



Take notice that a meeting of the Ashland City Council will be held on Tuesday, August 29, 2023 in- person in the City Hall Council Chambers, 601 Main Street W. Ashland, WI with the availability to attend virtually. Meeting will begin at 6:00 PM to consider and act upon the following agenda.

To join the meeting from your computer, tablet or smartphone:
<https://global.gotomeeting.com/join/500263957>

Or dial in using your phone. United States (Toll Free): 1-877-309-2073 Access Code: 500-263-957

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

Tuesday, August 29, 2023 Ashland City Council Meeting Agenda

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- A. August 8, 2023 City Council and Committee of the Whole Meeting Minutes

4. CITIZEN PARTICIPATION PERIOD

5. MAYOR'S REPORT

- A. Announcements
- B. Appointments

6. OLD BUSINESS

- A. Approve a Resolution of Intent Not to Renew 2023-2024 Alcohol Beverage License for Elite Four, LLC dba Anchor Island, 315 Turner Road, Ashland, and Agent Ahron McCauliffe (Clerk) Roll
- B. Approve a Resolution to Declare the City of Ashland, Wisconsin as a Monarch City USA (Parks Director) Roll

7. NEW BUSINESS

- A. Presentation and Approval of a Resolution to Amend the 2022 General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, and Internal Service Funds Per Wis. State Statute 65.90(5)(a) (Finance) Roll



- B. **Approve a Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing through the State of Wisconsin Environmental Improvement Fund for the 2023 Sanitary Sewer Rehabilitation and Replacement Projects** *(Public Works)* Roll
 - C. **Approve to Accept a Bid from Jake's Excavating & Landscaping, LLC and Award a Contract for the 2023 Sewer Replacement Project** *(Public Works)* Roll
 - D. **Approve to Accept Bid from Visu Sewer and Award a Contract for the 2023 Sanitary Sewer Collection System Repair Project** *(Public Works)* Roll
 - E. **Approve a Resolution to Issue a Conditional Use Permit (CUP) a Restaurant with a Drive-Through at 2419 Lake Shore Drive East, Ashland, Parcel No. 201-03307-0000, Zoned Waterfront Mixed Residential/Commercial (W-MRC) with Waterfront Overlay and Gateway Overlay, Applicant: Hudson Square LLC** *(Planning & Development)* Roll
 - F. **Approve Payment Request No. 1 from Right of Way Professionals, Inc. for Temporary Land Easements for the 2024 Prentice Avenue Phase 1 Reconstruction Project** *(Public Works)* Roll
 - G. **Consider a Resolution to Allow the City Clerk to Advertise for Candidates to Fill City Council Member Vacancy** *(Clerk)* Roll
- 8. CLOSED SESSION - Council may return to Open Session and take action on any item discussed during Closed Session.**
- A. **Pursuant to WI Stat. 19.85(1)(g):** "Conferring with legal counsel who either orally or in writing will advise governmental body of strategy to be adopted with the respect to current or likely litigation." *(Craig Notice of Claim)* City Attorney
 - B. **Return to Open Session**
 - C. **Report of Action Taken during Open Session**

9. ADJOURNMENT

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

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 the City Clerk's Office at 715-682-7071 (not a TDD telephone number) or FAX: 715-682-7048

MEETING MINUTES
ASHLAND CITY COUNCIL
Tuesday, August 8, 2023 – 6:00 PM
Ashland City Hall Council Chambers

1. CALL TO ORDER

The Tuesday, August 8, 2023 Ashland City Council meeting was called to order by Mayor Matt MacKenzie 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: Sarah Jackson, Ana Tochtermann, Andrew Goyke, Laura Graf, Charlie Ortman, Dick Pufall

ABSENT: Kevin Seefeldt (Excused)

ALSO PRESENT: Mayor Matthew MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A. July 25, 2023 City Council and Committee of the Whole Meeting Minutes

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

4. CITIZEN PARTICIPATION PERIOD

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

Jon Humberg, 2617 Maple Lane, asked Council to reconsider the type of traffic allowed on Maple Lane to eliminate the heavy truck traffic.

Nancy Brede, 800 Maple Ridge, spoke to the activity at the sand pit starting before 7:00 a.m., and the increased noise from the operation.

Peter Rudnick, 1420 Beaser Avenue, asked for information regarding the proposed water rate hikes and the water meter change outs, and commented on the vehicles violating the speed limit along Beaser Avenue.

5. MAYOR'S REPORT

A. **Announcements**

Mac Kenzie commented on the employee picnic held for City staff last week.

6. CONSENT AGENDA

- A. **Approve the School Resource Officer (SRO) Agreement between the City of Ashland and the School District of Ashland for the 2023-2024 School Year** *(Police Chief)*

- B. **Miscellaneous Minutes**

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

7. OLD BUSINESS

- A. **Approve to Hire Two Entry-Level Civil Engineers** *(Public Works) Voice*

Tochterman moved, seconded by Graf to approve. The motion passed unanimously by voice vote.

8. NEW BUSINESS

- A. **Approve Change Order No. 3 to Jake's Excavating & Landscaping LLC for the 2023 MacArthur Avenue Reconstruction Project** *(Public Works) Roll*

Jackson moved, seconded by Goyke to approve the change order for the amount of \$123,055.00. The motion passed unanimously by roll call vote.

- B. **Approve to Waive the Advertisement Requirement Set Forth in Chapter 194.04 Procurement of Goods and Services, Ashland City Ordinances, and Approve the Purchase of Replacement Aeration Equipment for the Existing Oxidation Ditches at the Wastewater Treatment Plant** *(Public Works) Roll*

Ortman moved, seconded by Graf to approve. The motion passed unanimously by roll call vote.

9. ADJOURNMENT

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

MEETING MINUTES
COMMITTEE OF THE WHOLE MEETING
Tuesday, August 8, 2023 – 6:00 PM
Ashland City Hall Council Chambers

The Tuesday, August 8, 2023 City of Ashland Committee of the Whole Meeting was called to order by Council President Charlie Ortman at 6:20 PM.

1. **Roll Call**

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

ABSENT: Kevin Seefeldt (excused)

ALSO PRESENT: Mayor Matt MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman, and other interested citizens.

2. **Approval of the Agenda**

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

3. **Council President's Report**

Ortman noted that the City of Ashland is now a Monarch City.

4. **Administrator's Report**

A staff picnic was well attended last week. Sara Hudson, Parks Director, attended a Wisconsin Waterways Commission meeting in Wausau, WI regarding the Kreher Park boat launch facilities project. Kucera has confirmed plans to introduce native plantings near the Bretting Center. New signage was placed at the EV charging stations although there have been WiFi issues to be worked out. Although the City is not directly affiliated with Superior Cottages, the housing development announced it has begun taking applications.

5. **Discussion Items**

A. Presentation by Cooper Kohlman, Intern with Wickman, Anich & Lindsey SC

Cooper Kohlman, Intern with Anich Wickman & Lindsey SC, offered a presentation to the Council regarding Wisconsin Public Records and Wisconsin Open Meetings Laws.

B. Discussion and Possible Action Regarding Upgrades to the Audio/Visual System in the Council Chambers (*Councilor Pufall*)

Pufall requested a solution to improve the audio system in the Council Chambers. Suggestions were discussed but no action was taken at this time.

6. **Items for Future Discussion**

Ortman asked Councilors to review what had already been mentioned for discussion, and bring any suggestions forward for the next agenda.

MacKenzie noted a new policy regarding overflow camping would be brought forward in the near future.

Tochterman requested information on the access road near Maple Lane.

Jackson reminded Council of the Library renovation discussion happening on August 9 and 10, 2023 at 6:00 PM.

Mackenzie mentioned a picnic event was planned for September 8, 2023 to recognize and thank the numerous volunteers who make up the boards and committees of the city.

7. **Adjournment**

Pufall moved, seconded by Jackson to adjourn. The motion carried unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant,
City Clerk

SUBJECT: Appointments

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: Mayor

EXHIBITS:

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:**

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

The Mayor is requesting approval of the following appointments:

Zoning Board of Appeals

Charlie Ortman, appointment as Chairperson of the Board

Harbor Commission

Gary Leino, reappointment, term to expire July 31, 2026

Board of Zoning Appeals

Tom Buzzi, move from Alternate to Member, term to expire July 26, 2025

SUBJECT: Approve a Resolution of Intent Not to Renew 2023-2024 Alcohol Beverage License for Elite Four, LLC dba Anchor Island, 315 Turner Road, Ashland, and Agent Ahron McCauliffe (Clerk) Roll

RECOMMENDATION: Deny Renewal Application

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Attorney

EXHIBITS:

1. Proposed Resolution No. 17736
2. Summary Building Inspection at 315 Turner Road, August 21, 2023
3. Summary Building Inspection at 315 Turner Road, June 14, 2023
4. Photos of 315 Turner Road, Ashland, June 14, 2023

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** .

COMPLIANCE WITH ORD. 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

Elite Four, LLC, dba Anchor Island and Agent Ahron McCauliffe, are in violation of [922.40\(g\)](#) Failure to do Business, Alcohol Beverages Regulation, Ashland City Ordinances. It is stated:

Within one hundred eighty (180) days from the initial issuance of a Class A or Class B intoxicating liquor or fermented malt beverage license, a licensee shall be open for business with adequate stock and equipment or the license shall be revoked by the Common Council following a revocation hearing. If any Class A or Class B intoxicating liquor or fermented malt beverage licensee shall suspend or cease doing business for a period of 180 days, the license shall be revoked by the Common Council following a revocation hearing. For the purposes of this subsection, the licensed premises must be open for business a minimum of twenty (20) hours per week or the license will be subject to the failure to do business provisions. The 180 days shall not necessarily need to be successive to impose the provisions of this subsection.

At their June 27, 2023 meeting, Council was asked not to renew the alcohol license application since the property had not been in compliance with [Chapter 922.40](#) for more than two years. Anthony Jennings, owner of

the property, spoke on behalf of renter Ahron McCauliffe of Elite Four LLC, asking for a 30-day extension to come into compliance. Council approved a 60-day extension which ends on August 29, 2023. The Clerk's office issued a provisional license on July 1, 2023 to Elite Four, LLC contingent upon the required inspections and expiring on August 29, 2023.

Of note, the application for Elite Four, LLC describes the premises to be licensed as the main dining room, back dining room, lounge, deck, server's room, kitchen, western section of the basement, and back bar.

Recent reports from both the Building Inspector and the Ashland Fire Department found that the facility is not in compliance with commercial building codes. Under these very recent circumstances, it is recommended that Council approve the resolution of their intent not to renew the 2023-2024 Renewal Alcohol Beverage license for Elite Four, LLC dba Anchor Island at 315 Turner Road, Ashland, and agent Ahron McCauliffe.

RESOLUTION No. 17736

RESOLUTION OF INTENT TO NOT RENEW 2023-2024 ALCOHOL BEVERAGE LICENSE FOR ELITE FOUR, LLC DBA ANCHOR ISLAND, 315 TURNER ROAD, ASHLAND, AND AGENT AHRON MCCAULIFFE

WHEREAS, the City Clerk received a Renewal Alcohol Beverage License Application for a Class B Fermented Malt Beverage and Class B Intoxicating Liquor license for Elite Four, LLC dba Anchor Island, Ashland, and Agent Ahron McCauliffe; and

WHEREAS, the City of Ashland Common Council has been presented with information from the City Clerk, City Attorney, Building Inspector, and Ashland Fire Department, indicating the applicant is in violation of Ashland City Ordinances Chapter 922.40(g) Failure to do Business, which states:

Failure to do Business. Within one hundred eighty (180) days from the initial issuance of a Class A or Class B intoxicating liquor or fermented malt beverage license, a licensee shall be open for business with adequate stock and equipment or the license shall be revoked by the Common Council following a revocation hearing. If any Class A or Class B intoxicating liquor or fermented malt beverage licensee shall suspend or cease doing business for a period of 180 days, the license shall be revoked by the Common Council following a revocation hearing. For the purposes of this subsection, the licensed premises must be open for business a minimum of twenty (20) hours per week or the license will be subject to the failure to do business provisions. The 180 days shall not necessarily need to be successive to impose the provisions of this subsection; and

WHEREAS, according to Ashland City Ordinances Chapter 922.50 Revocation of Licenses states:

Licenses issued under the provisions of this chapter may be revoked by the Council of the City of Ashland after notice and hearing for any of the following causes:

- 1. Fraud, misrepresentation, or incorrect statement contained in the application for license;*
- 2. Fraud, misrepresentation, or incorrect statement made in the course of carrying on his/her business;*
- 3. Any violation of this ordinance;*
- 4. Conviction of any crime or misdemeanor; and*

WHEREAS, the Ashland Common Council provided said licensee with an opportunity for hearing on its intent not to renew the license on June 27, 2023. The applicant requested an extension of 30 days to become into compliance with Chapter 922.40 and become fully operational in order to be awarded the alcohol beverage license; and

WHEREAS, the Ashland Common Council unanimously approved to allow a 60-day extension to obtain passing Building Inspector and Ashland Fire Department inspections. The applicant is to be heard again at the August 29, 2023 regular meeting of the City Council; and

WHEREAS, under the advisement of the Building Inspector and the Ashland Fire Department, the property does not come into compliance with commercial building codes to allow for food and beverage service or allowing for an assembly to take place within it.

BE IT THEREFORE RESOLVED the Ashland City Council, compliant of Wisconsin State Statutes Section 125.12(3), intends not to renew the license for the above said applicant, pursuant to said Statutes and Municipal Code.

BE IT FURTHER RESOLVED the City Clerk provided written notice to such licensee of the action taken place by the Ashland Common Council not to renew its license pursuant to said Statutes and Municipal Code.

PASSED: August 29, 2023

ATTEST:

Councilperson

Denise Oliphant, City Clerk

Matthew MacKenzie, Mayor

Approved as to Form:

Tyler W. Wickman, City Attorney

Hi Denise,

I wanted to update you on the Anchor Island (formerly known as The Platter) Bar/Restaurant project. As of today, this facility IS NOT in compliance with the commercial building codes, which would allowed the facility to operate as a business serving food and beverage and allowing for an assembly to take place within it.

A few of the reasons for not being in compliance are the following:

1. This project is still under construction with the exterior two story scaffolding in place.
2. Exterior siding is only 50 % completed.
3. Exiting paths are not in compliance.
4. The kitchen preparation area has not been approved by the local (Ashland County) health department for this project. I normally am notified by them when they are in compliance after major internal construction has been completed.

If you should have any questions or concerns, please let me know.

Regards,

Stephen G. Schraufnagel, AIA Architect/Commercial & Residential Building Inspector, City of Ashland Cell: 715-209-6372 Email: stephenschrauf@gmail.com



From: Stephen Schraufnagel <stephenschrauf@gmail.com>
Sent: Wednesday, June 14, 2023 4:29 PM
To: Denise Oliphant
Cc: Stephen Schraufnagel
Subject: Summary / Inspection at 315 Turner Road

Hi Denise,

Per your recent request, I wanted to provide you with an up to date summary of my recent inspection(s) at 315 Turner Road. The property was recently used as the Platter Restaurant business. It is presently being used as the Real Estate Agency of Anthony Jennings & Crew Real Estate.

I have been there several times over the past three (3) years with my most recent cursory inspection made on June 10, 2023, at 11:00 A.M. See the attached photos of the subject property.

My findings are that before a renewal of an alcohol license is allowed, there should be a detailed inspection performed on the entire property by both the City of Ashland's Building Inspector and the Fire Department. The property, to the best of my knowledge, has not been used as an alcohol serving establishment for the past three (3) years. The following must be part of this inspection: Parking, ADA Accessibility, Fire and Safety issues, Exiting requirements; Electrical, Plumbing and HVAC Systems; General Building condition, Equipment condition, etc.

If you should have any additional questions please let me know.

Regards,

Stephen G. Schraufnagel, AIA Architect/Commercial & Residential Building Inspector, City of Ashland Cell: 715-209-6372 Email: stephenschrauf@gmail.com









SUBJECT: Approve a Resolution to Declare the City of Ashland, Wisconsin as a Monarch City USA (*Parks Director*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: Parks and Recreation Committee
Approved by Committee of the Whole, 01/31/2023

EXHIBITS: 1. Proposed Resolution No. 17734

EXPENDITURES REQUIRED: \$150

AMOUNT BUDGETED: \$0

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, permit the Mayor and/or Clerk to schedule items directly for Council action when a timely decision is needed by the City. The 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 development conforms to the goals and community values identified in the City of Ashland's Strategic Priorities.

SUMMARY STATEMENT:

At their January 31, 2023 Committee of the Whole meeting, Council unanimously approved further evaluation and potentially implement becoming a Monarch City USA.

To become a Monarch City USA member, the City submitted a \$50 lifetime fee. The Parks Director ordered two signs designating the city to support changes to help the monarch butterfly population. For the past three years, the City has participated in Low/No Mow May, and for 2023, the City also began a new mowing routine which reduces the number of acres that is mowed, leaving it as pollinator and monarch habitat. The City crew is instructed to mow around "accidental" milkweed gardens along the City trail system. The City also promotes private property owners to plan milkweed and other pollinator habitat.

The City will also commit to:

1. Publicly proclaim that your city is committed to helping the monarch butterflies survive by your immediate and future actions.

2. Encourage citizens to plant private milkweed and nectar gardens throughout your city.
3. Work with gardening, landscaping, and/or arboretum clubs in your city.
4. Support the national movement to support monarch butterfly habitat development by purchasing and placing Monarch City USA signs at appropriate sites.
5. Convert abandoned lands to monarch butterfly habitat.
6. Re-establish native milkweed and nectar plants where possible.
7. If possible, host an annual monarch butterfly festival.
8. Integrate monarch butterfly conservation into the city's future land use planning efforts.
9. Work with the local K-12 school system and educators to promote a better understanding of land use conservation.
10. Investigate possible Monarch Butterfly Sanctuary sites.

RESOLUTION No. 17734

RESOLUTION TO DECLARE THE CITY OF ASHLAND, WISCONSIN AS A MONARCH CITY USA

WHEREAS, the monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of Americans, young and old; and

WHEREAS, over the years, there has been a decline nationally in the overwintering monarch butterfly population; and

WHEREAS, the monarch can be extremely beneficial, pollinating many cultivated flowers and crops, and serves as an indicator species for the ecological health of our larger geographic areas; and

WHEREAS, cities can play a critical role in helping to save the monarch butterfly, and Ashland has declared an interest in becoming a Monarch City designated by Monarch City USA, a nonprofit organization dedicated to helping the monarch butterfly recover city by city; and

WHEREAS, we invite every citizen of Ashland to make a difference for the monarch by planting native nectar plants and milkweed to provide habitat for the monarch and pollinators in locations where people live, work, learn, play and worship; and

WHEREAS, it is our hope that other cities across our great nation will also help to ensure that the monarch butterfly will once again flourish across the continent; and

WHEREAS, Ashland is planting nectar producing plants to support the monarch population in city-owned open space and native milkweed where appropriate.

NOW THEREFORE BE IT RESOLVED, that the Mayor and City Council of Ashland proclaim this 29th day of August, 2023 that Ashland become a Monarch City.

BE IT FURTHER RESOLVED, provided they are consistent with the City Code, all citizens are encouraged to plan and protect native nectar sources and milkweed, so that monarch butterflies have the resources necessary to produce successive generations in order to reverse the decline of these spectacular butterflies.

BE IT FURTHER RESOLVED, provided they are consistent with City Code, City staff is hereby directed to plant nectar producing plants to support the monarch population in City owned open space and native mildewed where appropriate.

PASSED: August 29, 2023

ATTEST:

Councilperson

Denise Oliphant, City Clerk

Matthew MacKenzie, Mayor

APPROVED AS TO FORM:

Tyler Wickman, City Attorney

SUBJECT: Presentation and Approval of a Resolution to Amend the 2022 General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, and Internal Service Funds Per Wis. State Statute 65.90(5)(a) (*Finance*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Finance

CLEARANCES: Administrator

EXHIBITS:

1. Proposed Resolution No. 17737
2. 2022 Proposed Budget Amendment
3. Estimated General Fund - Fund Balance

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: \$13,057,663

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

The 2022 audit is still in progress and one of the final items to be completed is the 2022 budget amendment. The annual budgets are formulated based on the best information at the time of preparation, which is usually around four months before the budget year begins. For 2022, the preliminary actual results vary from the budgets formulated and some departments are over budget while other departments are under budget. This results in the need for the Council to re-appropriate the 2022 budget for expenditures. The budget amendment will bring the expenditures and transfers into compliance with Wis. Stats. 65.90(5)(a) Municipal Budgets. The total amount of the general fund budget stays at the original approved amount of \$13,057,663.

Council approved the utilization of the general fund - fund balance in 2022 as follows:

\$132,284 - to balance the 2022 budget
184,400 - for a new ambulance
57,600 - for a street project
\$374,284 - total budgeted use of general fund balance

The following is the proposed budget amendment (see exhibit 2 for more information):

Amendment to Increase Transfers to Other Funds:

SR 245 Planning & Development for electric vehicle charging station additional amount due - \$8,773
SR 260 Recycling - recycling costs more than anticipated - \$1,912
SR 277 Wetland Bank Mitigation for final year of monitoring costs - \$14,484
IS 750 Post Retirement Benefits - had more employee retirements than expected - \$32,216

Amendment to Increase (Decrease) various General Fund Operating Expenses Budgets:

Decrease City Council - reduction in number of Aldermen - (\$16,000)
Increase Police & Fire Commission - hiring costs - \$5,840
Increase City Attorney - due to increase in litigation expenses - \$42,050
Increase City Clerk - personnel and training expenses - \$2,860
Increase Elections - for personnel expenses, more staff time needed for elections - \$3,000
Decrease Technology - budgeted hiring of new employee which did not happen - (\$69,506)
Increase Finance - personnel LTE expenses - \$3,300
Increase Building & Facilities - unexpected repairs to glass in fire building doors - \$600
Increase Misc & Insurance - insurance premiums higher than anticipated - \$11,460
Increase Police - utilities, gas, equipment - \$64,300
Decrease Fire and Ambulance - understaffed - (\$115,516)
Increase Pest Control by \$115 and Decrease Animal Control by (\$115)
Decrease Public Works - overall under budget (\$6,500)
Increase Sanitation - landfill testing and leachate - \$25,500
Increase Parks - various items - \$1,740
Increase Recreation - various items \$1,490
Increase Municipal Band - performance expenses - \$450
Decrease Planning & Development - part-year vacancy of Planning Director - (\$12,453)

The 2022 year resulted in a preliminary general fund net loss of (\$394,716) which consists of the following:

Net Revenue with the original approved budget transfers for 2022	\$101,939
General fund - fund balance transfers:	
Transfer to Fire Department Capital - new ambulance	(184,400)
Transfer to Street Projects - Council approved	(57,600)
Increase 2022 budget transfers to other funds:	
SR 245 Planning & Development for electric vehicle charging station additional amount due	(8,773)
SR 260 Recycling - recycling costs more than anticipated	(1,912)
IS 750 Post Retirement Benefits - had more employee retirements than budgeted	(32,216)
General fund - fund balance transfers - Council approved during 2022:	
Transfer to Fire Department Capital - new ambulance	(191,000)
Transfer to Wetland Bank Mitigation Fund 277 (not in the original 2022 budget)	(14,484)
General fund - fund balance transfer, to be approved with this amendment, to cover other fund deficit:	
SR 274 Beautification Fund - 2005/2006 Ellis Fountain costs	(6,270)
Net Expenditures for December 31, 2022 (Reduction to fund balance)	<u>(\$394,716)</u>

The approval of the proposed amended budgets includes the following transfers:

Transfer from Tax Increment District (TID) #6 as “donor” to TID #9 as “distressed” to reduce the accumulated deficit in TID #9:
TID #6 transfer out \$(321,199)
TID #9 transfer in \$321,199

The 12/31/2022 ending deficit of TID #9 is (\$593,197) after the above transfer of funds. The 2021 ending deficit was (\$1,102,177).

Transfer from Waterfront Development, fund 453, to Streets Capital, fund 470, in the amount of \$22,340.98, for the balance of expenses not covered by the US Army Core of Engineers Grant, for the Stuntz Ave Extension Project.

Transfer from Sidewalk Capital, fund 471, to Streets Capital, fund 470, in the amount of \$20,225.78, for the 2021 Chapple Avenue Watermain Replacement Project sidewalks expense.

RESOLUTION No. 17737

RESOLUTION TO AMEND THE 2022 GENERAL FUND, SPECIAL REVENUE FUNDS, DEBT SERVICE FUNDS, CAPITAL PROJECT FUNDS, AND INTERNAL SERVICE FUNDS BUDGETS PER WIS. STATE STATUTE 65.90(5)(a)

WHEREAS, the Common Council for the City of Ashland, Wisconsin, at the August 29, 2023 meeting, has deliberated the formation of the 2022 municipal budget amendment; and

WHEREAS, the Common Council for the City of Ashland, Wisconsin has concluded that budget appropriation adjustments are necessary for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, and Internal Service Funds.

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of Ashland, Wisconsin hereby adopts the 2022 Budget Amendment for appropriation adjustments as summarized on the attachment to this Resolution.

PASSED: August 29, 2023

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Matthew MacKenzie, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

CITY OF ASHLAND - 2022 AMENDED BUDGET SUMMARY
Common Council approved per Wis. State Statute 65.90(5)(a) August 29, 2023

General Fund Detail

Sources of Funds	ADOPTED 2022 Budget	AMENDED 2022 Budget	Adopted to Amended Percent Change	Proposed
Revenues:				
Taxes:				
General Property Taxes	\$2,833,374	\$2,833,374	0.00%	
Other Taxes	476,640	476,640		
Special Assessments	0	0		
Intergovernmental Revenues	4,716,956	4,716,956		
Licenses & Permits	164,010	164,010		
Fines, Forfeitures & Penalties	20,000	20,000		
Public Charges for Service	1,725,800	1,725,800		
Intergovernmental Charges for Service	815,185	815,185		
Miscellaneous Revenues	90,650	90,650		
Other Financing Sources	144,950	144,950		
Total General Fund Revenues	10,987,565	10,987,565	0.00%	
Fund Balance Applied	132,284	132,284		
Total Sources of General Funds	\$11,119,849	\$11,119,849	0.00%	
Uses of Funds				
Expenditures:				
General Government	\$2,036,929	\$2,020,529		
Public Safety	5,362,270	5,311,050		
Public Works	2,087,381	2,106,381		
Health & Human Services	149,445	149,445		
Culture, Recreation & Education	571,734	575,414		
Conservation & Development	236,520	224,065		
Total General Fund Expenditures	10,444,279	10,386,884	-0.550%	
Other Financing Uses:				
Transfers to Special Revenue Funds	464,100	489,275		
Transfers to Debt Service Funds	0	0		
Transfers to Capital Projects Funds	57,700	57,700		
Transfers to Enterprise Funds	68,770	68,770		
Transfers to Internal Service Funds	85,000	117,220		
Total Other Financing Uses	675,570	732,965	8.50%	
Current Year Fund Balance Reserved	0	0		
Total Uses of General Funds	\$11,119,849	\$11,119,849	0.00%	

The amended budget redistributes the appropriation of funds for Expenditures and for Other Financing Uses for 2022

Amending All Governmental & Internal Service Funds

(Enterprise Funds shown as originally approved by respective commission or City Council)

	Fund Bal. 12/31/21	Total Revenues	Total Expenditures	Est. Fund Bal. 12/31/22	Property Tax Contribution
General Fund	\$4,829,633	\$10,987,565	\$11,119,849	\$4,697,349	\$2,833,374
Special Revenue Funds	63,435	2,474,099	1,978,042	559,492	257,486
Debt Service Funds	310,858	1,755,952	1,754,220	312,590	1,680,328
Capital Projects Funds	1,304,095	2,860,244	4,159,088	5,251	0
Enterprise Funds - Original Budgets	28,672,110	5,101,527	5,534,379	28,239,258	0
Internal Service Funds	396,604	252,273	282,547	366,330	0
Total	\$35,576,735	\$23,431,660	\$24,828,125	\$34,180,270	\$4,771,188

Mill Rate Calculation

	2019 Actual	2020 Budget	2021 Budget	2022 Budget	Percent Change
Amount to be Raised by Taxes	\$4,040,950	\$4,161,103	\$4,399,708	\$4,771,188	8.44%
Assessed Value	413,813,750	420,745,300	420,903,200	469,917,700	11.65%
Mill Rate (\$ per \$1,000 assessed value)	9.7651	9.8898	10.4530	10.1532	-2.87%

CITY OF ASHLAND

2022 PROPOSED BUDGET AMENDMENT SUMMARY WORKSHEET

Property Tax Levy

Assessed Value

Mill Rate

Gross Levy

Less Restricted Levy:

TIF Levy

Debt Service Levy

Long-term G.O. Debt Service

Short-Term GO Debt Service

Net Debt Service Levy

Total Restricted Levy

Net Expendable Levy

Net Levy Available for General Fund

Post-Levy Property Tax Adjustments

Non-Tax General Fund Revenues

Appropriation of Fund Balance

Total General Fund Revenues

Uses of General Funds

General Fund Transfer to Other Funds:

SR 215 - Vaughn Library

SR 245 - Planning & Redevelopment

SR 260 - Recycling

SR 277 - Wetland Mitigation

SR 272 - Beautification Fund

CP 454 - Equipment Leases

CP 460 - Public Works Capital Equip.

CP 461 - Fire/Amb Capital Equip.

CP 470 - Capital Street Improvements

CP 480 - Urban Forestry

EF 610 - JFK Airport

IS 750 - Post Retirement Benefits Reserve

CP 491 / TA 810 - Landfill (LTC)

Total Transfers to Other Funds

Net Available for General Fund Operations

General Fund Operations

GENERAL GOVERNMENT

Mayor

City Council

City Administrator

Police & Fire Commission

City Attorney

City Clerk

Approved 2022 Budget	2022 Preliminary	Preliminary (Over) Under 2022 Budget	Proposed Budget Adjustment	Proposed Amended Budget	Budget Amendment Notes
469,917,700	469,917,700	-	-	469,917,700	
10.1532	10.1532	0.0000	0.0000	10.1532	
\$ 4,771,188	\$ 4,771,188	\$ -	\$ -	\$ 4,771,188	No change
(257,486)	(257,486)	-	-	(257,486)	
(1,407,328)	(1,407,328)	-	-	(1,407,328)	
(273,000)	(273,000)	-	-	(273,000)	
(1,680,328)	(1,680,328)	-	-	(1,680,328)	
(1,937,814)	(1,937,814)	-	-	(1,937,814)	
\$ 2,833,374	\$ 2,833,374	\$ -	\$ -	\$ 2,833,374	No change
\$ 2,833,374	\$ 2,833,374	-	-	\$ 2,833,374	
-	386	386	-	-	
8,154,191	8,186,622	(32,431)	-	8,154,191	
132,284	-	132,284	-	132,284	
\$ 11,119,849	\$ 11,020,382	\$ 99,467	\$ -	\$ 11,119,849	No proposed budget amendments
(312,000)	(312,000)	-	-	(312,000)	
(66,500)	(75,273)	(8,773)	(8,773)	(75,273)	\$8,773 - electric vehicle charging station balance
(85,600)	(87,512)	(1,912)	(1,912)	(87,512)	Additional recycling expenses for 2022
-	(14,484)	(14,484)	(14,484)	(14,484)	2022 final year of wetland bank mitigation costs not in original budget
-	(6,270)	(6,270)	-	-	Transfer for 2005 amount expended on Ellis water fountain over revenues
(5,000)	(5,000)	-	-	(5,000)	
(15,000)	(15,000)	-	-	(15,000)	
-	(375,400)	(375,400)	-	-	Utilizing fund balance for two ambulances
(26,700)	(84,300)	(57,600)	-	(26,700)	Utilizing fund balance for street project
(6,000)	(6,000)	-	-	(6,000)	
(68,770)	(68,770)	-	-	(68,770)	
(85,000)	(117,216)	(32,216)	(32,216)	(117,216)	Additional transfer for employee retirement payouts
(5,000)	(5,000)	-	-	(5,000)	
\$ (675,570)	\$ (1,172,225)	\$ (496,655)	\$ (57,385)	\$ (732,955)	
\$ 10,444,279	\$ 9,848,157	\$ 596,122	\$ (57,385)	\$ 10,386,894	
(29,670)	(23,153)	6,517	-	(29,670)	
(71,775)	(55,181)	16,594	16,000	(55,775)	Reduction in number of Aldermen; reclass to other general gvnt budgets
(142,745)	(142,313)	432	-	(142,745)	
(7,900)	(13,731)	(5,831)	(5,840)	(13,740)	Hiring expenses over budget
(60,000)	(102,042)	(42,042)	(42,050)	(102,050)	Unexpected litigation costs
(100,350)	(103,210)	(2,860)	(2,860)	(103,210)	Personnel and training expenses over budget

CITY OF ASHLAND

2022 PROPOSED BUDGET AMENDMENT SUMMARY WORKSHEET

	Approved 2022 Budget	2022 Preliminary	Preliminary (Over) Under 2022 Budget	Proposed Budget Adjustment	Proposed Amended Budget	Budget Amendment Notes
Personnel	(87,095)	(83,376)	3,719	-	(87,095)	
Elections	(73,365)	(76,352)	(2,987)	(3,000)	(76,365)	Personnel expenses over budget - hours depend on election needs
Technology Services	(353,370)	(266,637)	86,733	69,506	(283,864)	\$53,110 reclass to other general gvnt budgets to cover overages; \$16,396 reclass to transfer to other funds for recycling and wetland mitigation
Other City Hall	(89,525)	(87,066)	2,459	-	(89,525)	
Finance	(392,950)	(396,244)	(3,294)	(3,300)	(396,250)	Personnel costs over budget due to LTE hours
Assessor	(32,800)	(31,887)	913	-	(32,800)	
Buildings & Facilities Maintenance	(471,284)	(471,881)	(597)	(600)	(471,884)	Small overage in building maintenance expenses
Misc & Insurance	(124,100)	(135,553)	(11,453)	(11,460)	(135,560)	Insurance expenses higher than what was budgeted
TOTAL GENERAL GOVERNMENT	\$ (2,036,929)	\$ (1,988,626)	\$ 48,303	\$ 16,396	\$ (2,020,533)	
PUBLIC SAFETY						
Police	(2,241,625)	(2,305,894)	(64,269)	(64,300)	(2,305,925)	Expenses over due to - \$10,020-Public safety policy resources; \$9,289 gas; \$26,913 five squad radio repeaters; \$20,844 utilities
Fire	(1,445,425)	(1,211,789)	233,636	143,416	(1,302,009)	Personnel under budget. Move \$64,300 to Police and \$27,900 Ambulance; \$19,000 to Sanitation; and \$32,216 to fund 750 for retirements
Ambulance	(1,508,615)	(1,536,444)	(27,829)	(27,900)	(1,536,515)	Expenses are estimated between Fire and Ambulance - overall under budget
Public Fire Protection Fee	(19,300)	(19,125)	175	-	(19,300)	
Building Inspection	(147,305)	(127,089)	20,216	-	(147,305)	
TOTAL PUBLIC SAFETY	\$ (5,362,270)	\$ (5,200,341)	\$ 161,929	\$ 51,216	\$ (5,311,054)	
HEALTH & SOCIAL SERVICES						
Animal Control	(79,945)	(79,073)	872	115	(79,830)	Move to pest control
Pest Control	(8,500)	(8,615)	(115)	(115)	(8,615)	From Animal Control
Mt. Hope Cemetery	(61,000)	(61,000)	-	-	(61,000)	
TOTAL HEALTH & SOCIAL SERVICES	\$ (149,445)	\$ (148,688)	\$ 757	\$ -	\$ (149,445)	
PUBLIC WORKS						
Public Works	(1,652,289)	(1,645,728)	6,561	6,500	(1,645,789)	Move to Sanitation
Transportation	(31,000)	(31,000)	-	-	(31,000)	
Sanitation	(404,092)	(429,549)	(25,457)	(25,500)	(429,592)	Landfill testing and leachate expenses
TOTAL PUBLIC WORKS	\$ (2,087,382)	\$ (2,106,277)	\$ (18,895)	\$ (19,000)	\$ (2,106,382)	
LEISURE ACTIVITIES						
Community Programs	(27,550)	(27,300)	250	-	(27,550)	
Parks	(239,209)	(240,945)	(1,736)	(1,740)	(240,949)	Various items
Recreation Programs (APR)	(300,025)	(301,513)	(1,488)	(1,490)	(301,515)	Various items
Municipal Band	(4,950)	(5,400)	(450)	(450)	(5,400)	Performance expense
TOTAL LEISURE ACTIVITIES	\$ (571,734)	\$ (575,158)	\$ (3,424)	\$ (3,680)	\$ (575,414)	
CONSERVATION & DEVELOPMENT						
Planning and Development	(236,520)	(223,783)	12,737	12,453	(224,067)	Transf \$8773 to Fund 245-EV charging station balance & \$3680 to Leisure Activities
TOTAL CONSERVATION & DEVELOPMENT	\$ (236,520)	\$ (223,783)	\$ 12,737	\$ 12,453	\$ (224,067)	
Total General Fund Expenditures for Operations	\$ (10,444,279)	\$ (10,242,873)	\$ 201,406	\$ 57,385	\$ (10,386,894)	
Total Uses of General Funds	\$ (11,119,849)	\$ (11,415,098)	\$ (295,249)	\$ -	\$ (11,119,849)	
Net (Expenditures) over Revenue	\$ (0)	\$ (394,716)	\$ (394,716)	\$ -	\$ (0)	

CITY OF ASHLAND
2021 PROPOSED BUDGET AMENDMENT
GENERAL FUND REVENUES

ACCOUNT DESCRIPTION			Approved	2022	Preliminary	Proposed	Proposed	Budget Amendment Notes
			2022	2022	Over (Under)	Budget	Amended	
TAXES			Budget	Preliminary	2022 Budget	Adjustment	Budget	
100	41110	GENERAL PROPERTY TAXES	2,833,374	2,833,760	386	0	2,833,374	
100	41140	MOBILE HOME TAXES	24,000	27,527	3,527	0	24,000	
100	41210	MOTEL/HOTEL TAXES	10,000	10,890	890	0	10,000	
100	41222	SALES TAX - CITY SHARE	140	108	(32)	0	140	
100	41310	TAXES - WATER UTILITY PILOT	400,000	381,023	(18,977)	0	400,000	
100	41320	TAXES - TAX EXEMPT PILOT	40,000	76,857	36,857	0	40,000	
100	41800	PENALTIES ON DELINQUENT TAXES-PP	1,000	598	(402)	0	1,000	
100	41810	PENALTIES ON DELINQUENT TAXES-Utilities	1,500	1,961	461	0	1,500	
100	41900	OTHER TAXES	0	1,382	1,382	0	0	
TOTAL TAXES:			3,310,014	3,334,106	24,092	0	3,310,014	
SPECIAL ASSESSMENTS								
100	42000	SPECIAL ASSESSMENTS	0	0	0	0	0	
TOTAL SPECIAL ASSESSMENTS:			0	0	0	0	0	
INTERGOVERNMENTAL								
100	43300	FEDERAL GRANTS	0	0	0	0	0	
100	43410	SHARED REVENUES	3,712,076	3,747,459	35,383	0	3,712,076	
100	43411	EXPENDITURE RESTRAINT	132,474	132,474	0	0	132,474	
100	43412	EXEMPT COMPUTER AID	18,500	18,529	29	0	18,500	
100	43413	PERSONAL PROPERTY TAX AID	47,870	47,871	1	0	47,870	
100	41314	VIDEO SERVICE PROVIDER AID	18,533	18,533	0	0	18,533	
100	43420	STATE FIRE DUES	21,000	19,094	(1,906)	0	21,000	
100	43529	OTHER PUBLIC REVENUE	50,000	59,354	9,354	0	50,000	
100	43531	STATE GENERAL TRANS AID	627,312	625,575	(1,737)	0	627,312	
100	43530	STATE GRANT REVENUE	100	34,763	34,663	0	100	
100	43533	STATE CONNECTING HWY AID	76,591	76,591	0	0	76,591	
100	43610	PAYMENT FOR MUNICIPAL SERVICE	12,500	16,282	3,782	0	12,500	
100	43799	OTHER LOCAL GOVT GRANTS	0	0	0	0	0	
TOTAL INTERGOVERNMENTAL:			4,716,956	4,796,525	79,569	0	4,716,956	
LICENSES & PERMITS								
100	44100	LICENSES - BUSINESS & OCCUPATIONAL	35,000	31,090	(3,910)	0	35,000	
100	44110	CABLE FRANCHISE FEE	76,000	76,861	861	0	76,000	
100	44200	LICENSES - NON BUSINESS	10	2	(8)	0	10	
100	44300	BUILDING & STREET-CUT PERMITS	47,000	62,898	15,898	0	47,000	
100	44400	ZONING PERMITS & FEES	6,000	3,543	(2,457)	0	6,000	
TOTAL LICENSES & PERMITS:			164,010	174,394	10,384	0	164,010	
FINES, FORFEITS & PENALTIES								
100	45100	LAW & ORDINANCE VIOLATIONS	20,000	14,716	(5,284)	0	20,000	
TOTAL FINES, FORFEITS & PENALTIES:			20,000	14,716	(5,284)	0	20,000	
PUBLIC CHARGES FOR SERVICES								
100	46100	OTHER REVENUES - GENERAL GOVT	9,000	11,932	2,932	0	9,000	
100	46210	POLICE SERVICES	5,000	3,205	(1,795)	0	5,000	
100	46220	FIRE PROTECTION FEES	1,000	878	(122)	0	1,000	
100	46230	AMBULANCE/EMS FEES	995,000	1,058,270	63,270	0	995,000	
100	46231	AMB PROTECTION FEES	12,000	14,822	2,822	0	12,000	
100	46290	SPECIAL CHARGES	6,100	90	(6,010)	0	6,100	
100	46310	PUBLIC WORKS CHARGES	50,000	32,162	(17,838)	0	50,000	
100	46330	PARKING RENT & FINES	10,000	8,034	(1,966)	0	10,000	

CITY OF ASHLAND
2021 PROPOSED BUDGET AMENDMENT
GENERAL FUND REVENUES

ACCOUNT DESCRIPTION			Approved 2022	2022	Preliminary Over (Under)	Proposed Budget	Proposed Amended	Budget Amendment Notes
PUBLIC CHARGES FOR SERVICES Cont.								
100	46420	REFUSE/GARBAGE COLLECTION FEES	350,000	356,751	6,751	0	350,000	
100	46421	RECYCLING FEES	39,000	35,862	(3,138)	0	39,000	
100	46431	SPRING CLEANUP FEES	1,800	0	(1,800)	0	1,800	
100	46440	WEED/NUISANCE CONTROL	5,000	1,150	(3,850)	0	5,000	
100	46510	ANIMAL CONTROL FEES	3,000	3,118	118	0	3,000	
100	46720	PARKS REVENUE	150,000	146,601	(3,399)	0	150,000	
100	46721	PW FUEL TAX REFUND	3,500	3,851	351	0	3,500	
100	46722	PW ADMIN FEE	5,400	6,419	1,019	0	5,400	
100	46755	LEISURE PROGRAMS & REC FEES	80,000	93,268	13,268	0	80,000	
TOTAL PUBLIC CHARGES:			1,725,800	1,776,413	50,613	0	1,725,800	
INTERGOVERNMENTAL CHARGES FOR SERVICES								
100	47321	LIAISON OFFICER-REIMBURSE	80,190	82,317	2,127	0	80,190	
100	47323	FIRE- TOWNSHIP CONTRACTS	140,292	141,728	1,436	0	140,292	
100	47324	AMBULANCE - TOWNSHIP CONTRACTS	316,433	316,433	0	0	316,433	
100	47330	GIS REIMBURSEMENT (COUNTY)	0	0	0	0	0	
100	47400	ATTORNEY - UTILITY REIMBURSE	5,000	0	(5,000)	0	5,000	
100	47401	UTILITY COST SHARE	221,570	233,250	11,680	0	221,570	
100	47403	AIRPORT ADMIN REIMBURSEMENT	8,000	8,000	0	0	8,000	
100	47405	CHARGES TO LIBRARY	43,700	40,073	(3,627)	0	43,700	
TOTAL INTERGOVERNMENTAL CHARGES:			815,185	821,801	6,616	0	815,185	
MISCELLANEOUS REVENUES								
100	48110	INTEREST ON CASH & INVESTMENTS	20,000	16,468	(3,532)	0	20,000	
100	48200	PROPERTY RENTS & LEASES	28,500	28,374	(126)	0	28,500	
100	48300	SALES OF REAL PROPERTY	0	0	0	0	0	
100	48309	SALES OF OTHER EQUIP & PROPERTY	0	0	0	0	0	
100	48420	INS CLAIMS REIMB - POLICE	0	0	0	0	0	
100	48430	INS CLAIMS REIMB - HWY RELATED	0	5,344	5,344	0	0	
100	48440	INS CLAIMS REIMB - OTHER	0	0	0	0	0	
100	48500	GENERAL DONATIONS & GIFTS	1,000	443	(557)	0	1,000	
100	48900	WORKERS COMP WAGE REIMB	2,000	1,269	(731)	0	2,000	
100	48901	MISCELLANEOUS	4,150	3,972	(178)	0	4,150	
100	48910	INSURANCE DIVIDENDS	35,000	28,857	(6,143)	0	35,000	
TOTAL MISCELLANEOUS:			90,650	84,727	(5,923)	0	90,650	
OTHER FINANCING SOURCES & TRANSFERS								
100	49220	TRANS FROM SPEC REVENUE	2,800	0	(2,800)	0	2,800	
100	49240	TRANS FROM CAPITAL PROJ (Waterfront)	17,700	17,700	0	0	17,700	
100	49270	TRANS FROM INTERNAL SERVICE FUND	124,450	0	(124,450)	0	124,450	
TOTAL OTHER FIN. SOURCES:			144,950	17,700	(127,250)	0	144,950	
TOTAL GENERAL FUND REVENUES:			10,987,565	11,020,382	32,817	0	10,987,565	
Non Property Tax GF Revenues			8,154,191	8,186,622	32,431	0	8,154,191	

City of Ashland

2022 Proposed Special Revenue Funds - Budget Summary

Fund Name	Fund	Estimated Fund Balance Jan 1, 2022	Tax Levy	General Fund Transfers In	Special Revenue Transfers In	Other Revenue	Total Revenues	Expenditures	Transfer out to Debt Service	Transfer out to Spec Rev Cap Proj	Total Expenditures	Estimated Fund Balance Dec 31, 2022	Notes
Library Donations	214	194,580	0	0	0	30,086	30,086	47,591	0	0	47,591	177,075	State statute & Donor restricted; includes grants; includes fundraising for library renovations
Library Operations	215	132,131	0	312,000	0	155,958	467,958	438,178	0	0	438,178	161,911	State statute - restricted
Insurance Loss Deductible Reserv	229	22,744	0	0	0	35,889	35,889	29,199	0	0	29,199	29,434	Restricted-City's insurance claims deductible
State Hazmat Contract	230	0	0	0	0	24,988	24,988	24,988	0	0	24,988	0	State Grant- Training/equipment/hazmat calls
Police Programs	233	92,046	0	0	0	43,510	43,510	32,784	0	0	32,784	102,772	Grant & Donor - restricted - K-9 program; training; equipment
Revolving Loan Fund - Housing	240	322,888	0	0	0	80,188	80,188	272,030	0	0	272,030	131,046	State Grant - restricted
Revolving Loan Fund - Economic	241	(148)	0	0	0	66,063	66,063	66,063	0	0	66,063	(148)	DOA Program Closed-Out; administered by the State
Comprehensive Planning	245	(27,431)	0	75,273	0	367,126	442,399	282,318	0	10,000	292,318	122,650	ARPA funding and expenses; Main Street Program; Electric vehicle charging station
Home Improvement Programs	246	19,212	0	0	0	114,175	114,175	118,444	0	0	118,444	14,943	Donor restricted; includes private lead lateral replacements
Breakwall Maintenance	250	538,855	0	0	0	1,558	1,558	0	0	0	0	540,413	Breakwater Agreement - NSP WI
City-wide recycling	260	0	0	87,512	0	56,987	144,499	144,499	0	0	144,499	0	State Grant \$56,987 restricted
BCC Teen Center	272	43,460	0	0	0	27,599	27,599	21,827	0	0	21,827	49,232	Grant/Donor restricted; Scholarships for BCC programs
Community Imprv (Beautification)	274	3,552	0	6,270	0	3,435	9,705	8,162	0	0	8,162	5,095	Donor restricted - downtown flowers and beautification committee
Wetland Mitigation	277	2,514	0	14,484	0	0	14,484	16,998	0	0	16,998	0	Required wetland "bank" maintenance thru 2022
Tax Increment #10 (New 2017)	280	(178,792)	44,009	0	0	65,338	109,347	150	75,473	36,667	112,290	(181,735)	State restricted-Cobblestone & Main St W Transfer balance of tax increment to TID# 10 Capital Projects fund for future development costs
Tax Increment #6 (Donor)	281	0	125,376	0	0	195,973	321,349	150	0	321,199	321,349	0	State restricted-Super One & Depot area
Tax Increment #9 (Distressed)	284	(1,102,176)	88,101	0	321,199	131,002	540,302	31,322	0	0	31,322	(593,196)	State restricted-Timeless Timber & Honda area
Totals		63,435	257,486	495,539	321,199	1,399,875	2,474,099	1,534,703	75,473	367,866	1,978,042	559,492	

City of Ashland

2022 Proposed Debt Service Funds -Budget Summary

Fund Name	Fund #	Estimated Fund Balance Jan 1, 2022	Tax Levy	Other Funds Transfers In	Total Revenues	Principal	Interest	Fees	Transfer	Total Expenditures	Estimated Fund Balance Dec 31, 2022	Notes
2007 Safe Drinking Water Loan-Street Portion-Turner Road	310	850	13,310	0	13,310	12,308	998	0	0	13,306	854	Year 2027 final pmt
GO Promissory Note 2011	361	151	0	0	0	0	0	0	151	151	0	Transfer to Fund 395
GO Bonds 2015A - 4/01/2015	362	-50	432,131	0	432,131	330,000	101,631	500	0	432,131	-50	Year 2035 final pmt
GO Promissory Note 2015B	363	47	128,562	0	128,562	116,009	12,553	0	0	128,562	47	Year 2025 final pmt
GO Promissory Note 2020C	366	0	497,752	0	497,752	380,000	117,711	0	0	497,711	41	Year 2030 balloon payment
GO Promissory Note 2017B	367	78	335,573	0	335,573	300,000	35,123	450	0	335,573	78	Year 2027 final pmt
State Trust Fund Loan TID# 10	392	0	0	75,473	75,473	57,355	18,118	0	0	75,473	0	Year 2028 final pmt
Funds for Levelizing Annual Debt Payments	395	309,782	0	151	151	0	0	0	0	0	309,933	To be applied to future debt payments as needed
Totals - Long-Term Debt		310,858	1,407,328	75,624	1,482,952	1,195,672	286,134	950	151	1,482,907	310,903	
Dec 2021 Short-Term Loan for capital assets-paid in 2022	371	0	273,000	0	273,000	270,000	1,313	0	0	271,313	1,687	Carry forward and apply to 2023 ST note pmt
Total Short-Term Debt		0	273,000	0	273,000	270,000	1,313	0	0	271,313	1,687	
Total		310,858	1,680,328	75,624	1,755,952	1,465,672	287,447	950	151	1,754,220	312,590	

City of Ashland
2022 Proposed Capital Project Funds - Budget Summary

Fund Name	Fund #	Estimated Fund Balance Jan 1, 2022	Tax Levy	General Fund Transfers In	Cap Proj Special Revenue Transfers In	Other Revenue	Total Revenues	Expenditures	Transfers out to other funds	Total Expenditures	Estimated Fund Balance Dec 31, 2022	Notes
TID #10	414	26,597	0	0	36,062	29	36,091	26,882	0	26,882	35,806	Expenditure period ends 5/30/2039 (RESTRICTED) Main St West. Tax increment transferred in from SR-280 for future development costs.
Public Transportation	415	22,000	0	0	0	0	0	0	0	0	22,000	Restricted-BART transportation capital
Building Facilities Fund	450	22,532	0	0	0	230,122	230,122	150,138	0	150,138	102,516	Grants and expenditures related to building improvements
Waterfront Development	453	386,948	0	0	0	152,680	152,680	0	265,032	265,032	274,596	Restricted - Room Tax Revenue Fund for Waterfront parks/trails areas for improvements.
Equipment Leases	454	16,637	0	5,000	0	0	5,000	20,585	0	20,585	1,052	Vehicle leases
Land Acquisition	455	(105,902)	0	0	0	24,779	24,779	0	0	0	(81,123)	Future land sales to recover costs
Public Works Capital	460	100,200	0	0	152,900	129,120	282,020	518,242	0	518,242	(136,022)	Equipment replacement
Fire Department Capital	461	143,680	0	375,400	0	42,429	417,829	33,979	0	33,979	527,530	Equipment replacements - Ambulance and restricted grants/donations.
Police Department Capital	462	8,984	0	15,000	0	33,643	48,643	77,960	0	77,960	(20,333)	Police vehicle leases and equipment
Technology Capital Equipme	463	8,939	0	0	0	0	0	0	0	0	8,939	Website/Civic Clerk software & election equipment
Capital Street Improvement including storm	470	514,661	0	84,300	71,614	1,094,628	1,250,542	1,667,592	152,900	1,820,492	(55,289)	Streets/sidewalks/storm improvements: grants and capital expenditures
Capital Sidewalk Improvement including special assessments	471	255,364		0	0	4,846	4,846	0	49,273	49,273	210,937	Sidewalk Special Assessments and Capital Projects transfer to CP 470 for sidewalk improvements
Urban Forestry	480	1,214	0	6,000	0	9,850	15,850	25,778	0	25,778	(8,714)	DNR urban forestry grant
Parks and Recs Improvemer	481	(137,121)	0	0	234,991	151,851	386,842	1,170,727	0	1,170,727	(921,006)	Ore Dock projects \$4M funded by grants and the Ore Dock Trust. Other-misc equipment and trail repair
Landfill Improvement	491	39,362	0	5,000	0		5,000	0	0	0	44,362	Equipment replacement and site improvements
Total Capital Project Funds		1,304,095	0	490,700	495,567	1,873,977	2,860,244	3,691,883	467,205	4,159,088	5,251	

City of Ashland

2022 Enterprise Funds & Proposed Internal Service Funds - Budget Summary

Fund Name	Fund #	Estimated Fund Balance Jan 1, 2022	General Fund Transfers In	Appropriate Fund Balance - City portion	Other Revenue	Total Revenues	Expenditures	Transfer to General Fund	Total Expenditures	Estimated Fund Balance Dec 31, 2022
(NOT AMENDING ENTERPRISE FUNDS BUDGETS - SHOWN AS APPROVED BY COUNCIL AND COMMISSIONS)										
Enterprise Funds:										
Airport	610	1,933,250	68,770	4,120	244,140	317,030	186,150	0	323,150	1,927,130
Marina	620	2,238,160	0	0	242,130	242,130	183,762	0	268,022	2,212,268
Water	680	10,766,280	0	0	2,354,438	2,355,788	1,679,877	0	2,278,197	10,843,871
Sewer	690	13,734,420			2,164,079	2,186,579	1,775,010		2,665,010	13,255,989
Total Enterprise		28,672,110	68,770	4,120	5,004,787	5,101,527	3,824,799	0	5,534,379	28,239,258
						5,101,527			5,534,379	
Internal Service Funds:										
Flex/Dental/EE Benefits	723	342,211	0	0	134,876	134,876	110,757	0	110,757	366,330
Retirement Benefits	750	54,393	117,216	0	181	117,397	171,790	0	171,790	0
Total Internal Service		396,604	117,216	0	135,057	252,273	282,547	0	282,547	366,330

CITY OF ASHLAND

GENERAL FUND BALANCE COMPONENTS AS OF DECEMBER 31, 2022 ESTIMATE

<u>CHANGES IN TOTAL GENERAL FUND BALANCE</u>	<u>2022</u> <u>Estimate</u>	<u>2021</u>	<u>2020</u>
Total Fund Balance January 1	\$ 4,884,024	\$ 4,722,683	\$ 4,708,836
Annual net revenue or (annual net expense) Note: audit combines funds 100 & 750	(449,109)	161,341	13,847
Total Fund Balance December 31	\$ 4,434,915	\$ 4,884,024	\$ 4,722,683

GENERAL FUND BALANCE COMPONENTS

FUND BALANCE NOT AVAILABLE FOR USE:			
COVERS NEGATIVE CASH BALANCE FOR OTHER FUNDS:	<u>2022</u>	<u>2021</u>	<u>2020</u>
TIF #9	97,256	578,213	1,115,381
Land Acquisitions	80,915	105,694	105,694
TOTAL NEGATIVE CASH BALANCE - OTHER FUNDS	178,171	683,907	1,221,075
DELINQUENT PERSONAL PROPERTY TAX	3,029	637	2,038
DELINQUENT UTILITY CHARGES	27,961	24,791	23,784
PREPAID ITEMS/INVENTORY/MISC	36,359	67,854	69,413
TOTAL FUND BALANCE NOT AVAILABLE FOR USE	\$ 245,520	\$ 777,189	\$ 1,316,310
Percent of Total Fund Balance	5.54%	15.91%	27.87%
SPENDABLE:			
FUND BALANCE AVAILABLE FOR USE - UNRESTRICTED	\$ 4,189,395	\$ 4,106,835	\$ 3,406,373
Percent of Total Fund Balance	94.46%	84.09%	72.13%

TOTAL MINIMUM FUND BALANCE CALCULATION	2023	2022	2021
Budget - Total Uses of General Funds	\$ (11,734,518)	\$ (11,119,849)	\$ (11,030,922)
Minimum Fund Balance = 30% of total uses	(3,520,355)	(3,335,955)	(3,309,277)
Unrestricted Fund Balance (Spendable)	4,189,395	4,106,835	3,406,373
Unrestricted Fund Balance over minimum	\$ 669,040	\$ 770,880	\$ 97,096
Assigned fund balance to future budget	(573,774)	(132,284)	
Fund Balance Available	\$ 95,266	\$ 638,596	

SUBJECT: Approve a Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing through the State of Wisconsin Environmental Improvement Fund for the 2023 Sanitary Sewer Rehabilitation and Replacement Projects (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Public Works Director

EXHIBITS: 1. Proposed Resolution No. 17735

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

**TREASURER'S
CERTIFICATE:** NA

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

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

SUMMARY STATEMENT:

At the March 14, 2023 meeting, the Council approved a professional services agreement with Short, Elliot, Hendrickson (SEH) for grant administration services related to the 2023 Sanitary Sewer Replacement and Rehabilitation Projects. The Replacement project refers to open cut pipe replacement while the Rehabilitation Project refers to cure in place pipe lining (CIPP). SEH is assisting the City with pursuit of funding for both projects through the Wisconsin Department of Natural Resources' (WI DNR) Clean Water Loan Program (CWLP). Both City projects are administered as a single project in the CWLP.

The Council is asked to adopt the attached Resolution to ensure that it will be possible to reimburse municipal funds from the CWLP loan to support municipal investments required for sewer main replacement and/or rehabilitation associated with both projects. Debt service for both projects can be funded through revenue from existing user rates for the sanitary sewer system.

The City is not guaranteed approval of CWLP funds but has remained in contact with WI DNR staff about the application and need for the project. The CWLP has recently received an increase in funding available as a result of the Bipartisan Infrastructure Law.

RESOLUTION No. 17735

RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING THROUGH THE STATE OF WISCONSIN ENVIRONMENTAL IMPROVEMENT FUND FOR THE 2023 SANITARY SEWER REHABILITATION AND REPLACEMENT PROJECTS

WHEREAS, the City of Ashland, Wisconsin intends to file an application for State financial assistance for rehabilitation improvements to the sanitary sewer system WDNR project number 4525-21 (referred to as the "Project"), under the Wisconsin Environmental Improvement Fund; and

WHEREAS, the City of Ashland expect to finance the Project on a long-term basis by issuing tax-exempt bonds or promissory notes (the "Bonds"); and

WHEREAS, because the Bonds will not be issued prior to of June 2023, the City of Ashland City Council must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, it is necessary, desirable, and in the best interests of the City of Ashland to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

BE IT THEREFORE RESOLVED by the City of Ashland City Council that:

Section 1) Expenditure of Funds. The City of Ashland City Council shall make expenditures as needed as needed from its funds on hand to pay the costs of the Project until Bond proceeds become available.

Section 2) Declaration of Official Intent. The City of Ashland City Council hereby officially declares its intent under Treas. Regs. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expended to exceed an estimated amount of \$2,250,000 for the rehabilitation and/or replacement of sanitary sewer piping.

Section 3) Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside by the Municipality pursuant to its budget or financial policies.

Section 4) Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at the City Clerk's office within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5) Effective Date. This Resolution shall be effective upon its adoption and approval.

Passed and adopted this 29th day of August, 2023, City of Ashland, Wisconsin.

ATTEST:

Alderpersion

Denise Oliphant, City Clerk

Matthew MacKenzie, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

SUBJECT: Approve to Accept a Bid from Jake's Excavating & Landscaping, LLC and Award a Contract for the 2023 Sewer Replacement Project (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Public Works Director
Approved by Council, 03/14/2023

EXHIBITS:

1. City of Ashland, Wisconsin Sanitary Sewer Replacement Construction Map
2. Correspondence from SEH: Bid Award Recommendation
3. Tabulation of Bids - Ashland Sanitary Sewer Replacement, Districts 4, 5, 9, and 13

EXPENDITURES REQUIRED: \$ 539,217.50 Base Bid
\$ 53,921.75 Construction Contingency (10%)
\$ 593,129.25 TOTAL Construction Expenditures

AMOUNT BUDGETED: \$ 593,129.25 WI DNR Clean Water Loan (FY 2023)

**APPROPRIATION
REQUIRED:**

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

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

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

SUMMARY STATEMENT:

Short Elliot Hendrickson (SEH), on behalf of the City of Ashland Public Works Department, received and opened five bids on August 22, 2023 for the 2023 Sanitary Sewer Collection System Replacement project. The project consists of the replacement of approximately 1,565 feet (~4.5 blocks) of sanitary sewer mains and five manholes. The sewer main is located in Districts 4, 5, 9 and 13. A project location map is attached.

Previous studies have been completed to identify which districts have the most significant contributions of infiltration and inflow (I&I) within the City of Ashland's sanitary sewer collection system. Since many of these districts have been addressed through previous projects, this project focuses more on critical sewer mains in

poor condition and areas where significant maintenance issues and/or repeated sewer backups have been observed.

Work locations include nearby C.G. Bretting Manufacturing (Brettings) and Northland College. Staff has been coordinating with these entities on completion of the work. The work near Brettings includes replacement of two large diameter culverts that are failing and were constructed as part of a sewer main crossing a ravine.

The contract completion period is flexible, allowing for completion in Fall 2023 or Summer 2024, depending on the availability of the contractor.

This project will be funded by the Wisconsin Department of Natural Resources (WI DNR) Clean Water Loan Program (CWLP). The WI DNR has not proceeded with CWLP project evaluation and approval on the same time schedule as they have in previous years. Based on preliminary feedback from the WI DNR, the City expects the WI DNR to award CWLP funding to the City at an interest rate of approximately 1.5% and principal forgiveness of \$250,000. The City is working with Short Elliot Hendrickson (SEH) to submit the application for this funding.

The proposed 2023 project consists of direct replacement via excavation of publicly owned sanitary sewer mains. It will also include replacement of privately owned sewer laterals as approved by Council via the Interim Policy for Level of Service Provided to Private Sewer Laterals during Capital Construction, which authorizes the replacement of privately owned sewer laterals for this project with costs paid by property assessment. Property assessments will be proposed for Council approval separately, following review and recommendation by the Public Works Committee.

The Public Works Department, along with SEH, recommends awarding the contract to the lowest responsible bidder, Jake's Excavating & Landscaping, LLC. Jake's Excavating & Landscaping, LLC. has successfully completed the 2022 Watermain Improvements Project and is under contract with the City for the 2023 MacArthur Ave Reconstruction Project, which is ongoing and proceeding satisfactorily.



**Know what's below.
Call before you dig.**

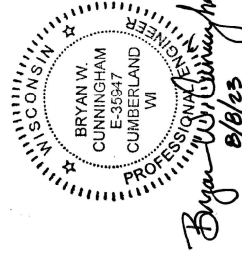
EXISTING
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PROPERTY LIN

SYMBOL	DESCRIPTION
	HORIZONTAL CONTROL POINT
	BENCHMARK
	SURVEY MARKER
	SOIL BORING
	SANITARY SEWER AND MANHOLE
	FORCE MAIN AND LIFT STATION
	SANITARY SEWER SERVICE & CLEANOUT
	WATER MAIN, HYDRANT, VALVE AND MANHOLE
	WATER SERVICE AND CURB STOP BOX
	STORM SEWER, MANHOLE AND CATCH BASIN
	CULVERT AND APRON ENDWALL
	GAS MAIN, VALVE, VENT AND METER
	BURIED FIBER OPTIC CABLE AND MANHOLE
	BURIED PHONE CABLE, PEDESTAL AND MANHOLE
	BURIED ELECTRIC CABLE, PEDESTAL, MANHOLE, OVERHEAD WIRE, POLE AND GUY WIRE
	LIGHT POLE
	TRAFFIC SIGNAL
	STREET NAME SIGN
	SIGN (NON STREET NAME)
	RAILROAD TRACKS
	DECIDUOUS AND CONIFEROUS TREE
	BUSH / SHRUB AND STUMP
	EDGE OF WOODED AREA
	WETLAND
	BUILDING
	FENCE (UNIDENTIFIED)
	CHAIN LINK FENCE
	ELECTRIC WIRE FENCE
	WOOD FENCE
	WOVEN WIRE FENCE
	PLATE BEAM GUARDRAIL
	CABLE GUARDRAIL
	POST / BOLLARD
	RETAINING WALL
	PROPOSED STREET CENTERLINE
	RIGHT-OF-WAY
	PERMANENT EASEMENT
	TEMPORARY EASEMENT
	CONSTRUCTION LIMITS
	SANITARY SEWER, BULKHEAD AND MANHOLE
	FORCE MAIN
	SANITARY SERVICE AND CLEANOUT
	WATER MAIN, TEE, HYDRANT, BULKHEAD AND CATCH BASIN
	WATER VALVE, MANHOLE, REDUCER, BEND AND CATCH BASIN
	WATER SERVICE AND CURB STOP BOX
	STORM SEWER, MANHOLE AND CATCH BASIN
	CULVERT AND APRON ENDWALL
	DITCH LINE
	ROCK / SHALE
	STREET NAME SIGN
	SIGN (NON STREET NAME)
	RETAINING WALL

THE CITY OF
ASHLAND
PUBLIC WORKS

INDEX

THIS PLAN CONTAINS 14 SHEETS.

CITY OF ASHLAND,
ASHLAND COUNTY

Bryan W. Cunningham
08/02/23

ASHLAND, WISCONSIN

PROJECT NO.
ASHLA172321

1

of 14



Building a Better World
for All of Us®

August 23, 2023

RE: Sanitary Sewer Replacement
Districts 4, 5, 9 and 13
Ashland, WI
SEH No. ASHLA 172321 Repl 14.00

Denise Oliphant, City Clerk
City of Ashland
601 Main Street W.
Ashland, WI 54806

Dear Ms. Oliphant:

On Tuesday, August 22, 2023, unit price bids were received for the Sanitary Sewer Replacement Districts 4,5,9 and 13 project. The attached Tabulation of Bids shows the unit price bids received from all bids submitted.

Five bids were received for the project. The bids ranged from \$539,217.50 to \$999,750.00. The low bid was submitted by Jake's Excavating & Landscaping LLC, Ironwood, MI. Based on our experience and review, it is our opinion that Jake's Excavating & Landscaping LLC has the required equipment and expertise to perform the work as outlined in the contract specifications. We, therefore, recommend award of the project in the low bid amount of \$539,217.50.

SEH retains electronic copies of bids and bonds of all bidders. The bid and bond of the low bidder will be incorporated into the contract documents after all applicable documentation has been signed by the Contractor and Client and provided to SEH.

We hope this analysis of the bids is adequate for your needs. If you have any questions regarding this information, please contact me.

Sincerely,

Bryan Cunningham, PE
Project Manager (Lic. WI)

hh

Enclosure

x:\ae\ashla\172321\6-bid-const\bidding documents - replacement - 8625893\bid award ltr_replace_8.23.2023.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 326 South Main Street, Suite 100, Rice Lake, WI 54868-2238

715.236.4000 | 800.903.6970 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Tabulation of Bids

Ashland, WI - Sanitary Sewer Replacement - Districts 4, 5, 9, and 13 (ASHLA 172321) (#8625893)

Owner: City of Ashland

Solicitor: SEH - Rice Lake, WI

08/22/2023 01:00 PM CDT

					Jake's Excavating & Landscaping LLC		Ritola Inc		A-1 Excavating LLC		McCabe Construction		Northern Interstate Construction, Inc.	
Line Item	Item Code	Item Description	UofM	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	01 55 25.1	Maintenance of Traffic	LS	1	\$6,500.00	\$6,500.00	\$12,500.00	\$12,500.00	\$11,000.00	\$11,000.00	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00
2	01 71 13.1	Mobilization	LS	1	\$7,500.00	\$7,500.00	\$39,105.00	\$39,105.00	\$93,500.00	\$93,500.00	\$76,300.50	\$76,300.50	\$99,488.00	\$99,488.00
3	02 41 33.1	Remove Asphalt Pavement	SY	1750	\$4.50	\$7,875.00	\$4.00	\$7,000.00	\$6.00	\$10,500.00	\$4.00	\$7,000.00	\$4.00	\$7,000.00
4	02 41 33.2	Remove Curb and Gutter	LF	100	\$8.00	\$800.00	\$7.00	\$700.00	\$10.00	\$1,000.00	\$10.50	\$1,050.00	\$10.00	\$1,000.00
5	02 41 33.3	Remove Concrete Driveway or Sidewalk	SY	180	\$5.50	\$990.00	\$6.00	\$1,080.00	\$10.00	\$1,800.00	\$15.50	\$2,790.00	\$10.00	\$1,800.00
6	02 41 33.4	Remove Sanitary Manhole	Each	3	\$500.00	\$1,500.00	\$725.00	\$2,175.00	\$600.00	\$1,800.00	\$920.00	\$2,760.00	\$1,500.00	\$4,500.00
7	02 41 33.5	Remove Storm Inlet or Manhole	Each	3	\$375.00	\$1,125.00	\$395.00	\$1,185.00	\$500.00	\$1,500.00	\$485.00	\$1,455.00	\$1,500.00	\$4,500.00
8	31 11 00.1	Clearing and Grubbing	SY	550	\$11.00	\$6,050.00	\$8.50	\$4,675.00	\$15.00	\$8,250.00	\$15.00	\$8,250.00	\$20.00	\$11,000.00
9	31 23 10.1	Common Excavation	CY	1350	\$15.00	\$20,250.00	\$19.00	\$25,650.00	\$26.00	\$35,100.00	\$37.00	\$49,950.00	\$20.00	\$27,000.00
10	31 23 33.1	Crushed Rock for Pipe Stabilization	Ton	200	\$25.00	\$5,000.00	\$26.75	\$5,350.00	\$44.00	\$8,800.00	\$20.00	\$4,000.00	\$50.00	\$10,000.00
11	31 23 33.2	Exploratory Excavation	Each	4	\$500.00	\$2,000.00	\$3,185.00	\$12,740.00	\$450.00	\$1,800.00	\$915.00	\$3,660.00	\$7,500.00	\$30,000.00
12	31 25 10.1	Inlet Protection Type C	Each	3	\$75.00	\$225.00	\$70.00	\$210.00	\$45.00	\$135.00	\$75.00	\$225.00	\$250.00	\$750.00
13	31 25 10.2	Inlet Protection Type D	Each	10	\$175.00	\$1,750.00	\$125.00	\$1,250.00	\$45.00	\$450.00	\$75.00	\$750.00	\$250.00	\$2,500.00
14	31 25 10.3	Silt Fence, Delivered, Installed and Maintained	LF	400	\$4.50	\$1,800.00	\$2.00	\$800.00	\$4.00	\$1,600.00	\$1.85	\$740.00	\$5.00	\$2,000.00
15	31 25 10.4	Erosion Mat, CI 1 Type B	SY	650	\$3.50	\$2,275.00	\$3.25	\$2,112.50	\$4.00	\$2,600.00	\$2.50	\$1,625.00	\$4.00	\$2,600.00
16	31 34 15.1	Geotextile Fabric Type SR	SY	3000	\$2.50	\$7,500.00	\$2.00	\$6,000.00	\$3.00	\$9,000.00	\$2.15	\$6,450.00	\$3.00	\$9,000.00
17	32 11 17.1	Granular Subbase Course	CY	500	\$20.00	\$10,000.00	\$20.00	\$10,000.00	\$30.00	\$15,000.00	\$29.40	\$14,700.00	\$21.00	\$10,500.00
18	32 11 26.1	Dense Graded Crushed Base Course, 1-1/4 inch	Ton	1700	\$23.55	\$40,035.00	\$27.00	\$45,900.00	\$25.00	\$42,500.00	\$25.25	\$42,925.00	\$35.00	\$59,500.00
19	32 11 26.2	Dense Graded Crushed Base Course, 3/4-inch	Ton	150	\$32.00	\$4,800.00	\$27.40	\$4,110.00	\$29.00	\$4,350.00	\$32.15	\$4,822.50	\$38.00	\$5,700.00
20	32 12 18.1	Hot Mix Asphalt Pavement	Ton	440	\$170.00	\$74,800.00	\$169.80	\$74,712.00	\$174.00	\$76,560.00	\$167.50	\$73,700.00	\$175.00	\$77,000.00
21	32 12 18.2	Adjust Manhole Casting	Each	4	\$500.00	\$2,000.00	\$315.00	\$1,260.00	\$370.00	\$1,480.00	\$615.00	\$2,460.00	\$500.00	\$2,000.00
22	32 12 18.3	Adjust Valve Box	Each	2	\$300.00	\$600.00	\$252.00	\$504.00	\$180.00	\$360.00	\$335.00	\$670.00	\$500.00	\$1,000.00
23	32 12 50.1	Saw Cut Asphalt Pavement	LF	600	\$3.50	\$2,100.00	\$3.00	\$1,800.00	\$4.00	\$2,400.00	\$3.60	\$2,160.00	\$5.00	\$3,000.00
24	32 12 50.2	Saw Cut Concrete Sidewalk or Driveway	LF	120	\$5.50	\$660.00	\$5.95	\$714.36	\$8.00	\$960.00	\$6.00	\$720.00	\$10.00	\$1,200.00
25	32 16 30.1	Patch Concrete Curb and Gutter	LF	100	\$60.00	\$6,000.00	\$59.00	\$5,900.00	\$58.25	\$5,825.00	\$56.00	\$5,600.00	\$75.00	\$7,500.00
26	32 18 40.1	4-inch Concrete Sidewalk/Driveway	SF	300	\$11.50	\$3,450.00	\$13.30	\$3,990.00	\$13.70	\$4,110.00	\$12.80	\$3,840.00	\$13.50	\$4,050.00
27	32 18 40.2	6-inch Concrete Sidewalk/Driveway	SF	400	\$12.00	\$4,800.00	\$14.95	\$5,980.00	\$14.80	\$5,920.00	\$13.80	\$5,520.00	\$14.50	\$5,800.00
28	32 18 40.3	8-inch Concrete Alley Aprons	SF	920	\$14.15	\$13,018.00	\$16.10	\$14,812.00	\$16.10	\$14,812.00	\$15.00	\$13,800.00	\$16.00	\$14,720.00
29	32 92 12.1	Turf Establishment	SY	4800	\$5.00	\$24,000.00	\$2.85	\$13,680.00	\$1.00	\$4,800.00	\$11.50	\$55,200.00	\$10.00	\$48,000.00
30	33 01 30.1	Televise Inspection of Sanitary Sewers	LF	1800	\$4.00	\$7,200.00	\$4.00	\$7,200.00	\$2.00	\$3,600.00	\$2.00	\$3,600.00	\$5.00	\$9,000.00
31	33 31 00.1	Sanitary Sewer Manhole, 48-inch Diameter with Casting	Each	5	\$4,675.00	\$23,375.00	\$8,530.00	\$42,650.00	\$4,675.00	\$23,375.00	\$7,000.00	\$35,000.00	\$8,500.00	\$42,500.00
32	33 31 00.2	Excess Manhole Depth, 48-inch Diameter	VF	9	\$335.00	\$3,015.00	\$683.00	\$6,147.00	\$410.00	\$3,690.00	\$430.00	\$3,870.00	\$2,500.00	\$22,500.00
33	33 31 00.3	Connect to Existing Sanitary Sewer Pipe	Each	8	\$650.00	\$5,200.00	\$785.00	\$6,280.00	\$1,875.00	\$15,000.00	\$710.00	\$5,680.00	\$3,500.00	\$28,000.00
34	33 31 00.4	Connect to Existing Sanitary Sewer Manhole	Each	7	\$850.00	\$5,950.00	\$715.00	\$5,005.00	\$1,980.00	\$13,860.00	\$1,935.00	\$13,545.00	\$3,000.00	\$21,000.00

Tabulation of Bids

Ashland, WI - Sanitary Sewer Replacement - Districts 4, 5, 9, and 13 (ASHLA 172321) (#8625893)
Owner: City of Ashland
Solicitor: SEH - Rice Lake, WI
08/22/2023 01:00 PM CDT

					Jake's Excavating & Landscaping LLC		Ritola Inc		A-1 Excavating LLC		McCabe Construction		Northern Interstate Construction, Inc.	
35	33 31 00.5	Sanitary Manhole Drop Section	VF	4.4	\$550.00	\$2,420.00	\$725.00	\$3,190.00	\$850.00	\$3,740.00	\$640.00	\$2,816.00	\$2,500.00	\$11,000.00
36	33 31 00.6	8-inch PVC Sanitary Sewer	LF	850	\$74.00	\$62,900.00	\$92.00	\$78,200.00	\$97.00	\$82,450.00	\$113.00	\$96,050.00	\$135.00	\$114,750.00
37	33 31 00.7	10-inch PVC Sanitary Sewer	LF	715	\$85.90	\$61,418.50	\$106.00	\$75,790.00	\$116.00	\$82,940.00	\$195.00	\$139,425.00	\$200.00	\$143,000.00
38	33 31 00.8	8-inch by 6-inch Sanitary Wye	Each	17	\$400.00	\$6,800.00	\$457.00	\$7,769.00	\$500.00	\$8,500.00	\$330.00	\$5,610.00	\$500.00	\$8,500.00
39	33 31 00.9	10-inch by 6-inch Sanitary Wye	Each	22	\$500.00	\$11,000.00	\$586.00	\$12,892.00	\$640.00	\$14,080.00	\$445.00	\$9,790.00	\$650.00	\$14,300.00
40	33 31 00.10	4-inch PVC Sanitary Sewer Service	LF	100	\$45.00	\$4,500.00	\$76.00	\$7,600.00	\$65.00	\$6,500.00	\$47.00	\$4,700.00	\$45.00	\$4,500.00
41	33 31 00.11	6-inch PVC Sanitary Sewer Service	LF	630	\$45.00	\$28,350.00	\$82.00	\$51,660.00	\$80.00	\$50,400.00	\$52.00	\$32,760.00	\$52.00	\$32,760.00
42	33 31 00.12	Connect to Existing Sanitary Sewer Service	Each	36	\$175.00	\$6,300.00	\$208.00	\$7,488.00	\$320.00	\$11,520.00	\$1,750.00	\$63,000.00	\$500.00	\$18,000.00
43	33 31 00.13	6-inch Sanitary Sewer Service Cleanout	Each	2	\$850.00	\$1,700.00	\$666.00	\$1,332.00	\$950.00	\$1,900.00	\$700.00	\$1,400.00	\$1,000.00	\$2,000.00
44	33 31 00.14	Abandon Sanitary Sewer	LS	1	\$2,000.00	\$2,000.00	\$9,115.00	\$9,115.00	\$900.00	\$900.00	\$1,515.00	\$1,515.00	\$10,000.00	\$10,000.00
45	33 31 00.15	Insulation Board Polystyrene, 2-inch	SY	80	\$15.85	\$1,268.00	\$27.30	\$2,184.00	\$40.00	\$3,200.00	\$32.00	\$2,560.00	\$50.00	\$4,000.00
46	33 41 00.1	12-inch RCP Storm Sewer	LF	84	\$56.00	\$4,704.00	\$135.00	\$11,340.00	\$103.00	\$8,652.00	\$92.00	\$7,728.00	\$78.00	\$6,552.00
47	33 41 00.2	12-inch HDPE Culvert	LF	32	\$42.00	\$1,344.00	\$60.00	\$1,920.00	\$73.00	\$2,336.00	\$70.00	\$2,240.00	\$65.00	\$2,080.00
48	33 41 00.3	48-inch HDPE Culvert	LF	86	\$220.00	\$18,920.00	\$223.00	\$19,178.00	\$275.00	\$23,650.00	\$200.00	\$17,200.00	\$200.00	\$17,200.00
49	33 41 00.4	12-inch Metal Apron Endwall	Each	2	\$500.00	\$1,000.00	\$284.00	\$568.00	\$480.00	\$960.00	\$400.00	\$800.00	\$750.00	\$1,500.00
50	33 41 00.5	2-foot by 3-foot Storm Inlet	Each	3	\$3,400.00	\$10,200.00	\$3,092.00	\$9,276.00	\$3,975.00	\$11,925.00	\$3,300.00	\$9,900.00	\$3,500.00	\$10,500.00
51	33 41 00.6	Connect to Existing Storm Sewer	Each	1	\$750.00	\$750.00	\$945.00	\$945.00	\$1,150.00	\$1,150.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
52	33 41 00.7	Connect to Existing Concrete Headwall	Each	4	\$1,875.00	\$7,500.00	\$2,236.00	\$8,944.00	\$4,600.00	\$18,400.00	\$1,200.00	\$4,800.00	\$2,500.00	\$10,000.00
53	33 46 40.1	4-inch Wrapped Pipe Underdrain	LF	100	\$20.00	\$2,000.00	\$10.00	\$1,000.00	\$22.00	\$2,200.00	\$34.00	\$3,400.00	\$20.00	\$2,000.00
Base Bid Total:					\$539,217.50		\$683,567.86		\$762,840.00		\$876,512.00		\$999,750.00	

SUBJECT: Approve to Accept Bid from Visu Sewer and Award a Contract for the 2023 Sanitary Sewer Collection System Repair Project (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Public Works Director
Approved by Council 03/14/2023

EXHIBITS:

1. Correspondence from SEH - Bid Award Recommendation
2. Tabulation of Bids - Ashland Sanitary sewer CIPP Repairs, Districts 4, 5, 9, 10, 11, 12 and 13

EXPENDITURES REQUIRED: \$1,101,445.65 Base Bid
\$ 220,289.13 Construction Contingency (20%)
\$ 1,321,734.78 TOTAL Construction Expenditures

AMOUNT BUDGETED: \$1,321,734.78 WI DNR Clean Water Loan (FY 2023)

**APPROPRIATION
REQUIRED:**

**TREASURER'S
CERTIFICATE:** The Treasurer's Office has certified on August 23, 2023, that Visu Sewer is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

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

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

SUMMARY STATEMENT:

Short Elliot Hendrickson (SEH), on behalf of the City of Ashland Public Works Department, received and opened two bids on August 22, 2023 for the 2023 Sanitary Sewer Collection System Repair project.

The project consists of the rehabilitation of approximately 4.5 miles (~67 blocks) of sanitary sewer mains. The sewer mains are located in various districts within the City of Ashland's sanitary sewer collection system. Since many of these districts have been addressed through previous projects, this project focuses more on critical sewer mains in poor condition and areas where significant maintenance issues and/or repeated sewer backups have been observed.

The contract completion period is flexible, allowing for completion in Fall 2023 or Summer 2024, depending on the availability of the contractor.

This project will be funded by the Wisconsin Department of Natural Resources (WI DNR) Clean Water Loan Program (CWLP). The WI DNR has not proceeded with CWLP project evaluation and approval on the same time schedule as they have in previous years. Based on preliminary feedback from the WI DNR, the City expects the WI DNR to award CWLP funding to the City at an interest rate of approximately 1.5% and principal forgiveness of \$650,000. The City is working with Short Elliot Hendrickson (SEH) to submit the application for this funding.

The rehabilitation of the sewer main consists of the use of Cure In Place Pipe (CIPP) technologies, which allows for the rehabilitation of the existing sewer pipe by essentially creating a new pipe within the existing main without the need for excavation or ground disturbing activity. The use of CIPP and similar techniques is referred to as "trenchless technology".

The proposed 2023 project only consists of rehabilitation of publicly owned sanitary sewer mains and does not include repair of privately owned sewer laterals. The need for and means of repairing privately owned sewer laterals was recently addressed by the Council at the March 9, 2021 meeting via approval of an Interim Policy for Level of Service Provided to Private Sewer Laterals During Capital Construction. However, the policy was labeled as interim as it only pertains to projects where the sewer main is replaced via direction excavation. City staff is developing a separate recommendation on the need for and means of repairing privately owned sewer laterals when the publicly owned sewer main is rehabilitated via trenchless technology and expects to present this recommendation to Council at a later date.

The lowest responsible bidder was Visu Sewer. SEH has verified the successful completion of previous CIPP projects with Visu Sewer and Visu Sewer also successfully completed the 2020 Sanitary Sewer Collection System Repairs Project for the City. The Public Works Department, along with SEH, recommends awarding the contract to Visu Sewer.



Building a Better World
for All of Us®

August 23, 2023

RE: Sanitary Sewer CIPP Repairs - Districts
4,5,9,10,11,12 and 13
Ashland, WI
SEH No. ASHLA 172321 Repairs 14.00

Denise Oliphant, City Clerk
City of Ashland
601 Main Street W.
Ashland, WI 54806

Dear Ms. Oliphant:

On Tuesday, August 22, 2023, unit price bids were received for the Sanitary Sewer CIPP Repairs - Districts 4, 5, 9,10,11,12 and 13 project. The attached Tabulation of Bids shows the unit price bids received from all bids submitted.

Two bids were received for the project. The bids ranged from \$1,101,445.65 to 1,247,490.00 The low bid was submitted by Visu-Sewer, Inc, Pewaukee, WI. Based on our experience and review, it is our opinion that Visu-Sewer, Inc has the required equipment and expertise to perform the work as outlined in the contract specifications. We, therefore, recommend award of the project in the low bid amount of \$1,101,445.65.

SEH retains electronic copies of bids and bonds of all bidders. The bid and bond of the low bidder will be incorporated into the contract documents after all applicable documentation has been signed by the Contractor and Client and provided to SEH.

We hope this analysis of the bids is adequate for your needs. If you have any questions regarding this information, please contact me.

Sincerely,

Bryan Cunningham, PE]
Project Manager (Lic. WI)

hh

Enclosure

x:\ae\ashla\172321\6-bid-const\bidding documents - repairs - 8625892\bid award ltr_08.23.2023.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 326 South Main Street, Suite 100, Rice Lake, WI 54868-2238

715.236.4000 | 800.903.6970 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Tabulation of Bids

Ashland, WI - Sanitary Sewer CIPP Repairs - Districts 4, 5, 9, 10, 11, 12 and 13 (ASHLA 172321) (#8625892)

Owner: City of Ashland

Solicitor: SEH - Rice Lake, WI

08/22/2023 01:00 PM CDT

Line Item	Item Code	Item Description	UofM	Qty	Visu-Sewer		Insituform Technologies USA, LLC	
					Unit Price	Extension	Unit Price	Extension
1	1	Mobilization	LS	1	\$25,000.00	\$25,000.00	\$34,000.00	\$34,000.00
2	2	Traffic Control	LS	1	\$6,000.00	\$6,000.00	\$15,000.00	\$15,000.00
3	3	Sanitary Sewer Cleaning and CCTV Inspection	LF	23632	\$1.00	\$23,632.00	\$5.16	\$121,941.12
4	4	Packer Injection Grouting of Repair Locations in 8-inch, 10-inch, 12-inch and 15-inch Sewer Pipe	EACH	30	\$500.00	\$15,000.00	\$524.76	\$15,742.80
5	5	Packer Injection Grouting of Lateral Repair Locations in 8-inch, 10-inch, 12-inch and 15-inch Sewer Pipe	EACH	10	\$500.00	\$5,000.00	\$648.24	\$6,482.40
6	6	Chemical Grout	GAL	200	\$12.00	\$2,400.00	\$30.87	\$6,174.00
7	7	8-inch Sanitary Sewer CIPP Lining	LF	21153	\$41.25	\$872,561.25	\$42.56	\$900,271.68
8	8	10-inch Sanitary Sewer CIPP Lining	LF	1781	\$47.40	\$84,419.40	\$56.57	\$100,751.17
9	9	12-inch Sanitary Sewer CIPP Lining	LF	345	\$87.00	\$30,015.00	\$76.17	\$26,278.65
10	10	15-inch Sanitary Sewer CIPP Lining	LF	353	\$106.00	\$37,418.00	\$59.06	\$20,848.18
Base Bid Total:					\$1,101,445.65		\$1,247,490.00	

SUBJECT: Approve a Resolution to Issue a Conditional Use Permit (CUP) a Restaurant with a Drive-Through at 2419 Lake Shore Drive East, Ashland, Parcel No. 201-03307-0000, Zoned Waterfront Mixed Residential/Commercial (W-MRC) with Waterfront Overlay and Gateway Overlay, Applicant: Hudson Square LLC (*Planning & Development*) Roll

RECOMMENDATION:

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Planning Commission (Approval Recommended August 15th, 2023 - approved unanimously, one abstained)

EXHIBITS: 1. Proposed Resolution No. 17739

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE: N/A

COMPLIANCE WITH ORD. 51: N/A

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The proposed development is consistent with the Comprehensive Plan. This development will enhance the East Side Gateway District by remodeling a building that has previously been the subject of numerous Property Maintenance Violations. The Comprehensive Plan also supports infill and utilization of existing buildings and infrastructure. The applicants are planning to remodel the former Bay View Motel building into their coffee shop and drive-through, which directly supports the goals of the Comprehensive Plan.

This use is also consistent with the Future Land Use Plan as the area the coffee shop will be in will be for Downtown Core & Commercial Districts. This use will fit within the uses allowed in that area.

SUMMARY STATEMENT:

Planning Staff recommends approval of the Conditional Use Permit to allow for the restaurant and drive-through at 2419 Lake Shore Dr. E. A public hearing was held at the August 15th Planning Commission meeting and neighbors came forward to voice concerns regarding traffic flow on and off the site. The Planning Commission added the final condition regarding traffic impacts and the applicant has stated that they are in agreement with all the conditions and will work to alleviate neighbors' concerns. City Staff will assist the applicant with these conditions.

Staff recommends APPROVAL of the Conditional Use Permit contingent on the following conditions:

- Installation of a Knox Box if not open 24/7 and contact with the Fire Department to confirm location
- The applicant shall be required to submit a full Site Plan for review and approval, including:
 - Plans regarding parking showing stall dimensions and the number of spots onsite
 - A landscaping plan and schedule that identifies green spaces, landscaped areas, plant species, and patio area setbacks and material.
 - A lighting plan that shows fixture specs, where new fixtures will be located, and a photometric analysis indicating light trespass
 - Indication of where dumpsters will be located onsite and screeningIndication of where snow storage will be during winter months
- Any existing nonconformities shall not be expanded by new uses of the property. Existing nonconformities include:
 - The minimum 30-foot principal building setback from the right-of-way, the building is currently 15 feet from the ROW
 - The minimum 15-foot principal building setback from the interior side parcel line, the building is approx. 9 feet from the side parcel line
- The applicant will work with the Planning Dept., Public Works, and the Postal Service to mitigate any potential traffic impacts on and around the site

RESOLUTION No. 17739

RESOLUTION TO ISSUE A CONDITIONAL USE PERMIT (CUP) TO ALLOW A RESTAURANT WITH A DRIVE-THROUGH AT 2419 LAKE SHORE DRIVE EAST, ASHLAND, PARCEL No. 201-03307-0000, ZONED WATERFRONT MIXED RESIDENTIAL/COMMERCIAL (W-MRC) WITH WATERFRONT OVERLAY AND GATEWAY OVERLAY, APPLICANT: HUDSON SQUARE LLC

WHEREAS, the Common Council of the City of Ashland is authorized to issue Conditional Use Permits; and

WHEREAS, the applicant has requested a Conditional Use Permit per Chapter 781, Ashland City Ordinances, to allow a Restaurant with a Drive-Through on parcel 201-03307-0000, zoned Waterfront Mixed Residential/Commercial with Waterfront Overlay and Gateway Overlay; and

WHEREAS, the Plan Commission held a Public Hearing on August 15, 2023 and has recommended approval of the Conditional Use Permit with the following conditions:

- Installation of a Knox Box if not open 24/7 and contact with the Fire Department to confirm location
- The applicant shall be required to submit a full Site Plan for review and approval, including:
 - Plans regarding parking showing stall dimensions and the number of spots onsite
 - A landscaping plan and schedule that identifies green spaces, landscaped areas, plant species, and patio area setbacks and material.
 - A lighting plan that shows fixture specs, where new fixtures will be located, and a photometric analysis indicating light trespass
 - Indication of where dumpsters will be located onsite and screening
 - Indication of where snow storage will be during winter months
- Any existing nonconformities shall not be expanded by new uses of the property. Existing nonconformities include:
 - The minimum 30-foot principal building setback from the right-of-way, the building is currently 15 feet from the ROW
 - The minimum 15-foot principal building setback from the interior side parcel line, the building is approx. 9 feet from the side parcel line
- The applicant will work with the Planning Dept., Public Works, and the Postal Service to better understand the traffic flow on and around the property and mitigate any potential traffic impacts on and around the site as part of the Site Plan Review process.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland that the Conditional Use Permit is in accordance with the Ashland Unified Development Ordinance and is hereby approved contingent upon compliance with the above listed conditions.

APPROVED: August 29, 2023

ATTEST:

Alderperson

Denise Oliphant, City Clerk

Matthew MacKenzie, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

FOR APPLICANT:

Applicant understands and accepts the conditions of approval for the CUP as indicated within this resolution, and was provided notice of Common Council approval of this resolution within 5 business days of such approval.

Applicant (Print and signature)

Date

SUBJECT: Approve Payment Request No. 1 from Right of Way Professionals, Inc. for Temporary Land Easements for the 2024 Prentice Avenue Phase 1 Reconstruction Project (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Public Works Director
Approved by Council, February 28, 2023

EXHIBITS:

EXPENDITURES REQUIRED: \$11,250.00 Fund 680 Water Utility
\$ 2,250.00 Fund 470 Street Improvements
\$13,500.00 Total Expenditure

AMOUNT BUDGETED: -\$0-

APPROPRIATION REQUIRED: \$11,250.00 Fund 680 Water Utility
\$ 2,250.00 Fund 470 Street Improvements

TREASURER'S CERTIFICATE: N/A

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

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

SUMMARY STATEMENT:

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.

At the February 28, 2023 meeting, Council approved an agreement with Right of Way Professionals, Inc to negotiate the acquisition of temporary land easements (TLEs) associated with the project. The TLEs are generally needed to comply with federal funding requirements associated with real estate. Slight encroachments on private property will be needed for the installation of sidewalks and water shut off valves. Compensation to

property owners for the TLEs is a requirement of the federal funding and the WI DOT requires a certified real estate specialist to complete this work.

Right of Way Professionals, Inc has negotiated 27 of the approximately 60 TLEs required for the project. Council approval of these payments is requested in order to secure the TLEs for 2024 construction. TLEs required for sidewalk installation are paid by Fund 470 Street Improvements while TLEs required for water shut off valve installation are paid by Fund 680 Water Utility. TLEs required for the installation of both facilities are split between these two funds.

Council approval of two or three more payment requests for TLE acquisition for this project is requested. Right of Way Professionals, Inc has scheduled an outreach meeting for September 20, 2023 for impacted property owners to address questions/concerns with project staff.

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

RECOMMENDATION: As Council Desires

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Mayor

EXHIBITS:

1. Proposed Resolution No. 17738
2. Official Resignation, August 21, 2023
3. Advertisement for Vacancy

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, permit the Mayor and/or Clerk to schedule items directly for Council action when a timely decision is needed by the City. The 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:

SUMMARY STATEMENT:

District 5 Alderperson Laura Graf submitted her letter of resignation on August 21, 2023 from the Ashland City Council due to relocating and establishing residency in the Milwaukee area.

According to [WI State Statute 17.23](#):

(1) General and special charter cities.

(am) Except as provided in sub. (1b) and s. 9.10, vacancies in offices of mayor or alderperson of cities operating under the general law or special charter may be filled by the common council, by majority vote, appointing a successor to serve for the residue of the unexpired term or until a special election is held, as ordered by the common council under s. 8.50, or an office may remain vacant until an election is held.

In the past, the Council passed a resolution allowing staff to advertise for interested candidates from the affected district. Council would then interview and appoint a replacement to complete the remainder of the position's term, which ends on April 16, 2024.

All letters of application will be made available for Council review at the October 10, 2023 City Council meeting. Candidates will be required to attend this meeting for interviewing and if appointed, will immediately take the seat of Alderperson for District 5.

RESOLUTION No. 17738

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

WHEREAS, on November 30, 2021, Council approved the redrawn boundaries for the City of Ashland of seven Aldermanic Districts, and approved seven Alderpersons of the Common Council; and,

WHEREAS, a recent resignation creates a vacancy for Alderperson District 5, with a term expiration of April 2024; and,

WHEREAS, Wisconsin Statutes provide that the Common Council can choose to fill vacancies to complete the position's term, until the next Spring Election (2024) "unless otherwise ordered by the Common Council"; and,

WHEREAS, the vacancy will be advertised no later than October 3, 2023 in the official newspaper not less than twice, and on the City's website and social media posts, as well as posted at City Hall, the Vaughn Public Library, and the Ashland County Courthouse; and,

WHEREAS, the City Council will choose a replacement to be appointed at the October 10, 2023 Regular City Council meeting.

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of Ashland, Wisconsin hereby agrees that the candidate chosen at the October 10, 2023 Common Council meeting shall serve a term ending April 2, 2024.

Passed: August 29, 2013

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Matthew S. MacKenzie, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

From: Laura Graf
Sent: Monday, August 21, 2023 11:46 AM
To: Matt Mac Kenzie; Brant Kucera; Denise Oliphant
Subject: Official Resignation

I am sadly resigning from City Council. I am truly grateful for the opportunity to serve my district. I so wholeheartedly believe that the city of Ashland is going in the right direction, there is truly a lot of things happening there and I only wish you all the best. I will be up in Ashland to tie up a few loose ends, but I will not be able to attend any of my meetings. I would love if you could pass on my great wishes to Denise, Sarah and John, I think they are doing an amazing job!

Thank you all for all you do, and your kindness and thoughtfulness in moving the city forward.

Go Ashland!

Laura

Laura Graf



Council Vacancy for District 5

The City Clerk of the City of Ashland is accepting applications from District 5 residents who wish to be considered to fill the vacancy due to a resignation.

The individual appointed by the Council to fill the vacancy for District 5 Alderperson will be a qualified elector of District 5 and will serve until the day before the April 16, 2024 Spring Election. Applications and information can be found on the City's website at www.coawi.org or picked up at City Hall.

Applications must be received by the Ashland City Clerk by 3:00 p.m., Tuesday, October 3, 2023 by email at doliphant@coawi.org or delivered to City Hall, 601 Main Street West, Ashland WI 54806, ATTN: City Clerk.

All qualified applicants must be able to attend the October 10, 2023 meeting of the Common Council.

Please call City Hall at 715-682-7071 with questions and District 5 boundaries.

PUBLISH BOX AD, CITY LOGO ON: September 5 & 8, 2023