacKenzie: Noted continued difficulty with communication with the public, asked for ideas.

7. Adjournment

Seefeldt moved to adjourn, seconded by Goyke, and was carried unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant,
City Clerk

City of Ashland – Main Street Board Meeting Minutes

A meeting of the Main Street Board was held on **Wednesday, November 9th 2022 at 3:00 pm** in the City Hall Council Chambers (601 Main St W).

Present: Kyle Ellefson, Tim Pavlish, Kevin Porter, Katie Gellatly, Chamber Representative JoAnn Erickson

Absent: Katie Saarinen, Sara Beadle, Jeff Robischon

Staff Present: Jaclynn Findlay, Brant Kucera, Steven Wiley

Agenda

1) Call to Order and Roll Call

Jaclynn Findlay called the meeting to order at 3:03 pm.

2) Approval of Agenda

Motion to approve the agenda by Kyle Ellefson. Seconded by Katie Gellatly. Passed unanimously.

3) Consent Agenda

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

Motion to approve minutes from the October 5th, 2022 Main Street Board meeting by Kyle Ellefson. Seconded by Katie Gellatly. Passed unanimously.

4) Public Comment (non-agenda items)

No public comments.

5) Old Business

a) Discussion of the Lighting Design Workshop and lighting project grants

Jaclynn Findlay provided an overview of the draft program guidelines for a Lighting Improvement Grant Program. Board members were asked to provide feedback via email on the program guidelines, prior to the next Main Street Board meeting.

No action was taken.

6) New Business

a) Announcement and discussion of the new WEDC Vibrant Spaces Grant

Jaclynn Findlay provided an overview of the Vibrant Spaces Grant, a new program through WEDC. Jaclynn suggested applying for the grant to assist with placemaking efforts at the former Baron Radiator property.

JoAnn Erickson recommended applying for a Vibrant Spaces Grant to installing Edison-style lighting in Menard Park, similar to the lighting in Otis Park.

No action was taken.

b) Discussion of Main Street Award Nominations

Jaclynn Findlay explained the purpose of the Main Street Awards and discussed the nominating procedures. Jaclynn will be attending a virtual informational session on the Main Street Awards on November 14th.

No action was taken.

c) Discussion of Book Across the Bay event partnership opportunities

Jaclynn Findlay introduced the idea of the Ashland Main Street Program partnering with the Book Across the Bay organization to host an event in the downtown during the Book Across the Bay event weekend. Jaclynn and Jeff Robischon have a meeting, scheduled for November 30th, with staff from the City of Ashland Parks Department, Vaughn Public Library, Ashland Area Farmer's Market, and Book Across the Bay, to discuss event partnership opportunities.

No action was taken.

d) Ashland Area Chamber of Commerce Report

JoAnn Erickson provided updates on the following Ashland Area Chamber of Commerce activities:

- Christmas promotions
- Billboard changes
- Holiday Shopping & Dining Guide
- Downtown decorating contest
- Shop Small Win Big Promotion
- 25 Days of Christmas Facebook Promotion
- December 3rd Customer Appreciation Day and Christmas Parade
- Book Across the Bay registration

e) Main Street Manager's Report

Jaclynn Findlay provided updates on the following Ashland Main Street activities:

- AARP Walk Audit
- Ashland Area Farmer's Market
- Tree Lighting Ceremony on December 2nd

No action was taken.

7) Adjournment

Meeting was adjourned at 4:10 p.m.

Minutes done by Jaclynn Findlay.

City of Ashland – Main Street Board Meeting Minutes

A meeting of the Main Street Board was held on **Wednesday, January 11th, 2022 at 3:00 pm** in the City Hall Council Chambers (601 Main St W).

Present: Kyle Ellefson, Tim Pavlish, Kevin Porter, Sara Beadle, Mary McPhetridge

Absent: Katie Gellatly, Katie Saarinen

Staff Present: Jaclynn Findlay, Steven Wiley

Agenda

1) Call to Order and Roll Call

Sara Beadle called the meeting to order at 3:03 pm.

2) Approval of Agenda

Motion to approve the agenda by Kyle Ellefson. Seconded by Kevin Porter. Passed unanimously.

3) Consent Agenda

a) Approval of minutes from the November 9th, 2022 Main Street Board Meeting

Motion to approve minutes from the November 9th, 2022 Main Street Board meeting by Kevin Porter. Seconded by Kyle Ellefson. Passed unanimously.

4) Public Comment (non-agenda items)

No public comments.

5) Old Business

a) Discussion of Book Across the Bay event partnership opportunities: Winter Market on Vaughn

Jaclynn Findlay and Sara Beadle provided updates on the Winter Market on Vaughn event and planning committee. Many vendor applications have been submitted – the deadline to apply to be a vendor is on January 20th. Applications can be submitted via email or dropped off at City Hall. Jaclynn provided the new Winter Market rack card for Board members to view. A flyer/poster for the Market is in the works, as well as signage that will be used to direct pedestrian traffic during the event. Jaclynn mentioned there was an Ashland Daily press article about the Winter Market on Vaughn in yesterday's issue.

Kevin Porter requested the Winter Market Ashland Daily Press article be sent out to the Board following the meeting.

No action was taken.

b) Discussion of Ashland Area Farmer's Market Board proposal and vote to become a Main Street Board subcommittee

Jaclynn Findlay provided an overview on the Ashland Area Farmer's Market Board proposal to become a Main Street Board subcommittee. Jaclynn will be attending the upcoming Farmer's Market Board meeting on January 16th to answer questions about the transition to becoming a City committee and discuss next steps.

Motion to form Ashland Area Farmer's Market subcommittee by Kevin Porter. Seconded by Tim Pavlish. Passed unanimously.

6) New Business

a) Announcement of Merchandising Technical Visit with Retailworks, Inc.

Jaclynn Findlay announced the upcoming WEDC regional technical visit with Retailworks, Inc., scheduled for May 18th. Jaclynn explained that it is a regional technical visit and will not count as one of Ashland Main Street's biennial technical visits. The workshop will teach best practices for merchandising and will be most beneficial for downtown retailers. This technical visit will follow a similar format to Frontdoor Back's Lighting Design Workshop and will consist of a morning workshop, followed by six, one-on-one consultations with downtown business/property owners that sign up in advance.

No action was taken.

b) Ashland Area Chamber of Commerce Report

Mary McPhetridge provided updates on the following Ashland Area Chamber of Commerce activities:

- Business owners were asked to keep their white Christmas lights up as long as possible to continue to light up the downtown during the dark winter months
- Continuing to install lights on the 400 block – due to the weather, the project will be completed in the spring
- Shop Small Win Big promotion
- Snowshoeing at the Great Lakes Visitor Center
- Book Across the Bay event. The Chamber is creating a rack card with information on the Bandwango program and retail discounts during BATB weekend.

No action was taken.

c) Main Street Board President Report

Sara Beadle provided a report on the Tree Lighting Ceremony.

No action was taken.

d) Main Street Manager's Report

Jaclynn Findlay provided the following updates on the Main Street Program:

- Main Street and the Planning Departments moved offices on the second floor of City Hall
- Jaclynn and Mary McPhetridge registered for the National Main Street Conference in Boston, MA
- Lighting Grant Program
 - Received confirmation from the City attorney's that we don't need to bid out the projects
 - Hoping to announce and start advertising the grant program very soon

No action was taken.

e) Discussion of future Main Street Board agenda items

Kyle Ellefson discussed his progress on researching a low interest loan program for Ashland business owners. The loan program will be added to the next Main Street Board meeting agenda.

No action was taken.

7) Adjournment

Motion to adjourn by Kyle Ellefson. Seconded by Kevin Porter. Passed unanimously.

Meeting was adjourned at 4:17 p.m.

Minutes done by Jaclynn Findlay.

SUBJECT: Approve to Reallocate \$10,500 from Fund 453 to Fund 481 for Professional Engineering Services for Lakebed Surveys (*Parks & Recreation*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: Approved Unanimously by Committee of the Whole, February 14, 2023

EXHIBITS:

1.	Submerged Land Lease Findings Letter with Map
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EXPENDITURES REQUIRED: \$10,500

AMOUNT BUDGETED: \$ 0

APPROPRIATION REQUIRED: \$10,500 Reallocated from Fund 453 Waterfront Redevelopment

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORD. 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

Staff is seeking the reallocation of \$10,500 from Fund 453 (Waterfront Redevelopment) to Fund 481 (Parks Improvements). These funds will be used to contract out professional engineering services to create three survey maps for the Marina, Kreher Park, and RV Campground, and the City Dock at Bayview Park. Maps are attached. The City has current lakebed leases for the Ashland Oredock and the former Superfund Site (Kreher Park).

The Marina, Kreher Park and RV Campground, and City Dock are technically not City property as they are filled-in lakebed and owned by the State of Wisconsin. The City has managed these lands since the early 1980s. The City is seeking ownership in the form of a lakebed lease in order to receive state or federal funding to improve these lands. Staff has been working with the Board of Commissioners of Public Lands and the Wisconsin Department of Natural Resources to obtain a lakebed lease.

At their February 14, 2023 Committee of the Whole meeting, Council unanimously approved to move this item forward for formal approval.

February 7, 2023

FOR-NO-2023-2-00353

City of Ashland
c/o: City Clerk, Denise Oliphant
601 Main Street West
Ashland, WI 54806
[sent electronically: doliphant@coawi.org]

Ashland County
c/o: County Clerk, Heather W. Schutte
201 Main Street West
Ashland, WI 54806
[sent electronically: heather.schutte@co.ashland.wi.us]

U.S. Army Corps of Engineers
180 Fifth St. East Suite 700
St. Paul, MN 55101-1678
[sent electronically: usace_requests_wi@usace.army.mil]

Dear City of Ashland,

This letter contains important information regarding your DNR application for submerged land lease findings in Ashland County. Chapter 30.11(5)(a) Wis. Stats requires that thirty days before making its determination, the Department shall notify, in writing, the Clerk of the County and Clerk of the City, Village, or Town in which the changes are proposed and the U.S. Army Corps of Engineers of the application of the lease.

The Department has determined that the lease will not threaten excessive destruction of wildlife habitat and the filling on submerged lands are consistent with the public interest in navigable waters. The Department intends to act affirmatively on your request.

The submerged land lease findings are for the following parcels:

Parcel: 201-01009-0000, Address: 301 N. Ellis Ave. is located in Township 48 N, Range 04 West, Section: 32, Q/qq: NE/SE and Q/qq: SE/NE. The purpose of the lease at this location is for the expansion and updates to the current City of Ashland Marina and Harbor. The other immediate lease in this area is Lease #177.

Parcel: 201-01002-0000, Address: 201 N. Prentice Ave. is located in Township 48 N, Range 04 West, Section: 33, Q/qq: NW/SW. The purpose of the lease at this location is to improve the current City of Ashland boat landing, construction for a new public bathhouse for boaters and swimmers. The Kreher Park campground, boat landing, and bathhouse were built in the early 1980's and are not up to code.

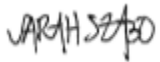
Parcel 201-00997-0000, Address: 200 N. Prentice Ave. is located in Township 48 N, Range 04 West, Section: 33, Q/qq: NW/SW and Q/qq: NW/SE and Q/qq: NW/NW and Q/qq: NW/NE. The purpose of the lease at this location is to improve the current City of Ashland boat landing, construction for a new public bathhouse for boaters and swimmers. The Kreher Park campground, boat landing, and bathhouse were built in the early 1980's and are not up to code.

Parcel: 201-01140-0000, no local property address is located in Township 48 N, Range 04 West, Section: 33, Q/qq: NE/NW and Q/qq: NE/NE. The purpose of the lease at this location is to rehabilitate the public dock.

Parcel: 201-01141-0000, no local property address is located in Township 48 N, Range 04 West, Section: 33, Q/qq: NE/NW and Q/qq: NE/NE. The purpose of the lease at this location is to rehabilitate the public dock.

Please call me at (715) 416-3827 or email Sarah.Szabo@wisconsin.gov if you have any questions.

Sincerely,

A handwritten signature in dark ink, appearing to read "Sarah Szabo".

Sarah Szabo
Water Management Specialist

Email CC:

Tom German, Executive Secretary, Board of Commissioners of Public Lands -
Pamela Rood, Financial Assistance, Facilitates and Lands
Karen Blodgett, Financial Assistance, Outdoor Recreation Grants
Sara Hudson, Director of Parks and Recreation City of Ashland



SUBJECT: Approve Change Order No. 2 to Ritola Inc for the 2021 Alley Sewer Replacement (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Public Works Director

EXHIBITS:

1.	Ritola Inc Change Order No. 2
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EXPENDITURES REQUIRED: \$316,891.45 Approved Project Cost
\$ 28,400.00 Change Order No. 2
\$345,291.45 Revised Project Cost

AMOUNT BUDGETED: \$316,891.45 Fund 690 Wastewater Utility

APPROPRIATION REQUIRED: \$28,400.00 Fund 690 Wastewater Utility

TREASURER'S CERTIFICATE: N/A

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

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

SUMMARY STATEMENT:

At the May 10, 2022 meeting, the Common Council approved entering into an agreement with Ritola Inc for sanitary sewer replacement for three different blocks scattered throughout District 1, which has previously been identified as a significant contributor of infiltration and inflow (I&I) within the City of Ashland's sanitary sewer collection system.

The majority of the project was completed in 2022 but the project design included provisions for the City to complete paving of an alley on the 100 block of Stuntz Ave and 7th Avenue East. The alley was paved prior to the project. City staff have since determined that the degree of construction difficulty in the narrow alleyway necessitates the use of a paving machine.

Ritola Inc will subcontract with Northwoods Paving to complete this work under Change Order No. 2 at a cost of \$28,400. The Council previously approved project expenses up to \$316,891.45, which included a 15%

project contingency fund. The project has been largely successful, additional costs beyond Ritola's bid have been minimal, and project contingency funds are available to address the proposed cost of Change Order No. 2.

However, the Public Works Director is requesting that the Council increase the total approved project expenses to \$345,291.45. The reason for this request is that Ritola Inc's bid included work on a sewer main that was contingent upon the City securing a land easement from an adjacent property owner. Negotiations on this issue were not successful in time for the 2022 construction season, but City staff has very recently reapproached the property owner and hopes to successfully negotiate the land easement in time for the 2023 construction season. The Public Works Director requests that Council increase the total approved project expenses so that sufficient project contingency funds are available to complete this additional sewer main work in a timely manner if the necessary land easement is secured.

CHANGE ORDER NO.2

Owner: City of Ashland Owner's Project No.: 690202208
Engineer: Long Island Engineering, LLC Engineer's Project No.: N/A
Contractor: Ritola, Inc Contractor's Project No.: N/A
Project: 2021 Alley Sewer Replacement
Contract Name:
Date Issued: 2/28/2022 Effective Date of Change Order: 2/28/2022

The Contract is modified as follows upon execution of this Change Order:

Description:

Paving alleyway between US2 and Main St E/Stuntz Ave and 7th Ave W
Trench patches at 8th St E and Prentice Ave, 9th St E and Prentice Ave
All restoration from sanitary sewer main replacement in summer 2022

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 275,577.80	Original Contract Times: Substantial Completion: September 30, 2022 Ready for final payment: October 15, 2022
Increase from previously approved Change Orders No. 1 to No. 1 \$ 2,270.52	Increase from previously approved Change Orders No. to No. Substantial Completion: _____ Ready for final payment: _____
Contract Price prior to this Change Order: \$ 277,848.32	Contract Times prior to this Change Order: Substantial Completion: September 30, 2022 October 15, 2022 October 30, 2021
Increase this Change Order: \$ 28,400.00	Increase this Change Order: Substantial Completion: July 1, 2022 Ready for final payment: July 15, 2022
Contract Price incorporating this Change Order: \$ 306,248.32	Contract Times with all approved Change Orders: Substantial Completion: July 1, 2022 Ready for final payment: July 15, 2022

Recommended by Engineer (if required)	Accepted by Contractor
By: _____	_____
Title: _____	_____
Date: _____	_____
Authorized by Owner	Approved by Funding Agency (if applicable)
By: _____	_____
Title: _____	_____
Date: _____	_____



Ritola Inc
61426 Storck Rd
Mason, WI 54856
Phone: (715)-278-3824
Fax: (715)-278-3854

Proposal

23-0013

Date: 2/1/23

Proposal submitted to:

City of Ashland Public Works Dept
2020 6th St E
Ashland WI 54806

Project:

Stuntz Ave Sewer Project

We hereby submit Specifications and a Proposal for:

Paving of alley between US 2 and Main Street and trench patches half of 8th street and all the way across 9th street

The following Items to be included:

- Mobilization of equipment to project location
- Prep each location for hot mix asphalt
- Pave alley with 3" of hot mix asphalt in a straight-line grade, trench patches to be paved with 4" of hot mix asphalt

Terms: LATE CHARGE on balances past due (30 days) a fixed amount of 1.5% per month on unpaid balance for annual percentage rate of 18%.

We hereby propose to furnish materials and labor in accordance with the above specifications for the sum of:

\$ 28,400.00 Twenty- eight thousand four hundred and 00/100 Dollars

All work to be completed as specified and in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Ritola Inc. has General Liability Insurance and our workers are covered by Workman's Compensation Insurance.

Proposal submitted by:

Authorized
Signature

This proposal may be withdrawn by us if not accepted within 30 days

Acceptance of Proposal The above price(s), specifications and conditions are satisfactory and are hereby accepted. You are authorizing us the do the work. Payment will be made as outlined above.

Signature of acceptance _____ Date: _____

SUBJECT: Approve a Proposal for Professional Services Agreement with Right of Way Professionals, Inc. for Real Estate Acquisition Services on the 2024 Prentice Avenue, Phase 1 Reconstruction Project (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Public Works Director

EXHIBITS:

1.	Right of Way Professionals, Inc . Project Proposal
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EXPENDITURES REQUIRED: \$ 9,904.89 Fund 680 Water Utility
\$25,905.11 Fund 470 Street Improvements
\$35,810.00 Total Cost

AMOUNT BUDGETED: \$0

APPROPRIATION REQUIRED: \$ 9,904.89 Fund 680 Water Utility
\$25,905.11 Fund 470 Street Improvements
\$35,810.00 Total Cost

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on February 21, 2023, that Right of Way Professionals, Inc. is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

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

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

SUMMARY STATEMENT:

The 2024 Prentice Avenue Phase 1 Reconstruction Project consists of the reconstruction of Prentice Avenue from 6th Street East to 11th Street East. At the September 8, 2020 meeting, the Council approved a State Municipal Agreement (SMA) with the Wisconsin Department of Transportation (WI DOT) for the project, which has a total estimated cost of \$1.935 million. At the June 14, 2022 meeting, the Council approved a three party agreement with the WI DOT and Short Elliot, Hendrickson (SEH) for engineering design services.

The WI DOT is providing \$1.247 million for 80% of the cost of roadway construction. The City will be responsible for a 20% match of roadway construction costs, totaling \$312,358. In addition, the WI DOT considers costs associated with water and wastewater infrastructure to be non-participating work, so the City will replace the existing water main in coordination with the road construction at an estimated cost of \$400,000.

City staff did not anticipate the need for a right of way (ROW) phase of the project when drafting the grant application. The WI DOT requires professional real estate services to negotiate and provide compensation to adjacent property owners when any work associated with the project will encroach on private property. SEH has identified that the installation of sidewalk and shut off valves for water service laterals will require temporary land easements (TLEs) with 47 property owners. Thirty-four of the TLEs are needed for sidewalk and 13 are needed for water shut offs. Right of Way Professionals, Inc specializes in developing TLEs and other types of real estate acquisition for WI DOT projects. The cost of their services will be paid in pro rata shares based on the above described breakdown.

The WI DOT also requires compensation to property owners for the acquisition of TLEs, Council approval of this expense will be requested separately after Right of Way Professionals, Inc. completes negotiations.

It is possible that the WI DOT will provide the above-described 80% cost share on the cost of these services and real acquisition that is associated with Fund 470 Street Improvements. However, Council approval of the agreement for real estate acquisition services is requested now, ahead of the WI DOT's decision, in order to keep the project on track for construction in 2024. The City has several other priority projects scheduled for construction in 2025 and cannot afford to delay this project.

RIGHT OF WAY PROFESSIONALS, INC.

PROJECT MANAGEMENT, APPRAISAL, ACQUISITION, RELOCATION & PROPERTY MANAGEMENT

February 22, 2023

VIA: E-Mail

Mr. John Butler
Director of Public Works
City of Ashland
601 Main St. W
Ashland, WI 54806

Re: Request for Proposal - Real Estate Services
Project ID: 8895-00-14
Prentice Ave.
City of Ashland, Ashland County

Dear Mr. Butler:

Thank you for allowing our firm to provide a cost proposal for real estate services on the above noted projects. It is understood that at this time, there are 47 parcels requiring the acquisition of property interests. As part of this proposal, Right of Way Professionals, Inc. (RWP) will coordinate the completion of the following services in accordance with applicable Federal and State laws and WisDOT guidelines.

1. TITLE REPORTS AND UPDATES OF TITLE – It is proposed that initial title reports be obtained from the engineering firm that prepared the right of way plat of the project. Recording costs are included in the acquisition cost section below.

2. SALES STUDY – Upon our review, we consider all parcels to be nominal in nature. The parcels affected appear to be all be residential in nature and all have access to municipal sewer and water. Our cost from providing the needed sales study is proposed to be \$3,000.00.

3. APPRAISALS & APPRAISAL REVIEWS – At this time, all of the parcels are considered nominal acquisitions and do not require appraisals or appraisal reviews. Costs for any needed appraisals and reviews will be additional to this proposal.

4. NEGOTIATION AND ACQUISITION SERVICES – RWP will provide the negotiation and acquisition services for the project. All of our agents are State approved to provide acquisition services on state funded projects. As indicated above, there are about 47 properties that are all considered to be a nominal acquisition. Also, the current project mapping does not indicate the need for utility releases of rights. It is considered likely that there will be the need for utility releases of rights for this project. For this proposal, the cost for 3 utility releases of rights has been included.

Our fee schedule is proposed as follows:

Acquisitions (47 @ \$730/parcel)	\$34,310.00
Utility Releases (3 @ \$500/parcel)	\$ 1,500.00
TOTAL	\$35,810.00

It is proposed that costs be invoiced at the indicated per parcel rate for the actual number of acquisitions/utility releases required.

The negotiation and acquisition services will be performed in accordance with all State and Federal laws and WisDOT policies and will include the completion of the following tasks:

- Preparation of letters of introduction to property owners.
- Preparation of offering prices (to be approved by the acquiring agency).
- Preparation of waivers of appraisals for nominal parcels.
- Negotiation and acquisition of all parcels.
- Preparation of Nominal Appraisal Reports for those parcels whose owners request an appraisal be completed to determine the offering price of the nominal parcel.
- Review of owner appraisals when applicable.
- Preparation of Jurisdictional Offers (in coordination with the agency legal counsel).
- Preparation of Awards of Damages (in coordination with the acquiring agency legal counsel - any costs incurred after the issuance of the Award of Damages will be considered additional and will be the responsibility of the acquiring agency).
- Recording of conveyances and the submittal of payment for lands acquired.
- Status reports will be made by RWP to the acquiring agency upon request.

Our fees for providing the above noted services are listed below.

SALES STUDY	\$3,000.00
TITLE REPORTS AND UPDATES OF TITLE (To be provided by engineering company)	\$N/A
APPRAISAL SERVICES	\$N/A
<u>NEGOTIATION & ACQUISITION SERVICES</u>	<u>\$35,810.00</u>
TOTAL	\$38,810.00

Again, thank you for allowing us to provide a proposal for this project. If you have any questions or require further information, please call me at (715) 830-0544.

Sincerely,



David J. Selissen
President

SUBJECT: Approve Payment to Energenecs for Supervisory Data and Acquisition Control (SCADA) Upgrades at the Knight Road Pump Station (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Public Works Director

EXHIBITS:

1.	Energenecs, Inc Knight Road Lift Station Project Proposal
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EXPENDITURES REQUIRED: \$ 53,645.00 Knight Road Pump Station

AMOUNT BUDGETED: \$0

APPROPRIATION REQUIRED: \$ 53,645.00 Fund 690 Equipment Replacement Fund

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on February 20, 2023, that Energenecs is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH ORD. 51: N/A

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: N/A

SUMMARY STATEMENT:

On July 27, 2017 the Common Council approved a project, funded by USDA loans, to replace and upgrade the existing Supervisory Control and Data Acquisition (SCADA) system serving much of the wastewater treatment plant (WWTP), water treatment plant and sewage lift stations. The SCADA system is an electrical and computerized control system used to assist the staff in operation of the waste water and water systems. A SCADA system is basically an industrial computer system consisting of both hardware and software components. The operators use the SCADA system to control wastewater treatment processes, monitor plant operations, and collect data for reporting using the SCADA system that ties all of the various sites around the City together.

The 2017 project was approved because the existing system had become obsolete and increasingly difficult to maintain due to scarcity of replacement parts, many of which have been discontinued by the manufacturers, and have been increasing the cost of outside programming services and internal staff time for diagnosing alarm and system failures and locating replacement parts.

On September 29, 2020 the Council approved a second project for SCADA Upgrades at the 6th Avenue West Lift Station, Pretreatment Building, and Effluent Water System at the WWTP as these facilities were not included in the 2017 project.

The Knight Road Pump Station is the next priority facility for SCADA Upgrades at a cost of \$53,645.

The City Attorney has confirmed that SCADA work qualifies as a professional service and is exempt, per City Ordinance 194.06, from any advertisement requirements associated with City Ordinance 194 and/or Wis. Stat. 62.15.



Proposal

DATE: April 19, 2021

TO: Chanz Green
Utilities Manager
City of Ashland
1901 Knight Road
Ashland, WI. 54806

cgreen@coawi.org
(5 pages)

PROJECT: Knight Road Pump Station
Upgrade of Pump Control System

Chanz,

Energenecs is pleased to offer the following proposal based on your request and our review of the existing installation, including control drawings.

This proposal is based on Energenecs taking responsibility for the complete installation, all wiring and all programming (primary and backup control circuits) based on our recommended components.

Our approach will continue to use the existing wastewater plant Ethernet network and provide the pump station to be visible on the SCADA system computer.

If you have technical questions, please give me a call.

Sincerely,

Brian Akason
Energenecs
414-940-1570 mobile
262-377-6360 office

cc: Tom Robarge

Wastewater Treatment Plant – Knight Road Pump Control System:



The existing four raw water pumps are controlled using an obsolete Allen Bradley SLC 5/05 controller with an obsolete Allen Bradley Panelview 900 monochrome operator interface mounted in the control panel. In addition to the primary controller, a new Allen Bradley Micrologix 1400 backup pump controller will be wired and tested to provide backup float control of the four raw pumps.

The existing pump control system uses FVNR starters for control of pumps 2 and 5. There are existing Allen Bradley 1336 drives on pumps 3 and 4.

Our recommendation is to program, install, and test a new modern Allen Bradley CompactLogix PLC, input/output modules and a new Allen Bradley Panelview Plus 7 (10" color) operator interface.

The majority of equipment in this control panel would be removed from service and their functions programmed into the new Allen Bradley programmable controller.

A large number of existing control panel relays and relay sockets and other components such as intrinsic barriers would also be removed from service and upgraded.

The recommended upgrade would provide new HOA switches, hard wired indicator lights, in the control panel front similar to what was provided for the recently improved main lift station control panel located at the main pump station building electrical room.

The proposal includes all required programming and testing of each control and monitoring function contained in this control panel. An Allen Bradley CompactLogix PLC, Allen Bradley Panelview Plus 7 color operator interface, and Wonderware SCADA graphical software will all require programming and testing for the four pumps involved.

Pump Control Panel hardware included:

- Allen Bradley CompactLogix programmable logic controller (primary pump controller)
- Allen Bradley digital input modules as required
- Allen Bradley relay output modules as required
- Allen Bradley analog input modules as required (wetwell levels, flow, speed)
- Allen Bradley analog output modules as required (controls pump VFDs)
- Allen Bradley Panelview Plus 7 – 10" color operator interface
- Allen Bradley Micrologix 1400 programmable logic controller (backup pump controller)
- NTron CAT5 Ethernet switch (connects to wastewater plant fiber Ethernet network)
- All required power supplies
- UPS System
- HOA switches (6), status and alarm lights (18)
- All required new power supplies, control relays, interface relays, wire terminals, etc.
- Intrinsically safe barriers for analog and contact signals requiring barriers
- Enclosure front HOA switches, status indicator lights, etc.
- All control panel components professional assembled into the existing steel enclosure

Proposal Includes:

- Project management & coordination
- Responsibility for control and monitoring of all existing signals that are wired in the existing pump control panel
- Field installation of control panel components including all wiring terminations in the existing control panel
- All required pump control & monitoring programming (Allen Bradley CompactLogix and Micrologix 1400 controller)
- All required application programming (Allen Bradley Panelview Plus operator interface)
- All required programming/configuration of existing Wonderware InTouch SCADA graphical interface software at the wastewater treatment plant
- Field start-up and testing including all travel costs
- As-built drawings for the new modified control panel
- Operator training as required to properly operate the control system
- One year parts & labor warranty for any new equipment supplied or software applications involved with the upgrade.

Proposal Excludes:

- Sales tax
- Supply & installation of any new conduit & wire
- Supply & installation of any new Yaskawa or Allen Bradley model variable frequency drives, etc.
- Supply & installation of any new motor control, breakers, starters or work in the existing Allen Bradley motor control center adjacent to the existing pump control panel.
- Supply & installation of magnetic flow meters, level transducers, backup control or alarm floats, etc.

Knight Road Pump Control Panel Upgrade Project Cost Summary

Pump Control Panel Hardware	\$22,540.00
System Integration Services: Project coordination & electrical design, PLC application programming, operator interface programming, SCADA software application programming, O&M manual as-built drawings, etc.	\$18,465.00
Field Labor Services: Removal of existing control components, installation of new control panel equipment including termination of wires, startup & testing, 1 year warranty, as-built drawings, etc.	\$12,640.00
Total Upgrade Cost	\$53,645.00



Please be assured that Energenecs takes 100% responsibility for implementation of reliable hardware and software for this important wastewater pump station control application.

If you have technical questions, please give us a call.

Sincerely,

Brian Akason
Energenecs
414-940-1570 mobile
262-377-6360 office

cc: Tom Robarge

I Accept this Proposal:

Name _____

Date _____