



Take notice that a meeting of the Ashland City Council will be held on Tuesday, December 12, 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, December 12, 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. **November 28, 2023 City Council Budget Public Hearing and Committee of the Whole Meeting Minutes**

4. CITIZEN PARTICIPATION PERIOD

5. MAYOR'S REPORT

- A. **Announcements**
- B. **Appointments**

6. CONSENT AGENDA

- A. **Miscellaneous Minutes**

7. OLD BUSINESS

- A. **Approve to Accept a State of Wisconsin Department of Natural Resources Urban Forestry Grant for the City of Ashland's Tree Management Plan Update (Parks Director)**

8. NEW BUSINESS

- A. **Consider Approval of a Resolution Authorizing the Issuance and Sale of \$1,615,000 Water System Revenue Bonds, Series 2023B of the City of Ashland, Ashland and Bayfield Counties, Wisconsin, and Providing for the**



Payment of the Bonds and Other Details with Respect to the Bonds (*Administration*) Roll

- B. **Discussion and Possible Action on Filing Test Year 2024 Rate Application with the Public Service Commission of Wisconsin (PSC) (*Public Works*) Roll**
- C. **Consideration of Purchase of Replacement Bucket Truck (*Public Works*) Roll**
- D. **Consideration of Purchase of Sewer Televising Equipment (*Public Works*) Roll**
- E. **Consider Approval of a Resolution to Establish Polling Places and Combine Wards for the Potential February 20, 2024 Primary Election and April 2, 2024 Spring Election and Presidential Preference Vote (*Clerk*) Voice**
- F. **Consider Appointment of the 2024-2025 Election Inspectors and Special Voting Deputies (*Clerk*) Voice**
- G. **Consider an Original Alcohol Beverage Retail License Application Submitted by Black Bears Hotel C LLC, dba Hotel Chequamegon, 101 Lake Shore Drive West, Ashland, Wisconsin, and Agent Travis Turner (*Clerk*) Roll**

9. ADJOURNMENT

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

NOTE: Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals or individuals with limited English proficiency through auxiliary aids or services. For additional information or to request this service, contact 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, November 28, 2023 – 6:00 PM
Ashland City Hall Council Chambers

1. CALL TO ORDER

The Tuesday, November 28, 2023 Ashland City Council meeting was called to order by Mayor Matt Mac Kenzie at 6:00 p.m.

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

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

PRESENT: Kevin Seefeldt, Sarah Jackson, Ana Tochtermann, Andrew Goyke, James Gregoire, Charlie Ortman, Dick Pufall

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

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

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

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

4. CITIZEN PARTICIPATION PERIOD

There were no Citizens present wishing to address the Council.

5. MAYOR'S REPORT

A. **Announcements**



Mackenzie invited all to the Tree Lighting Ceremony on Saturday, December 2, 2023 at 5:30 p.m., immediately following the parade, in Pearson Plaza. The Ashland Fire Department responded to a recent fire on 3rd Street East; there were no injuries from this event. Nomination paperwork will be available at the Clerk's office for Council seats that are up for re-election in April 2024. Anyone interested in running for District 1, 3, 5, or 7 Alderperson seats may begin to circulate nomination papers for signatures on December 1, 2023, and are due back to the Clerk's office no later than December 22, 2023.

B. Mayor's Appointments

Tochterman moved, seconded by Seefeldt to approve appointing Heather Lee to the Beautification Council, term to expire February 15, 2027. The motion passed unanimously by voice vote.

6. CONSENT AGENDA

A. Approve to Enter into an Agreement with the Brick Ministries, Inc. for Temporary Use of the Central Railyard Concession Building for their Food Pantry (*Parks and Recreation*)

B. Miscellaneous Minutes

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

7. OLD BUSINESS

A. Consideration of an Ordinance to Amend Chapter 165 (2021-1952) Comprehensive Fee Schedule, Ashland City Ordinances (*Clerk*) Roll

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

B. Consider to Approve the Proposed 2024 Water and Wastewater Utility Budgets (*Administration*) Roll

Gregoire moved, seconded by Seefeldt to approve the proposed budgets. The motion passed unanimously by roll call vote.

8. NEW BUSINESS

A. Public Hearing on the Proposed 2024 City of Ashland Budget (*Administration*) Roll

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

Elizabeth Franek spoke to Council asking them to be thoughtful of those already affected by inflationary increases when considering the proposed budget.

Hearing no other citizens asking to speak, Ortman moved, seconded by Seefeldt to close the public hearing. The motion carried unanimously by voice vote.

B. Consideration of a Resolution Authorizing the Issuance and Sale of \$2,630,000 General Obligation Promissory Notes, Series 2023A (Administration) Roll

Ortman moved, seconded by Seefeldt to approve.

Sean Lentz, Ehlers Senior Municipal Advisor, reviewed the Sales Day Reports with Council. During discussion, Lentz noted that the unforeseen lower interest rate reduced the amount of the General Obligation Note from \$2,630,000 to \$2,505,000. Ortman moved, seconded by Seefeldt to amend the amount noted in Resolution No. 17754 to \$2,505,000. This motion passed unanimously by roll call vote.

The motion to approve the resolution authorizing the issuance and sale of \$2,505,000 General Obligation Promissory Notes, Series 2023A passed unanimously by roll call vote.

File #17754

C. Consideration of a Resolution Authorizing the Issuance and Sale of a \$277,550 One Year Taxable General Obligation Promissory Note, Series 2023B, to Fund 2024 General Fund Operations (Administrator) Roll

Ortman moved, seconded by Gregoire to approve the resolution authorizing the issuance and sale of a \$277,550 one-year taxable General Obligation Promissory Note, Series 2023B. The motion passed unanimously by roll call vote.

File #17751

D. Consideration of a Resolution to Adopt the 2024 Non-Represented Employees Salary/Hourly Wage Schedule (Administration) Roll

Ortman moved, seconded by Pufall to approve a resolution to adopt the 2024 non-represented employees salary/hourly wage schedule. The motion passed unanimously by roll call vote.

File #17755

E. Consideration to Approve a Resolution by the Common Council for the City of Ashland, Wisconsin, to Adopt the 2024 General Fund, Debt Service Funds, Special Revenue Funds, Capital Project Funds, and Internal Service Funds Budgets (Administration) Roll

Ortman moved, seconded by Seefeldt to approve a resolution by Common Council for the City of Ashland, Wisconsin to adopt the 2024 General Fund, Debt Service funds, Special Revenue Funds, Capital Project Funds, and Internal Service Funds Budgets. The motion passed unanimously by roll call vote.

File #17752

F. Consider a Resolution to Exempt the City of Ashland from the Ashland County Library Levy (Finance) Roll

Ortman moved, seconded by Seefeldt to approve a resolution to exempt the City of Ashland from the Ashland County library levy. The motion passed unanimously by roll call vote.

File #17750

G. Consideration to Approve a Resolution Adopted by the Common Council for the City of Ashland, Wisconsin, to Establish the 2023 Tax Levy (Payable in 2024) for the City's General Fund, Debt Service Funds, Special Revenue Funds, Capital Project Funds, and Internal Service Funds (Administrator) Roll

Ortman moved, seconded by Gregoire to approve a resolution adopted by the Common Council for the City of Ashland, Wisconsin to establish the 2023 tax levy. The motion passed unanimously by

roll call vote.

File #17753

H. **Consideration of the Proposed 2024 Budgets for JFK Memorial Airport and Ashland Marina (*Administration*) Roll**

Ortman moved, seconded by Pufall to approve the proposed 2024 budgets for JFK Memorial Airport and Ashland Marina. The motion passed unanimously by roll call vote.

I. **Consider Approval of the 2024 Property Insurance Carrier and Renewal Quote, and 2024 General Liability, Linebacker, Law Enforcement Liability, Data Compromise, Cyber Security, Government Crime/Fidelity ISO, Business Auto, Workers' Compensation, and Commercial Umbrella Insurance Carrier and Renewal Quote (*Clerk*) Roll**

Ortman moved, seconded by Seefeldt to approve the presented insurance renewals. The motion passed unanimously by roll call vote.

J. **Consideration of a Joint Powers Agreement between Ashland County and the City of Ashland for Ashland County 911 Emergency System (*Emergency Services*) Roll**

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

K. **Consider Approval of the Proposed 2024-2025 Agreement between City of Ashland and International Association of Fire Fighters Local 875 (*Fire Department*) Roll**

Ortman moved, seconded by Seefeldt to approve the proposed agreement. The motion passed unanimously by roll call vote.

9. ADJOURNMENT

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

MEETING MINUTES
COMMITTEE OF THE WHOLE MEETING
Tuesday, November 28, 2023 – 6:00 PM
Ashland City Hall Council Chambers

1. Roll Call

The Tuesday, November 28, 2023 City of Ashland Committee of the Whole Meeting was called to order by Council President Charlie Ortman at 7:00 p.m.

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

ALSO PRESENT: Mayor Matt MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, Finance Director Julie Vaillancourt, and other interested citizens.

2. Approval of Agenda

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

3. Council President's Report

Ortman announced that he intends to do a "full push" to look at lawn alternatives.

4. Administrator's Report

Kucera thanked Councilors for supporting the City of Ashland employees by approving raises and for working through the budget process. He also noted the work that had been started at the future Copper Cup site.

5. Committee Updates

OREDOCK TRUST - Tochtermann: MacKenzie noted the continued discussion regarding the perpetual maintenance funds account.

DPEAC - Gregoire: Nothing to report

HARBOR COMMISSION - Pufall: Nothing to report

HISTORIC PRESERVATION - Goyke: The group received an update on the Beaser School redevelopment from owner Cicero, and are seeking nominations for historic properties in the City.

HOUSING COMMITTEE - Ortman: Nothing to report.

LIBRARY BOARD - Jackson: The search has begun for a fundraising consultant as they are waiting for a timeline from the architect.

MAIN STREET BOARD - Goyke: Holding multiple discussions regarding the Book Across the Bay event, and researching ways to reinvigorate involvement in the board.

PARKS & REC - Seefeldt: The City was approved for the Tree City USA grant; there have been 60 trees planted this past summer/fall, and continue to look at the bike plan.

PLAN COMMISSION - Tochtermann: The group received a CUP request from a storage facility to review and discuss.

PUBLIC WORKS COMMITTEE - Goyke: A review of the sidewalk plan showed that the City is in line with other municipalities, and the board is discussing guidelines as to how ROW permits are approved or denied.

SUSTAINABILITY - Gregoire: Nothing to report.

6. Discussion Items

A. Discussion and Possible Action Regarding an Amendment to Chapter 922 Alcohol Beverage Regulations, Ashland City Ordinances to Define the Procedure for a Hearing for Nonrenewal or Revocation of Alcohol Beverage Licenses (Clerk)

Oliphant explained that the reason for the need of the outlined changes was brought about due to the recent and likely upcoming hearings involving alcohol licenses. Seefeldt moved, seconded by Gregoire to approve to move this item forward for formal approval. The motion passed unanimously by voice vote.

7. Items for Future Discussion

Mackenzie asked that Council look at the structure of the City's property maintenance department to discuss constructive changes to assist them.

Ortman repeated that he is looking to research a policy for more sustainable lawns.

Pufall requested an update on the 514 Main Street West property.

8. Adjournment

Goyke moved, seconded by Gregoire to adjourn. The motion passed 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 NA
REQUIRED:

TREASURER'S NA
CERTIFICATE:

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: NA

SUMMARY STATEMENT:

The Mayor requests approval of the following appointments:

Board of Canvass

Carol Larson, reappointment, term to expire January 1, 2026

Sustainability Committee

Amy Amman, reappointment, term to expire December 12, 2025

SUBJECT: Approve to Accept Wisconsin DNR Forest Fire Protection Grant (*Fire Department*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Fire & EMS Department

CLEARANCES: Committee of the Whole unanimously approved to apply on June 13, 2023.

EXHIBITS: 1. June 13, 2023 Committee of the Whole Meeting Minutes

EXPENDITURES REQUIRED: \$1,377.54

AMOUNT BUDGETED: \$1,377.54

**APPROPRIATION
REQUIRED:** N/A

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: This item conforms to the Ashland Comprehensive Plan in that it is "...in accordance with existing and future needs, best promotes the public health, safety, morals, and the general welfare..." for the City's residents and community.

A goal of the Utilities and Community Facilities chapter (Chapter 5) of the City's Comprehensive Plan of Record is "to provide a well maintained infrastructure that provides health, education, telecommunication and safety and security services for all residents and visitors." Objective 1.3 of the chapter notes that the community needs to "ensure that City fire, police, and emergency services equipment adequately provides for the personal safety of all persons and for preservation of property."

SUMMARY STATEMENT:

The Ashland Fire Department (AFD) is requesting approval to submit a Wisconsin DNR Forest Fire Protection Grant (FFP) application. AFD maintains strike team capabilities for wildland firefighting with the WDNR. In 2022, AFD responded to five wildland fires in our 328 square mile service area. AFD also has a current MOU with the WDNR for wildland firefighting response; this MOU gives us preference points in the application process. The grant request is for \$2756.00 for class A firefighting foam concentrate, and wildland firefighting hard hats. If awarded the grant, the FFP grant will pay 50% of those costs. AFD is awarded this grant annually and budgets for this grant. The matching funds will be taken out of AFD's budgeted capital funds.

The Fire Department was awarded the grant that we received permission to apply for on June 13, 2023. I am now requesting permission to accept the grant.

MEETING MINUTES
COMMITTEE OF THE WHOLE MEETING
Tuesday, June 13, 2023 – 6:00 PM
Ashland City Hall Council Chambers

Meeting Items

1. **Roll Call**

The Tuesday, June 13, 2023 City of Ashland Committee of the Whole Meeting was called to order by Council President Charlie Ortman at 6:33 PM.

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

ALSO PRESENT: Mayor Matt MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, Public Works Director John Butler, Utility Billing Clerk Megan Erickson, Parks Director Sara Hudson, Planning Director Steven Wiley, Fire Chief Stuart Matthias, and other interested citizens.

2. **Approval of Agenda**

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

3. **Council President's Report**

Ortman offered no report.

4. **Administrator's Report**

Kucera invited all to a ribbon cutting on June 15 at the EV Charging Station at 1:00 PM. He confirmed that the City closed on the purchase of 514 Main Street West, and noted there were recent improvements made at the former Baron site, adding gravel and picnic tables. He received the EPA site concept plans for the ore dock upland and will bring this back to Council for discussion. Plans are being made for music and beer garden events at Pearson Plaza over the summer.

5. **Discussion Items**

A. **Discussion on Revisions to City Policies and Ordinances Related to Special Assessments** *(Public Works)*

Butler and Erickson presented this item and answered questions from Council.

B. **Discussion and Possible Action Regarding a Resolution in Support of Vaughn Public Library Proposed Future Renovations** *(Councilor Ortman)*

Jackson moved, seconded by Seefeldt moved to accept the resolution presented. The motion carried 5-2 by voice vote to move this item forward to Council; Graf and Pufall opposed.

C. **Discussion and Possible Action Allowing the Fire Department to Apply for the FY2023 Forest Fire Protection Grant** *(Fire Department)*

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

D. Discussion and Possible Action Regarding the Evaluation Process for the City Administrator (*Mayor*)

Seefeldt moved, seconded by Jackson to follow the process as presented. The motion carried unanimously by voice vote.

E. Discussion and Possible Action Regarding the Proposed *Good Governance for the City of Ashland* (*Councilor Ortman*)

Seefeldt moved, seconded by Jackson to approve to move the item forward to Council. The motion carried unanimously by voice vote.

6. Items for Future Discussion

Jackson requested an update regarding the housing development at the former Timeless Timber site.

Goyke suggested a field trip to view projects throughout the City.

Goyke requested a discussion of the waterfront development, especially the coal dock areas.

Jackson requested an update on the Bay View pier.

7. Adjournment

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

PLAN COMMISSION MEETING MINUTES

October 17th, 2023 at 6:30PM at the City Hall Council Chamber and via Go To Meetings

The meeting can be joined in person or by using a computer, smartphone or tablet at <https://meet.goto.com/286373013>. The meeting can also be joined by phone at 1 866 899 4679 using Access Code: 286-373-013

Present: John Beirl, Ana Tochterman, Jeff Beirl, Laurie Gregor, JoAnn Erickson, Steven Wiley (Planning and Development Director), Mike Hebert, Tom Stankard (*Ashland Daily Press*)

Absent: Mayor Matt Mackenzie (Excused), David Eades (Excused)

AGENDA

1. Call to Order and Roll Call

Acting Chair John Beirl called the meeting to order at 6:31 pm and Wiley called the roll. A quorum was declared present.

2. Approval of the Agenda

Acting Chair Beirl asked for approval of the agenda. Erickson moved to approve the agenda as proposed and Gregor seconded. Motion carried 5-0.

3. Consent Agenda

Jeff Beirl arrived at 6:32 pm.

- a. Approval of minutes from the October 17th, 2023 Plan Commission meeting
Acting Chair Beirl asked for approval of the minutes from the previous Plan Commission meeting. No Commissioners had any revisions to the minutes. Tochterman moved to approve the minutes as written and Jeff Beirl seconded. The motion carried 5-0.

4. Identify potential conflicts of interest

No one identified any conflicts of interest.

5. Public Comment (non-agenda items)

Acting Chair Beirl asked if anyone had any public comments. No one had any comments.

6. Action Items:

There were no action items on the agenda for consideration.

7. Discussion Items:

- a. Potential Development on Parcel 201-04943-0000, zoned Planned Residential/Institutional (PRI) Applicant: Mike Hebert

Acting Chair Beirl introduced the item. Wiley presented the item and provided site information, background, an overview of the proposal, and explained that the potential applicant had concerns with the requirement to pave the access and drive areas within the site. Acting Chair Beirl asked Mike Hebert to join the Commission to participate in discussion. Mr. Hebert explained that his current site was located along Highway 13 and included four buildings of 40' x 150' in size. He stated that he was out of room with wetlands on his current site. He had no issue with paving the driveway but that paving the other drive areas in the site would be cost prohibitive. There would not be any parking on-site. He had 124 units at his current site and traffic was low there. He explained that there was a demand for units. He filled up 2 40' x 150' buildings in 9 months. Acting Chair Beirl asked if there were any questions from the Commission. Erickson asked if the access to the site would run from Highway 13 or Farm Road. Hebert answered that he would look at access running into the site from Binsfield. He showed the driveway off Binsfield with wetlands nearby. He was not sure if all buildings would be 40' x 150' or not. He explained that the life expectancy of the other units in town will expire eventually. Jeff Beirl asked what surfacing material Hebert had at his other sites and if it was gravel. Hebert answered that he had gravel at his other sites. He stated that the costs were too much for blacktop and that he would do the driveway.

Acting Chair Beirl asked Wiley how much wiggle room there was on paving. Wiley explained that current ordinance required paving of most access, drive, and parking areas. Beirl mentioned the storage units to the east and asked if those were grandfathered in. Wiley explained that they likely were if they predated the current ordinance. Tochtermann asked about the parcels surrounding the subject site. Beirl and Wiley what was on the surrounding properties. Commissioners asked Hebert what the life expectancy was of the units. Hebert answered 30-40 years. Tochtermann asked Hebert if he looked at other parcels. Hebert replied that he had looked for 15 years prior and that it was difficult to find a site. Erickson asked if gravel would help with drainage onsite. Wiley explained that in many cases gravel was considered impervious. Jeff Beirl asked if the storage units would be located on slabs. Hebert replied that the buildings would be on slabs. Beirl asked if it was possible for Hebert to extend the slabs out. Hebert answered that typically the buildings were designed in such a way that the designers did not want the slabs extended out. Tochtermann asked if with the existing storage units aging was there a possibility to purchase some of the existing ones. Hebert answered that the existing units were full and making money. He explained the design of his proposed units with flat roofs.

Acting Chair Beirl thanked Hebert for considering investing in the community. He then asked the Commission if this was what we wanted in the area. He acknowledged that some folks liked residential for outlying areas of the City such as this. He stated that he was supportive of the land use for this location and that he would rather have them out there than in other locations where existing units are such as by the Central Railyard Park, etc. Erickson stated that the use was appropriate and was not sure how many residential units would go in there. Jeff Beirl stated that the subject site was in the right area and asked Wiley about what has to be paved. Wiley explained that ordinance required all access and drive areas to be paved. Beirl stated that the Planning Department was putting the Plan Commission in a tough position. The Plan Commission did not have the final say and so if the Commission encouraged the potential applicant to move forward and the Council voted this proposal down the Commission looks like the bad guys. Gregor asked

about options for the applicant moving forward. Wiley explained potential options including applying for an ordinance amendment or a Planned Development. Tochterman stated she was supportive of the potential project. Erickson asked about next steps. Wiley explained that staff would work with the potential applicant on options moving forward. Hebert explained that he wanted to get to a yes or no from the Commission. He is aware that it is not a sprint to the end result but probably a year process. Acting Chair Beirl stated that the general consensus was positive but that he was aware of the challenges. He recommended that the applicant work with staff and hopefully the Commission would see the applicant back for a Conditional Use Permit (CUP) review. Jeff Beirl asked Hebert if he was amenable to paving at a later date. Hebert replied that the sooner he paved the better due to rising costs. Paving in the future would cost more and likely be even more prohibitive.

8. Announcement/Reports/Comments/Questions

Wiley explained that he would be coming back with a potential land sale and right-of-way vacation along with ordinance amendments at future meetings. Acting Chair Beirl asked for an update on the El Tarasco site over by Kwik Trip. Wiley explained that the developer was turning this site back over to the City.

9. Adjournment

Acting Chair Beirl asked for a motion to adjourn. Erickson moved to adjourn and Jeff Beirl seconded. Motion carried 5-0. Meeting adjourn at 7:25 pm.

PLAN COMMISSION MEETING MINUTES

October 17th, 2023 at 6:30PM at the City Hall Council Chamber and via Go To Meetings

The meeting can be joined in person or by using a computer, smartphone or tablet at <https://meet.goto.com/286373013>. The meeting can also be joined by phone at 1 866 899 4679 using Access Code: 286-373-013

Present: Mayor Matt Mackenzie, John Beirl, David Eades, Laurie Gregor, JoAnn Erickson, Steven Wiley (Planning and Development Director), Chris Kontny, Trevor Provost, John Thomas, Mark Gutteter

Absent: Ana Tochtermann, Jeff Beirl (Excused)

AGENDA

1. Call to Order and Roll Call

Mayor Mackenzie called the meeting to order at 6:30 pm and Wiley called the roll. A quorum was declared present.

2. Approval of the Agenda

Mayor Mackenzie asked the Commission for approval of the agenda. Beirl moved to approve the agenda and Erickson seconded. The Commission voted 5-0 to approve the agenda as proposed. Motion carried.

3. Consent Agenda

a. Approval of minutes from the September 19th, 2023 Plan Commission meeting

Mayor Mackenzie asked if any Commissioners had any revisions to the September 19th, 2023 meeting minutes. Erickson stated that on page 5 of the minutes the word parking was misspelled. She asked for this to be corrected. Wiley answered that he would make this correction. Erickson moved to approve the minutes as amended and Gregor seconded. Motion carried 5-0.

4. Identify potential conflicts of interest

Mayor Mackenzie asked for Commissioners to disclose any conflicts of interest. No Commissioners had any conflicts.

5. Public Comment (non-agenda items)

Mayor Mackenzie asked if there was any public comment. No one had any public comment.

6. Action Items:

- a. Public Hearing – Review and approval of a Condominium Plat for the Deepwater Property
Wiley presented the item and provided some background on the Deepwater property. Wiley explained that the proposed condominium plat would not have an impact on the physical layout or configuration of the properties. The plat was to allow diversity of ownership by splitting the properties into condominium units which could be owned separately. Wiley presented the staff recommendation and recommended conditions for approval. Mayor Mackenzie asked for a motion and a second to go into public hearing. Erickson moved to go into public hearing and Eades seconded. Motion carried. No one from the public had any comments. Mackenzie asked for a motion and a second to go out of public hearing. Beirl moved and Erickson seconded to go out of public hearing. Motion carried. Mackenzie asked if Commissioners had any questions. Beirl asked who would get the basement of the property once the property is split into condo units. Current owner Mark Gutteter was in attendance and answered that the stair to the 2nd floor would be a common element. The basement would go with the restaurant so units 1A and 1B. Erickson asked about parking for the apartments. Gutteter answered that he owned nearby parcels with parking. Beirl asked what the timetable was for splitting the property. Gutteter replied that the proposed condominium plat was the final step to allow additional ownership for the restaurant. There would be one condo unit upstairs which would include the apartments. Gutteter would maintain ownership of the residential portion.

Mayor Mackenzie asked for a motion and a second to approve the proposed condominium plat with the conditions recommended by staff. Erickson moved to approve with the conditions and Eades seconded. Motion carried 5-0.

Staff recommends Preliminary and Final Plat APPROVAL of the Condominium Plat proposed for the 806 and 808 Main Street West properties contingent on the following conditions:

- *Applicant to meet any requirements of the Water Utility and any other utilities for metering.*
- *Applicant to submit a copy of the recorded plat to City staff once it is recorded at the Ashland County Register of Deeds.*

- b. Review and Approval of a Site Plan for Synergy
Wiley presented the item and provided background on the Synergy property and 30 foot by 70-foot addition as proposed for the southwest side of the current feed mill. Wiley explained that the proposed addition was consistent with the comprehensive plan and compatible with the subject property's zoning and that of the surrounding nearby properties. He showed images of the proposed building. Beirl asked how much additional square footage the new addition had over the original retail component. John Thomas from Synergy was in attendance and explained that the new addition would more than double the square footage, increasing the retail space from 900 square feet to over 2,100. He explained that Synergy wanted a ground level entry for customers. Beirl asked what the timetable was and Thomas answered that the plan was to have the addition up by winter. Erickson asked where the door would be located. Provost and Thomas pointed out the location of the entry door. Mayor Mackenzie asked for a motion and a second to approve the proposed site plan. Erickson moved and Gregor seconded. The Commission voted 5-0 to approve the site plan with conditions recommended by staff and the motion carried.

Staff recommends APPROVAL of the proposed Site Plan for the construction of a new addition to the existing Synergy feed mill at 323 Sanborn Avenue contingent on the following conditions:

- *The applicant shall be required to submit updated plans to the City for review and approval if work will deviate from the plans provided. Additional staff and Plan Commission reviews will be required as appropriate if this is the case.*
 1. *The applicant shall obtain all necessary building permits for the proposed project.*
 2. *Any new signage or signage replacements require a Sign Permit to be obtained through the Planning & Development Department to ensure it conforms to UDO standards (UDO 4.46 D.10., 4.47 D.6., and 6.6).*
 3. *Applicants must not allow stormwater to run off onto adjacent properties as a result of this project. If the Department of Public Works requires stormwater management plans the applicants shall submit stormwater management plans to Public Works for staff review prior to obtaining building permits.*
 4. *The applicant shall submit a code compliant lighting plan showing proposed illumination levels in the vicinity of planned new or revised light fixtures to Planning staff for review and approval prior to installing lighting onsite.*
 5. *Following final design of the plans, the applicant shall provide a CD copy of the final Building Floor Plan Layout and Utility Plan (in a .dxf format), for the Fire Department's pre-fire planning of the structure's layout.*
- c. Review and Approval of a Site Plan for KBK Services
Wiley presented the item and provided site and background information along with the recommended approval conditions. Wiley explained that in exchange for constructing a new accessory storage building the applicant would have to remove enough existing building and/or gravel area to ensure that no more than 70% of the combined lot area was covered by impervious surfaces. Beirl asked Trevor Provost whether he would be able to meet the 70% maximum impervious requirement for the entire parcel. Provost answered that he did not believe he could do so. Beirl stated that requiring the property owner to meet the 70% impervious maximum was an unreasonable request by the City. Mackenzie stated that the 70% impervious maximum was an ordinance requirement and that in order to change the requirement an ordinance revision would be required. Wiley explained that one reason for the impervious maximum was stormwater runoff. Wiley stated that staff could work with the applicants on potential alternatives to meet the impervious maximum. Mackenzie asked for a motion and a second to approve the site plan with conditions as recommended by staff. Erickson moved to approve and Gregor seconded. The Commission voted 5-0 and the motion carried.

Staff recommends APPROVAL of the proposed Site Plan for the construction of a new accessory storage building on the KBK property at 1120 Lake Shore Drive East, 1113, 1117, and 1119 Front Street East contingent on the following conditions:

- *The applicant shall be required to submit updated plans to the City for review and approval if work will deviate from the plans provided. Additional staff and Plan Commission reviews will be required as appropriate if this is the case.*
 6. *The applicant shall obtain all necessary building permits for the proposed project.*
 7. *The applicant shall combine all four subject parcels into one lot via Certified Survey Map (CSM). The CSM will require review and approval by staff prior to recording at the Ashland County Register of Deeds.*

8. *Any new signage or signage replacements require a Sign Permit to be obtained through the Planning & Development Department to ensure it conforms to UDO standards (UDO 4.46 D.10., 4.47 D.6., and 6.6).*
9. *If the applicant proposes any new exterior light fixtures the applicant shall submit a lighting plan to Planning staff for review and approval prior to installing lighting onsite.*
10. *Following final design of the plans, the applicant shall provide a CD copy of the final Building Floor Plan Layout and Utility Plan (in a .dxf format), for the Fire Department's pre-fire planning of the structure's layout.*
11. *If the Fire Department requires any fire prevention measures the applicant shall implement these as required.*
12. *Applicant must demolish the existing accessory storage building and remove it and existing impervious surface area (building, pavement, or gravel) equivalent to the area to be disturbed for the proposed storage building or remove enough existing impervious to ensure that the site does not exceed 70% impervious surface (or 75% if acceptable stormwater management/runoff features are approved and implemented) for the overall site upon completion of the proposed accessory storage building. Applicant shall update the site plan to show the location of the impervious areas to be removed and submit the revised plan with impervious area calculations to Planning and Development staff for review.*
13. *Applicant shall submit a code compliant landscaping plan and schedule for staff review prior to conducting work onsite.*
14. *Applicant shall submit a design for an acceptable 30-foot landscape buffer between the proposed storage building and the adjacent residential properties to the west. Applicant shall also update the site plan to show the 30-foot buffer and dimensions and submit the revised plan to Planning and Development staff for review.*
15. *Applicant shall revise the west and south elevations of the proposed storage building with a code-compliant material other than ribbed steel siding and submit the revised elevations for staff review prior to obtaining building permits.*

7. **Discussion Items**

There were no discussion items.

8. **Announcement/Reports/Comments/Questions**

Wiley explained that he would bring some ordinance updates to the Commission in the coming months.

9. **Adjournment**

Mayor Mackenzie asked for a motion to adjourn. Erickson moved to adjourn and Eades seconded. Motion carried and the meeting adjourned at 7:51 pm.



City of Ashland – Planning Commission Meeting Minutes

A meeting of the Ashland Planning Commission was held on **Tuesday September 19th, 2023 at 6:30 P.M.** in the Ashland City Hall Council Chambers and via GoToMeeting.

Committee Members Present: Mayor Matt MacKenzie, JoAnn Erickson, David Eades, and Jeff Beirl

Committee Members Absent: Laurie Gregor, John Beirl, and Ana Tochterman

Staff Present: Steven Wiley and Mandelyn Lyons

Mayor MacKenzie opened the meeting at 6:30 P.M.

Agenda

1. Call to Order and Roll Call

2. Approval of Agenda

Motion to approve the agenda by JoAnn Erickson, seconded by Jeff Beirl. Passed unanimously.

3. Statement of Conflict of Interest

4. Consent Agenda

a. Approval of the minutes from the August 15, 2023 Planning Commission meeting

Motion to approve the minutes from the August 15, 2023 Planning Commission meeting by JoAnn Erickson, seconded by David Eades. Passed unanimously.
--

5. Public Comment (non-agenda items)

None.

6. Action Items

- a. Review and approval of a Site Plan for renovation of the new Opera House Condominiums at 206 & 208 3rd Ave W. Applicant: S.H. Warren LLC
Mr. Wiley presented the item and provided an overview of the proposed scope of work and site. Wiley presented the staff recommendation and recommended conditions of



approval. The Commission discussed the item and invited the applicants to participate in discussion. Mr. Warren, Mr. Trudeau, and Tom Westlund were in attendance. Wiley explained the staff concerns with the work that occurred on the ground level front façade (removal of previous storefront, replacement with modern windows, etc.) The applicants explained their rationale for why they removed the previous storefront based on the new residential unit layouts. Wiley also highlighted staff's concerns with the ribbed steel siding proposed for the rear façade. Commissioners engaged in discussion and Mr. Eades stated that he believed based on applicable ordinance language staff or the Plan Commission had some flexibility to approve steel siding as proposed. Wiley explained that the ordinance allowed this in isolated areas on the outskirts of the City but that this was a downtown location in the center of the City and prominent. After discussion the Commission was supportive of approving the work as proposed on the front façade with the understanding that the applicants would revise the cladding material on the rear façade to a lap siding. Staff explained that any changes from the plans approved would require additional reviews and approvals.

Motion to approve the Site Plan with amendments by David Eades, seconded by Jeff Beirl. Passed unanimously.

- b. Review and approval of a Site Plan for renovation of the new Hudson Square Coffee at 2419 Lake Shore Dr. E – formerly the Bay View Motel. Applicant: Hudson Square LLC Ms. Lyons presented the item, provided some information on the subject site and project, and the staff recommendation and recommended conditions of approval. The applicants April and Marques Jolma were in attendance. The Commission engaged in discussion. Staff explained the new proposed access and traffic patterns and parking proposed for the site. Traffic would enter using the existing driveway off of U.S. Hwy 2 and proceed to the drive-through window through the site and exit out onto 25th Avenue. The only traffic coming in from 25th Avenue would be employees and some customers looking to park. Ms. Lyons and Mr. Wiley explained that they had conversations with Public Works Director John Butler who was fine with this configuration as proposed. The presence of a center turn lane on the highway was a major factor in Mr. Butler's decision. Ms. Erickson and Mr. Eades expressed concern with the potential for backups or accidents on U.S. Hwy 2. Staff and the commission engaged in addition discussions. After further discussions the Commission was supportive of approving the Site Plan as presented.

Motion to approve the Site Plan by Jeff Beirl, seconded by David Eades. Passed unanimously.



- c. Public Hearing and vote on a request for a Conditional Use Permit (CUP) for a Vehicle Sales use at parcels #201-00066-3000 & #201-00066-0100. Zoned City Center with Gateway Overlay (GTWY-O) and Approx. 100 Year Flood Boundary. Applicant: Shanette Homola.

Mr. Wiley presented the item and provided an overview of the site and explained the recommended conditions of approval. Wiley explained that a Development Permit was approved in 2007 for a vehicle sales use but only on the quick lube property and what is now the small strip where the power lines run. The 2007 permit also required parking vehicles on paved areas. The subject properties were used until recently as a vehicle sales use but not legally.

Motion to go into public hearing by JoAnn Erickson, seconded by David Eades.

There was no public comment.

Motion to go out of public hearing by JoAnn Erickson, seconded by David Eades.

The applicant was not in attendance. Wiley explained that the applicant did not plan to move forward with the vehicle sales use if she needed to meet the recommended conditions due to cost. The Commission discussed the conditions and decided not to require paving the existing gravel surface onsite. The Commission discussed the number of vehicles that could fit on the existing gravel parking area and was fine with allowing whatever would fit neatly on the gravel. Commission members changed the condition limiting the types of vehicles and the new condition was that no commercial vehicles could be parked/sold onsite. Commissioners were supportive of requiring lighting and landscaping. The lighting would help from a safety and security standpoint and the landscaping would mitigate potential negative impacts the vehicle sales use could have visually on the neighboring properties.

Motion to amend the CUP conditions by JoAnn Erickson, seconded by Jeff Beirl. Passed unanimously.

Motion to recommend approval of the CUP with amended conditions by JoAnn Erickson, seconded by David Eades. Passed unanimously.

- d. Public Hearing and vote on a request for a Conditional Use Permit (CUP) for an increased sign graphic area at 319 Ellis Ave, parcel #201-01682-0000, zoned City Center (CC) with Gateway Overlay (GTWY-O). Applicant: HTG Architects

Ms. Lyons presented the item, provided relevant site information along with the staff recommendation and recommended conditions of approval. The applicant, Russ Schramm of HTG Architects was present virtually. Staff explained that the owner's existing sign exceeded the 32 square foot ordinance maximum permitted under the subject property's zoning. The proposed new sign would still exceed the 32 square foot maximum but would overall be a decrease in sign area from the current (45 square feet



versus the 52 square feet of the current). Commissioners asked the architect why he wanted the larger sign. The architect explained that the current width of the street was a factor.

Motion to go into public hearing by Jeff Beirl, seconded by David Eades.

There were no public comments.

Motion to go out of public hearing by Jeff Beirl, seconded by David Eades.

Motion to recommend approval of the Conditional Use Permit request by Jeff Beirl, seconded by JoAnn Erickson. Passed unanimously.

7. Announcements/Reports/Comments/Questions

8. Adjournment

Motion to adjourn by Jeff Beirl, seconded by JoAnn Erickson. Passed unanimously.

Meeting was adjourned at 8:25 P.M. Minutes done by Mandelyn Lyons & Steven Wiley

City of Ashland - Housing Committee Meeting Minutes

The City of Ashland Housing Committee will be holding its Wednesday August 9th, 2023 meeting at 10:00am in the City Hall Council Chamber and via GoTo Meetings.

The meeting can be accessed using a computer, tablet or smartphone using the link <https://meet.goto.com/157765245>. The meeting can also be accessed by phone at 1-866-899-4679 using access code: 157-765-245.

Present: Matt MacKenzie, Charlie Ortman, Tom Buzzi, Kaas Baichtal, Brant Kucera, Steven Wiley, Ray Kallio, Kelly Westlund, Jay Emmert

Absent: Priscilla Neiman

Agenda

- 1) Agenda Approval – 10:03 am
Baichtal moved and Ortman seconded to approve the agenda. Motion carried.
- 2) Consent Agenda
 - a) Approval of minutes from the July 12th, 2023 Housing Committee meeting
Ortman moved and Buzzi seconded. Baichtal asked to add in the 2nd paragraph of old business in the discussion on the HIP program a mention of not just numerical trends but specifically the reasons people cannot be helped/patterns so we can create programs to help them. MacKenzie asked if Baichtal was asking to change trends to patterns. Wiley read back to Baichtal her request and she acknowledged. Motion to approve the minutes carried with the amendment as proposed.
- 3) Citizen Comments
Westlund wanted to take chance to let committee know that there is a unique funding opportunity with HUD that was released in the last couple weeks. It was designed to identify and remove barriers to affordable housing. It opens the beginning of September and closes at the end of October. She wants to get with communities, counties, and tribes in area which would ensure a more competitive application. She would like to explore chances to collaborate. It is the Pro Housing program.
- 4) Old Business
 - a) Foreclosures – Discussion
Wiley provided an update. MacKenzie asked we table the item for the next meeting. Baichtal stated that she dug into the CCAP API more to determine who has access to the data. What she saw was unfinished. People have to go through the county to access the data.
 - b) Vacant Properties – Discussion
We need to look at legality. Wiley needs to follow up with Tyler on the City ordinances. Baichtal mentioned that there are also properties that are not in danger but not available for housing. She suggested perhaps a public service announcement saying if people have properties that are housing and could be

available we would be interested. MacKenzie suggested Baichtal connect with Wiley after the meeting and provide the name of any property owner she was talking about. Ortman stated that a realtor would be handy. Baichtal stated that if you have a house you are not doing anything with people need it! She suggested the committee look at an announcement like what they do for not flushing wipes down the toilet. Buzzi keeps tabs on people that own lots of properties because he does business with them. Emmert feels there have been a number of landlords that have sold their properties during the market uptick. That is why there is a shortage. They are cashing out. Westlund mentioned the CDBG revolving loan fund which is an underused program at NWRPC. It is a zero interest 10-year loan. As long as it is an income eligible tenant at the property. Kallio asked if the tenant or landlord was responsible for paying money back. Westlund answered that the landlord was responsible. Baichtal explained that she had approached NWRPC in the past. She said it was impossible to work with them. The lady was very anti-landlord and lost paperwork frequently. MacKenzie asked how we outreach to the properties. Emmert asked if the properties are maintained. Baichtal answered that some of them are. It depends. Emmert stated that with some estates it might be a year before the family calls them due to having to work things out. It could be a month, could be a year. MacKenzie asked the committee to come up with thoughts prior to next meeting on how we can locate these properties. Kallio sees some of them out on his property maintenance inspections. Someone owns the property just east of 2816 Main Street East for example. Kallio provided another example also. Baichtal mentioned the property at 10th St W and 4th Ave W. It has been vacant and shut up for years. It could be a college rental. She would rehab it as it is a block from her house. She would normally get in touch with a more aggressive realtor. The committee could do a PSA or create a brochure. Mackenzie stated that we want to know what our target is prior to creating a brochure. We needed to determine how we identify where vacant properties are at. Ortman asked how we help. Baichtal suggested advertising that there are rehabbers in town that would buy properties for \$25,000. She would buy anything for \$10,000-\$15,000 but \$25,000 is her limit. Mackenzie asked if an option would be to reach out to the people that are willing to do the work. Ortman answered affirmatively. Emmert recommended checking with City Attorney on what legally we can do. Mackenzie asked where we would advertise it. Baichtal proposed putting something in the mail. Westlund asked if mailing something in property taxes would work. Mackenzie explained that we pay to put stuff in the water bills. If we can get people to bring properties to our attention maybe we put that in the water bill. An example is if you have a vacant property next door.

c) Rooming House – Discussion

Mackenzie asked if we need a definition of rooming houses. Wiley stated that staff had started discussing whether or not to support them and that they would need to be regulated. Wiley asked Kucera if he wanted to weigh in. Kucera stated that he was completely opposed to this. The landlord needs to live on site. In our experience they have not worked out well. Baichtal stated that she had lived in them for years. In her experience they were occupied equally by men and women. Baichtal was working on remodeling. She stated that they consisted of a hallway with rooms, bathrooms, and kitchens. She asked why we would want to have eight more homeless single people because of ideas that came out segregating poor people from neighborhoods. Mackenzie asked for us to reach out to communities already doing this to see if it was successful for them and how they are doing. Baichtal explained how it would work. Ortman has seen

Kucera's scenario but the people are going to be here. He stated that we have to deal with them one way or another. Mackenzie asked if Wiley can find a couple communities that have rooming houses and get copies of their ordinances for the next meeting. Wiley stated that he would work on this. Buzzi has found examples of these from out east. Baichtal stated that only recently have cities started to reverse trends from before. Emmert stated that Our Lady of the Lake has huge reservations about having such a use right across from a school. They are not going to split off the gym from the property. Buzzi stated that it is a great location. Kallio mentioned the old clinic by Super One and that it has also been vacant. He asked if it could work. Emmert stated that the owner was asking much for it and Emmert does not know if someone can make it work there. He suggested identifying properties for lower income people close to grocery store, close to bus stops, etc.

Westlund left the meeting at 10:43 am.

Emmert left the meeting at 10:50 am.

d) Main Street Housing – Discussion

Baichtal thought Zackovich got buildings downtown near City Hall with the idea of putting in dorm style housing. Money was likely an issue. Wiley explained that staff is looking at an ordinance for downtown and Wiley has a draft in progress. Mackenzie asked us to look at this and follow up on creating a draft. Baichtal suggested coordinating with the Chamber of Commerce or someone like that to achieve buy in. Mackenzie suggested look at ordinances first and see and eventually we will need to work with our downtown businesses, etc. on buy in. Baichtal stated that there will likely be a shortage of ADA office spaces if we change the ordinance so we should look at that also.

e) Empty Buildable Lots – Discussion

Wiley explained the difference between buildable lots and former right-of-way. The City is giving back some right-of-way and has available buildable lots that can be sold. Mackenzie would like to see us identify some properties that are buildable lots with utilities to them. Baichtal asked if there was a list. The committee asked if for the next meeting Wiley could come up with five different properties from across the City to look at. They asked if the lots could be spread out across town. Baichtal mentioned one on Vaughn on the west side of the street closer to 3rd than 6th. Ortman explained that the Pro Housing grant could help maybe. He asked if we could have a house built and turn over to a realtor after. Mackenzie stated that we could but would be a nightmare. Ortman proposed picking one or two items from the agenda and not discuss the rest at the next meeting to really focus on them. Wiley was to get with Mackenzie and discuss and create agenda for the next meeting. Ortman wants to beat up the rooming house item for the next meeting.

Mackenzie stated that Priscilla Neiman had asked if it is possible for us to meet on Monday or Thursday. Baichtal stated that Thursday would be better for her. Kucera explained that Thursday mornings were the Department Head meetings so Wiley would not be available then. Afternoon works if it is Thursday.

5) New Business

6) Announcements

a) Update on progress with CDBG, HIP and property maintenance

Kallio gave an update on the HIP program. He runs into issues where people need more money than what we can contribute. We do \$1,000 to \$1,200. We can give small loans or pick a few larger projects. Currently the City does not have money coming into the program so we should discuss how best to proceed. Kallio had 33 lawns in the last week and a half and 2/3 have been taken care of.

7) Adjournment

Ortman moved and Buzzi seconded to adjourn. Motion carried. Meeting adjourned at 11:09 am.

Mackenzie informed the committee that the volunteer picnic was scheduled for the 8th of September and asked members to keep their calendars open.

City of Ashland – Sustainability Committee Meeting

Thursday, October 26th, 2023

6:00 pm – 7:00 pm HYBRID MEETING:

Meeting Link: <https://meet.goto.com/740241965> | **Access Code:**
740-241-965 - CITY COUNCIL CHAMBERS (601 Main Street W)

Energy Action Plan, 25x25 Plan, Sourcewater Protection Plan linked here:
<https://sites.google.com/view/ashland-sustainability/themes>

Present: Dale Kupczyk, Adam Zais, Lissa Radke, Axel Peterman, John Butler, Steven Wiley

Absent:

Agenda

- 1) Approval of Agenda
Peterman called the meeting to order at 6:11 pm. Kupczyk moved to approve the agenda and Zais seconded. Motion carried.
- 2) Approval of minutes from the September 28th, 2023 meeting
Peterman moved to approve the minutes from the September 28th, 2023 meeting as written and Zais seconded. Motion carried.
- 3) Citizen Comments
None
- 4) Projects/Discussions
 - a) Lawn Care Product Use and Toxicity (Discussion)
Wiley recapped discussions from the last meeting. Mr. Butler stated that he was not familiar with the exact product we use but the crew uses a herbicide around the chain link fencing and ball diamonds where it is hard to weed whip. He stated that he will look into it with the maintenance staff and get Wiley a report. Radke mentioned seeing flags at Bay View Park and Kreher Park. Butler was not aware of what product was used so will have to look and follow up. Radke wanted to hear from the City regarding what we are doing and then determine whether we wanted to reduce toxicity. Then do we look at banning some things in the City like with coal tar products? Radke mentioned that Westlund brought up the point of whether or not municipalities can ban things at the last meeting. She was trying to tease out whether City can actually ban herbicides. Radke wanted to develop some sort of outreach campaign to address this. She stated that it would be hard to enact a ban but having an outreach campaign regarding the dangers would be something that could be adopted by us. The City was already promoting No Mow May so this is something we can tie in. Butler said that staff can operate off of some discussion. The City does not have to ban it but the Committee can trust staff. Kupczyk said that we want to know what the City is using so the Committee does not recommend against using something that the City is continuing to use.
 - b) Waste and Recycling
Peterman stated that getting recycling bins in parks is a desire of the committee. Wiley provided an explanation of what is going on and discussions with Sara Hudson

about putting bins in. Butler explained that the Bay View Park bins fill up like you would not believe. Crews empty them Monday and Friday and sometimes it is hard to make it to Friday. Kupczyk stated that if homeowners have to do this then the City should. Butler asked for location suggestions and where to start. Peterman suggested Pamida Beach. Butler replied that this makes sense to him. Zais asked what it would cost. The sheer quantity of garbage/recycling at that park is a problem. He asked what it would be to get another day of pickup like Wednesday. Butler answered that it just would take away from other things the staff would be doing.

Butler explained that we also have a caretaker in the summer months for the garbage cans so staff has a means to address it for when it gets bad.

c) Climate Change

i. 25x25 Plan further discussion

Wiley explained the Wastewater Treatment Plant (WWTP) proposal and early discussions. Butler explained that staff was coming up with a plan to do critical upgrades at the WWTP. This would include replacement of the drinking water intake and will be a huge energy draw. The removing and replacing process will create many energy savings. Leaks exist in some of the lines where you can hear the air escaping. We are definitely interested in looking at solar there as part of this. Zais explained that Bill Bailey mentioned grants for the work. Butler asked if you just use transformers to step up to 240/480. Zais answered that it would be designed to operate at that level. He just finished Bayfield County's jail micro grid. It was just finished and turned on today. It was a pretty huge project that Bill Bailey was involved with. It has a micro-grid which can physically sever from the grid on days when there is huge demand. Xcel can say use your battery power. Butler explained that the City has been using the WI Clean Water Loan program. Butler brought up with our consultant to inform them that we are interested in looking at solar integration and they were going to look at this. Zais explained that the first step was to get a data logger. This would capture data (peak demand), etc. The City would have to pony up \$1,000 to \$2,000 for it. Zais asked how we would get the ball rolling and whether it was appropriate to pass a resolution. Butler suggested that the Committee talk with Wiley and he can get the ball rolling. Butler asked how you spec the data logger. Zais answered that the Committee could talk with Bill Bailey to do so. Mr. Bailey can help with this. Butler explained that one thing staff is looking at is expanding administrative space because utility staff does not have enough office space. Zais explained that Bailey is very bullish on this. Butler explained that Washburn has a solar array on their plant. Zais stated that the WWTP uses so much energy and Xcel has a special rate. Butler explained that Aeration and UV disinfection take a lot of juice.

ii. City Vehicle Fleet discussion

Wiley mentioned Mr. Kucera having someone look at the City's fleet vehicles. Butler supports EVs but currently the City can get a new vehicle, use it, sell it, and turn around and make a profit. Currently the focus has been large trucks which is counterintuitive to what the Sustainability Committee is

doing. It's hard to buy one so it is easy to make money when selling them. The City has two in town vehicles limping along so maybe look at those. Radke stated that on December 5th she is bringing in a Department of Administration Executive Director who is looking at this issue. If anyone was interested she can send the invite. Butler said this would be interesting.

d) Water

i. Develop Sourcewater Protection Plan Initial Recommendations

Radke was on workgroup when it started until she became sick. The Committee had talked about wanting to have a list of recommendations compiled all together so it would be easy to implement by staff and have this public facing as well so the public is aware of it. She has prepared a composite list of all recommendations with an executive summary so it is easier to implement and put out to the public. She sent it to Wiley and it can also go to Mr. Butler. Butler stated he was happy to look at it. He mentioned that this was an example of making the plan, putting it on the shelf thing with it so he was happy to look at it again. He went to a conference on road salt usage so optimizing this would be a low hanging fruit way to get salt use down, etc. Radke mentioned interdepartmental awareness-getting other City Departments aware of the plan so they can see how they can make contributions. Butler mentioned water intake project. This project will essentially double the length of the intake into the Bay. The City has essentially eliminated our overflow problem. We had issues this spring but due to a massive snowmelt. Radke stated that this was all huge. The fact that Butler has done so much in so few years is huge and might be nice for the Daily Press to do another article. Zais asked if the reason we haven't had sewer overflows is primarily because we had the recoating of the pipes. Butler answered yes. There were some cases where the pipe was in rough shape so they do open cut excavations each year. Also have to keep up on cleaning out pipes. The DNR pointed us in this direction because the City of Superior had observed the same thing. If people do not do their inflow & infiltration the water infiltrates into the system and we are all paying to treat it. We can do some stuff there. Radke sees some streets that have had infrastructure replaced and trees replanted. She asked how this works. Butler explained that Sara Hudson manages this program and has been working on grants to restore the trees which generally follows the street project by a year or two. Butler supported doing this but we already don't have enough money to restore the roads and stormwater pipes so we have to look at funding options.

e) Complete Streets – Update

Wiley mentioned that Ellis Avenue will be reconstructed in 2025. Butler explained that the City does not really have a Complete Streets policy but has gotten a lot of grants and our City Engineer is applying for grants for this tomorrow.

f) Green Tier Legacy Communities – Update

Wiley mentioned the annual meeting coming up and that there was a virtual meeting on October 30th and new Green Tier scoresheet. Wiley explained how the scoresheet works and that it was intended for communities to be able to establish a baseline of

where they were at on various sustainability initiatives. From there the communities could determine what goals to establish and work towards for the coming year.

g) Great Lakes Friendly Restaurant Certification - Discussion

Peterman tabled this item since Amman was unable to attend.

h) Seed Mix - Discussion

Wiley brought up that this started with Laura Graf. Radke had looked at sample ordinances from other communities which had examples of permitted plants. Butler mentioned that Alex, the City's intern this summer had also done some research and so would be interesting to compare what he came up with what Radke found and see how the plants compare. Butler mentioned that usually we have worked with our consultant and gone with whatever they have chosen. Radke mentioned that there were a lot of weed seeds in the mix she dealt with. Butler explained that the issue with Radke's product was likely workmanship. Butler stated that we tend to leave our window open for contractors throughout the year to get affordable pricing. He has had issues with some contractors. He asked if it got better at Radke's place when Public Works staff reseeded it last year. Radke stated that she was going to look at doing some things on her own. She would address some of the weeds without toxic chemicals and put some seed in on her own. She was not fretting too much but wanted to have us look at how to address things for other properties because we will have to dig up others. Butler was interested in seeing what Radke came up with. Radke stated that she could send to Wiley and he can send out to others.

i) Community Garden Update

Peterman spent the last few weeks preparing for winter. His group instructed gardeners to clean out their plots by the end of this month. Gardeners were asked to remove anything unsightly by the end of this month. The work event postponed due to bad weather. Peterman will try to get everything done by the end of the month. The trash bin placed next to the garden for their use has been removed. Peterman would like it back because for clean-up they will have a lot of stuff to toss. Peterman is planning for next year. He is planning to up the plot fee a bit. Now it is \$20.00 for the season for 200 sq. ft. for access to water and compost. This was unreasonably inexpensive. No one knows how long it has been that. In doing research a number of gardens are charging 3 or 4 times as much for a similar area. Peterman is looking to up the fee for next year to 35 or 40 bucks. He is also looking at things to add for next year. For example, some gardens do not allow people to place wood chips in their plots. They don't want people tilling up wood chips which rob the soil of nitrogen. This is a change to make for next year. Peterman stated that he has been in touch with Northlakes Clinic about creating an off-site manager position. He reached out but has not heard back. He will follow up. Kupczyk thanked the City for having the disposal area by the Public Works building for grass, leaves, etc. Peterman had put out a flyer a few weeks back asking people to donate leaves that have fallen. He has not heard much back. He may reach out to Dan at Public Works. Butler stated that he can probably send leaves Peterman's way. Peterman stated that he needed a source of carbon and brown material for composting. Butler asked when Peterman wanted the leaves by. Peterman wanted the leaves within the next week or week and a half ideally.

5) Future agenda items

Peterman asked if there was anything to add to the agenda. Kupczyk mentioned the walking trail. It is a wonderful thing but there are some areas when you go down to Bay View for example where you cannot see the lake. On the far east side too where there are so many trees you can't see the water. Butler has been working with Sara Hudson and suggested that Kupczyk reach out to her. She makes a determination and sends work orders to the crew. Peterman asked about talking to her about the beaver issue also. Butler we can talk to Dan Homola in PW. He explained that we have had beaver activity damming up culverts and Dan has been involved. He recommended talking to Dan. Radke stated that it was a great thing to look at all kinds of options. Butler asked if garden fees should be covering the water use for the community garden. Peterman answered yes. Butler asked if Peterman knows what the water use is. Peterman stated that he would have to look at it with building changing hands. CESA 12 used to track this. With the change in hands he was not sure how this was going to work. This is something he needs to talk to Ms. Hudson about and have her reach out to the new owner. Peterman stated that raising the plot fee will not be enough to pay a new manager but could help buy tools, hold gardening classes, potlucks, etc. Butler can follow up on water use. Peterman mentioned that water for the garden was turned off earlier this summer. He talked to Ms. Hudson and she and Mr. Kucera got water back on but the flow was and is still low. He believes that figuring out what is going on with that and maybe digging up the hose and replacing it is something we can do next year.

6) Adjournment

Zais moved to adjourn and Kupczyk seconded. Meeting adjourned at 7:16 pm.

Recorded by:

Steven Wiley

City of Ashland – Sustainability Committee Meeting

Thursday, September 28th, 2023

6:00 pm – 7:00 pm HYBRID MEETING:

**Meeting Link: <https://meet.goto.com/740241965> | Access Code:
740-241-965 - CITY COUNCIL CHAMBERS (601 Main Street W)**

Energy Action Plan, 25x25 Plan, Sourcewater Protection Plan linked here:
<https://sites.google.com/view/ashland-sustainability/themes>

Present: Dale Kupczyk, Amy Amman, Adam Zais, Lissa Radke, Kelly Westlund, Axel Peterman, Steven Wiley

Absent:

Agenda

- 1) Approval of Agenda
Peterman called the meeting to order at 6:01 pm. Amman moved and Westlund seconded to approve the agenda. Motion carried.
- 2) Approval of minutes from the June 27, 2023 meeting
Peterman moved and Zais seconded. Motion carried.
- 3) Citizen Comments - None
- 4) Projects/Discussions
 - a) Lawn Care Product Use and Toxicity – Bob Laskowski (Discussion)
Peterman opened the floor to discussion. Mr. Laskowski was here two months ago and concerned about his dog being poisoned by lawn care products. Kupczyk asked Wiley to correct the spelling of Laskowski's name in the agenda/minutes. Wiley stated that he would make the correction. Radke mentioned Glyphosate which is a chemical used in some of the products and is dangerous to human and environmental health. It can impact a person's DNA, etc. Peterman is curious to know how many manufacturers use the chemical in their products. He is aware of Roundup as one product. Amman mentioned us looking into the City's usage of these products and what is used and where. Wiley stated that he had not yet been able to do this. Radke mentioned that perhaps we can look at which products have Glyphosate in them and what the City uses. Maybe we do a campaign in tandem with No Mow May next year. Amman said perhaps we can look at what it means when people have their lawns sprayed and the signs are put up on lawns. Westlund mentioned an article in Time Magazine about lawn chemicals and the range of concerns. Glyphosate is in Roundup. Public education/outreach is a good place to start. Radke mentioned that Roundup is banned in Canada. Some people from there would sometimes come and buy cases from the US and sell it. The first step is to do research, find out what the City is using, (she sees signs at Kreher Park), look at model ordinances, and do education. Radke stated that the research on how quickly it affects people is astonishing. Radke asked if we want to commit to action/next steps. Westlund agreed with looking at what the City is doing, looking at sample ordinances, and highlighting the dangerous nature at No Mow May. Radke is willing to talk to John Butler. She sees flags at Kreher Park in the spring and fall. Radke mentioned the resolution

against selling coal tar asphalt covering. Westlund will look for a sample ordinance we can look at. Peterman asked if a ban on selling would cover Walmart. Westlund and Kupczyk if he has seen anything like this come up. Kupczyk replied that he had not but suggested that the Committee can put out something in the water bills. Westlund explained that at the local level municipalities cannot necessarily ban it but if City is using it at Kreher Park we can look at the City's actions. Radke stated that she was looking up legal websites to see if products can be banned by municipalities. Apparently, they can be. If protecting the public health, etc. municipalities have a better shot. She is not necessarily recommending banning specific products since it is divisive. Westlund would like to keep on the agenda for the next meeting.

b) Waste and Recycling

Radke explained that this was Ms. Ullman's initiative. Kupczyk mentioned that he brought this up because at the beaches there are no recycling bins. He stated that the City should have them. Wiley explained that he had talked with Sara Hudson and things we need to consider. There was the staff time involved in going to each location to maintain and empty recycling bins since the City's contract with Eagle Waste did not cover these locations and it was not possible to get trucks to all locations. The Parks and Public Works Departments would have to quantify the amount of staff time, the expected costs, etc. There was also the discussion of whether people would use the bins. Wiley stated that Ms. Hudson had discussed doing a pilot program downtown to see if people would use the bins. Kupczyk stated that this should be straightforward. Westlund asked if we contract with Eagle Waste, why can't we ask them to put out say a dumpster in some locations. Zais brought up the contract for waste removal downtown. He stated that currently the City was stuck in the contract but could have its ducks in a row.

Radke stated that many things on the agenda relate to John Butler so asked if we could invite him and discuss these. For example, the seed mix was one item of several. *Radke left at 6:26 pm.* Amman asked what we are paying for and are they actually recycling these items. She stated that we should find out. Wiley said he would note and follow up.

c) Climate Change

i. 25x25 Plan further discussion

Wiley mentioned the City's lighting upgrades and WWTP solar/micro grid project. Westlund explained the potential WWTP project to Kupczyk. She would like to see it as more of a priority to get this done. Kupczyk suggested budgeting money to make this building and other buildings more energy efficient. Wiley mentioned recent staff discussions that occurred on this. Westlund mentioned the airport and incandescent bulbs there which might be a temperature issue in the winter but stated that we should have technology now to look at alternatives.

ii. City Vehicle Fleet discussion

Wiley explained where we are at with this and an example would be replacing the property maintenance vehicle with a new EV. Staff is starting to have discussions on this. Peterman asked if there is a big difference in up front costs buying an EV. Zais explained that it costs more up front but you save

money over time. He asked if drafting a resolution for Council would help. Wiley answered that it could. Westlund suggested that maybe it is a policy where moving forward we look at electric or alternative fueled vehicles. Zais stated that bicycles are superior but if you have to drive go electric. EVs shine in stop and go. There is a City Public Works truck that drives down Main Street. If this truck was switched to an EV in five years' time that would help. Peterman asked how many of City's vehicles that are pickup trucks actually need to be pickup trucks. Wiley stated that he can look into it. Westlund asked if many do double duty though such as plowing and hauling brush. She stated that in cases where vehicles do double duty pickup trucks may be beneficial.

d) Water

i. Develop Sourcewater Protection Plan Initial Recommendations

Peterman stated that Radke looked at this. The Committee tabled for the next meeting.

e) Annual Report for City Council

Wiley explained that he was working on it. Peterman stated that the thought was that rather than scrape together photos and information for 2022 let's do a report for 2023. Westlund stated that if Committee will make a report to the Council it would not hurt for the Committee to ask for a budget even if it only \$2,500. If they say no they say no but at least ask. Wiley stated that he could bring up budget question. Westlund suggested reviving the Eco-Municipality Resolution for Council. It is the way the City makes decisions and has been since 2003 or 2004. Without it hanging on the wall it is easy to forget. Peterman asked if it was possible to create a poster and hang in the hall or in the Chambers. Wiley stated that he could bring this up with staff.

f) Solar Incentives Proposal

The Committee stated that this was the WWTP proposal discussed at a previous meeting with Bill Bailey. The Committee proceeded to the next item.

g) Complete Streets

i. Discussion

Wiley explained the Ellis reconstruction. Amman asked if this could tie in with the Parks and Recreation Committee's work. Wiley believed so and explained the Parks and Recreation and Public Works Committees' efforts on the bike and ped plan. Kupczyk asked what Complete Streets is. Wiley provided an explanation. Peterman mentioned maybe putting up signs at the edge of the bike path, corridor, etc. so people can see where they can ride their bikes around Ashland. He had lived here for 7-8 years before he found out that you can bike the loop. Having some signs around downtown was a good idea. Westlund stated that bicyclists trying to navigate downtown with car doors opening is a concern so asked if moving them to other streets made sense. ATVs are supposed to stick to the 3rd Street corridor but she was not sure if there was any enforcement. Zais stated that slowing down cars more and more signs are important along with the speed indicators they trot out during the summer. Peterman suggested maybe blocking off Chapple Avenue where the bakery/Black Cat/Co-op are on weekends. Kupczyk stated that if there was no parking there then we may have people parking at businesses on Main Street. This could cause issues. Zais explained that one place to start

would be to ask the businesses what they want. Westlund explained that the aging/older population is something to consider. Peterman will speak with the Co-op and Black Cat. There was also the Jujitsu place and pregnancy center, along with residential buildings. Peterman asked if someone would like to speak with someone at the jujitsu place. Westlund asked what our ask was of the property owners. Peterman answered that we would ask them if they would like us to try closing off the block for one weekend next summer. Zais asked if we just close off a street and put cones there what does that accomplish and how are people going to react to that. Westlund added that if we can incorporate some type of programming that would help.

h) Green Tier Legacy Communities

i. Update and Annual Report Discussion

Wiley went to last quarterly meeting and there were no updates now.

i) Great Lakes Friendly Restaurant Certification

i. Discussion

No updates

j) Seed Mix

i. Discussion

Westlund asked about this. Amman explained that seed mix is full of burdock which is a big huge leaf not conducive to lawns. It is highway mix instead of grass. She wanted the City to find out why this was allowed to happen and make sure it does not happen again. It should be easy to do. She asked if MacArthur will have the same problem. Kupczyk stated that when they redid his sewer they ended up with no grass rather it was just weeds in people's yards. Amman stated that the City needs to look at the contract and when they redo streets have something in there saying that they cannot use highway mix. She stated that she was not sure if there was remediation on what people have done. She was happy to write the language.

k) Community Garden Update

Peterman explained that they were wrapping up the season. There were four more weeks until shut down. The tomato plants were dying off. It was a struggle to get people to harvest their stuff since they think the season is over. Peterman is beginning to look at what they will do next year. He is looking to expand again and has been in communication with Ms. Hudson and the Parks and Rec Committee. The group doubled the size of the garden this year and are looking to double it again. They are looking to install permanent deer fencing. They will look to have smaller plots for people that want to be involved in gardening. As a satellite garden he is looking at Carlson's lumber yard. Off to the side on 6th street there is a strip of land the next block over from the Fire Station. He will ask if they are interested in letting the Beaser garden put tarps over planters in spring and make it a public orchard space. Westlund likes idea and maybe the Beautification Council would also. He is looking at ways to establish a paid manager position for the Beaser garden. He is also talking with Northland College and their new president who is supportive of community agriculture. Peterman would like a paid at least part time position. Zais is happy to make the introduction to the brothers that own Carlson's.

5) Future agenda items

Westlund explained that Bayfield County is funding an outreach position for CDBG programs for housing. There are opportunities for weatherization programs. Focus on Energy stuff. Wiley stated that he can put on if we want more discussion. Peterman asked if we should remove the Annual Report. He stated that we can still work on it but can take it off. Wiley stated that he would take this off.

6) Adjournment

Westlund moved to adjourn and Zais seconded. The meeting adjourned at 7:20 pm.

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

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

NOTE: Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact the Planning & Zoning Department at (715) 682-7041.

CITY OF ASHLAND
POLICE & FIRE COMMISSION MEETING
Monday, September 11, 2023 – 5:15 p.m.
Hybrid Meeting – Ashland Fire Dept. and GoTo Meeting

1. **CALL TO ORDER:**

Ed Monroe, Vice President, called the meeting to order at 5:19 pm.

2 **ROLL CALL:**

Members Attended: Ed Monroe, Matthew Horning, Melissa O'Connor

Others Attended: Police Chief Hagstrom, Fire Chief Matthias and Emily Hanson

3. **APPROVAL OF AGENDA ITEMS:**

A motion to approve the current agenda items was made by Melissa O'Connor, seconded by Matt Horning, and passed unanimously.

4. **APPROVAL OF MINUTES FROM JUNE 5, 2023 MEETING:**

A motion to approve the minutes from the previous meeting was made by Matt Horning, seconded by Melissa O'Connor, and passed unanimously.

5. **POLICE DEPARTMENT BUSINESS:**

Administrative Report

Chief Hagstrom went over the Police Department report that was emailed to the commission members and available at the meeting in hardcopy. The report consisted of statistics from June 1, 2023 through August 31, 2023. There was an average of 28.3 calls per day, there were 120 arrests, 12 emergency detentions and 32 reportable accidents.

Chief Hagstrom let the Commission know that he listed some patrol/investigation incidents that were more than just routine.

Chief Hagstrom reported that there are currently two new hires that will be coming on and are currently going to school and completing necessary testing.

A motion to approve Chief Hagstrom's report and place it on file was made by Melissa O'Connor, seconded by Matt Horning, and passed unanimously.

6. **FIRE DEPARTMENT BUSINESS:**

Administrative Report

Chief Matthias went over the Fire Department report that was emailed to the commission members and available at the meeting in hardcopy. The report consisted of statistics from

CITY OF ASHLAND
POLICE & FIRE COMMISSION MEETING

Monday, September 11, 2023 – 5:15 p.m.
Hybrid Meeting – Ashland Fire Dept. and GoTo Meeting

June 1, 2023 through August 30, 2023. The department responded to 753 incidents. The numbers are increasing slightly monthly.

Chief Matthias talked about the controlled house burn training exercise that is planned. The City owns two houses that need to be condemned. Realistic training is unmatched by any other training available. This training is crucial in order to gain the confidence needed to perform the duties of a firefighter. Notice went out to the neighboring houses surrounding the burn site and the community showed some resistance. Chief Matthias talked extensively with one community member in particular, and also held an informational meeting. The decision has been made that one house will be able to be used for fire training, though it will not be burned completely to the ground. The other house is too close to the power lines, so that house will likely just be demolished.

A motion to approve Matthias' report and place it on file was made by Matt Horning, seconded by Melissa O'Connor, and passed unanimously.

7. NEXT REGULAR MEETING DATE:

Due to a scheduling conflict with a commission member, the next regular meeting will be held on **Tuesday**, December 5, 2023 at 5:15 p.m. This will be a hybrid meeting; those that choose to attend in-person can do so at the Ashland Fire Department, and others will have the option to attend virtually via GoTo Meeting.

8. CLOSED SESSION:

A motion to enter into closed session was made by Melissa O'Connor, seconded by Matt Horning, and passed unanimously.

Ed Monroe, President, announced that they will enter into closed session per Wisconsin State Statute 19.85(1)(c). "To consider employment, promotion, compensation or performance evaluation data of any public employee over which the commission has jurisdiction or exercises responsibility."

Chief Hagstrom and Chief Matthias attended the closed session due to their presence being necessary for the business at hand.

9. RETURN TO OPEN SESSION:

A motion to return to open session was made by Melissa O'Connor, seconded by Matt Horning, and passed unanimously.

CITY OF ASHLAND
POLICE & FIRE COMMISSION MEETING

Monday, September 11, 2023 – 5:15 p.m.
Hybrid Meeting – Ashland Fire Dept. and GoTo Meeting

10. REPORT ACTION TAKEN IN CLOSED SESSION:

Probation and Personnel Reports were given by both Chief Hagstom and Chief Matthias. The reports were approved unanimously by the commission in closed session.

The Police Department has four hires currently on probation, and the Fire Department has seven. The Fire Department has also offered to hire a new recruit which will more than likely be accepted by the applicant soon.

A motion to reaffirm the business taken during open session was made by Melissa O'Connor, seconded by Matt Horning, and passed unanimously.

11. ADJOURNMENT:

A motion to adjourn the meeting was made by Matt Horning, seconded by Melissa O'Connor, and approved unanimously. Meeting was adjourned at 6:14 pm.

Respectfully Submitted
Emily Hanson, Admin Asst.

City of Ashland – Public Works Committee Meeting

Minutes

A meeting of the Public Works Committee was held on **Wednesday, October 18, 2023** at **4:00 PM** in the City Hall Council Chambers (601 Main St W).

1. Roll Call

The Wednesday October 18, 2023 Public Works Committee meeting was called to order at 5:00pm. Roll call was taken.

PRESENT: Ed Calhan, Anne Chartier, Robert Klamerus, Phil Sorensen

ALSO PRESENT: Public Works Director John Butler, Public Works Administrative Manager David Garrington, Mayor Matthew MacKenzie

ABSENT: Andy Goyke (Excused)

2. Approval of Minutes

Calhan moved, seconded by Sorensen to approve the minutes from the September 14 meeting. The motion carried unanimously by voice vote.

3. Citizen Participation Period

Mayor Matthew MacKenzie briefly attended to express his appreciation for the work performed by the committee. He also encouraged the committee to discuss the paving of all gravel streets within the City limits.

4. Unfinished Business

- a. Discussion and Possible Recommendation on City Standards for Sidewalk Construction

Discussion was held regarding the ability of City sidewalks to withstand pressure from City equipment during routine snow removal, and how it may contribute to concrete cracking. Chartier moved, seconded by Calhan, to table the item until the department is able to obtain sidewalk specifications from the City of Superior, and until the Council rep for the committee is in attendance. Motion passed unanimously by voice vote.

5. New Business

- a. Discussion on Splash Pad Construction and Maintenance

The committee discussed the installation of a splash pad located at Bay View Park, and whether or not the City can and should commit resources to the maintenance of the splash pad once installation is complete.

6. Items of Interest for Future Meetings

City Bike Plan Update

PFAS Testing

2024 City Budget

7. Set Next Meeting Date

- a. Thursday November 9, 2023

8. Adjournment

Klamerus moved to adjourn. Seconded by Sorensen. The motion carried unanimously by voice vote.

PARKS & RECREATION COMMITTEE MEETING MINUTES

Monday July 23, 2023 5:00 pm

Ashland City Hall

I. Call to Order

- a) Roll Call: Meghan Salmon-Tumas, , Mike Amman, Kevin Seefeldt, Jen Weiler, Axel Peterman, Philomena Kebec, Mayor Matt Makenzie
 - a. Excused: Sara Jackson, David Ullman, Nancy Szttyndor
- b) Agenda Modification
- c) Approval of Minutes
 - a. Approval of April 17, 2023 Minutes
 - i. Motion: Seefeldt
 - ii. Second: Peterman
 - iii. Passes unanimously

II. Public Comment Period

III Information Items

- Parks
 - Campground have been busy since the start of the season. Kreher and Prentice have both been full in July, prompting the proposal of an overflow-camping policy.
 - Pavilion reservations have also been busy
 - The City has received some concerns over its new mowing policy, the City has worked to inform citizens of the reason why this has been decided.
 - Seefeldt shares that City Council is looking for more specific definitions of native plantings for low- and no-mow areas, prompting Parks and Recreation to develop this
 - Kebec suggests directing homeowners interested in native plantings to the County Native Plant Sale
- Recreation
 - 3rd week of summer camps starts this week
 - Preschool ½ day day camp programs in June were well received
 - Gymnastics - 158 enrolled
 - Art in the Park – Starts July 24, both sessions are full, APR and VPL received \$500 from the Ashland Ed Fund and \$400 from the Ashland Foundation for the program. Funding will be used for supplies and art teacher stipends.
 - Kids Kayak Lessons – 8 enrolled
 - Twins Baseball Clinic – 140 enrolled, Baseball clinic was full at 75 kids, and softball has an enrollment of 65
 - NICA - 16 enrolled
 - Skateboarding – 20 enrolled (2 sessions, both were full)
 - Tennis – 20 enrolled
 - Pickleball – Open play every day of the week at Bretting Center
 - Diamond Sports
 - Softball – 4 teams and 59 girls participated
 - Babe Ruth – 3 teams and 41 kids

City of Ashland, Wisconsin ~ Parks and Recreation Department
400 4th Ave West Ashland ~ WI 54806 ~ www.ashlandparks.org

- Tball and Basics of Baseball – 5 teams (3 tball and 2 basics of baseball) and 68 kids
- Urban Forestry
 - Levy Tree Care was in town June 30 – July 14 to treat 100 medium size ash trees for EAB
 - Treated all trees from Prentice Ave, East that are 8-18 in DBH and a few more that are high-value trees
 - Treatment of these trees will last three years
 - EAB being monitored through life stages on East Side (near Bay Area Animal Hospital)
- Community Garden
 - New fence has gone up
 - Little Free Seed Library has been installed
 - Developing new compost system with three bins (upgrade from current two bins)
 - Numerous events happening, including potlucks, kids events, work parties, and educational events.
 - Plans for next year: expand garden and install deer fencing around half of Beaser Park; plant an orchard, establish more plots, develop a public use space in the garden
 - Working with potential donors for materials and a paid manager position for next year
- Other

VI. Business Items:

- Discussion on the draft Community Garden Policy
 - Review of the Community Garden Policy that was discussed in April.
 - Determined that it was already approved.
- Update on the City of Ashland Bike/Pedestrian Plan update
 - Draft plan has been reviewed by the Public Works Committee.
 - Peterman suggests signage containing a map of the bike paths as well as bike corridors
 - Kebec suggests that a QR code could be more low-budget option
 - Makenzie suggests also reviewing highway crossings
 - Planned for further discussion at August meeting
- Discussion and Action on a Proposal for a Mural at Bayview Park
 - Artist Aimee Strzok is proposing to install a mural at Bayview Park as part of a splash pad project. The proposal will be going to the Planning Commission on Tuesday July 18. Attached is the staff report that will be appearing the Planning Commission Packet. Both APR and the Planning and Development Department are seeking approval from the PRC for the mural.
 - Weiler and Amman express approval of the design and suggest that a larger mural, covering more of the building, would be preferable
 - Motion to accept the mural by Seefeldt
 - Second by Amman
 - Motion carries unanimously
- Discussion and Action on Overflow Camping Policy
 - The City of Ashland does not have an official overflow camping policy. Overflow camping is when the campground are full and campers are allowed to camp in a different spot. The Parks and Recreation Department Staff is seeking a policy defining what overflow camping is and creating parameters to where, how long and cost to stay.
 - Seefeldt asks about plans to establish more campsites; Hudson explains that six sites are planned at Kreher on hill once we obtain the lakebed lease and ten new sites are planned at Prentice Park
 - Seefeldt suggests defining that ten overflow sites are available between the new lot at Kreher Park and the main lot at Prentice Park. Hudson agrees that those numbers seem reasonable by providing enough overflow without overstressing facilities

City of Ashland, Wisconsin ~ Parks and Recreation Department
400 4th Ave West Ashland ~ WI 54806 ~ www.ashlandparks.org

- Motion by Seefeldt to accept this policy with additional language to allow ten overflow sites for RVs and two for tents
 - Second by Weiler
 - Discussion: Kebec sites housing crisis in Twin Cities where city raids encampments and confiscates people's belongings, including medications; criminalizing homelessness is bad policy and bad public health policy
 - Makenzie responds that Ashland has developed a shelter and transitional housing, but that some individuals are insistent on camping in the woods, Hudson adds that they have agreed to work with The Brick for individuals who meet criteria
 - Motion carries unanimously

V. Next Meeting Date

Monday September 18th, 2023 at 6 pm

VI. Comments and Questions

- Amman asks about closing of Bayview Dock; Hudson explains that ice damage was assessed and other structural issues were discovered. Insurance will fund a rebuild, but if we rebuild in the same location, it will not be covered. We have a window of two years from the damage to explore locations.
- Amman mentions that an invasive called crown vetch is taking over the rock wall, asks if someone on staff can pull the weeds, even treat buckthorn; Hudson suggests that the LTEs can work on it and she will pass the directive to their manager. Makenzie adds that the City owns more land than we can care for and yet we need to do a better job.
- Makenzie asks us to discuss at a future meeting that the hockey rink on the West Side needs attention
- General discussion on mowing and plantings and community perceptions

VII. Adjourn

- Motion to adjourn by Seefeldt, Second by Amman, motion passes unanimously

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice. The City of Ashland does not discriminate based on race, color, national origin, sex, religion, 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 through auxiliary aids or services. For additional information or to request this service, contact Sara Hudson at (715) 685-1644.

SUBJECT: Approve to Accept a State of Wisconsin Department of Natural Resources Urban Forestry Grant for the City of Ashland's Tree Management Plan Update (*Parks Director*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: Council Approved an Authorizing Resolution to Apply, September 26, 2023
Parks and Recreation Committee

EXHIBITS: 1. WI DNR Correspondence of Award, December 5, 2023

EXPENDITURES REQUIRED: \$25,000 - Match (labor, equipment, and Fund 480)
\$25,000 - DNR Urban Forestry Grant
\$50,000 - Total

AMOUNT BUDGETED: \$10,000 - CIP Fund 480 (Match)
\$15,000 - Staff time and labor and equipment (match)
\$25,000 - Grant
\$50,000 - Total

APPROPRIATION REQUIRED: \$10,000 - CIP Fund 480

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORD. 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, permits 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:

Funding from the WI DNR Urban Forestry Grant Program for 2024 will be used to :

- Update the City's Tree Management Plan.
- Continue the implementation of the City of Ashland Emerald Ash Borer (EAB) Readiness Plan.
- Construct a gravel bed bare root growing system
- Host an Arbor and Earth Days Celebration

The continuation to implement the City of Ashland EAB Readiness Plan consists of treatment of up to 100 ash trees in good or very good condition with emamectin benzoate, removal of 60 ash trees in poor condition, the re-planting of 60 approved tree species to diversify the City's urban forest, and having a City staff member obtain a pesticide applicators license.

The City of Ashland's Tree Management Plan was last updated in 2017. Funding would be used to hire a qualified contractor to assist the City staff in the creation of an inventory-based Urban Forest Tree Management Plan that includes the newly implemented EAB readiness plan.

To assist in the replanting of the City's urban forest and to stretch funding further, the City sought funding to construct a gravel bed system to grow bare root stock.

The City also sought funding to assist in the implementation of its annual Arbor and Earth Days Celebration by creating information materials and planting trees, shrubs, and perennial species at City facilities.

At their September 26, 2023 Committee of the Whole meeting, Council approved to adopt the resolution required to submit an application to the State of Wisconsin Department of Natural Resources for this grant.



December 5, 2023

► **REQUIRES IMMEDIATE ACTION** ◀

Urban Forestry
Grant# 24UF1579
Grant Amount: \$25,000.00

Ms. Sara Hudson
Director Of Parks
City Of Ashland
601 W Main St
Ashland, WI 54806

Dear Ms. Hudson:

Congratulations! On behalf of the Governor, we are pleased to forward to you a grant agreement for financial assistance for the following project: **CITY OF ASHLAND TREE MANAGEMENT PLAN UPDATE**

Please review and print the agreement. Return the original signed and dated by the **Authorized Representative, within 10 business days of this letter's date, to:**

Mail hard copies:

Wisconsin Department of Natural Resources
Urban Forestry Grants
518 W. Somo Ave
Tomahawk, WI 54487

Scan and Email:

Scan the signed agreement and attach to an email addressed to
DNRUrbanForestryGrants@wisconsin.gov

Contacts:

Nicolle Spafford, Program Specialist
715-896-7099

Keep a copy for your file.

Funds will be encumbered when the signed agreement is returned. Please read the items checked below. They apply to your project and grant award.

☒ **Grant Award Time Period: January 1, 2024 through December 31, 2024.** All project activities must occur within this time period to be eligible. Do not incur costs prior to the Grant Award Start Date, regardless of the date on which this grant agreement is signed.

☒ **Changes to the approved project scope, time period, and/or budget** may not be made without prior approval from the Department.

☒ **An interim report of the project's activities will be due within 6 months of the Grant Award Start Date. A final report of the project's activities will be due within 90 days of grant expiration. Send the report to your Regional Urban Forestry Coordinator, Patricia Lindquist, DNR – 225051 Rib Mountain Drive, Wausau, WI 54401.~**

☒ Please check your local procedures to insure you comply with all applicable state laws regarding competitive bidding and awarding. If you have any questions regarding bidding and/or awarding procedures, contact your organization's or agency's attorney for advice. The [Procurement Guide for Local Governments Receiving Grants \(State or Federal\) from the Wisconsin Department of Natural Resources](#) explains the department's general bidding and contracting standards for grant projects.

Please note that any construction work or work performed by a consultant or other service provider totaling \$25,000 or more requires a written contract. The contract should specify the financial terms, contract duration and services to be rendered. The regional urban forestry coordinator should review the contract prior to signing. A copy of the contract should be submitted with or before the final report.

Instructions and forms for the financial administration of the project are located in the *2024 Recordkeeping & Reimbursement Guide* (will be updated soon) and available at: dnr.wi.gov keyword: UF Grant. Submit the final reimbursement information as soon as possible, or no later than **March 31, 2025**. If you charge equipment usage to the grant, refer to the “DOT 2024 Classified Equipment Rates” (will be available in January) to establish the eligible rate or estimated life of the equipment.

Actual fringe benefits, not to exceed the rate established annually by the Department of Administration (DOA), are eligible as part of the sponsor’s labor costs. For 2024 grant projects, the DOA maximum fringe benefit rate is 47.60 percent. Fringe benefits may include employee insurance, retirement plans, Social Security contributions, Worker Compensation Insurance, etc.

If you are considering the use of a consultant, please review this online reference: [“Guidelines for Working with Consultants on Urban Forestry Grant Projects”](#). These guidelines may assist you in your work with consultants.

There may be other enclosures depending on the conditions listed in this grant agreement. **Read the special conditions carefully.** If you have questions about the grant agreement, contact Nicolle Spafford, Urban Forestry Grants Specialist. For questions about the details of your project, contact your Urban Forestry Coordinator.

The Department of Natural Resources is pleased to participate with you in this urban forestry project.

Sincerely,



Carmen Hardin
Bureau Director of Applied Forestry

Enclosure(s)

C: Patricia Lindquist – DNR Urban Forestry Coordinator, Wausau

GRANT CONDITIONS

NOTICE: Collection of this information is authorized under s. 26.145, Wis. Stats., and chapter NR 47, subchapters I and VIII, Wis. Admin. Code. Personally, identifiable information will be used for managing grants and is not intended to be used for other purposes.

Sponsor	Project Number
City Of Ashland	24UF1579

Project Title

CITY OF ASHLAND TREE MANAGEMENT PLAN UPDATE

Period Covered by This Agreement	Name of Program
January 1, 2024 through December 31, 2024	Urban Forestry Grant Program

Project Scope and Description of Project

The City of Ashland shall participate in the Urban Forestry Grant Program by providing the following items as described in the project application.

Project Description: The City of Ashland is seeking funding to:- Continue the implementation of the City of Ashland Emerald Ash Borer Readiness Plan. - Update the City's Tree Management Plan.- Construct a gravel bed bare root growing system- Host an Arbor and Earth Days Celebration. The continuation to implement the City of Ashland EAB Readiness Plan consists of treatment of up to 100 ash trees in good or very good condition with emamectin benzoate, removal of 60 ash tree in poor condition, the re-planting of 60 approved tree species to diversify the City's urban forest and having a city staff member obtain pesticide applicators license. The City of Ashland's Tree Management Plan was last updated in 2017, funding would be used to hire a qualified contractor to assist the city staff in the creation of an inventory based Urban Forest Tree Management Plan that includes the newly implemented EAB readiness plan. To assist in the replanting of the City's urban forest and to stretch funding further, the city is seeking funding to construct a gravel bed system to grow bare root stock. The city is also seeking funding to assist in the implementation of its annual Arbor and Earth Days Celebration by creating information materials and planting trees/shrubs/perennials species at City Facilities.

Scope Details:

Info/Educ/Outreach
Other – Gravel Bed
Plan, Management
Training
Tree Maint,
Planting
Tree Maint,
Tree Maint,
Pruning
Tree Maint,
Removal

Project Cost:	The following documents are hereby incorporated. Into and made part of this agreement:
Total Cost	\$67,508.00
Fund Support	50%
State Aid Amount	\$25,000.00
Sponsor Share	\$42,508.00
	1. Chapter NR 47, Subchapters I and V, Wisconsin Administrative Code
	2. Urban Forestry Grant Application and attachments dated October 2, 2023

GRANT CONDITIONS

A. GENERAL CONDITIONS

1. **PERFORMANCE.** The State of Wisconsin Department of Natural Resources (hereafter DEPARTMENT) and the City Of Ashland (hereafter PROJECT SPONSOR) mutually agree to perform this agreement in accordance with the Urban Forestry Grant Program and with the project proposal, application, terms, promises, conditions, plans, specifications, estimates, procedures, maps, and assurances attached hereto and made a part hereof.
2. **INDEPENDENT CONTRACTOR.** The PROJECT SPONSOR is an independent contractor for all purposes, not an employee or agent of the DEPARTMENT.
3. **ENTIRE GRANT AGREEMENT.** This agreement, together with any referenced parts and attachments, shall constitute the entire agreement and previous communications or agreements pertaining to the subject matter of this agreement are hereby superseded.
4. **GRANT AGREEMENT AMENDMENTS.** Any cost adjustments must be made by a written amendment to this agreement, signed by both parties, prior to the expenditure of funds or the termination date of the agreement. Adjustments for time of performance or scope of work may be granted to the PROJECT SPONSOR by the DEPARTMENT in writing without the requirements of PROJECT SPONSOR's signature.
5. **SUSPENSION OF OBLIGATIONS.** Failure by the PROJECT SPONSOR to comply with the terms of this agreement shall not cause the suspension of all obligations of the DEPARTMENT hereunder if, in the judgment of the Secretary of the DEPARTMENT, such failure was due to no fault of the PROJECT SPONSOR. In such cases, any amount required to settle at minimum costs any irrevocable obligations properly incurred shall be eligible for assistance under this agreement, at the DEPARTMENT's discretion.
6. **AFFIRMATIVE ACTION PLAN.** If this agreement is for an amount of at least twenty-five thousand dollars (\$25,000), the PROJECT SPONSOR agrees to submit a written affirmative action plan to the DEPARTMENT within 15 business days after the Agreement commences if an acceptable plan is not already on file with the State of Wisconsin. (PROJECT SPONSORS with an annual work force of fewer than twenty-five (25) employees are exempted from this requirement.) Failure to comply with the conditions of this clause may result in the termination of this agreement by the DEPARTMENT or withholding of payment.
7. **The PROJECT SPONSOR agrees:**
 - a. **OFFER ACCEPTANCE.** To notify the DEPARTMENT, in writing, of acceptance of this offer by delivering to the Urban Forestry Grant Coordinator one original agreement duly signed by the authorized representative. Once signed, the agreement is binding.
 - b. **DECLINING OFFER.** To notify the DEPARTMENT, in writing, of its decision to decline this offer of financial assistance at any time prior to the start of the project and before expending any funds. After the project has been started or funds expended, this agreement may be terminated, modified, or amended only by mutual agreement of both parties in writing.
 - c. **EXECUTION OF AGREEMENT.** To execute the project described in the grant agreement in accordance with this agreement in consideration of the promises made by the DEPARTMENT herein.
 - d. **APPLICABLE LAW.** To comply with all applicable Wisconsin Statutes and Wisconsin Administrative Codes in fulfilling the terms of this agreement.
 - e. **BIDDING.** To comply with all applicable local and state contract and bidding requirements. The PROJECT SPONSOR should consult its legal counsel with questions concerning contracts and bidding. The PROJECT SPONSOR may obtain the following document from the DEPARTMENT by calling the grant manager associated with this grant agreement: *Procurement Guide for Local Governments Receiving DNR Grants*.
 - f. **ACCOUNTING AND FISCAL RECORDS; RECORDS RETENTION; ACCESS.** To comply with the Urban Forestry grant program procedures, a copy of which is attached hereto and made a part hereof.

Accounting and fiscal records shall be maintained to reflect the receipt and expenditure of all funds used for this project. If an advance is provided, all grant funds shall be credited promptly upon receipt in a separate account. These funds shall be expended only for project costs. Accounts, documents, and records related to this project shall be retained by the PROJECT SPONSOR for a period of three (3) years following the end of this agreement. The PROJECT SPONSOR agrees to allow the DEPARTMENT access to these records upon request.

- g. **INDEMNIFICATION.** To save, hold harmless, defend, and indemnify the State of Wisconsin, the DEPARTMENT and all its officers, employees and agents, against any and all liability, claims and costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this agreement or omissions of PROJECT SPONSOR's employees, agents or representatives.
- h. **REPAYMENT; TERMINATION.** To reimburse the DEPARTMENT any and all funds the DEPARTMENT deems appropriate in the event the PROJECT SPONSOR fails to comply with the conditions of this agreement or project proposal as described, or fails to provide public benefits as indicated in the project application, proposal description, or this agreement. In addition, should the PROJECT SPONSOR fail to comply with the conditions of this agreement, fail to progress due to non-appropriation of funds, or fail to progress with or complete the project to the satisfaction of the DEPARTMENT, all obligations of the DEPARTMENT under this agreement may be terminated, including further project cost payment. Upon notification of grant termination, any grant advance or payment not substantiated by documentation shall be immediately returned to the DEPARTMENT by the PROJECT SPONSOR.
- i. **NON-DISCRIMINATION.** In connection with the performance of work under this Agreement, not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the PROJECT SPONSOR further agrees to take affirmative action to ensure equal employment opportunities. The PROJECT SPONSOR agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the DEPARTMENT setting forth the provisions of this nondiscrimination clause. Failure to comply with the conditions of this clause may result in the termination of this Agreement or withholding of payment.

8. **The DEPARTMENT agrees:**

- a. **GRANT ENCUMBRANCE AND PAYMENT.** In consideration of the covenants and agreements made by the PROJECT SPONSOR herein, to obligate for the PROJECT SPONSOR the amount listed as the State Aid Amount on the first page of this agreement and to tender to the PROJECT SPONSOR that portion of the obligation which is required to pay the DEPARTMENT's share of the costs based upon the state providing 50 percent of the eligible project costs not to exceed a maximum of \$25,000.00.
- b. **INDEPENDENT CONTRACTOR.** That the PROJECT SPONSOR shall have sole control of the method, hours worked, and time and manner of any performance under this agreement other than as specifically provided herein. The DEPARTMENT reserves the right only to inspect the job site or premises for the sole purpose of ensuring that the performance is progressing or has been completed in compliance with the agreement. The DEPARTMENT takes no responsibility of supervision or direction of the performance of the agreement to be performed by the PROJECT SPONSOR or the PROJECT SPONSOR's employees or agents. The DEPARTMENT further agrees that it will exercise no control over the selection and dismissal of the PROJECT SPONSOR's employees or agents.
- c. **ACCESS TO RECORDS.** To retain its right to examine all accounts, documents, and records of the PROJECT SPONSOR as they relate to this agreement.
- d. **TERMINATION.** To reserve its right to terminate this agreement for failure by the PROJECT SPONSOR to comply with any provision of this agreement.

B. SPECIAL CONDITIONS

1. The PROJECT SPONSOR agrees to sign and return the grant agreement **within 10 business days** of receipt of this agreement.
2. The PROJECT SPONSOR agrees that it will charge only the actual fringe benefits eligible, not to exceed the rate established annually by the Department of Administration (DOA), as part of the sponsor's labor costs. For 2024 grant projects, the DOA maximum fringe benefit rate is 47.60 percent. Fringe benefits may include employee insurance, retirement plans, Social Security contributions, Worker Compensation Insurance, etc.
3. The PROJECT SPONSOR agrees to use the "DOT 2024 Classified Equipment Rates" to establish the eligible rate or estimated life of the equipment for any equipment usage charged to the grant.
4. The PROJECT SPONSOR agrees to provide to the DEPARTMENT for review **within 6 months of project commencement**, an interim report to contain details of progress, findings, problems and other information regarding the status of the project.
5. The PROJECT SPONSOR agrees to provide to the DEPARTMENT for review **within 90 days of grant expiration** a final project summary to include:
 - a. Documentation of all project activities during the grant period
 - b. Documentation and justification of all project modifications
 - c. Documentation of all public information and educational activities which were conducted.
 - d. Conclusions and results
 - e. An appendix that includes all references and supporting documents for the final report. (A summary of any/all applicable state and federal laws and regulations shall also be made part of the appendix.)
6. No funds from other state or federal sources may be used to match this grant except that community development block grants may be used to match urban forestry grants only when it can be demonstrated to the DEPARTMENT's satisfaction that there is a local commitment to, and involvement in, the project.
7. Please note that any construction work or work performed by a consultant or other service provider totaling \$25,000 or more requires a written contract. The contract should specify the financial terms, contract duration and services to be rendered. The Urban Forestry Coordinator should review the contract prior to signing. A copy of the contract should be submitted with the reimbursement materials for the grant.
8. Prior to any combination of pruning, removal and/or treatment, the PROJECT SPONSOR agrees to provide to the DEPARTMENT, for review and approval, a plan that includes specifications and either site map(s) or a list of the trees to be pruned, removed and/or treated.
9. All tree care operations shall meet standards established in all parts of the most current editions of ANSI A300 American National Standard for Tree Care Operations - Tree, Shrub and Other Woody Plant Maintenance - Standard Practices and ANSI Z133.1 American National Standard for Tree Care Operations - Pruning, Trimming, Repairing, Injections, Maintaining and Removing Trees and Cutting Brush - Safety Requirements.
10. All published documents such as strategic or management plans, training materials, fact sheets, public awareness brochures, etc., must include the following statement in the introduction or other appropriate place: "This document was funded in part by an urban forestry grant from the State of Wisconsin Department of Natural Resources Forestry Program as authorized under s. 23.097, Wis. Stat."
11. Prior to approval by the PROJECT SPONSOR's governing body, the PROJECT SPONSOR agrees to provide to the DEPARTMENT, for review and pre-approval, a copy of the following project document: Management Plan.
12. Urban Forest Management Plans will be approved according to "Minimum Requirements for Grant Funded Urban Forest Management Plans" found in the enclosed department publication "A Technical Guide to Developing Urban Forestry Strategic Plans and Urban Forest Management Plans."

13. The PROJECT SPONSOR gives the DEPARTMENT permission to share products funded by this grant with other interested parties for instructional or educational purposes.
14. Construction of gravel bed system for bare root stock.
15. Prior to training, the PROJECT SPONSOR agrees to provide to the DEPARTMENT, for review and approval, a description or outline of urban forestry training.
16. Prior to tree ordering, the PROJECT SPONSOR agrees to provide to the DEPARTMENT, for review and approval, a planting plan, to include planting specifications, site map(s), and species list.
17. Planting methods and overall care and maintenance shall conform to the most current version of Developing Tree Purchase and Planting Specifications for Bid published by the Wisconsin Department of Natural Resources Forestry Program. Any deviations from these specifications must have prior approval by the DNR urban forestry coordinator. Planting component may be inspected and approved by the DNR urban forestry staff to the above specifications.
18. Nursery stock shall meet standards established in the most current edition of ANSI Z60.1 American Standard for Nursery Stock.
19. Nursery stock must be obtained from a dealer or grower licensed by the Wisconsin Department of Agriculture, Trade, and Consumer Protection (WDATCP) in accordance with Wisconsin Statutes 94.10, or from a dealer or grower licensed or certified by the state where the nursery is located.
20. The PROJECT SPONSOR shall provide maintenance on trees for a minimum of three years following planting.
21. The PROJECT SPONSOR's Planting Plan is not to involve overrepresented genera including, but not limited to, maples. Overrepresented genera are those that comprise 10 percent or more of the PROJECT SPONSOR's community urban tree canopy, based on the PROJECT SPONSOR's tree inventory data or data available from the DEPARTMENT. Any exceptions must be pre-approved by DNR urban forestry staff.
22. Prior to any combination of pruning, removal and/or treatment, the PROJECT SPONSOR agrees to provide to the DEPARTMENT, for review and approval, a plan that includes specifications and either site map(s) or a list of the trees to be pruned, removed and/or treated.
23. All tree care operations shall meet standards established in all parts of the most current editions of ANSI A300 American National Standard for Tree Care Operations - Tree, Shrub and Other Woody Plant Maintenance - Standard Practices and ANSI Z133.1 American National Standard for Tree Care Operations - Pruning, Trimming, Repairing, Injections, Maintaining and Removing Trees and Cutting Brush - Safety Requirements.

City Of Ashland
Urban Forestry Grant Number: 24UF1579
Grant Award: \$25,000.00

The person signing for the Sponsor represents both personally and as an agent of his or her principal that he or she is authorized to execute this agreement and bind his or her principal, either by a duly adopted resolution or otherwise.

FOR THE SPONSOR

By _____
(Signature)

(Title)

(Date Signed)

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
FOR THE SECRETARY

By Carmen Hardin
Carmen Hardin, Director
Bureau Director of Applied Forestry

December 5, 2023

(Date Signed)

SUBJECT: Consider Approval of a Resolution Authorizing the Issuance and Sale of \$1,615,000 Water System Revenue Bonds, Series 2023B of the City of Ashland, Ashland and Bayfield Counties, Wisconsin, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds (*Administration*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: Administration

EXHIBITS:

1. DRAFT Proposed Resolution No. 17757
2. Sale Day Report for City of Ashland, WI

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

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

SUMMARY STATEMENT:

Council approved Resolution 17746, Providing for the Sale of Approximately \$1,615,000 Water System Revenue Bonds, Series 2023B, at the October 24, 2023 meeting for the water system upgrade project. Bids on the water system revenue bonds are due to Ehlers, the City's municipal advisors, by 10:30am on December 12, 2023. Sean Lentz, from Ehlers, will present the bids and recommendation for issuance at the December 12, 2023 Council meeting.

Council approved two contracts on June 14, 2022 for the water meter change-out and water meter system upgrade project with water system revenue bonds as a source of funding. The estimated total revenue bond issue is as follows:

\$ 981,234	Dakota Supply Group - purchase of Kamstrup Flow IQ Water Meters & AMI Fixed Network System.
296,370	Water Meter Replacement Installation Services - HydroCorp
50,762	Project contingency
71,717	Cross connection devices
1,400,083	Estimated project total with contingencies
134,657	Required debt reserve for issuance
80,260	Issue costs
\$1,615,000	Approximate Total of the Water Revenue Bond Issue

This project is on-going and a project update will be given to Council at the meeting.

RESOLUTION No. 17757

A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF \$1,615,000 WATER SYSTEM REVENUE BONDS, SERIES 2023B OF THE CITY OF ASHLAND, ASHLAND AND BAYFIELD COUNTIES, WISCONSIN, AND PROVIDING FOR THE PAYMENT OF THE BONDS AND OTHER DETAILS WITH RESPECT TO THE BONDS

WHEREAS, the City of Ashland, Ashland and Bayfield Counties, Wisconsin (the "City") owns and operates its Water System (the "System") which is operated for a public purpose as a public utility; and

WHEREAS, under the provisions of Section 66.0621, Wisconsin Statutes, any municipality in the State of Wisconsin may, by action of its governing body, provide funds for extending, adding to and improving a public utility or refunding obligations issued to finance such extensions, additions and improvements from the proceeds of bonds, which bonds are payable only from the income and revenues derived from any source by such utility and are secured by a pledge of the revenues of the utility; and

WHEREAS, the City has heretofore issued its Water System Revenue Bonds, Series 2008, dated April 23, 2008 (the "2008 Bonds") pursuant to Resolution No. 16526 adopted by the Common Council on April 15, 2008 (the "2008 Resolution"), which 2008 Bonds are payable from a pledge of Revenues of the System; and

WHEREAS, the City has heretofore issued its Water System Revenue Bonds, Series 2009, dated April 22, 2009 (the "2009 Bonds") pursuant to Resolution No. 16642 adopted by the Common Council on March 31, 2009 (the "2009 Resolution"), which 2009 Bonds are payable from a pledge of Revenues of the System on a parity with the 2008 Bonds; and

WHEREAS, the City has heretofore issued its Water System Mortgage Revenue Bonds, dated December 23, 2016 (the "2016 Bonds") pursuant to Resolution No. 17318 adopted by the Common Council on November 15, 2016 (the "2016 Resolution"), which 2016 Bonds are payable from a pledge of Revenues of the System on a parity with the 2008 Bonds and the 2009 Bonds; and

WHEREAS, the City has heretofore issued its Water System Revenue Refunding Bonds, Series 2017A, dated May 11, 2017 (the "2017 Bonds") pursuant to Resolution No. 17354 adopted by the Common Council on April 18, 2017 (the "2017 Resolution"), which 2017 Bonds are payable from a pledge of Revenues of the System on a parity with the 2008 Bonds, the 2009 Bonds and the 2016 Bonds (collectively, the "Prior Bonds"); and

WEREAS, the City has determined that additions, improvements and extensions to the System, including meter and meter system upgrades, are necessary to adequately supply the needs of the City and the residents thereof (collectively, the "Project"); and

WHEREAS, it is necessary, desirable and in the best interests of the City to authorize and sell revenue bonds (the "Bonds") for such purpose payable solely from the Revenues of the System, which bonds are to be authorized and issued pursuant to the provisions of Section 66.0621, Wisconsin Statutes; and

WHEREAS, the 2008 Resolution, the 2009 Resolution, the 2016 Resolution and the 2017 Resolution permit the issuance of bonds payable from Revenues of the System on a parity with the 2008 Bonds, the 2009 Bonds, the 2016 Bonds and the 2017 Bonds upon certain conditions; and

WHEREAS, one of the conditions upon which bonds may be issued on a parity with the 2016 Bonds is that the owner of the 2016 Bonds, United States of America, acting through Rural Utilities Services ("RD") consent to such issuance; and

WHEREAS, RD has provided such consent as evidenced by Exhibit A attached hereto and incorporated herein by this reference; and

WHEREAS, all other conditions for the issuances of parity bonds required by the 2008 Resolution, the 2009 Resolution, the 2016 Resolution and the 2017 Resolution have been satisfied; and

WHEREAS, other than the Prior Bonds, the City has no bonds or obligations outstanding which are payable from the Revenues of the System; and

WHEREAS, the City has directed Ehlers & Associates, Inc. ("Ehlers") to take the steps necessary to sell the Bonds; and

WHEREAS, Ehlers, in consultation with the officials of the City, prepared a Notice of Sale (a copy of which is attached hereto as Exhibit B and incorporated herein by this reference) setting forth the details of and the bid requirements for the Bonds and indicating that the Bonds would be offered for public sale on December 12, 2023; and

WHEREAS, the City Clerk (in consultation with Ehlers) caused a form of notice of the sale to be published and/or announced and caused the Notice of Sale to be distributed to potential bidders offering the Bonds for public sale on December 12, 2023; and

WHEREAS, the City has duly received bids for the Bonds as described on the Bid Tabulation attached hereto as Exhibit C and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Notice of Sale and is deemed to be the most advantageous to the City. Ehlers has recommended that the City accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit D and incorporated herein by this reference.

NOW, THEREFORE, the Common Council of the City of Ashland, Ashland and Bayfield Counties, Wisconsin, do resolve that:

Section 1A. Ratification of the Notice of Sale, and Offering Materials. The Common Council of the City hereby ratifies and approves the details of the Bonds set forth in Exhibit B attached hereto as and for the details of the Bonds. The Notice of Sale and any other offering

materials prepared and circulated by Ehlers are hereby ratified and approved in all respects. All actions taken by officers of the City and Ehlers in connection with the preparation and distribution of the Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1B. Authorization of Bonds. For the purpose of paying the cost of the Project, the City shall borrow on the credit of the Revenues of the System the sum of \$1,615,000. Negotiable, fully-registered bonds of the City, in the denomination of \$5,000, or any whole multiple thereof, shall be issued in evidence thereof. The Bonds shall be designated "Water System Revenue Bonds, Series 2023B", shall be numbered from R-1 upward and shall be dated December 28, 2023. The Bonds shall bear interest at the rates per annum set forth in the Proposal and shall mature on May 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit E-1 and incorporated herein by this reference.

Interest on the Bonds shall be payable on May 1 and November 1 of each year, commencing May 1, 2024. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit E-2 and incorporated herein by this reference (the "Schedule").

The Bonds maturing on May 1, 2031 and thereafter shall be subject to redemption prior to maturity, at the option of the City, on May 1, 2030 or on any date thereafter. Said Bonds shall be redeemable as a whole or in part, and if in part, from maturities selected by the City and within each maturity, by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

[The Proposal specifies that [some of] the Bonds shall be subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Bonds in such manner as the City shall direct.]

The schedule of maturities is found to be such that the amount of annual debt service payments is reasonable in accordance with prudent municipal utility practices.

Section 1C. Security for the Bonds. The Bonds, together with interest thereon, shall not constitute an indebtedness of the City nor a charge against its general credit or taxing power. The Bonds, together with interest thereon, shall be payable only out of the Debt Service Fund provided for in Section 4A herein, and shall be a valid claim of the registered owner or owners thereof only against the Debt Service Fund and the Revenues of the System pledged to such fund, on a parity with the pledge granted to the owners of the Prior Bonds. Sufficient Revenues are hereby pledged to said Debt Service Fund, and shall be used for no other purpose than to pay

the principal of, premium, if any, and interest on the Prior Bonds and the Bonds as the same becomes due.

Section 2. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit F and incorporated herein by this reference.

Section 3. Definitions. In addition to the words defined elsewhere in this Resolution, the following words shall have the following meanings unless the context or use indicates another or different meaning or intent:

"Act" means Section 66.0621 of the Wisconsin Statutes.

"Annual Debt Service Requirement" means the total amount of principal and interest due in any Fiscal Year on the Prior Bonds, the Bonds and Parity Bonds.

"Bond Year" means the one-year period ending on a principal payment date or mandatory redemption date for the Bonds.

"Code" means the Internal Revenue Code of 1986, as amended.

"DTC" means The Depository Trust Company, New York, New York, or any successor securities depository for the City with respect to the Bonds.

"Fiscal Year" means the fiscal year adopted by the City for the System, which is currently the calendar year.

"Net Revenues" means the Revenues minus all Operation and Maintenance Expenses of the System.

"Operation and Maintenance Expenses" or "Current Expenses" means the reasonable and necessary costs of operating, maintaining, administering and repairing the System, including salaries, wages, costs of materials and supplies, insurance and audits, but excluding depreciation, debt service, tax equivalents and capital expenditures.

"Parity Bonds" means additional bonds or obligations issued on a parity as to pledge and lien with the Bonds in accordance with the provisions of Section 7 of this Resolution.

"Reserve Requirement" means an amount, determined as of the date of issuance of the Bonds, equal to the least of (a) the amount required to be on deposit in the Market Reserve Account prior to the issuance of the Bonds, plus the amount permitted to be deposited therein from proceeds of the Bonds pursuant to Section 148(d)(1) of the Code and Regulations; (b) the maximum annual debt service on the Bonds and the 2017 Bonds in any Bond Year; and (c) 125% of average annual debt service on the Bonds and the 2017 Bonds in any Bond Year. If Parity Bonds which are to be secured by the Market Reserve Account are issued, the Reserve Requirement shall mean an amount, determined as of the date of issuance of the Parity Bonds, equal to the least of (a) the amount required to be on deposit in the Market Reserve Account prior to the issuance of such Parity Bonds, plus the amount permitted to be deposited therein

from proceeds of the Parity Bonds pursuant to Section 148(d)(1) of the Code and Regulations; (b) the maximum annual debt service on outstanding obligations secured by the Market Reserve Account and the Parity Bonds to be issued in any Bond Year; and (c) 125% of average annual debt service on the outstanding obligations secured by the Market Reserve Account and the Parity Bonds to be issued in any Bond Year.

"Regulations" means the Regulations of the Commissioner of Internal Revenue under the Code.

"Revenues" or "Gross Earnings" means all income and revenue derived from operation of the System, including the revenues received from the City for services rendered to it and all moneys received from any other source, including income derived from investments and any funds appropriated by the Common Council for services provided to the City by the System.

"System" means the entire Water System of the City including all property of every nature now or hereafter owned by the City for the extraction, collection, storage, treatment, transmission, distribution, metering and discharge of industrial and potable public water, including all improvements and extensions thereto made by the City while any of the Bonds and Parity Bonds remain outstanding, including all real and personal property of every nature comprising part of or used or useful in connection with such Water System and including all appurtenances, contracts, leases, franchises and other intangibles.

Section 4A. Funds and Accounts. In accordance with the Act, for the purpose of the application and proper allocation of the Revenues of the System, and to secure the payment of the principal of and interest on the Prior Bonds and the Bonds, certain funds of the System which were established by a resolution adopted on June 16, 1998 are hereby continued and shall be used solely for the following respective purposes:

- (a) Water System Revenue Fund, into which shall be deposited as received the Gross Earnings of the System, which money shall then be divided among the Operation and Maintenance Fund, the Debt Service Fund, the Depreciation Fund and the Surplus Fund in the amounts and in the manner set forth in Section 4B hereof and used for the purposes described below.
- (b) Water System Operation and Maintenance Fund, which shall be used for the payment of Current Expenses.
- (c) Water System Revenue Bond and Interest Special Redemption Fund (the "Debt Service Fund"), which shall be used for the payment of the principal of, premium, if any, and interest on the Prior Bonds, the Bonds and Parity Bonds as the same becomes due.
- (d) Water System Depreciation Fund, which shall be used to provide a proper and adequate depreciation account for the System. To the extent that the Depreciation Fund serves as a Bond Reserve Account for the 2016 Bonds, it is not pledged to the payment of principal of or interest on the 2008 Bonds, the 2009 Bonds, the 2017 Bonds or the Bonds and moneys in the Depreciation Fund shall under no

circumstances be used to pay principal on or interest on the 2008 Bonds, the 2009 Bonds, the 2017 Bonds or the Bonds.

- (e) 2017 Reserve Account, which is heretofore amended to be renamed the "Market Reserve Account", which was created by the 2017 Resolution and shall be used to secure the payment of the principal and interest on the 2017 Bonds and the Bonds. The Market Reserve Account is not pledged to the payment of principal of or interest on the 2008 Bonds, the 2009 Bonds or the 2016 Bonds and moneys in the Market Reserve Account shall under no circumstances be used to pay principal of or interest on the 2008 Bonds, the 2009 Bonds or the 2016 Bonds.
- (f) Water System Surplus Fund, which shall first be used when necessary to meet requirements of the Operation and Maintenance Fund including the one month reserve, the Debt Service Fund, the Depreciation Fund and the Market Reserve Account. Any money then remaining in the Surplus Fund at the end of any Fiscal Year may be used only as permitted and in the order specified in Section 66.0811(2), Wisconsin Statutes. Money thereafter remaining in the Surplus Fund may be transferred to any of the funds or accounts provided by this section.

Section 4B. Application of Revenues. After the delivery of the Bonds, the Gross Earnings of the System shall be deposited as collected in the Revenue Fund and shall be transferred monthly to the funds listed below in the following order of priority and in the manner set forth below:

- (a) to the Operation and Maintenance Fund, in an amount equal to the estimated Current Expenses for such month and, if not needed to remedy a deficiency in the Debt Service Fund, for the following month (after giving effect to available amounts in said Fund from prior deposits); and
- (b) to the Debt Service Fund, an amount equal to one-sixth (1/6) of the next installment of interest coming due on the Prior Bonds, the Bonds and any Parity Bonds then outstanding and an amount equal to one twelfth (1/12) of the installment of principal of the Prior Bonds, the Bonds and any Parity Bonds coming due during such Bond Year (after giving effect to available amounts in said Fund from accrued interest, any premium or any other source); and
- (c) to the Bond Reserve Account, in an amount equal to the amounts required to be deposited with respect to the 2016 Bonds under the 2016 Resolution until an amount equal to the reserve requirement, as defined in the 2016 Resolution, is accumulated in the Bond Reserve Account and one-sixth (1/6) of the semi-annual reserve installment on the 2016 Bonds (which is \$3,367) until an amount equal to the reserve requirement, as defined in the 2016 Resolution, is accumulated in the Reserve Account. At no time should the total amount in the Reserve Account for the 2016 Bonds exceed the amount allowed under the Code. The Bond Reserve Account shall be used only to secure the 2016 Bonds. No monies may be withdrawn from the Bond Reserve Account without prior consent from RD; and

- (d) to the Market Reserve Account, upon issuance of the Bonds the City covenants and agrees to deposit in the Market Reserve Account an amount sufficient, after taking into account amounts currently on deposit in the Market Reserve Account, to make the amount on deposit in the Market Reserve Account equal to the Reserve Requirement. If at any time the Market Reserve Account is drawn on and the amount in the Market Reserve Account shall be less than the Reserve Requirement, an amount equal to one-twelfth of the Reserve Requirement will be paid monthly into the Market Reserve Account until the Reserve Requirement will again have accumulated in the Market Reserve Account; and
- (e) to the Surplus Fund, any amount remaining in the Revenue Fund after the monthly transfers required above have been completed.

Transfers from the Revenue Fund to the Operation and Maintenance Fund, the Debt Service Fund, the Depreciation Fund/Bond Reserve Account, the Market Reserve Account and the Surplus Fund shall be made monthly not later than the tenth day of each month, and such transfer shall be applicable to monies on deposit in the Revenue Fund as of the last day of the month preceding. Any other transfers and deposits to any fund required or permitted by subsection (a) through (e) of this Section, except transfers or deposits which are required to be made immediately or annually, shall be made on or before the tenth day of the month. Any transfer or deposit required to be made at the end of any Fiscal Year shall be made within sixty (60) days after the close of such Fiscal Year. If the tenth day of any month shall fall on a day other than a business day, such transfer or deposit shall be made on the next succeeding business day.

It is the express intent and determination of the Governing Body that the amounts transferred from the Revenue Fund and deposited in the Debt Service Fund shall be sufficient in any event to pay the interest on the Prior Bonds, the Bonds and any Parity Bonds as the same accrues and the principal thereof as the same matures.

Section 5. Service to the City. The reasonable cost and value of any service rendered to the City by the System by furnishing water services for public purposes shall be charged against the City and shall be paid by it in monthly installments as the service accrues, out of the current revenues of the City collected or in the process of collection, exclusive of the Revenues, and out of the tax levy of the City made by it to raise money to meet its necessary current expenses. It is hereby found and determined that the reasonable cost and value of such service to the City in each year shall be in an amount which, together with Revenues of the System, will produce Net Revenues equivalent to not less than 1.25 times the Annual Debt Service Requirement. Such compensation for such service rendered to the City shall, in the manner provided hereinabove, be paid into the separate and special funds described in Section 4A of this Resolution. However, such payment is subject to (a) annual appropriations by the Common Council therefor, (b) approval of the Wisconsin Public Service Commission, or successors to its function, if necessary, and (c) applicable levy limits, if any; and neither this Resolution nor such payment shall be construed as constituting an obligation of the City to make any such appropriation over and above the reasonable cost and value of services rendered to the City and its inhabitants or to make any subsequent payment over and above such reasonable cost and value.

Section 6. Operation of System; City Covenants. It is covenanted and agreed by the City with the owner or owners of the Bonds, and each of them, that:

(a) The City will faithfully and punctually perform all duties with reference to the System required by the Constitution and Statutes of the State of Wisconsin, including the making and collecting of reasonable and sufficient rates lawfully established for services rendered by the System, and will collect and segregate the Revenues of the System and apply them to the respective funds and accounts described hereinabove;

(b) The City will complete the Project as expeditiously as reasonably possible;

(c) The City will not sell, lease, or in any manner dispose of the System, including any part thereof or any additions, extensions, or improvements that may be made part thereto, except that the City shall have the right to sell, lease or otherwise dispose of any property of the System found by the Common Council to be neither necessary nor useful in the operation of the System, provided the proceeds received from such sale, lease or disposal shall be paid into the Debt Service Fund or applied to the acquisition or construction of capital facilities for use in the normal operation of the System, and such payment shall not reduce the amounts otherwise required to be paid into the Debt Service Fund;

(d) The City will pay or cause to be paid all lawful taxes, assessments, governmental charges, and claims for labor, materials or supplies which if unpaid could become a lien upon the System or its Revenues or could impair the security of the Bonds;

(e) The City will maintain in reasonably good condition and operate the System, and will establish, charge and collect such lawfully established rates and charges for the service rendered by the System, so that in each Fiscal Year Net Revenues shall not be less than 125% of the Annual Debt Service Requirement, and so that the Revenues of the System herein agreed to be set aside to provide for the payment of the Prior Bonds, the Bonds and Parity Bonds and the interest thereon as the same becomes due and payable, and to meet the Reserve Requirement, will be sufficient for those purposes;

(f) The City will prepare a budget not less than sixty days prior to the end of each Fiscal Year and, in the event such budget indicates that the Net Revenues for each Fiscal Year will not exceed the Annual Debt Service Requirement for each corresponding Fiscal Year by the proportion stated hereunder, will take any and all steps permitted by law to increase rates so that the aforementioned proportion of Net Revenues to the Annual Debt Service Requirement shall be accomplished as promptly as possible;

(g) The City will keep proper books and accounts relative to the System separate from all other records of the City and will cause such books and accounts to be audited annually by a recognized independent firm of certified public accountants including a balance sheet and a profit and loss statement of the System as certified by such accountants. Each such audit, in addition to whatever matters may be thought proper by the accountants to be included therein shall include the following: (1) a statement in detail of the income and expenditures of the System for the Fiscal Year; (2) a statement of the Net Revenues of the System for such Fiscal Year; (3) a balance sheet as of the end of such Fiscal Year; (4) the accountants' comment

regarding the manner in which the City has carried out the requirements of this Resolution and the accountants' recommendations for any changes or improvements in the operation of the System; (5) the number of connections to the System at the end of the Fiscal Year, for each user classification (i.e., residential, commercial, public and industrial); (6) a list of the insurance policies in force at the end of the Fiscal Year setting out as to each policy the amount of the policy, the risks covered, the name of the insurer, and the expiration date of the policy; and (7) the volume of water used as the basis for computing the service charge; and

(h) So long as any of the Bonds are outstanding the City will carry for the benefit of the owners of the Bonds insurance of the kinds and in the amounts normally carried by private companies or other public bodies engaged in the operation of similar systems. All money received for loss of use and occupancy shall be considered Revenue of the System payable into the separate funds and accounts named in Section 4A of this Resolution. All money received for losses under any casualty policies shall be used in repairing the damage or in replacing the property destroyed provided that if the Common Council shall find it is inadvisable to repair such damage or replace such property and that the operation of the System has not been impaired thereby, such money shall be deposited in the Debt Service Fund, but in that event such payments shall not reduce the amounts otherwise required to be paid into the Debt Service Fund.

Section 7. Additional Bonds. The Bonds are issued on a parity with the Prior Bonds. No bonds or obligations payable out of the Revenues of the System may be issued in such manner as to enjoy priority over the Bonds. Additional obligations may be issued if their lien and pledge is junior and subordinate to that of the Bonds. While the Prior Bonds are outstanding, unless waived by the owners of the Prior Bonds, additional obligations may be issued on a parity with the Bonds as to the pledge of Revenues of the System only if the conditions set forth in the 2008 Resolution, the 2009 Resolution, the 2016 Resolution and the 2017 Resolution are also met.

In addition to the requirements set forth in the 2008 Resolution, the 2009 Resolution, the 2016 Resolution and the 2017 Resolution, Parity Bonds may be issued only if all of the following conditions are met:

a. Either:

(1) The Net Revenues of the System for the Fiscal Year immediately preceding the issuance of such additional bonds must have been equal to at least 1.25 times the average combined annual interest and principal requirements on all bonds outstanding payable from Revenues of the System and on the bonds then to be issued. Should an increase in permanent rates and charges, including those made to the City, be properly ordered and made effective during the Fiscal Year immediately prior to the issuance of such additional bonds or during that part of the Fiscal Year of issuance prior to such issuance, then Net Revenues for purposes of such computation shall include such additional Net Revenues as an independent certified public accountant, registered municipal advisor, consulting professional engineer or the Wisconsin Public Service Commission may calculate would have accrued during the prior Fiscal Year had the new rates been in effect during that entire immediately prior Fiscal Year; or

(2) An independent certified public accountant, registered municipal advisor, or consulting professional engineer provides a calculation setting forth for each of the three Fiscal Years commencing with the Fiscal Year following that in which the projects financed by such additional bonds are to be completed, the projected Net Revenues and the maximum annual interest and principal requirements on all bonds outstanding payable from the Net Revenues of the System and on the bonds then to be issued (the "Maximum Annual Debt Service Requirement"); and demonstrating that for each such Fiscal Year the projected Net Revenues will be in an amount not less than 125% of such Maximum Annual Debt Service Requirement.

b. The payments required to be made into the funds and accounts enumerated in Section 4A of this Resolution (including the Market Reserve Account, but not the Surplus Fund) must have been made in full.

c. The Parity Bonds must have principal maturing on May 1 of each year in which principal falls due and interest falling due on May 1 and November 1 of each year.

d. If the Parity Bonds are to be secured by the Market Reserve Account, the amount on deposit in the Market Reserve Account must be increased to an amount equal to the Reserve Requirement applicable upon the issuance of Parity Bonds as defined in Section 3 of this Resolution.

e. The proceeds of the Parity Bonds must be used only for the purpose of providing additions, extensions or improvements to the System, or to refund obligations issued for such purpose.

Section 8. Sale of Bonds. The bid of the Purchaser for the purchase price set forth in the Proposal be and it hereby is accepted and the Mayor and City Clerk are authorized and directed to execute an acceptance of the offer of said successful bidder on behalf of the City. The good faith deposit of the Purchaser shall be retained by the City Treasurer until the closing of the bond issue, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The officers of the City are authorized and directed to do any and all acts necessary to conclude delivery of the Bonds to the Purchaser, upon receipt of the purchase price, as soon after adoption of this Resolution as is convenient.

Section 9. Application of Bond Proceeds. All accrued interest received from the sale of the Bonds shall be deposited into the Debt Service Fund. An amount of proceeds of the Bonds necessary to make the amount on deposit in the Market Reserve Account equal to the Reserve Requirement shall be deposited in the Market Reserve Account. The balance of the proceeds, less the expenses incurred in authorizing, issuing and delivering the Bonds, shall be deposited in a special fund designated as "Water System Improvement Fund." Said special fund shall be adequately secured and used solely for the purpose of meeting costs of additions, improvements and extensions to the System, as described in the preamble hereof. The balance remaining in said Improvement Fund after paying said costs shall be transferred to the Debt Service Fund for use in payment of principal of and interest on the Bonds.

Section 10. Amendment to Resolution. After the issuance of any of the Bonds, no change or alteration of any kind in the provisions of this Resolution may be made until all of the Bonds have been paid in full as to both principal and interest, or discharged as herein provided, except:

a. The City may, from time to time, amend this Resolution without the consent of any of the owners of the Bonds, but only to cure any ambiguity, administrative conflict, formal defect, or omission or procedural inconsistency of this Resolution; and

b. This Resolution may be amended, in any respect, with the written consent of the owners of not less than two-thirds of the principal amount of the Bonds then outstanding, exclusive of Bonds held by the City; provided, however, that no amendment shall permit any change in the pledge of Revenues derived from the System, or in the maturity of any Bond issued hereunder, or a reduction in the rate of interest on any Bond, or in the amount of the principal obligation thereof, or in the amount of the redemption premium payable in the case of redemption thereof, or change the terms upon which the Bonds may be redeemed or make any other modification in the terms of the payment of such principal or interest without the written consent of the owner of each such Bond to which the change is applicable.

Section 11. Defeasance. When all Bonds have been discharged, all pledges, liens, covenants and other rights granted to the owners thereof by this Resolution shall cease. The City may discharge all Bonds due on any date by depositing into a special account on or before that date a sum sufficient to pay the same in full; or if any Bonds should not be paid when due, it may nevertheless be discharged by depositing into a special account a sum sufficient to pay it in full with interest accrued from the due date to the date of such deposit. The City, at its option, may also discharge all Bonds called for redemption on any date when they are prepayable according to their terms, by depositing into a special account on or before that date a sum sufficient to pay them in full, with the required redemption premium, if any, provided that notice of redemption has been duly given as required by this Resolution. The City, at its option, may also discharge all Bonds of said issue at any time by irrevocably depositing in escrow with a suitable bank or trust company a sum of cash and/or bonds or securities issued or guaranteed as to principal and interest of the U.S. Government, or of a commission, board or other instrumentality of the U.S. Government, maturing on the dates and bearing interest at the rates required to provide funds sufficient to pay when due the interest to accrue on each of said Bonds to its maturity or, at the City's option, if said Bond is prepayable to any prior date upon which it may be called for redemption, and to pay and redeem the principal amount of each such Bond at maturity, or at the City's option, if said Bond is prepayable, at its earliest redemption date, with the premium required for such redemption, if any, provided that notice of the redemption of all prepayable Bonds on such date has been duly given or provided for. Upon such payment or deposit, in the amount and manner provided by this Section, all liability of the City with respect to the Bonds shall cease, terminate and be completely discharged, and the owners thereof shall be entitled only to payment out of the money so deposited.

Section 12. Investments and Arbitrage. Monies accumulated in any of the funds and accounts referred to in Sections 4A and 9 hereof which are not immediately needed for the respective purposes thereof, may be invested in legal investments subject to the provisions of Sec. 66.0603(1m), Wisconsin Statutes, until needed. All income derived from such investments

shall be credited to the fund or account from which the investment was made; provided, however, that at any time that the Reserve Requirement is on deposit in the Market Reserve Account, any income derived from investment of the Market Reserve Account shall be deposited into the Debt Service Fund and used to pay principal and interest on the Bonds. A separate banking account is not required for each of the funds and accounts established under this Resolution; however, the monies in each fund or account shall be accounted for separately by the City and used only for the respective purposes thereof. The proceeds of the Bonds shall be used solely for the purposes for which they are issued but may be temporarily invested until needed in legal investments. No such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations.

An officer of the City, charged with the responsibility for issuing the Bonds, shall, on the basis of the facts, estimates and circumstances in existence on the date of closing, make such certifications as are necessary to permit the conclusion that the Bonds are not "arbitrage bonds" under Section 148 of the Code or the Regulations.

Section 13. Resolution a Contract. The provisions of this Resolution shall constitute a contract between the City and the owner or owners of the Bonds, and after issuance of any of the Bonds no change or alteration of any kind in the provisions of this Resolution may be made, except as provided in Section 10, until all of the Bonds have been paid in full as to both principal and interest. The owner or owners of any of the Bonds shall have the right in addition to all other rights, by mandamus or other suit or action in any court of competent jurisdiction, to enforce such owner's or owners' rights against the City, the governing body thereof, and any and all officers and agents thereof including, but without limitation, the right to require the City, its governing body and any other authorized body, to fix and collect rates and charges fully adequate to carry out all of the provisions and agreements contained in this Resolution.

Section 14. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 15. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by U.S. Bank Trust Company, National Association, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter into a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Bonds.

Section 16. Persons Treated as Owners; Transfer of Bonds. The City shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made

only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 17. Record Date. The fifteenth day of each calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the City at the close of business on the Record Date.

Section 18. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Bonds and the ownership, management and use of the projects will not cause the Bonds to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

The foregoing covenants shall remain in full force and effect, notwithstanding the defeasance of the Bonds, until the date on which all of the Bonds have been paid in full.

Section 19. Designation as Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 20. Payment of Issuance Expenses. The City authorizes the Purchaser to forward the amount of the proceeds of the Bonds allocable to the payment of issuance expenses to a financial institution selected by Ehlers at Closing for further distribution as directed by Ehlers.

Section 21. Official Statement. The Common Council hereby approves the with respect to the Bonds and deems the as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it are hereby ratified and approved. In connection with the closing of the Bonds, the appropriate City official shall certify the Preliminary Official Statement and any addenda. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda to be distributed to the Purchaser.

Section 22. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 23. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 24. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and

notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 25. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent, sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 26. Conflicting Ordinances or Resolutions. All prior ordinances, resolutions (other than the 2008 Resolution, the 2009 Resolution, the 2016 Resolution and the 2017 Resolution), rules, or orders, or parts thereof heretofore enacted, adopted or entered, in conflict with the provisions of this Resolution, are hereby repealed and this Resolution shall be in effect from and after its passage. In case of any conflict between this Resolution and the 2008 Resolution, the 2009 Resolution, the 2016 Resolution or the 2017 Resolution, the 2008 Resolution, the 2009 Resolution, the 2016 Resolution or the 2017 Resolution shall control so long as any bonds authorized by such resolutions are outstanding.

Adopted, approved and recorded December 12, 2023.

Matthew Mackenzie
Mayor

ATTEST:

Denise Oliphant
City Clerk

(SEAL)

RESOLUTION No. 17757

EXHIBIT A

USDA Consent

(See Attached)

DRAFT

RESOLUTION No. 17757

EXHIBIT B

Notice of Sale

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Bid Tabulation

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D

Winning Bid

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT E-1

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT E-2

Debt Service Schedule

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

[EXHIBIT MRP

Mandatory Redemption Provision

The Bonds due on May 1, ____, ____, and ____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on May 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on May 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on May 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on May 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on May 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)]

EXHIBIT F

(Form of Bond)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
ASHLAND AND BAYFIELD COUNTIES
NO. R- CITY OF ASHLAND \$
WATER SYSTEM REVENUE BOND, SERIES 2023B

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
May 1, December 28, 2023 %

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: THOUSAND DOLLARS
(\$)

FOR VALUE RECEIVED, the City of Ashland, Ashland and Bayfield Counties, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), solely from the fund hereinafter specified, on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on May 1 and November 1 of each year commencing on May 1, 2024 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by U.S. Bank Trust Company, National Association (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding the semi-annual interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

The Bonds maturing on May 1, 2031 and thereafter are subject to redemption prior to maturity, at the option of the City, on May 1, 2030 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the City and within each maturity, by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Bonds maturing in the years are subject to mandatory redemption by lot as provided in the Resolution referred to below, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by

registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

This Bond is one of an issue aggregating \$1,615,000, issued to finance additions, improvements and extensions to the City's Water System, pursuant to Article XI, Section 3, of the Wisconsin Constitution, Section 66.0621, Wisconsin Statutes, acts supplementary thereto and a Resolution adopted December 12, 2023, and entitled: "A Resolution Authorizing the Issuance and Sale of \$1,615,000 Water System Revenue Bonds, Series 2023B of the City of Ashland, Ashland and Bayfield Counties, Wisconsin and Providing for the Payment of the Bonds and Other Details With Respect to the Bonds" (the "Resolution") and is payable only from the revenues of said Water System. Such revenues have been set aside and pledged as a special fund for that purpose and identified as "Debt Service Fund", created by a resolution adopted by the City on June 16, 1998 and continued by the Resolution. The Bonds are issued on a parity with the City's Water System Revenue Bonds, Series 2008, dated April 23, 2008, the Water System Revenue Bonds, Series 2009, dated April 22, 2009, the Water System Mortgage Revenue Bonds, dated December 23, 2016 and the Water System Revenue Refunding Bonds, Series 2017A, dated May 11, 2017. This Bond does not constitute an indebtedness of the City within the meaning of any constitutional or statutory debt limitation or provision.

This Bond has been designated by the Common Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the City appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and City may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

It is hereby certified, recited and declared that all conditions, things and acts required by law to exist, happen, and be performed precedent to and in the issuance of this Bond have existed, have happened and have been performed in due time, form and manner as required by law; and that sufficient of the income and revenue to be received by said City from the operation of its Water System has been pledged to and will be set aside into a special fund for the payment of the principal of and interest on this Bond.

This Bond shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

IN WITNESS WHEREOF, the City of Ashland, Ashland and Bayfield Counties, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF ASHLAND,
ASHLAND AND BAYFIELD COUNTIES,
WISCONSIN

(SEAL)

By: _____
Matthew MacKenzie
Mayor

By: _____
Denise Oliphant
City Clerk

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds of the issue authorized by the within-mentioned Resolution of the City of Ashland, Wisconsin.

U.S. BANK TRUST COMPANY,
NATIONAL ASSOCIATION

By _____
Authorized Signatory

DRAFT

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

December 12, 2023

SALE DAY REPORT FOR:

City of Ashland, Wisconsin

**\$1,585,000 Water System Revenue Bonds,
Series 2023B**



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Sean Lentz,
Senior Municipal Advisor

Brian Reilly,
Senior Municipal Advisor

Josh Low,
Associate Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

Competitive Sale Results

PURPOSE: To provide funds for the public purpose of financing additions, improvements, and extensions to the City's Water System.

NUMBER OF BIDS: 4

LOW BIDDER: Baird, Milwaukee, Wisconsin

COMPARISON FROM LOWEST TO HIGHEST BID: (TIC as bid)

LOW BID:* 4.0650%

HIGH BID: 4.5467%

Summary of Sale Results:	
Principal Amount*:	\$1,585,000
Reoffering Premium:	\$35,661
Underwriter's Discount:	\$31,589
Costs of Issuance:	\$57,750
True Interest Cost:	4.0613%
Yield:	3.15%-3.90%
Total Net P&I	\$2,288,062

NOTES: U.S. Bank Trust Company, National Association, St. Paul, Minnesota will serve as Paying Agent on the Bonds.

The Bonds maturing May 1, 2031 and thereafter are callable May 1, 2030, or any date thereafter.

* Subsequent to bid opening, the issue size was decreased to \$1,585,000.

CLOSING DATE: December 28, 2023

CITY COUNCIL ACTION: Adopt a resolution authorizing the issuance and sale of \$1,585,000 Water System Revenue Bonds, Series 2023B.

SUPPLEMENTARY ATTACHMENTS

- Bid Tabulation
- Updated Debt Service Schedule and Sources and Uses of Funds

BID TABULATION

\$1,615,000* Water System Revenue Bonds, Series 2023B

City of Ashland, Wisconsin

SALE: December 12, 2023

AWARD: BAIRD

****Build America Mutual Rating: "S&P Global Ratings "AA""**

Non-Rated Underlying

Tax Exempt - Bank Qualified

NAME OF BIDDER	MATURITY (May 1)	REOFFERING YIELD	COUPON RATE	PRICE	TRUE INTEREST RATE
BAIRD				\$1,605,956.75	4.0650%
Milwaukee, Wisconsin	2024	3.300%	4.000%		
C.L. King & Associates	2025	3.250%	4.000%		
Colliers Securities LLC	2026	3.200%	4.000%		
Crews & Associates, Inc.	2027	3.150%	4.000%		
Country Club Bank	2028	3.150%	4.000%		
Sierra Pacific Securities	2029	3.150%	4.000%		
Isaak Bond Investments, Inc	2030	3.150%	4.000%		
Carty & Company, Inc.	2031	3.150%	4.000%		
Celadon Financial Group, LLC	2032	3.200%	4.000%		
Alliance Global Partners	2033	3.200%	4.000%		
Midland Securities	2034 ¹	3.400%	4.000%		
FMS Bonds Inc.	2035 ¹	3.400%	4.000%		
Multi Bank Securities Inc.	2036 ¹	3.400%	4.000%		
First Southern LLC	2037 ²	3.750%	4.000%		
The Baker Group	2038 ²	3.750%	4.000%		
Dinosaur Securities	2039 ²	3.750%	4.000%		
Wintrust Investments, LLC	2040 ³	3.900%	4.000%		
Mountainside Securities LLC	2041 ³	3.900%	4.000%		
Seaport Global Securities LLC	2042 ³	3.900%	4.000%		
	2043 ³	3.900%	4.000%		

* Subsequent to bid opening the issue size was decreased to \$1,585,000.

Adjusted Price - \$1,576,871.85 Adjusted Net Interest Cost - \$711,189.82 Adjusted TIC - 4.0613%

** Build America Mutual insurance purchased by BAIRD.

¹ \$245,000 Term Bond due 2036 with mandatory redemption in 2034-2035.

² \$275,000 Term Bond due 2039 with mandatory redemption in 2037-2038.

³ \$425,000 Term Bond due 2043 with mandatory redemption in 2040-2042.

NAME OF BIDDER	MATURITY (May 1)	PRICE	TRUE INTEREST RATE
BERNARDI SECURITIES, INC. Chicago, Illinois		\$1,593,309.35	4.2629%
NORTHLAND SECURITIES, INC. Minneapolis, Minnesota		\$1,592,390.00	4.3129%
BANKERS' BANK Madison, Wisconsin		\$1,598,850.00	4.5467%

City of Ashland, WI

Debt Service and Capitalization Schedules

\$1,585,000 Water System Revenue Bonds, Series 2023B

Year	Principal	Rate	Interest	Total P&I
2023				
2024	65,000	4.00%	52,062	117,062
2025	55,000	4.00%	59,700	114,700
2026	55,000	4.00%	57,500	112,500
2027	60,000	4.00%	55,200	115,200
2028	60,000	4.00%	52,800	112,800
2029	65,000	4.00%	50,300	115,300
2030	65,000	4.00%	47,700	112,700
2031	70,000	4.00%	45,000	115,000
2032	70,000	4.00%	42,200	112,200
2033	75,000	4.00%	39,300	114,300
2034	80,000	4.00%	36,200	116,200
2035	80,000	4.00%	33,000	113,000
2036	85,000	4.00%	29,700	114,700
2037	90,000	4.00%	26,200	116,200
2038	90,000	4.00%	22,600	112,600
2039	95,000	4.00%	18,900	113,900
2040	100,000	4.00%	15,000	115,000
2041	105,000	4.00%	10,900	115,900
2042	110,000	4.00%	6,600	116,600
2043	110,000	4.00%	2,200	112,200
Totals	\$1,585,000		\$703,062	\$2,288,062

Issue Summary		
<u>Key Dates</u>		
Dated Date:	12/19/2023	
First Interest Payment:	5/1/2024	
First Principal Payment:	5/1/2024	
<u>Interest Rates</u>		
	<u>PreSale</u>	<u>Sale Results</u>
True Interest Cost (TIC):	5.64%	4.06%
All Inclusive Cost (AIC):	6.11%	4.51%
<u>Sources and Uses</u>		
Sources	Total	
Par Amount of Bonds	1,585,000	
Reoffering Premium	35,661	
Transfers from Prior Issue Debt Service Reserve Funds	224,195	
Total Sources	\$1,844,856	
Uses		
Underwriter's Discount (1.993%)	31,589	
Costs of Issuance	57,750	
Gross Bond Insurance Premium (53.3 bp)	12,200	
Deposit to Debt Service Reserve Fund (DSRF)	340,685	
Deposit to Construction Fund	1,402,632	
Total Uses	\$1,844,856	

SUBJECT: Discussion and Possible Action on Filing Test Year 2024 Rate Application with the Public Service Commission of Wisconsin (PSC) (*Public Works*) Roll

RECOMMENDATION: Approve 2024 Rate Application with PSC

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Public Works Director

EXHIBITS:

1. Sample Utility Bill with Increase
2. 2021 Sanitary Survey Report and Notice of Noncompliance, July 16, 2021

EXPENDITURES REQUIRED: N/A- related to Fund 680 Water Utility Revenue

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

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

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: N/A

SUMMARY STATEMENT:

The City contracted with Ehlers for professional services to assist the City with completion of a rate case, which is required by the state of Wisconsin Public Service Commission (PSC) in order to increase user rates for the City's drinking water system. In Ashland's case, the rate case is necessary to provide additional revenue necessary to cover debt service associated with major capital improvements, specifically the drinking water intake, ongoing distribution system improvements, replacement of filters at the treatment plant, and maintenance of storage facilities.

Brian Roemer, a Municipal Advisor with Ehlers, presented to the Council regarding Phase 1 of the rate case, which is a Long Range Cash Flow Analysis, at the July 25, 2023 Committee of the Whole meeting. Mr. Roemer discussed the steps required by the PSC to implement the proposed rate case and indicated that Ehlers' initial analysis of the City's Water Utility cash flow indicated a need for roughly a 30% increase in drinking water rates.

The City's drinking water rates were last increased in 2015. According to the schedule proposed by Ehlers, the increase would apply to City drinking water rates around July 2024, depending on PSC review timelines.

At the November 14t, 2023 Committee of the Whole meeting and the November 28, 2023 City Council meeting, City staff provided detail on how the proposed rate increases would impact bimonthly bills for City services, which include drinking water, wastewater, garbage/recycling collection, and public fire protection. These discussions were in relation to the proposed 2024 Water Utility budget, which factors in increased revenue associated with the rate increases. Staff clarified that the proposed drinking water rate increases would correlate to a 14 to15% increase in bimonthly billings as the rates for wastewater and garbage/recycling collection are currently not proposed to increase.

Peter Curtain from Ehlers will present a further review of the Water Utility cash flow and the specific proposed rate increase. Authorization from Council is requested to allow Ehlers and City staff to submit an application to the PSC for drinking water rate increases. After PSC review and discussion with City staff and Ehlers, the Council will be asked to approve the proposed drinking water rates as approved by the PSC. Council action on the proposed rates is expected to be sometime in the Spring 2024, depending on the time required for PSC review.

Ehlers will have specific information available to present to the Council at the time of the meeting. This information will be provided to Council and made available to the public prior to the meeting.

CITY OF ASHLAND

601 MAIN STREET WEST
ASHLAND, WI 54806
(715) 682-7056



Customer Number: 116-0500-04

Mailing Date: 11/21/2023

AMOUNT DUE
\$186.73**AMOUNT PAID**

JOHN BUTLER

911 10TH AVE W
ASHLAND WI 54806

548067

MAKE CHECK PAYABLE TO THE CITY OF ASHLAND**Due Date: 11/10/2023**

After Due Date Pay: \$188.59

Service Address: 911 10TH AVE W

Return Top Portion With Payment

Retain this portion for your Records

FROM: 08/11/23 TO: 10/12/23

Customer Number: 116-0500-04

Customer Name: JOHN BUTLER

Service Address: 911 10TH AVE W

	Prior Balance	.00			
	Payments Received	.00	Received:		
	Adjustments	.00			
SERVICE DESCRIPTION	USED	AMOUNT	Amount w/ 30.3% increase	Net Increase	
WATER	9	47.79	\$62.28	\$14.49	
WATER FIXED CHARGE		24.30	\$31.66	\$ 7.36	
SEWER	8	47.20			
SEWER FIXED CHARGE		27.04			
PUBLIC FIRE		20.40	\$26.58	\$ 6.18	
GARBAGE		20.00			

TOTAL CHARGES	\$186.73	\$214.76	\$28.03
DPA PAYMENT DUE			
CURRENT AMOUNT DUE	\$186.73		
PAST DUE AMOUNT	.00		
TOTAL AMOUNT DUE THRU 10th	\$186.73		
LATE CHARGE AFTER NOV 10	\$1.86		
TOTAL AMOUNT DUE AFTER 10th	\$188.59		

-Proposed inc. on drinking water rates of 30.3% equates to a 15% increase in total City Utility Bill (water, sewer, garbage, fire protection)
-No change to sewer or garbage rates currently proposed.
-Net increase of \$28.03 on bi monthly bill equates to \$14.02 increase to monthly household budget.

METER DETAIL

Billing Date: 10/20/2023 Due Date: 11/10/2023

Meter ID	Description	Reading Dates		Readings		Usage	Days Between Reads	Multiplier	Reader Comm 3
		Prev Read Date	Read Date	Prev Reading	Current Reading				
26072072	WATER Reading	08/11/2023	10/12/2023	49	58	9	62	1.000	



July 16, 2021

CHANZ GREEN
WATER and WASTEWATER MANAGER
2020 6th STREET EAST
ASHLAND, WI 54806

PWS ID#: 80203739
Ashland Water Utility-MC
Ashland, WI
Ashland County

Subject: 2021 Sanitary Survey Report and Notice of Noncompliance

Dear Mr. Green:

The purpose of a sanitary survey is to evaluate the water system's source, facilities, equipment, operation, maintenance, and management as they relate to providing safe drinking water. The sanitary survey is also an opportunity to update the department's records, provide technical assistance, and identify potential risks that may adversely affect drinking water quality. This Sanitary Survey Report also serves as a Notice of Noncompliance for those deficiencies outlined below.

On 06/15/2021, I conducted a sanitary survey of your water system, Ashland Water Utility (Utility). During the sanitary survey Chanz Green, Vince Hyde, Bradley Siefker, and Aryn Webster were present. At the completion of the survey, Chanz and Vince were briefed on the preliminary findings. This report outlines the final findings, discusses problems that need to be addressed, and sets timelines for corrective action where appropriate.

Please make this report available to the City Council or Waterworks Commission so that the deficiencies and recommendations can be fully discussed. I would also be available to attend a council or commission meeting to discuss this report at our mutual convenience.

A plan for corrective action, including a work schedule must be completed by 08/01/2021. Please provide a letter by 08/01/2021 indicating that you agree to the timelines listed below or with justification for adjusting these timelines. Depending on the type of corrective action you employ, you may need to obtain prior approval and submit additional plans to the department.

Significant Deficiencies

During the course of the sanitary survey, 4 significant deficiencies were identified. Significant deficiencies indicate noncompliance with one or more Wisconsin Administrative Codes and/or represent an immediate health risk to consumers. As such, the deficiencies listed below should be corrected as soon as possible.

Significant Deficiency	Compliance Due Date	Code Citation
1) Past inspection deficiencies have not been corrected as required.	See Below	See Below

Discussion and Schedule for Correction of Deficiencies:

1. Past deficiencies identified on the previous sanitary survey report have not been corrected:
 - The department does not have a copy of the Utility's current water system map with all proper components. As stated in ch. NR 810.26(2), Wisconsin Administrative Code, each municipal and OTM subdivision water supplier shall supply a current map of the public water system which shows the size and location of all facilities and appurtenances, such as water mains, valves, hydrants, wells or sources, pumping stations, treatment plants, and storage facilities. Overflow elevations of the water system storage units shall be shown. Any pressure zones shall be delineated. **The Utility shall provide two hard copies or an electronic copy of their water system map to the department by December 1, 2021.**
 - The Utility is implementing a cross connection control program but does not have a comprehensive written plan or up-to-date ordinance in place. As stated in ch. NR 810.15, Wisconsin Administrative Code, in order to protect the public water supply system, the water supplier for every municipal water system shall develop and implement a comprehensive cross connection control program for the elimination of all existing unprotected cross-connections and prevention of all future un-protected cross connections to the last flowing tap or end-use device. The program may include providing public education materials in lieu of inspections of low hazard portions of residential or commercial facilities. Low hazard areas consist of normal kitchen and bathroom fixtures. The water supplier shall keep a current record of the cross-connection control program available for annual review by the department. The written program acts as an instruction manual for implementing the cross-connection control program. It is important for maintaining consistency, training new employees, and providing instruction in the absence of training. **The Utility shall create a written cross connection control program and update their ordinance and provide copies to the department by November 1, 2021.**
 - The Utility has a private well ordinance but is out of date with current code requirements. As stated in ch. NR 810.16, Wisconsin Administrative Code, water suppliers for municipal water systems and communities served by a municipal water system, shall implement a program for the regulation of wells which are not part of the municipal water system and are located on premises served by the municipal water system. Regulation is required to prevent unused, unsafe and noncomplying wells from acting as vertical conduits for aquifer contamination or as sources of unsafe water that could enter the public water system through cross connections. Implementation shall be by local ordinance or utility rule. **The Utility shall update their private well ordinance with all required code language and provide a copy to the department by November 1, 2021.**
 - The Utility has an Emergency Operation Plan (EOP) in place but it does not include all code required components. As stated in ch. NR 810.23(2), Wisconsin Administrative Code, water suppliers for each community water system shall develop a plan to prepare for, respond to, mitigate and recover from all types of emergency situations, including terrorism, sabotage, natural disasters such as floods and tornadoes, loss of system-wide pressure, and overfeed of chemicals. The EOP is important to allow the Water Utility to respond quickly in the event of an emergency. Also, the plan allows for new employees or someone other than the primary contact to respond to emergencies by following the written plan and guidance. This plan increases the efficiency and response time of the Water Utility and its ability to provide safe water to its consumers. **The Utility shall update their EOP and provide a copy to the department by November 1, 2021.**

Deficiencies

During the course of the sanitary survey, 3 deficiencies were identified. Deficiencies are problems in the drinking water system that have the potential to cause serious health risks or represent long-term health risks to consumers. These deficiencies may indicate noncompliance with one or more Wisconsin Administrative Codes. Corrective action should be completed for these deficiencies as soon as possible. If there were any significant deficiencies identified above, those should undergo corrective action first.

Deficiency	Compliance Due Date	Code Citation
1) Overflows of elevated storages are not provided with a sufficient 4 mesh non corrodible screen and/or ground level overflows are not provided with a sufficient 24 mesh noncorrodible screen.	August 1, 2021	811.64(4)
2) Electrical control settings for chemical feeders are not adequate.	August 1, 2021	811.39(4)
3) The CT inactivation ratio is not calculated properly	August 10, 2021	810.07

Discussion and Schedule for Correction of Deficiencies:

1. The installed screen on the overflow pipe for the elevated spheroid reservoir was torn. As stated in ch NR 811.64(4), Wisconsin Administrative Code, the overflow pipe shall be provided with a 4-mesh corrosion resistant screen installed within the pipe at a location least susceptible to damage by vandalism. Installing the screen on the pipe prevents it from being non-functional if the flapper gets stuck open. **The Utility shall install a new 4-mesh screen on the overflow pipe of the elevated reservoir by August 1, 2021.**
2. The electrical labels within the shorewell are not properly labeled. As stated in ch NR 811.39(4), Wisconsin Administrative Code, the operation of the chemical feed pumps shall be interlocked with the operation of the appropriate well or service pump. Any controlled electrical outlet used for any chemical feed pump shall be clearly marked. This is important to ensure that hot outlets are not used leading to overfeed of chemical and potential health risks. **The Utility shall label the electrical outlets within the shorewell by August 1, 2021.**
3. The values provided on the Utility's electronic monthly operating report (EMOR) for the peak hourly flow through the chlorine contact tank are incorrect. As stated in ch NR 810.07, Wisconsin Administrative Code, water suppliers for municipal water systems shall report the daily operation of treatment process and results of chemical, physical, or other tests performed for plant control. It is important to make sure the inactivation values are calculated properly as they provide the information you need to determine if the disinfection of the water supply is being done properly. Incorrect values could result in improper operation of the water treatment system and could lead to bacteriological or viral contamination of the water supply. **The Utility shall correct the recorded and EMOR reported value of the peak hourly flow through the chlorine contact basin submitted on the Utility's next required EMOR report due August 10, 2021.**

Recommendations

During the course of the sanitary survey, 5 recommendations were identified. Recommendations are problems in the water system that hinder your public water system from consistently providing safe drinking water to consumers.

Recommendations
1) All water mains are not at least 6 inches in diameter.
2) It is recommended that the Utility loop water main to eliminate isolated areas such as by the golf course.
3) It is recommended that the Utility continue to improve valve records to an electronic format.
4) The unaccounted for water is not < 10%.
5) It is recommended that the Utility continue to pursue an additional raw water intake.

Discussion of Recommendations:

1. The Utility has 1779 feet of 4-inch water main still installed within the distribution system. This water main is from the original installation of the water main for the Utility and is approximately 100 years old. At this age the water main is prone to leaks and breaks and possibly no longer protects the water supply from contamination. Also, fire hydrants have 6-inch diameter leads in order to supply them with adequate water for fire protection. Having a smaller than 6-inch water main connected to a hydrant may result in inadequate fire flows and reduce fire flow protection. **It is recommended that the Utility continues to eliminate water main less than 6-inches in diameter to improve fire flow capabilities and replace old main with new main. The above construction requires department plan approval.**
2. The Utility has one large isolated section of the water system. The section of water main that serves the local golf course on the western portion of town is not looped back within the system and presents a large dead end. If this line were to break the services downstream would have no water supply till the issue is corrected. Having redundant loops within the system ensures that in the event of a water main break water service does not stop. **It is recommended that the Utility eliminate isolated service areas and provide water main loops as redundant water service. The above construction requires department plan approval.**
3. The Utility has upgraded all hydrant records to an electronic system that includes the ability to record global position system (GPS) coordinates. They have begun the process of transferring valve records to this same system but it has stopped due to available man hours to complete the project. Electronic records provide more efficient, accessible, and permanent records than paper records. Also, the electronic system allows for the precise location of valves to be known using GPS. This system helps reduce work hours needed to maintain and record valve maintenance and could provide cost savings. **It is recommended that the Utility complete and begin to fully implement the electronic valve records system that was partially completed in previous years.**
4. The Utility reported water loss above 10 percent on previous Wisconsin Public Service Commission (PSC) reports. Water loss represents water that is being paid for to be pumped and treated but is not being sold. It can represent a significant loss of revenue for the system. Also, water loss can indicate leaks within the system. If a leak is present and water can leave the system, then the potential for contamination to enter the system is possible. Being diligent in finding and repairing water leak sources is important for the protection of the water supply as well as a way to reduce operational costs. **It is recommended that the Utility continues to identify water loss issues and repair them promptly.**
5. The Utility only has one water raw water intake serving the shorewell from Lake Superior. This intake was previously damaged and is no longer the original approved construction. If this intake is damaged again the Utility has no secondary means of providing raw water to the treatment plant and water service would stop. Having a second intake allows for the Utility to have redundant systems in place in case one intake is damaged again, or if an intake needs to be removed from service for maintenance. The second raw water intake prevents a break from stopping water service or needing to make modifications in

operation to keep serving water. **It is recommended that the Utility install a second raw water intake supply line to the shorewell. The above construction requires department plan approval.**

Non-conforming Features

During the course of the sanitary survey, 5 features that met code requirements at the time of your public water system's construction, but would not be allowed in the current code, were discovered. These are referred to as "non-conforming features." Though you are not required to correct these non-conforming features at this time, they will need to be corrected when any major work is done in the future.

Non-Conforming Features
1) The reservoirs do not meet all of the other NR 811 requirements and/ or the O&M of the storage facilities is/are not adequate.
2) Feed lines are not installed appropriately.
3) Chemical storage and handling procedures are not appropriate.
4) The water mains are not adequately separated from sewerage components including sewer manholes.
5) The water system is not designed properly so that there are no "flow through" situations within the distribution system (multiple connections to private property, mobile home parks, etc.).

Discussion of Non-Conforming Features:

1. The Utility's elevated reservoir does not have a local chemical injection tap installed. As stated in ch. NR 811.64(16), Wisconsin Administrative Code, a smooth end sampling faucet shall be installed in the connecting main or riser pipes of elevated tanks, standpipes, and reservoirs, if design permits. The sampling faucet shall be installed in accordance with the requirements of ch. NR 811.37 (5) (b) 3, and a threaded tap for chlorination purposes shall be installed in the connecting main or riser pipes of elevated tanks, standpipes, and reservoirs. The tap allows the water tower to be a sample location for investigation of the water supply. The chemical injection tap allows for the tower to be chlorinated in the event of a bacteriological issue occurs without having to climb the tower to dump in chemicals. **If the Utility improves/reconstructs the elevated reservoir a chemical injection tap shall be installed into the riser pipe as required. The above construction requires department plan approval.**
2. The chemical feed line in the shorewell for the coagulant is installed into the top of the horizontal pipe. As stated in ch. NR 811.39(7), Wisconsin Administrative Code, injection nozzles installed in a horizontal section of pipe shall be installed up into the bottom half of the pipe. This is to prevent as much siphoning of chemical as possible. By moving it to the bottom of the pipe pointing upward it greatly reduces the effect of gravity on siphoning chemical into a stagnant pump discharge line. Chemical siting in a stagnant line have caused pipe rupture and deterioration which add additional emergency costs to the maintenance of the water system. **If the Utility were to every upgrade or do maintenance work to the discharge lines of the shorewell the chemical injection taps need to be installed to meet current code requirements. The above construction requires department plan approval.**
3. The chemical storage equipment in the shorewell for the coagulant does not have secondary containment. As stated in ch. NR 811.39(3)(d), Wisconsin Administrative Code, chemical feed equipment shall be located within a containment basin capable of receiving accidental spills, drainage, or overflows without an uncontrolled discharge outside of the containment basin. A common containment basin may be provided for each group of compatible chemicals. At minimum, the containment basin shall be sized to contain the volume of the largest tank that could fail. Chemical containment basins shall not be provided with floor drains. **If the Utility ever upgrades the shorewell or feed equipment secondary**

containment shall be provided as required. The above construction requires department plan approval.

4. The Utility is aware of one location where the systems water main passes through a sanitary sewer manhole. As stated in ch NR 811.74(3), Wisconsin Administrative Code, if water mains cross over sanitary or storm sewer mains, the water main shall be laid at such an elevation that the bottom of the water main is at least 6 inches above the top of the sewer main. If water mains cross under sanitary or storm sewer mains, a minimum vertical separation distance of 18 inches shall be maintained between the top of the water main and the bottom of the sewer main. At crossings, one full length of water pipe shall be centered above or below the sewer so that both joints will be as far from the sewer as possible. These construction standards are to prevent possible cross contamination of the drinking water supply. **When the Utility upgrades the section of water main which passes through the sanitary sewer manhole the two different mains shall be separated as required by code. The above construction requires department plan approval.**
5. The Utility knows of two “flow through” situations within the distribution system. At these locations water main passes from public right of way to private land and back again. The two known locations of at the local Wal-Mart and the local Northland College. As stated in ch NR 811.68(3), Wisconsin Administrative Code, water mains to be connected to the publicly owned distribution system at more than one point may be privately owned and maintained provided that a check valve is installed on the water main at each point of connection to the distribution system to prevent water from flowing back into the distribution system. Each check valve shall be located in a manhole or vault and shall be immediately preceded and followed by a buried or exposed shut-off valve on the main. The water supplier shall have access to the manholes and valves for inspection purposes. **If the Utility ever reconstructs the water main serving these two locations or no longer has free access to inspect the private water main loop shall either split the continuous loop or install appropriate check valves as required by code. The above construction requires department plan approval.**

System Summary

Ashland Water Utility is located in northern Ashland County off of Highway 2 on Lake Superior. The water system is owned by the City of Ashland with ownership associated with the Water/Wastewater Manager position. The water system consists of a raw water intake from the Chequamegon Bay of Lake Superior, two low lift pumps, water treatment plant consisting of: two straining filters, 4 membrane units, chemical feed systems, finished water contact tank, one clearwell with three highlift pumps, and a distribution system consisting of one booster station, one standpipe, one elevated reservoir, and water main divided into two pressure zones. The approximate population served by the water system is 8,000.

The current approved Great Lakes Compact Withdrawal amount is 2 million gallons per day through the State of Wisconsin.

Raw Water Pumping Station: The raw water intake consists of 1,950 feet of 24-inch intake pipe that extend out into Chequamegon Bay of Lake Superior. The single intake is located 8 feet off the bottom of the lake in 35 feet of water. An inlet structure exists around the end of the pipe to prevent entry of large debris. The intake was last inspected in 2012. The current intake was installed in 1931 after the original intake line was destroyed by a boat anchor catching and ripping the pipe away. Water flows by gravity to a lakeside intake house that contains two low lift pumps. Both variable frequency drive (VFD) controlled vertical turbine pumps have capacities of 2.7 million gallons per day (MGD) at 140 feet of head and both have 100 hp motors. These pumps alternate operation daily and discharge to the microfiltration building via a 12-inch line. The line to the membrane building splits in two prior to entering the filtration building. The old artesian collection well located by the shorewell is no longer plumbed into the system. The water recharge rate of the artesian well is not adequate to allow for

pumps to be used to backwash the intake line in case of frazil ice. Frazil ice formation is only known to have happened once in November 2013. The Utility is currently discussing an upgrade to add an additional intake of some kind.

Membrane Treatment Plant

Strainers: Two Fluid Engineering 793 8-inch automatic backwash straining filters are provided in the membrane building. The straining elements are vee-shaped stainless steel wire screens with a slot size of 0.016 inches or about 406 microns. The strainers automatically backwash based on a 30 minute backwash cycle or if pressure loss through the filter is too high. The backwash waste from the strainers is discharged to a sanitary sewer trench drain outside the building. Provisions are also provided for discharge to a storm sewer trench drain. This discharge is covered under the City's wastewater discharge permit. Each strainer is sized for a maximum flow of 2.0 MGD. Both strainers then feed a single 10-inch line into the membrane filter units. There is a pressure sensor on this membrane feed line which controls the VFDs of the low lift station pumps to maintain a constant feed pressure of 22 pounds per square inch (psi).

Microfiltration Membranes: The original membrane plant began operation in September of 2001 with 4 racks and space for an additional rack. Each rack contained 48 M10C polypropylene fiber filters for a total of 192 modules. The high pressure backwash had a flow configuration from outside to inside. In 2012 the membrane modules were replaced with L10V polyvinylidene fluoride (PVDF) modules with a low pressure backwash system. The fibers have an outside diameter of 800 um, an inside diameter of 500 um and a nominal pore size of 0.04 microns. In 2016 the L10V modules were replaced with new L10N modules (PVDF) which are more permeable but have less surface area. The L10N modules have been successfully challenge tested by NSF International in accordance with the LT2ESWTR Membrane Guidance Manual.

The L10N modules have only 230 square feet(sqf) of surface area compared to the L10V modules at 250 sqf of surface area due to the L10N fibers being slightly larger in diameter. This difference in diameter results in the L10N modules operating at an eight percent higher flux. Evoqua states that the L10N fiber is 20% more permeable which allows it to be operated at the higher flux without increasing the transmembrane pressures (TMP). The typical TMP range is from 2.5 to 12 pounds per square inch (psi) with a maximum TMP of 21.7 psi. The L10N membranes have an allowable pH range for cleaning of 2 to 10 and can normally tolerate up to 200 ppm of chlorine with a maximum of 1000 ppm. The new modules have the same external length and diameter as the replaced modules.

The following plant capacity ratings and fluxes are based on the outside surface area of the L10V polyvinylidene fluoride (PVDF) module membranes. These calculations included the operational downtime from backwash, CIP, and other required testing.

Membrane Operating Capacity					
Capacity (MGD)	No. Skids Operating	Instantaneous Flux* (gfd)			Rating
		No MW	Daily MW	Weekly MW	
2.0	4	45.5	46.4	45.6	Peak, Summer
1.5	3	45.5	46.4	45.6	Firm, Summer
1.5	4	34.0			Peak, Winter
0.9	3	27.4			Firm, Winter

Calculated using the following online operating parameters:

Backwash Interval:	30 minutes
Clean in Place Interval (CIP):	Every Third Week
Pressure Decay Test Interval (PDT):	8 hours
Maintenance Wash Interval (MW):	Weekly

Flux at average day demand of 0.75 MGD and four skids in service is about 17 gallons per foot per day (gfd). Flux at max day demand of 1.0 MGD and four skids in service is about 23 gfd.

The following plant capacity ratings and fluxes are based on the outside surface area of the L10V polyvinylidene fluoride (PVDF) module membranes. These calculations do not include the operational downtime from backwash, CIP, and other required testing.

Membrane Operating Capacity		
Capacity (MGD)	Instantaneous Flux(gfd)	
	4 SKIDS	3 SKIDS
2.0	45.3	60.4
1.5	34.0	45.3
1.0	22.6	30.2
0.75	17.0	22.6
0.5	11.3	15.1

The membranes are operated automatically by a Siemens PLC system based on the settings entered by the operator. A backup PLC is provided along with a second interface and spare I/O cards. The operating PLC is tied into the main plant SCADA system to trigger alarms. An uninterruptible power supply (UPS) is provided for the Process Control Panel which includes the PLC's.

Backwash: Membrane backwash is done using an air scour backwash which occurs one rack at a time and is normally initiated every 45 minutes. Backwash is triggered more frequently every 30 minutes when coagulant is being fed for high turbidity. High membrane resistance or high membrane TMP also triggers a backwash cycle. The backwash sequence starts by lowering the feed side water level part way with the help of 30 psi air to the shell side. A Fisher EZR regulator reduces the air pressure from the compressors and provides air to the shell side to loosen any solids from the fibers. Compressed air at 30 psi then pushes filtrate water in the header from the lumen side to the shell side creating a short backwash. Next, the backwash flow stops, the air scour continues, and the lumen side remains pressurized. The shell side is drained with air assistance. Lastly, the feed water enters from the bottom and the filtrate exhaust valve opens to allow the lumen to fill. The backwash waste drains to the storm sewer and is covered by the City's wastewater discharge general permit.

Clean-In-Place (CIP): CIP normally occurs every 30 days and includes acid and chlorine. The CIP tank is a 1,150 gallon fiberglass tank with a 25 KW electric immersion heater. A boiler serves as a backup for heating the water. The cleaning chemicals are injected into a 6" line which completes the CIP loop. There are 3 chemical feed systems dedicated to the CIP process for 2.5% sodium hypochlorite, 75% phosphoric acid, and 50% citric acid. A CIP sequence is manually initiated based on 30 days of elapsed time or high TMP and begins with a regular backwash while the CIP tank is filled with 400 gallons of water and heated to 30°C. The heated water is then circulated while 0.32 gallons of phosphoric acid and 6.45 gallons of citric acid are fed into the line until a pH of 2.0 is achieved. The citric acid is used to

remove the inorganic foulants. This process continues for about 2.5 hours and may be supplemented by air scour from the blowers. The acid is then sent to the sanitary sewer followed by the membranes being rinsed and flushed. Next, 400 gallons of unheated water is circulated, and 1.34 gallons of sodium hypochlorite is fed to achieve a concentration of 500 ppm. This is circulated for about 2½ hours and may be supplemented by air scour from the blowers. The solution is then sent to the sanitary sewer. The membranes are backwashed and then filtered to waste until monitoring indicates no remaining chemical residuals.

Maintenance washes: A maintenance wash is a short cycle chemical clean lasting about 45 minutes to maintain performance of the membranes. They are conducted weekly or as needed for organics removal. A maintenance wash begins with a regular backwash while the CIP tank is being filled with 400 gallons of water. The entire process is conducted over a three-day period. On day one and two the water from the tank is circulated and about 0.27 gallons of sodium hypochlorite is added to achieve a concentration of 100 mg/l. On day three sodium hypochlorite is stopped and 0.32 gallons of phosphoric acid is fed into the loop to achieve a pH of 2.0 or a concentration of 0.1%. The waste sodium hypochlorite and phosphoric acid is discharged to the sanitary sewer. The membranes are backwashed and then filtered to waste until monitoring indicates no remaining chemical residuals.

Integrity testing: Integrity testing of the membranes is done by a pressure decay test. The PDT is done every 8 hours of operation on each rack. Each membrane is isolated and pressurized to approximately 14.7 psi. The PLC membrane control then calculates the pressure decay rate over the two-minute test period and a corresponding log removal value (LRV) based on methods in the US EPA Membrane Guidance Manual. The PLC then compares the test value to an alarm at a LRV of 4.3 and shutdown at a LRV of 4.0.

Chemical Addition: Chemical injection occurs at two separate locations within the treatment process and are below in operational order.

Chemical injection of a polymer coagulant occurs at the raw water shore well. A 50 percent active polymer coagulant is added at the shore well when raw water turbidity exceeds 5 NTU. This chemical feed is normally used after large rain events or other times when turbidity in the bay significantly increases like during high wind events.

Chlorine is fed at two different locations along the water treatment process. Both chemical feeds use sodium hypochlorite for the purpose of disinfection. The first chemical feed is at the combined membrane permeate line prior to the contact tank and clearwell. If the entry point chlorine residual drops below 1.2 parts per million (ppm) measurement from the continuous monitoring equipment, then a secondary chlorine feed will add liquid sodium hypochlorite to the high lift pump discharge line. This is to achieve a residual leaving the treatment plant of 1.0 ppm chlorine.

Liquid fluorosilic acid and polyphosphate are also added to the high lift pump discharge line. The fluoride is added for community dental health and the polyphosphate is added for the corrosion control of lead and copper within the distribution system.

Combined CT Tank and Clearwell (Finished Water Reservoir): A combined chlorine contact tank (CT tank) and clearwell is located below the membrane building. A 10-inch filtrate line from the membrane units loops up within the building prior to discharging into the twin CT basins. The line includes a

chlorine feed point and a 6-inch filter-to-waste line through the wall terminating with a quick-disconnect fitting.

The pumping clearwell consists of one 20-foot by 11-foot cell with a volume of 13,000 gallons. Located below the highlift turbine pumps located in the membrane building. The clearwell has an operational water depth between 2.67 feet and 8 feet.

The two-channel CT tank has a water depth of about 8 feet. The bottom elevation of the CT tank/clearwell is 608.0 which is well above groundwater and the floor elevation of the membrane building is 618.67.

The combined CT tank and clearwell is a concrete structure mostly below ground. The structure is 70-foot by 48 feet 4-inches. The CT tank has 2 channels so that one can be taken out of service. Each channel is 5 feet wide and approximately 179 feet long with a serpentine flow pattern providing a length to width ratio of 35.8. The water level in the CT basins is kept constant by an outlet weir at an elevation of 615.67. The water volume for each of the two CT tank basins is 51,347 gallons. Detention times are approximately as follows:

Flow Rate	T ₁₀ Detention Times (min)					
	0.35 Baffling Factor				0.7 Baffling Factor	
	1 side	2 sides			1 side	2 sides
1.0 MGD	26	51			51	102
1.2 MGD	22	43			43	86
2.0 MGD	13	26			26	51

Based on the design of the CT tanks, a baffle factor of about 0.7 would be expected. This would need to be verified by tracer testing however, since no tracer testing has been conducted, a baffle factor of 0.35 is being granted.

In order to provide sufficient inactivation of cysts and viruses, the level of disinfection must meet a prescribed CT value. CT is defined as the disinfectant residual in mg/L multiplied by the contact time in minutes with parameters shown in the following table:

CT Required	
Temperature	4-log Virus pH 6 to 9
0.5° C	12
5° C	8
10° C	6
15° C	4
20° C	3
25° C	2

Chlorine residuals are continuously monitored from the high lift discharge line (entry point). This point is prior of the trim chlorine addition point. A continuous chlorine residual analyzer is also provided at

the booster station. Daily grab samples are taken at the entry point tap and at the booster station.

Inactivation Credits: A summary of removal and inactivation credits granted by the department are listed below:

The Department will grant 3 logs of giardia and 3 logs of cryptosporidium credit provided the following criteria are met:

- The membrane software calculates a log removal value (LRV) based on the air hold test, water temperature and flow.
- An air hold test aka pressure decay test is conducted on all units every 8 hours of operating time.
- Normal operation - The air hold test alarm level is set at 4.3 LRV. This level is intentionally conservative to provide redundancy over the required 3-log removal of Giardia and Cryptosporidium.
- Normal operation - The air hold test shut down level is set at 4.0 LRV. This level is intentionally conservative to provide redundancy over the required 3-log removal of Giardia and Cryptosporidium.
- Modules with a failed air hold test must be immediately isolated from service.
- The membranes are sonic tested quarterly.
- The continuous permeate turbidity alarm level is set at 0.06 NTU. Currently measured at the combined permeate discharge line.
- The continuous permeate turbidity shutdown level is set at 0.1 NTU. Currently measured at the combined permeate discharge line.

No virus removal credit is given for microfiltration. Therefore, 4 logs of virus inactivation by free chlorine CT is required.

Removal/Inactivation Credits			
Process	Giardia	Viruses	Cryptosporidium
Membrane Filtration	3.0 logs ₁	0.0 logs	3.0 logs ₁
Free chlorine CT	0.0 logs	4.0 logs ₂	0.0 logs
Total provided	3.0 logs	4.0 logs	3.0 logs
Required	3.0 logs	4.0 logs	3.0 logs ₃

- 1 Credit based on operating membranes above 4.0 LRV
- 2 Credit based on meeting required Contact Time (CT) values for 4.0-log virus inactivation. Minimum required is 0.5-log inactivation.
- 3 Required removal due to LT2 ESWTR Bin 1 placement following the second round of LT2 ESWTR monitoring

High Lift Pumping: The high lift pumps are located above the clearwell and within the membrane building. Three vertical turbine pumps, each with a capacity of 840 gpm at 197-feet pumping head provided with 60 horse power (hp) constant speed motors discharge to a common 12-inch header main. The header then tees providing 2 feeds to the distribution system.

Storage: The Utility has 1.98 million gallons of storage. This is split between the CT tank/clearwell, a standpipe, and an elevated reservoir. The CT tank/clearwell has a total storage of 250,000 gallons and was last inspected in 2019. The standpipe has a total storage capacity of 1.376 million gallon and was last inspected in 2019. The elevated reservoir has a total storage capacity of 500,000 gallons and was last inspected in 2019. All storage facilities had complete drain down inspections completed when inspected in 2019.

Reservoirs are required to be inspected by a professional engineer or professional tank inspection firm every 5 years. The next inspection the reservoir is required this year, 2024, and can be a partial drain down inspections. A reservoir inspection form 3300-248 and copies of any inspection report, video or photos are required to be submitted to the department after the tank inspection is completed in accordance with ch. NR 810.14(4), Wis. Adm. Code.

The City inspects the vents, access hatches, CB&I gap, and overflows annually and adequately documents this as required.

Booster Station: The booster station is above ground and locate next to the standpipe. The station includes 3 horizontal centrifugal pumps with 25 hp motors with operational capacities of 500 gpm each. Each motor is provided with a soft-start and the station is designed to provide water to the distribution system and elevated storage tank in the high-pressure zone on the southwest side of the City.

Auxiliary Power: Auxiliary power is provided for the treatment facility by a stationary 250 KW diesel-fueled engine generator capable of operating the plant at 1.2 MGD. Auxiliary power is provided for the booster station by a stationary 250 KW diesel-fueled engine generator capable of operating the entire booster facility at full capacity. Both generators are run under load monthly and proper exercising records are maintained.

System Security: All access hatches and doors to the treatment facility, booster station, PRV's, elevated storage tank, and standpipe are provided with locks. The treatment facility, standpipe, and elevated storage tank are enclosed within security fencing. Additional security measures are incorporated into the SCADA system. Adequate security measures are in place. The Utility has one of the statewide emergency sampling kits.

Distribution System: According to PSC data, the Utility's distribution system consists of 307,023 feet of metal and plastic water mains ranging in size from 4 - 24-inches in diameter. The small 4-inch water main is composed of main from older sections of town.

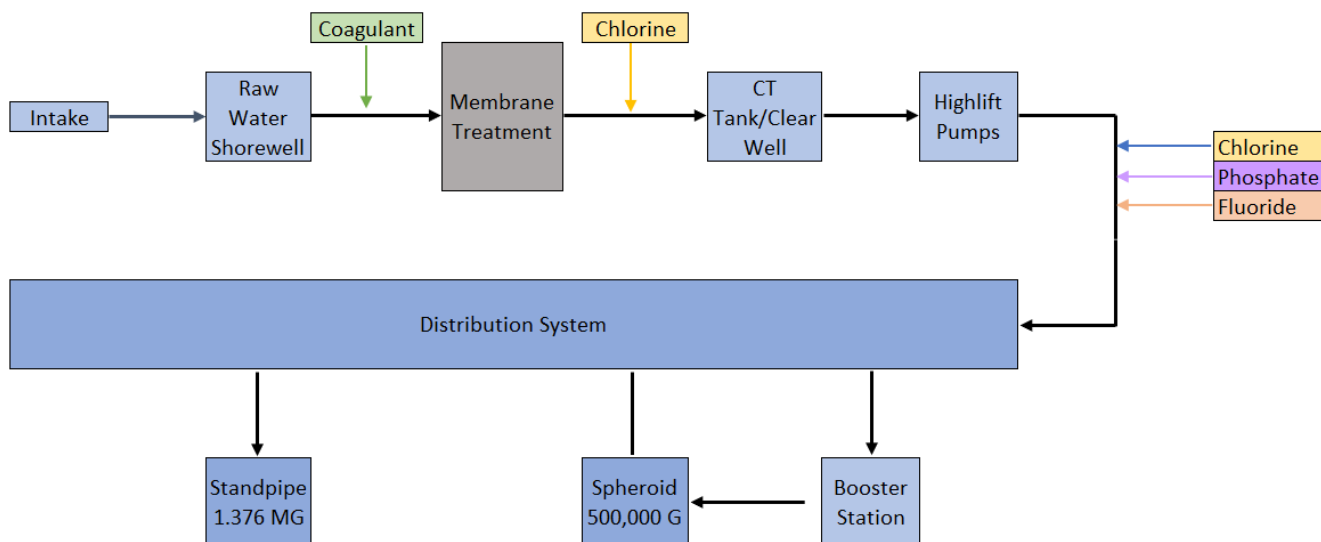
All dead-end mains are provided with appropriate flushing devices at their termination. The entire distribution system is flushed once per year and dead ends are flushed as needed. The department understands that all fire hydrants can meet minimum fire flows and residual pressures. If a fire hydrant does not produce sufficient flow it should be properly identified, and the fire chief should be notified in writing.

In 2020, 67 distribution valves out of 867 total distribution valves were exercised. Valves are required to be exercised every 2-5 years. The Utility is on track with the minimum required 2 to 5-year exercising requirement with significantly increase valve exercising planned.

The normal distribution system water pressure range is 40 - 80 psi.

The total annual water loss for the past 3 years was reported to be between 12% - 17% (15% in 2020). The average day pumpage for 2019 was about 615,000 gallons with a maximum day pumpage of 978,000 gallons. The last water rate increase was applied in the 2016.

A water system summary, based on the information available in our data system, is attached. Please review this information for accuracy. If there are changes that need to be made, contact Aryn Webster at (715) 499-1160.



Water Quality Monitoring and Reporting

The Utility has a good overall monitoring and reporting record. Bacteriological samples have been submitted on a timely basis and all Safe Drinking Water Act samples have been submitted as required. Bacteriological samples are required to be evenly distributed throughout the month. The monthly reports are completed and submitted on a timely basis using the required Electronic Monthly Operating Report format.

Whenever the Utility uses chemical injection, the daily amount of chemical used must be reported on the monthly report. In addition, for chlorine, the free chlorine residual must be tested in the distribution system at least twice each week and recorded on the monthly report in the columns provided.

Updated sampling site plans for Bacteriological sampling, Disinfection Byproducts sampling and Lead and Copper sampling are on file with the department as required. The list of current sites needs to be sent to the department for entry. All compliance sampling must be done at the approved sites and the monitoring identification (ID) assigned to the sampling point must be recorded on the sampling forms. If monitoring sites are added or dropped from the list, the department must be notified to keep our records up to date.

Chanz and Vince stated that complaints are very rare and typically about cloudy water due to air.

Required Reports, Records, and Utility Programs

The Utility does not have a cross connection control program and ordinance in place. The ordinance is old and contains code references that no longer exist. All cross-connection inspections are kept on record with residential inspections being completed on a 10-year frequency. The Utility currently contracts through Hydro Corp for the completion of cross connection inspections. The Utility does provide the educational pamphlet in lieu of low-risk fixture inspection. The educational pamphlets are mailed every year.

The Utility is aware of one situation in which a water main passes through a manhole. It is known to be a continuous section of pipe and contain no joints. This should be removed as soon as possible due to the contamination risk. The Utility is also aware of two flow through situations within the distribution system. These are the Walmart fire loop and the local college. These should be cut immediately, or the Utility should get written approved right to inspect the loops at any time.

The Utility has a private well ordinance, but it is old and is not up to date with current code requirements. The Utility is not aware of any private wells at this time. All private wells are required to be permitted or abandoned within the Waterworks and the permits kept up to date.

The Emergency Operations Plan for the Utility was lost during an employee transition and needs to be created again. The Utility is encouraged to test their emergency operations plan every two years. This could be done in conjunction with the fire department or police practice scenarios. The Revised Total Coliform Rule has changed the way positive bacteriological check samples are dealt with. A new system using assessments are now used in which a Level 1 Assessment is completed for a bacteriological confirmation by the operator.

The Utility is currently flushing the fire hydrants once per year. Records are kept of maintenance in an electronic format.

Valves are operated separately each year. The valve records are currently kept in paper format, but the Utility is converting over to the same electronic system as fire hydrants. It is important to maintain accurate records on the location of each valve along with the maintenance record and specification. Record keeping for valves and hydrants is required to insure routine scheduling and performance in accordance with ch. NR 810.13, Wis. Adm. Code.

The Utility currently has an Intake Protection Plan for the one raw water intake. The Utility does not have a Intake Protection Ordinance in place to supplement the program. The ordinance gives the Utility additional authority to enforce its Intake Protection Plan. The ordinance is not required but makes it much easier to deal with potential problems associated with construction within the wellhead protection area.

Certified Operator

The current Operator in Charge (OIC) is Vince Hyde. He is certified grade 1 in distribution and groundwater. His certifications are set to expire on 11/01/2022. The Utility also employs Chanz Green, Michael Brennan, Michael Manzanares, Todd Deeth, Brian Ledin, Robert Karlinsky, Scott Pero, Amber Hunstad, Jerod Heino, and Tim Sullivan.

Lead and Copper Monitoring

Home owners should be advised to remove and clean aerators on a regular basis, but not prior to the collection of the lead and copper samples. Flushing of the lines six hours or less prior to collection of the sample is also not allowed by the Lead and Copper Rule. Samples should be collected under normal conditions, after the water sits for at least 6 hours. Please advise your owners of samples location of these recommendations and requirements.

Homes with lead service lines are Tier 1 sites and should be included in the water systems monitoring plan if any part of the service is lead. This includes the gooseneck, the Utility portion, or the customer's portion. Homeowners with lead service lines should be strongly encouraged to replace their portion of the line at the same time the Utility replaces their portion. If lead is detected within the home at levels of 15 micrograms per liter (µg/L) or greater, we ask that the homeowners be notified within 24 hours, even if the code requirement is 30 days.

The United States Environmental Protection Agency (US EPA) has informed the department that it will be revising the Lead and Copper Rule. Our recommendations are based on discussions with the US EPA. The department is also increasing efforts to reduce the consumer's exposure to any amount of lead within their drinking water. The department is asking that all water systems review their lead and copper sites to ensure that all locations (kitchen or bathroom sinks) are appropriate and that sites meet the tier criteria.

Water System Security

The Utility is encouraged to continue improving the security of their water system and also conduct daily security checks of the entire drinking water system to ensure doors are locked, windows are secured, and nothing has been tampered with. The hatches on the well houses need to be kept locked at all times. Vigilance is important to insure any occurrence out of the ordinary related to the water system is followed up on immediately.

Capacity Development Evaluation

This sanitary survey serves as an evaluation of the capabilities of your water system. This system has been determined to have adequate technical, managerial and financial capacity to provide safe drinking water. The ability to plan for, achieve, and maintain compliance with applicable drinking water standards has been demonstrated.

The next sanitary survey of your system is scheduled to take place in 2024. The designated operator in charge will be contacted prior to the survey to schedule a date that is convenient.

Required Action

Please respond by 08/01/2021 with notification that all deficiencies have been corrected, or that you agree to correct the deficiencies identified in this letter by the due dates, or with alternative dates for correcting these deficiencies. Failure to respond to this letter by 08/01/2021 may result in enforcement activities.

I would like to thank Chanz and Vince for their time and cooperation during the inspection. If there are any questions concerning this report, please feel free to contact me at (715) 499-1160. I would also be available to attend a City Council or Water Commission meeting at our mutual convenience to discuss this report.

Sincerely,

A handwritten signature in black ink that reads "Aryn Webster". The signature is fluid and cursive, with the first name "Aryn" and last name "Webster" clearly distinguishable.

Aryn Webster
Water Supply Engineer

Enclosure

cc: Bureau of Drinking Water/Groundwater - DG/5
Mark Pauli, Rhinelander
Regional File, Rhinelander

Water System Summary Information

System ID: 80203739

System Name: ASHLAND WATER UTILITY

County: Ashland

Type: Municipal Community

Basin:

Population: 9115

Service Connections: 3067

Owner: CHANZ GREEN

601 MAIN ST W

ASHLAND, WI 54806

(715) 209-7194 Cell: (715) 209-7194 chgreen@coawi.org

Date Security VA Complete: 01/01/2004

Date ERP Complete: 01/01/2002

Date ERP Last Exercised/Updated: 03/01/2007

Emergency Phone:

Emergency Fax:

Emergency E-mail:

Certified Operators

Name	Lic. #	Expires	Phone/Fax/E-mail	Address 1	Address 2	City, State, Zip
MICHAEL BRENNAN	35780	11/01/2021	(715) 682-706185racing@gmail.com	28390 STATE HIGHWAY 118		ASHLAND, WI 54806
TODD DEETH	34525	11/01/2023	(715) 682-7058tdeeth@coawi.org	1001 W BIGELOW ST		WASHBURN, WI 54891
CHANZ GREEN	35640	11/01/2022	(715) 419-3397chanz.green@yahoo.com	P. O. BOX 974		ASHLAND, WI 54806
JARED HEINO	38297	11/01/2022	(715) 292-8951jaredheino@gmail.com	807 MACARTHUR AVE		ASHLAND, WI 54806
AMBER HUNSTAD	37222	05/01/2023	(715) 682-7058ahunstad1@gmail.com	14092N DEFER RD		HURLEY, WI 54534
VINCENT HYDE	34964	11/01/2022	(715) 682-7058vhyde@coawi.org	72470 STATE HIGHWAY 13		ASHLAND, WI 54806
ROBERT KARLINSKY	36567	05/01/2024	(715) 682-2058robert.karlinsky@gmail.com	2104 5TH STREET E		ASHLAND, WI 54806
BRIAN LEDIN	34526	11/01/2023	(715) 682-7058bledin1980@coawi.org	22815 US HIGHWAY 2		ASHLAND, WI 54806
MICHAEL MANZANARES	35390	11/01/2023	(715) 682-7061mmanz122@yahoo.com	405 7TH AVE N		HURLEY, WI 54534
SCOTT PERO	36754	11/01/2022	(715) 682-7058spero242@gmail.com	1502 11TH AVE W		ASHLAND, WI 54806
TIMOTHY SULLIVAN	37876	08/01/2021	(715) 682-7058tsullivan@coawi.org	41149 STATE HWY 13		MARENGO, WI 54855

Affiliations

Name	Affiliation	Start Date	End Date	Primary?	Phone
VINCENT HYDE	SAMPLER	08/02/2016		Y	715-682-7061

Name	Affiliation	Start Date	End Date	Primary?	Phone
DENISE OLIPHANT	PLAN_CON	04/20/2020		Y	715-682-7071
CHANZ GREEN	OWNER	07/27/2020		Y	715-209-7194
CHANZ GREEN	MANAGER	07/27/2020		Y	715-209-7194
ARYN WEBSTER	DNR_REP	03/09/2018		Y	715-499-1160

Entry Points and Sources of Water (Basic Data)

Source ID	Name	WUWN	Status	Type	Source	Depth	Cased	GROUTED
1	RAW WATER INTAKE		Active	SOURCE OF WATER	Surface Water Source			
81	E P FINISHED WATER		Active	ENTRY POINT	Permanent Surface Water Entry Point			

Entry Points and Sources of Water (Misc. Data)

Source ID	PLSS	Lat./Long.	Pump Cap.	Pump Type	Lube	Aux. Power?
1	T, R, S, Q-QQ-	46.60694N x 90.84139W	1875	Vertical_Turbine	Water	Yes
81	T, RW, S, Q-U QQ-U	N x W	840	Vertical_Turbine	Water	Yes

Storage

ID/Location	Type	Vol. (gal)	Firm Pumping Capacity (gpm)	Height to Overflow (ft.)	Overflow Elev. (sea-level, ft.)	Aux. Power?	Mfg.	Model
ELEVATED STORAGE South of Maple Lane and West of Beaser Road	ELEVATED TANK	500000		889		Unknown		

ID/Location	Type	Vol. (gal)	Firm Pumping Capacity (gpm)	Height to Overflow (ft.)	Overflow Elev. (sea- level, ft.)	Aux. Power?	Mfg.	Model
STANDPIPE East of the intersection of Beaser and Binsfield	STANDPIPE	1376000		800		Unknown		
Finished Water Reservoir at Membrane Plant	GROUND STORAGE	200000	1680			Yes		

Booster Stations

ID/Location	Type	Firm Pumping Capacity (gpm)	Aux. Power?
BOOSTER STATION Adjacent to the 1.4 MG standpipe	ABOVE GROUND	500	Yes

System Interconnects

ID/Location	Type	Capacity (gpm)	Metered?	Chemical Injection Capable?
-------------	------	-------------------	----------	-----------------------------------

None

Treatment Summary Data

Source ID	Type	Description	Begin	End	Objective(s)	Pump Model	Cap. .	Stroke %	Speed %	Sol. Tank Cap.	Dil. Ratio	Comments
1	347	Filtration, Ultrafiltration	01/01/1998		Particulate Removal							
1	741	pH Adjustment, Post	12/05/1997	01/01/2014	Corrosion Control							
81	240	Coagulation	08/01/2006		Particulate Removal							
81	380	Fluoridation	01/01/1960		Other							
81	421	Hypochlorination, Post	08/23/2001		Disinfection							
81	445	Inhibitor, Orthophosphate	12/05/1997		Corrosion Control							

System Evaluation Summary

Inspector/Reviewer	Date	Report Date	Type	Agency	Response Due	Response Recd
WEBSTER, ARYN	06/15/2021	07/16/2021	SURVEY	DNR	08/01/2021	
Vince Hyde - operator	11/03/2017		LEVEL1	PWS		
SCHERER, KEN	06/21/2017	07/06/2017	SURVEY	DNR	08/20/2017	08/18/2017
DOBBINS, WILLIAM	06/04/2014	07/01/2014	SURVEY	DNR	08/13/2014	08/06/2014
DOBBINS, WILLIAM	06/07/2011	07/06/2011	SURVEY	DNR	08/22/2011	08/22/2011
DOBBINS, WILLIAM	11/27/2007	12/10/2007	SURVEY	DNR		
DOBBINS, WILLIAM	06/20/2006	06/28/2006	ANNUAL	DNR		
DOBBINS, WILLIAM	06/30/2005	07/27/2005	ANNUAL	DNR		
DOBBINS, WILLIAM	05/12/2004	06/02/2004	ANNUAL	DNR		
DOBBINS, WILLIAM	05/12/2003	05/26/2004	SURVEY	DNR		
DOBBINS, WILLIAM	04/23/2003	05/08/2003	ANNUAL	DNR		
DOBBINS, WILLIAM	05/07/2002	05/10/2002	ANNUAL	DNR		
DOBBINS, WILLIAM	08/23/2001	08/24/2001	ANNUAL	DNR		
Dobbins, William G.	01/29/2001	01/30/2001	ANNUAL	DNR		
DOBBINS, WILLIAM	04/18/2000	04/28/2000	ANNUAL	DNR		
RUESCH, PARKE	09/17/1998	11/16/1998	SURVEY	DNR		
	05/17/1993		SURVEY	DNR		
	01/14/1992		ANNUAL	DNR		

Bacteriological Sampling History

Year	Distribution Safe	Distribution Unsafe	Confirmed Unsafe	Missed Samples	Raw Safe	Raw Unsafe	Fecal Positive?
2021	63			0			N
2020	120			0			N
2019	120			0			N
2018	120			0			N
2017	119	1	3	0			N
2016	120			0			N
2015	120			0			N

Chemical Sampling History

Year	Sample Group	Source ID	Samples Taken	Missed Samples	MCL Violations
2021	DBP		4	0	0
2021	PBCU		40	0	0
2021	FLUORIDE		6	0	0

Year	Sample Group	Source ID	Samples Taken	Missed Samples	MCL Violations
2020	DBP		8	0	0
2020	IOC	81	1	0	0
2020	PBCU		80	0	0
2020	RAD	81	1	0	0
2020	VOC	81	1	0	0
2020	FLUORIDE		12	0	0
2020	SOC	81	2	0	0
2019	DBP		8	0	2
2019	IOC	81	1	0	0
2019	PBCU		81	0	0
2019	VOC	81	1	0	0
2019	FLUORIDE		12	0	0
2018	DBP		8	0	0
2018	IOC	81	1	0	0
2018	PBCU		83	0	0
2018	PBCU RULE		12	0	0
2018	PBCU RULE	81	4	0	0
2018	VOC	81	1	0	0
2018	FLUORIDE		12	0	0
2017	DBP		8	1	0
2017	IOC	81	1	0	0
2017	PBCU		21	0	0
2017	PBCU RULE		0	2	0
2017	VOC	81	1	0	0
2017	PBCU RULE	81	0	2	0
2017	PBCU	81	0	1	0
2017	FLUORIDE		12	0	0
2017	SOC	81	2	0	0
2016	DBP		8	0	0
2016	IOC	81	1	0	0
2016	VOC	81	1	0	0
2016	FLUORIDE		12	0	0
2015	DBP		8	0	0
2015	IOC	81	1	0	0
2015	VOC	81	1	0	0
2015	FLUORIDE		12	0	0

Sample Group	Last Sampled
BACTI	2021
FLUORIDE	2021
HAA5	2009
IOC	2020
PBCU RULE	2018
RAD	2020
TOC FINISHED	2008
PBCU	2021
NITRATE	1993
SOC	2020
VOC	2020

Sample Group	Last Sampled
DBP	2021
TTHM	2009

MCL Violations

Source ID		Contaminant	Concentration	MCL	Units	Viol. Start	Viol. End	Continuing Operation?
	2950	TTHM	81.1	80.5	UG/L	08/19/2019		N
	2950	TTHM	81.1	80.5	UG/L	05/21/2019		N

Definitions

MCL = Maximum Contaminant Limit (as set by the Environmental Protection Agency (EPA))

BACTI = Bacteriological Sample

IOC = Sample for Inorganic Compounds

NITRATE = Nitrate Sample

PBCU = Lead and Copper Sample

RAD = Sample for Radioactivity

SOC = Sample for Synthetic Organic Compounds

VOC = Sample for Volatile Organic Compounds

FLUORIDE = Fluoride from Fluoridation

TTHM = Total Trihalomethane Sample

SUBJECT: Consideration of Purchase of Replacement Bucket Truck (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Administration

EXHIBITS:

1. Image of Bucket Truck
2. CP 460

EXPENDITURES REQUIRED: \$65,000 Purchase Price
\$ 4,500 Transport Cost
\$69,500 Total Cost

AMOUNT BUDGETED: \$0

APPROPRIATION REQUIRED: \$69,500 CP 460 Public Works Equipment Fund Balance

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on December 6, 2023, that Utility Auto Sales in Bernville Pennsylvania is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

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: N/A

SUMMARY STATEMENT:

The Public Works Department utilizes a Ford F-750 bucket truck, or cherry picker, year round to complete tasks where access to elevated areas is required, such as tree trimming, streetlight/traffic light repair & replacement, Christmas decoration placement and sign installation, to name a few. A bucket truck can help mitigate the risks associated with working at such heights by ensuring a secure and stable work environment.

On November 14, 2023, the bucket truck was involved in a vehicle accident while traveling east on Main street towards the City Garage that left the truck inoperable. City staff was not at fault for the accident. Insurance has deemed the truck a total loss, as repairs to the truck would cost well more than the truck is worth.

Public Works staff were able to identify a suitable replacement bucket truck available in Pennsylvania for \$69,500. The truck was owned by a utility company looking to downgrade the number of vehicles in their fleet. The truck, which has about 65,000 miles and approximately 8,000 total hours used for operation, has recently been outfitted with new tires and new brakes. It was originally from Texas and had never been in contact with

road salt, so the exterior is in very good condition.

The Department is requesting Council authorize staff to employ funds available in the Public Works Capital Equipment Fund for a replacement bucket truck. Chapter 194 Procurement of Goods and Services and Approval of Change Orders for Public Construction Projects, Ashland City Ordinances, requires that the council authorize any purchases of more than \$30,000.

Authorization of City staff to complete the purchase of a used bucket truck using funds in the Equipment Capital Budget helps fill a large need left by the absence of a fully functioning bucket truck and is recommended to avoid the cost of rental fees to maintain critical services such as lighting and traffic signals.



F750
XL SUPER DUTY

BH
ELECTRIC CO.

Electrical Contractors

GROTON, NY 607-280-7616

USDOT 3438755

BH Electric Co. LLC

2024 Proposed Project and Capital List

Project Expenditures				Sources of Project Revenues				TOTAL PROJECT SOURCES		Estimated Fund Balance Dec 31st	Fund Balance Restricted to Specific Project
Project Expenditure Request	Project	Transfers OUT	TOTAL EXPENSES	2024 Levy/Trans	Other Funding	Other Source	Borrowing	Transfers IN from Other Funds	Use (Increase) Fund Balance		
TID # 10 Project Fund (CP 414)											
Various projects per the project plan	\$ (20,000)	\$ -	\$ (20,000)	\$ -	\$ 61,623	Increment	\$ -	\$ -	\$ (41,623)	\$ 20,000	
Downtown improvement grants	(17,000)	-	(17,000)	-	-	-	-	-	17,000	17,000	Available for future projects
Interest on Advance from fund 250	(7,000)	-	(7,000)	-	7,000	-	-	-	-	7,000	
TOTALS	\$ (44,000)	\$ -	\$ (44,000)	\$ -	\$ 68,623		\$ -	\$ -	\$ (24,623)	\$ 44,000	\$ 86,623
Public Transportation (CP 415)											
Future transportation projects	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 22,000	\$ 22,000
<i>(\$19,000 is reserved for BART-WIDOT restriction)</i>											
Building & Facilities (CP 450)											
Barron Property Project - up to \$800K	\$ (498,500)	\$ -	\$ (498,500)	\$ -	\$ -	GO Note	\$ 450,000	\$ -	\$ 48,500	\$ 498,500	
VPL building Phase I	(4,200,000)	-	(4,200,000)	-	-	GO Bonds	4,200,000	-	-	4,200,000	
Project contingency	-	-	-	-	-	-	-	-	-	-	17,310
TOTALS	\$ (4,698,500)	\$ -	\$ (4,698,500)	\$ -	\$ -		\$ 4,650,000	\$ -	\$ 48,500	\$ 4,698,500	\$ 17,310
Waterfront Develop (CP 453)											
Room tax revenue estimate	\$ -	\$ -	\$ -	\$ -	\$ 156,000	Rm Tax	\$ -	\$ -	\$ (156,000)	\$ -	\$ -
Trnsf 481-Kreher Boat Launch Construction	-	(347,805)	(347,805)	-	-	-	-	-	347,805	347,805	
Transfer to GF 100 - GF Parks maintenance reimbursement	-	(20,000)	(20,000)	-	-	-	-	-	20,000	20,000	
Trnsf 481-ARTS Repair - 22nd Ave W Outfall to Sanborn Av	-	(60,000)	(60,000)	-	-	-	-	-	60,000	60,000	
Transfer to CP 481 Kreher Park Campground	-	(100,000)	(100,000)	-	-	-	-	-	100,000	100,000	
Kreher Park & Campground Redevelopment 2025	-	-	-	-	-	-	-	-	-	-	50,000
TOTALS	\$ -	\$ (527,805)	\$ (527,805)	\$ -	\$ 156,000		\$ -	\$ -	\$ 371,805	\$ 527,805	\$ 50,000
Equipment Leases (454)											
Public Works Truck Leases - 4-60 months	\$ (39,900)	\$ -	\$ (39,900)	\$ 10,000	\$ -	Veh Sale	\$ -	\$ -	\$ 29,900	\$ 39,900	21,511
City Hall Car - employee out-of- town travel	(7,790)	-	(7,790)	5,000	-	Veh Sale	-	-	2,790	7,790	2,356
TOTALS	\$ (47,690)	\$ -	\$ (47,690)	\$ 15,000	\$ -		\$ -	\$ -	\$ 32,690	\$ 47,690	\$ 23,867
Public Works Equipment (CP 460)											
2025 heavy equipment replacement	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	114,450
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 114,450	\$ 114,450

SUBJECT: Consideration of Purchase of Sewer Televising Equipment (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Public Works Director

EXHIBITS:

1. Envirotech Equipment Invoice for Software
2. Envirotech Equipment Invoice for Install and Equipment

EXPENDITURES REQUIRED: \$134,382.00 Trailer Camera Equipment
\$ 15,795.00 Vehicle Software & Vendor Support
\$150,177.00

AMOUNT BUDGETED: \$90,000 Fund 690 Wastewater Utility

APPROPRIATION REQUIRED: \$60,177 Fund 690 Wastewater Utility Pooled Cash

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: N/A

SUMMARY STATEMENT:

The Wastewater Utility owns a trailer outfitted with sewer televising equipment originally purchased in 2011. The equipment is used for satisfying a DNR requirement as part of their Capacity, Management, Operation and Maintenance (CMOM) Program to televise a minimum of 5% of the City's sanitary sewer collection system per year, which equals to approximately 14,000 feet, as well as using the equipment for general exploratory viewing, identifying issues that arise within the system. This equipment is also used to rate the overall condition of each section of pipe. The pipes are rated to a national standard using the NASSCO rating system. This rating system is used to determine if a section of pipe is in overall good condition, if it needs to be lined to prevent leaks, or if the pipe ultimately needs to be replaced.

Current camera equipment is obsolete and will not work with modern software, restricting staff to only using it for exploratory purposes or determining the cause of a sewer backup. This has led the department to hire out televising and pipe rating to a private contractor at a cost of \$0.75 per foot of pipe. The ratings give us a standard for allocating funding for upgrading sewer pipes. With the new software, the employees can perform the pipe ratings post televising, leading to increased productivity in the field and less time impeding traffic. Two employees within the Utility department currently hold the NASSCO certification.

Staff identified two vendors that are able to upgrade all software and equipment to utilize the current trailer and generator, preventing the need to purchase a new vehicle to house the new equipment. Proposals were received from Envirotech Equipment and Cues Inc. with staff choosing Envirotech because they offer equipment, software, and tech support from their Wisconsin location.

The Utility department recommends approval to purchase televising software and equipment from Envirotech Equipment for the amount of \$150,177.00. The department would be able to immediately utilize the equipment for their needs in 2024, which would include completing the 14,000 feet of sewer main televising required by the City's CMOM.



19750 Edgewood Dr
Lannon, WI 53046
T: 800-381-9134
F: 262-264-0725
E: support@envirotechequipment.net

Customer

Jack Schuster
Ashland Wastewater
2020 6th Street E
Ashland, WI 54806

Quote No. 22-0022038

Date: 8/22/2023

Terms: Net 30

Delivery: Best Method

FOB:

Item	Ordered	Description	Price	Total
VSP00200	1	IBAK Evolution - Vehicle Software	14,625.00	14,625.00
IKAS Evolution Support	1	Ongoing Updates and support By phone or Online Via Team Viewer automatic renews yearly	1,170.00	1,170.00

***Providing Customer Satisfaction
Through Trusted Partnerships***

*Note: Any and all shipping and sales tax will be
added to this invoice.*

Sub-total	\$15,795.00
Tax ()	0.00
Total	\$15,795.00



19750 Edgewood Dr
Lannon, WI 53046
T: 800-381-9134
F: 262-264-0725
E: support@envirotechequipment.net

Customer

Brian Ledin
Ashland Wastewater
2020 6th Street E
Ashland, WI 54806

Quote No. 22-0021315

Date: 6/13/2023

Terms: Net 30

Delivery: Customer Pickup

FOB:

Item	Ordered	Description	Price	Total
IBAK System	1	IBAK System Installed in customer's existing trailer to include the followig: (1) Orion Zoom Pan & Tilt Camera (1) V9040012 Camera Base (1) V1974005 BS3.5 Controller (1) KW305.2 Powe Cable Reel with 1000' of cable (1) Rack mounted computer , (3) Monitors , Video Capture Device See component list for great detail	107,397.00	107,397.00
T76 Tractor	1	T76 Tractor , (1) V9040012 Camera Base, (1) Remote Elevator , (1) 904401491 6" and larger carbide wheels (1) 900406691 set carbide wheels 8" and larger Install to be done at Envirotech Equipment in Lannon WI	36,985.00	36,985.00
Trade In	-1	Trade In of Customer Current Aries Equipment	10,000.00	(10,000.00)

***Providing Customer Satisfaction
Through Trusted Partnerships***

Note: Any and all shipping and sales tax will be added to this invoice.

Sub-total	\$134,382.00
Tax ()	0.00
Total	\$134,382.00

SUBJECT: Consider Approval of a Resolution to Establish Polling Places and Combine Wards for the Potential February 20, 2024 Primary Election and April 2, 2024 Spring Election and Presidential Preference Vote (*Clerk*) Voice

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Clerk

EXHIBITS: 1. Proposed Resolution No. 17756

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

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

COMPLIANCE WITH ORD. 51: N/A

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: N/A

SUMMARY STATEMENT:

The Spring Election will be held on Tuesday, April 2, 2024. A February Primary Election may be held on February 20, 2024. Wisconsin State Statue 5.25(3) requires a city's governing body to approve a resolution to designate the establishment of polling places for a Primary Election and Spring Election. Due to the expected volume of turnout, the City Clerk's Office recommends the use of a single polling place location, namely the Bretting Community Center at 400 4th Avenue West.

Also, per WI State Statutes, the City Council is required to pass a Resolution for combining wards. The City Clerk's office recommends that wards should be strategically combined into reporting units to maintain simple result reporting. The number of Reporting Units is unavoidable due to the lines drawn during redistricting in 2020 and the difference between the City and County District lines.

Reporting Unit	Wards
1	13, 14
2	15, 16

3	17
4	18
5	19, 20
6	21
7	22
8	5
9	1, 2
10	3, 4
11	6
12	7
13	8
14	9, 10
15	11
16	12
Polling Place for all Wards: Bretting Community Center, 400 4 th Avenue West	

**RESOLUTION TO COMBINE WARDS AND ESTABLISH THE POLLING PLACE
FOR THE FEBRUARY 20, 2024 PRIMARY ELECTION AND APRIL 2, 2024 SPRING
ELECTION AND PRESIDENTIAL PREFERENCE VOTE**

WHEREAS, the City of Ashland will potentially hold a Primary Election on February 20, 2024 and will hold a Spring Election and Presidential Preference Vote on April 2, 2024; and

WHEREAS, the Council must establish official polling places for elections; and

WHEREAS, aldermanic positions for Districts 1, 3, 5, and 7 are up for election; and

WHEREAS, lower voter turnout is expected for both elections; and

WHEREAS, combining wards strategically ensures easy and simple result reporting; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland that Wards shall be combined and Polling Places shall be designated as follows for the February 20, 2024 Primary Election and April 2, 2024 Spring Election and Presidential Preference Vote:

Reporting Unit	Wards
1	13, 14
2	15, 16
3	17
4	18
5	19, 20
6	21
7	22
8	5
9	1, 2
10	3, 4
11	6
12	7
13	8
14	9, 10
15	11
16	12
Polling Place for all Wards: Bretting Community Center, 400 4 th Avenue West	

RESOLUTION

No. 17756

PASSED:

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Matthew Mackenzie, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

SUBJECT: Consider Appointment of the 2024-2025 Election Inspectors and Special Voting Deputies (*Clerk*) Voice

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Clerk

EXHIBITS: 1. 2024-2025 Election Inspectors and Special Voting Deputies

EXPENDITURES REQUIRED: As Budgeted

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:** N/A

**TREASURER'S
CERTIFICATE:** NA

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: N/A

SUMMARY STATEMENT:

According to WI State Statute 7.30(4)(a), 7.30(6), the Governing Body shall appoint election inspectors for a two-year term, which begins January 1, 2024 and ends December 31, 2025.

The individuals listed as 2024-2025 Elections Inspectors and Special Voting Deputies have replied to the Clerk confirming they wish to serve as workers for the 2024 and 2025 elections.

2024-2025 Election Inspectors and Special Voting Deputies

Kirsten	Scheid
Alexander	Wuethrich
Anna	Marhefke
Valerie	Olinik Damstra
Roselyn	Heil
Rose	Spieler-Sandberg
Phoebe	Burchill
Edward	Monroe
Ann	Dryer
Mary Kay	Muse
Natasha	Trush
Kat	Whitten
Brian	Zifko
Jill	Zifko
Jo	Messer
Geraldine	Foster
William Todd	Dryer
Cheyenne	Reeves
Alec	Malenfant
Leslie	Jagger
Kevin	Seefeldt
Linda	Opperman
Sara	Beadle
Peter	Rudnick
Sharon	Manthei
Linda	Calhan
Robert	Ford
Maribeth	Monroe
Dianna	Trush
Bruce	Prentice
Russ	Decker
Debra	Weber
Alexei	Belt
Cheryl	Tveit
Daniel	Goglin

SUBJECT: Consider an Original Alcohol Beverage Retail License Application Submitted by Black Bears Hotel C LLC, dba Hotel Chequamegon, 101 Lake Shore Drive West, Ashland, Wisconsin, and Agent Travis Turner (*Clerk*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Police Chief

EXHIBITS:

1. Original Alcohol Beverage License Application - redacted
2. Liquor License Transfer Request

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** The Treasurer's Office has certified on December 1, 2023, that Black Bears Hotel C LLC is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

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: NA

SUMMARY STATEMENT:

Travis Turner of Black Bears Hotel C LLC submitted an original alcohol license application on December 1, 2023 for the Chequamegon Bar & Grille, 101 Lake Shore Drive West, Ashland, Wisconsin.

Black Bears Hotel C LLC purchased the property from Theodore Kavajecz and wishes to continue operations while keeping both fermented malt beverages and intoxicating liquor on their menus. A Letter to Surrender the license has been signed by Mr. Kavajecz, releasing this license to be applied for.

As it is mid-licensing year, the license fee will be prorated at \$300.

The Clerk's office is requesting approval by Council to award this licenses to Black Bears Hotel C LLC, and agent Travis Turner.

Form
AT-106

Original Alcohol Beverage
License Application

FOR CLERKS ONLY	
Municipality	
License Period	

License(s) Requested

- ☐ Class "A" Beer \$ _____ ☐ "Class A" Liquor \$ _____
- ☒ Class "B" Beer \$ _____ ☒ "Class B" Liquor \$ _____
- ☐ "Class C" Wine \$ _____ ☐ "Class A" Liquor (Cider Only) \$ _____
- ☐ Reserve "Class B" Liquor \$ _____ ☐ "Class B" (Wine Only) Winery \$ _____

License Fees	\$
Publication Fee	\$
Background Check	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship)

Black Bears Hotel C LLC

2. Trade Name or DBA

Best Western Hotel Chequamegon

3. Premises Address

101 Lake Shore Dr W

4. County

Ashland

5. Municipality

Ashland

6. Aldermanic District

7. Mailing Address (if different from premises address)

120 Knapp St # 53 Chetek, WI 54728

8. FEIN

93-4041939

9. Wisconsin Seller's Permit Number

456102702618403

10. Premises Phone

(715) 682-9095

11. Premises Email

travis.turner@blackbearmotels.com

12. Entity Type (check one)

☐ Sole Proprietor

☐ Partnership

☒ Limited Liability Company

☐ Corporation

☐ Nonprofit Organization

13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary.

Chequamegon Bar & Grill walk out bar/restaurant, locked liquor cabinet & locked beer cooler

Part B: Questions

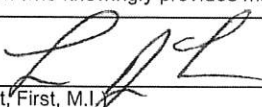
1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate ☒ Yes ☐ No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? ☐ Yes ☒ No
If yes, please explain using the space below. Attach additional sheets if necessary.

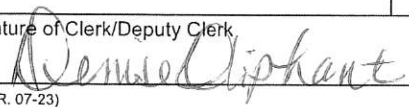
Part C: For Corporate/LLC Applicants Only		
1. State of Registration Wisconsin		2. Date of Registration 10/23/20
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors ☐ Yes ☒ No		
Name of Parent Company		FEIN of Parent Company
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? ☐ Yes ☒ No If yes, please explain using the space below. Attach additional sheets if necessary.		
5. Agent's Last Name Turner	Agent's First Name Travis	Phone (715) 296-3954

Part D: Individual Information
A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
Turner	Travis	Owner	(715) 296-3954

Part E: Attestation			
Who must sign this application? ☐ sole proprietor ☐ one general partner of a partnership ☐ one corporate officer ☐ one managing member of an LLC			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Signature 		Date 12/01/2023	
Name (Last, First, M.I.) Turner, Travis, J			
Title Owner	Email travis.turner@blackbearmotels.com	Phone (715) 296-3954	

Part F: For Clerk Use Only		
Date application was filed with clerk 12-01-2023	Date reported to governing body 12-12-23	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk 		

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town
☐ Village of Ashland County of Ashland
☒ City

The undersigned duly authorized officer/member/manager of Black Bears Hotel C LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Best Western Hotel Chequamegon

(Trade Name)

located at 101 Lake Shore Dr W Ashland, WI 54806

appoints Travis Turner

(Name of Appointed Agent)

120 Knapp St # 53 Chetek, WI 54728

(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☐ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 20 years

Place of residence last year 120 Knapp ST Chetek, WI 54728

For: Black Bears Hotel C LLC

(Name of Corporation / Organization / Limited Liability Company)

By: _____

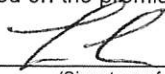
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Travis Turner, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.



(Signature of Agent)

12/1/2023

(Date)

Agent's age 34

120 Knapp ST #53 Chetek, WI 54728

(Home Address of Agent)

Date of birth 10/17/1989

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Turner		Travis		J	
Home Address (street/route)	Post Office	City	State	Zip Code	
120 Kanpp ST	#53	Chetek	WI	54728	
Home Phone Number	Age	Date of Birth	Place of Birth		
[REDACTED]	34	[REDACTED]	Saginaw, MI		

The **above named individual** provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an **individual**.
- ☐ A member of a **partnership** which is making application for an alcohol beverage license.
- ☒ Member _____ of **Black Bears Hotel C LLC**

(Officer / Director / Member / Manager / Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

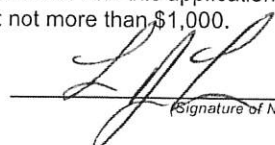
which is making application for an alcohol beverage license.

The **above named individual** provides the following information to the licensing authority:

1. (a) How long have you continuously resided in Wisconsin prior to this date? 20 years
- (b) Have you resided in the City of Milwaukee continuously for one year immediately prior to this date? ☐ Yes ☒ No
2. (a) Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, or laws of any other states? ☐ Yes ☒ No
- (b) Have you ever been convicted of any violations of any county or municipal ordinances? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify. _____
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
(If yes, identify.) _____
(Name of Wholesale Licensee or Permittee) (Address by City and County)

READ CAREFULLY BEFORE SIGNING: I, The undersigned, shall not willfully refuse to provide those services offered under this license, or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry; I shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. I also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named on the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.



 (Signature of Named Individual)

ISLAND INVESTMENT INC &
MAPLEWOOD HOSPITALITY LLC
SUPERIOR MANAGEMENT OFFICE

November 30, 2023

RE: City of Ashland Liquor License Transfer for Best Western The Hotel Chequamegon

Greetings,

We sold Best Western The Hotel Chequamegon property to Black Bears Hotel C LLC on November 30, 2023. We request our liquor license currently under Chequamegon Hotel, LLC be transferred to the new owner at your earliest convenience. If you need more information to facilitate the transfer, feel free to contact me at the number listed below.

Sincerely,



Paul Kaz
President