



Take notice that the City of Ashland Committee of the Whole will meet in person in the City Hall Council Chambers, 601 Main Street W. Ashland, WI immediately following the adjournment of the City Council Meeting with the availability to attend virtually, 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, January 9, 2024 Ashland Committee of the Whole Meeting Agenda

1. **Roll Call**
2. **Approval of Agenda**
3. **Council President's Report**
4. **Administrator's Report**
5. **DISCUSSION ITEMS**
 - A. **Discussion and Possible Action Regarding Proposed Amendments to Chapter 501 (1882) Public Right of Way Regulation, Ashland City Ordinances** *(Public Works)*
 - B. **Discussion and Possible Action Regarding the Proposed Creation of Chapter 136 Denial of City Permits, Ashland City Ordinances** *(Public Works)*
 - C. **Discussion and Possible Action Regarding the Purchase of Sewer Televising Equipment** *(Public Works)*
 - D. **Discussion and Possible Action Regarding a Professional Services Proposal from Technical Design Services to Provide Geographic Information Systems Services** *(Public Works)*
 - E. **Discussion and Possible Action Regarding a Memorandum of Understanding (MOU) between the City of Ashland and the School District of Ashland** *(Parks & Rec)*
 - F. **Discussion and Possible Action to Submit an Application to the Wisconsin Department of Administration (WI DOA) Non-State Local Projects Grant** *(Library Director)*
 - G. **Discussion and Possible Action Regarding the Closure of Tax Increment Districts No. 6 and No. 9** *(Finance)*
 - H. **Discussion and Possible Action Regarding Appropriation of Capital Projects Fund 450 for Bretting Community Center Office Addition** *(Administration)*



I. Discussion and Possible Action to Consider a Resolution to Partner with Ashland County in an EPA Community Change Grant Application (*Planning*)

6. Items for Future Discussion

7. Adjournment

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

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

SUBJECT: Discussion and Possible Action Regarding Proposed Amendments to Chapter 501 (1882)
Public Right of Way Regulation, Ashland City Ordinances (*Public Works*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works Director

CLEARANCES: City Attorney

EXHIBITS: 1. Proposed Revisions to Chapter 501

COMPLIANCE WITH STRATEGIC PLAN: RELIABLE AND REASONABLY PRICED
INFRASTRUCTURE: To adequately protect, manage and maintain existing infrastructure located in the public right of way.

SUMMARY STATEMENT:

Chapter 501 (1882) Public Right of Way Regulation, governs the public right of way (ROW) and is used as a basis for the administration of permitting processes to allow for construction, improvements and other uses to occur within the ROW.

ROW permits are overseen by the Director of Public Works and administered through a combination of staff from City Hall and Public Works. Public Works staff worked with the City Attorney's office to develop possible amendments to Chapter 501 (1882). The proposed amendments generally concern the following topics:

- Incorporation of an Affidavit of Compliance to ensure that entities working in the ROW adhere to basic requirements established by the state for businesses engaged in construction type activities.
- Clarification on what type of entities are required to file a bond with the City as a form of security for the work to be performed in the ROW.
- Clarification on what types of entities are required to file a certificate of insurance with the City prior to performing work in the ROW.
- Specification on additional requirements for bond security as a condition for future permits in the event that the City needs to pursue a bond claim against an entity who performed work in the ROW.
- Authorize the Public Works Department to be more proactive in correcting conditions in the ROW when left in an unsafe or unsatisfactory condition by other entities.
- Specification on the City's authority to prohibit the issuance of future permits due to lack of compliance with previous work in the ROW.

The proposed changes are informed by both the City Attorney's office review of the current ordinance from the perspective of legal counsel, as well as Public Works staff experience in administering the current chapter.

The proposed changes were presented to the Public Works Committee (PWC) at the November 9, 2023 and

December 14, 2023 meetings. At the latter meeting, the PWC approved the proposed changes unanimously and recommended them to the City Council for review.

501.03 General Provisions

- (g) Before a permit may be issued by any City department for performance of any work on or use of City property or a public right-of-way controlled by the City, all contractors and subcontractors performing work under the permit must file an affidavit of compliance provided by the City. A contractor or subcontractor who fails to file the required affidavit of compliance, or fails to meet the affidavit of compliance criteria, shall not be allowed to excavate within, or place any facilities within, over or on any City property or City-controlled right-of-way.
- (h) The Director of Public Works or Department of Planning and Development may deny a permit if the applying party has delinquent payments or indebtedness to the City as provided in City Ordinance Chapter 136.
- (i) The provisions of this Ordinance apply to the permittee and the permittee's agent, employee, contractor or subcontractor.

501.05 Permanent Right-of Way Permits

- (b) (1) H. If applicable, the affidavit required in Section 501.03(g).
- (d) ~~Suspension and~~ Revocation.
 - (1) The Public Works Director may ~~suspend or~~ revoke a permit if the permittee or permittee's agent, employee, ~~or~~ contractor, ~~or subcontractor~~ is violating or has violated any provision of ~~this ordinance~~, the permit, or of applicable law.
 - (2) The process for the ~~suspension or~~ revocation of a permit shall be as follows:
 - A. The Public Works Director shall issue a written warning specifying the violation and the allowable time to bring the violation into compliance.
 - B. If the violation is not brought into compliance by the time allowed by the Public Works Director, the permit may be ~~suspended or~~ revoked and may result in no future permits being issued to the permittee. A ~~suspension or~~ revocation may also result in no future permit being issued for work to be done by the permittee's contractor ~~or subcontractor~~. ~~depending on the apparent responsibility for the violation~~.
 - C. Under circumstances in which an obstruction of any kind, whether temporary or permanent, presents an immediate public safety hazard, as determined by the Public Works Director, the immediate removal of said obstruction/s may be ordered. If the permit holder fails to remove

the obstruction/s, the Public Works Director may physically remove the obstruction, and charge the cost to the permit holder. Upon removal of the obstruction, the permit holder shall be given thirty (30) days in which to salvage the item upon payment of the removal cost and a fee per day for storage. If not salvaged, the item may be disposed of as surplus city property.

- D. Any person whose permit has been ~~suspended-or~~ revoked may, within ten (10) days of the ~~suspension-or~~ revocation, file a written appeal of the ~~suspension-or~~ revocation with the City Clerk. The appeal shall be considered and decided by the Common Council within ~~forty-five~~ (45) days of the filing of the appeal.

501.06 Temporary Obstructions on Sidewalks

- (a) Except as provided in Sec. 501.04, any work or activity within the public right-of-way involving the temporary use of a right-of-way is prohibited without the approval and issuance of a Temporary Right-of-Way Permit from the Department of Planning and Development. Examples of work or activities requiring a Temporary Right-of-Way Permit include but are not limited to the placement of temporary obstructions such as:

- (1) Dumpsters, trash receptacles, and recycling receptacles;
- (2) Barricades;
- (3) Scaffolding;
- (4) Sale display[s] ~~or bicycle rack~~;
- (5) Outdoor restaurant or tavern seating or tables;
- (6) Retractable/seasonal awnings;
- (7) Bicycle racks.

(b) (3) (I). The bottom of a seasonal or retractable awning shall be at least one hundred (100) inches above grade.

(c) The Department of Planning and Development may ~~suspend-or~~ revoke a permit if the permittee or permittee's agent, employee, ~~or~~ contractor, ~~or subcontractor~~ is violating or has violated any provision of ~~this ordinance~~, permit or of applicable law. Reasons for a revocation, may include, but shall not be limited to, the following:

(d) The process for ~~suspension-or~~ revocation of a permit shall be as follows:

(2) If the violation is not brought into compliance by the time allowed by the Department of Planning and Development, the permit may be ~~suspended-or~~ revoked and may result in no future permit being issued to the permittee.

(4) Any person whose permit has been ~~suspended or~~ revoked may, within ten (10) days of the ~~suspension or~~ revocation, file a written appeal of the ~~suspension or~~ revocation with the City Clerk. The appeal shall be considered and decided by the Common Council within ~~forty-five~~ (45) days of the filing of the appeal.

501.08 Revocable Occupancy Permit

(2)(C) The Public Works Director shall also submit a request for review and comment to the Historic Preservation Commission if the request affects or may affect a historic structure, site or district; and to the Parks and Recreation Committee if the request ~~effects-affects~~ or may ~~effect~~ ~~affect~~ park grounds or activities. The Public Works Director shall forward the request, with a recommendation, to the Plan Commission for review and recommendation to the Common Council.

(2)(D) After review, the Plan Commission shall ~~be~~-forward the issuance of a Revocable Occupancy Permit:

(4)(A) No property right is granted in the premises covered by a Revocable Occupancy Permit, and the permit may be terminated for any reason whatsoever upon a finding by the Common Council that such termination is in the public interest. Until terminated, the permit is valid indefinitely;

(4)(C) Owner/occupant's use of the premises shall be in compliance with all local, state, and federal laws. Owner/occupant shall obtain all permits required by local, state or federal authorities required for the use of the premises;

(4)(E) The owner/occupant shall agree to assume the premises in an "as is" condition and shall be responsible for any improvements and maintenance;

501.09 Public Utility Right-of-Way User Registration

(c)(1) Applicant shall have a non-exclusive use of the premises;

(c)(9)C. Be fenced or guarded (if required by permit) in a manner which ~~insures-ensures~~ public safety; and

501.10 Bond and Insurance

- (a) ~~All commercial enterprises, including paving companies, general contractors, subcontractors and landscapers,~~ All contractors and subcontractors submitting an application for or performing work under ~~the provisions of this ordinance~~ a Right of Way permit shall also provide or have on file with the Public Works Department security in an amount determined by the Public Works Director or Designated Authorized Agent to be sufficient to protect the City's interests in the event of a failure of the ~~commercial enterprise contractor or subcontractor~~ to comply with all requirements under the law and

under any applicable permit. Unless otherwise specified by the Director of Public Works due to the specific circumstances of a situation, the required security. ~~The security~~ shall be a \$500 cash deposit for a single permit, held for a one year period or a \$5,000 bond for all permits obtained within a one year period. ~~The Director of Public Works may increase the required bond amount due to the specific circumstances of a situation, including but not limited to, the proposed work and other permits which the contractor or subcontractor has been issued or is working under. If the City makes a bond claim against a contractor or subcontractor or if the contractor or subcontractor has a conviction for a Right of Way permit violation in the last five (5) years, then the required bond amount may be doubled for all future permits that the contractor or subcontractor applies for or works under.~~

- (b) No permit, registration or agreement shall be issued for work to be performed by any ~~commercial enterprise contractor or subcontractor~~ as described in par. 501.10(a), immediately above, until the applicant or ~~commercial enterprise~~ or contractor or subcontractor has filed with the Public Works Department proof of insurance, held either by the owner or the ~~commercial enterprise contractor or subcontractor~~, for general liability, in an amount no less than determined by the Public Works Director or Designated Authorized Agent to be sufficient to protect the interests of the City and its residents. Unless otherwise specified by the Director of Public Works due to higher or lower than ordinary risks, the limits of liability shall be no less than \$1,000,000 per occurrence and \$2,000,000 cumulative for personal injury, death, and property damage and shall be provided for on a certificate of insurance listing the City of Ashland as additional insured.

501.11 Violations And Penalties

- (a) Any work, use, or activities within or placement of any obstruction or structure encroachment into or within any public rights-of-way owned or controlled by the City of Ashland, not in strict adherence with this ordinance, is prohibited.
- (b) Failure to comply with the provisions of the approval or permit shall give cause for the City to terminate the registration or permit, and require the owner ~~or permittee~~ to take immediate action to clear the right-of-way to a safe condition. If the owner or permittee fails to take action within the time required by the City, ~~the City may take such action and charge the cost of such action to the permittee.~~ ~~or~~ If the protection of public health or safety requires immediate action to be taken, the City may, ~~without notice~~, take such action and charge the cost of such action to the permittee. The cost thereof shall be a special charge on the property benefitted by the work allowed under the permit and shall be added to the taxes levied against the property.
- (c) All permit fees shall be quadrupled for any work, use, or activities within a public right-of-way performed without the issuance of a permit. Such fee shall not release the applicant from full compliance with this ordinance nor from prosecution for violation of this ordinance.

- (d) Any person who violates any provisions of this ordinance shall pay a forfeiture of not less than fifty dollars (\$50.00) nor more than one-thousand dollars (\$1,000.00) per violation. Each day that the violation exists shall be a separate offense. In addition, the violator shall pay the City of Ashland the reasonable costs of prosecuting the action, including a reasonable attorney's fee.
- (e) ~~Failure to comply with the provisions of the approval, permit or applicable law shall give cause for the City to prohibit issuance of additional permits to the person contractor who so violates.~~ Failure to comply with the provisions of this ordinance, approval, permit or applicable law may result in the revocation of any permits issued under this ordinance and the prohibition of the issuance of additional permits. A revocation may also result in no future permit being issued for work to be done by the permittee's contractor or subcontractor.
- (f) A violation of City Ordinance Chapter 123 shall count as a violation towards revocation of a permit under City Ordinance Chapter 136.
- (g) Any failure by a permittee to fully perform the work required by the terms of a permit shall give the City the right to complete the work on the permittee's behalf, and charge the cost thereof to the permittee. The cost thereof shall be a specific charge on the property benefitted by the work allowed under the permit and shall be added to the taxes levied against the property.
- (h) The penalties and remedies provided for in this section are cumulative. The pursuit by the City of one penalty or remedy does not preclude the pursuit of other penalties or remedies.
- (i) The permittee and the permittee's employee, agent, contractor or subcontractor may be held liable for violations under this ordinance.

SUBJECT: Discussion and Possible Action Regarding the Proposed Creation of Chapter 136 Denial of City Permits, Ashland City Ordinances (*Public Works*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works Director

CLEARANCES: City Attorney

EXHIBITS: 1. DRAFT Proposed Ordinance

COMPLIANCE WITH STRATEGIC PLAN: GOOD GOVERNMENT: Ensuring fair, effective and reasonable processes for obtaining City permits.

SUMMARY STATEMENT:

Chapter 136 is proposed as a new City Ordinance for the purpose of establishing criteria by which the City may deny a permit to an applicant. These criteria consist of delinquent payments to the City, fraud or misrepresentation on a permit application and violations of City permits.

Delinquent payments include delinquent taxes or outstanding assessments, forfeitures, charges or other types of indebtedness owed to the City. The City would have the ability to deny an application for a City permit until the delinquency or indebtedness was paid in full.

The City would also have the ability to deny an application for a City permit if the department head of the department issuing the permit determines that an applicant has included fraudulent information or has misrepresented information on the application. The applicant would have the ability to appeal such a determination to the City Council.

Finally, the City would also have the ability to deny a permit application if, in the judgment of the City Administrator, an entity is determined to have violated a condition of an applicable City permit. In the event of a violation, the City Administrator would have the ability to revoke all current City permits and prohibit the party who violated the permit from obtaining additional City permits for the time periods prescribed, depending on the specific number of violations. Note that the City Administrator would need to determine that a specific entity has violated a condition of a City permit at least two (2) times before revocation of current permits or prohibition of additional permits,

The proposed ordinance was presented to the Public Works Committee (PWC) at the November 9, 2023 and December 14, 2023 meetings. At the latter meeting, the PWC approved the proposed ordinance unanimously and recommended it to the City Council for review.

Sequential Ordinance No. 2024-1993
Chapter 136 (2024-1993)

**ORDINANCE TO CREATE CHAPTER 136 (2024-1993) DENIAL OF CITY PERMITS,
ASHLAND CITY ORDINANCES**

An ordinance adopted by the Common Council for the City of Ashland at a regular meeting of January 30, 2024 for the purposed of creating Chapter 136 (2024-1993) Denial of City Permits, Ashland City Ordinances.

Section I

Chapter 136 (2024-1993) Denial of City Permits *shall be created to read as follows:*

136.01 General Application

This Ordinance shall apply to all permits issued by the City.

136.02 Delinquent Payments

The City may deny a permit to an applicant if the applying party has any delinquent real or personal property taxes, any outstanding assessments, forfeitures, utility charges or indebtedness owed to the City of Ashland until the delinquency or indebtedness is paid in full. This section does not apply to deferred real estate taxes or utility bills that have been sent but are not past due.

136.03 Fraud or Misrepresentation on Permit Application

A City permit may be denied or revoked if the application for the permit contains fraud or misrepresentation. Fraud or misrepresentation on the application for a City permit shall be considered a violation of this ordinance and the permit shall be revoked or application denied. A determination by the department head of the department issuing the permit that an application contains fraud or misrepresentation shall count as a violation under Section 136.04, with the applicant having the right to file a written appeal of the determination to the City Council within 10 (ten) days of the notice. On such appeal, the burden shall be on the City to establish the fraud or misrepresentation by a preponderance of the evidence. The appeal shall be considered and decided by the Common Council within forty-five (45) days of the filing of the appeal.

(a) If the City Administrator determines that a permittee or the permittee's employee, agent, contractor or subcontractor has violated a condition of a City permit, the City Administrator may revoke all current City permits for the violating party and prohibit the party who violated the permit condition from obtaining additional City permits for the following time periods:

- (1) Six (6) months for two violations
- (2) One (1) year for three violations
- (3) Two (2) years for four violations

(b) The number of violations shall be measured as occurring in one (1) calendar year by violation date. The prohibition period shall be measured from the date the permit is revoked.

(c) Any violations or performance of unpermitted work during the prohibition period shall result in an indefinite prohibition of City permits requiring a request to the Common Council to reinstate the privilege to obtain City permits.

(d) A party may appeal the decision to revoke or deny a permit by written appeal within ten (10) days of the date of revocation or denial. The appeal shall be considered and decided by the Common Council within forty-five (45) days of the filing of the appeal.

Section II

Effective Date. This ordinance shall take effect on the day after publication.

PASSED: January 30, 2024

PUBLISHED: February 6, 2024

ATTEST:

Aldersperson

Denise Oliphant, City Clerk

Matthew MacKenzie, Mayor

Approved as to Form:

Tyler Wickman, City Attorney

SUBJECT: Discussion and Possible Action Regarding the Purchase of Sewer Televising Equipment (*Public Works*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Council President

EXHIBITS:

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

COMPLIANCE WITH STRATEGIC PLAN: ENVIRONMENT: Elimination of Wastewater Overflow Spills

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.

The Utility budgeted for this expense in 2023, with \$90,000 available at year end. These funds remain available in pooled cash along with an additional \$60,177 to fund the proposed purchase. The Utility will see

savings in the annual operations and maintenance budget as sewer televising is developed as an in-house task starting in 2024.



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

Quote No. **22-0021315**

Date: 6/13/2023

Terms: Net 30

Delivery: Customer Pickup

FOB:

Customer

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

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: Discussion and Possible Action Regarding a Professional Services Proposal from Technical Design Services to Provide Geographic Information Systems Services (*Public Works*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Council President

EXHIBITS: 1. Technical Design Services - GIS Services Proposal
12.27.2023

COMPLIANCE WITH STRATEGIC PLAN: NA

SUMMARY STATEMENT:

At the December 13, 2022 meeting, Council approved an agreement with Technical Design Services (TDS) for Geographic Information System (GIS) services. GIS services are essential for the Public Works Department primarily, and specifically the Water and Wastewater Utilities, but other departments such as Planning, Clerk, and Parks & Recreation also rely on GIS services. The scope of the services provided by TDS include making modifications to city web-based maps, updating parcel info from Ashland County, integrating sewer televising videos and infrastructure condition ratings, and maintaining detailed records of underground utilities. A GIS Specialist provides services for approximately 20 hours per week while a GIS Manager provides additional support on an as-needed basis.

Staff have been satisfied with the services provided by TDS and would like to renew the contract for 2024. The hourly rates charged by TDS remain unchanged from 2023 and the availability of staff has been sufficient to meet City needs.

The total cost of TDS services for 2024 is \$73,580.00. Funds are budgeted as follows in the 2024 budget.

\$ 15,000.00 Public Works Engineering Professional Services
\$ 34,582.50 Fund 680 Water Utility
\$ 34,582.50 Fund 690 Water Utility
\$ 84,165.00 Total

231 E Superior St, Ste 201 Duluth, MN 55802 • Phone: 218-216-1112
Email: info@tdsmn.com • Website: www.tdsmn.com

December 27, 2023

Mr. John Butler, P.E
Public Works Director
City of Ashland
2020 6th St E
Ashland, WI 54806

Dear Mr. John Butler:

As indicated, the City of Ashland has expressed a desire to acquire GIS services to meet their projected needs.

This correspondence outlines the complete scope of work requested and applicable estimated fees for our GIS services.

OBJECTIVE

Provide GIS services as outlined below.

SCOPE OF SERVICES

- Maintain existing GIS system as requested by client (i.e. fix, make modifications to web maps, obtain and re-publish parcel info from County)
- Add as-built, mainly buried utilities, info to existing GIS system (seasonal, end-of-summer-construction work)
- Implement enhancements to existing GIS system (i.e. add a numbering system to our water control valves)
- Integrate field survey and/or mapping data (collected & provided to TDS) into GIS system
- Create paper maps for client as request (i.e. map of sewer mains replaced, map of modified City voting districts)
- Provide higher level work, as TDS time and City budget allows, including integrating sewer videos and condition ratings (collected & provided to TDS) into Infiltration and Inflow (map) and review/clean up of Cadestral layer (part of basemap)

TO: Mr. John Butler
RE: GIS Services

PROFESSIONAL FEES

Service fees will be based on hourly rates. If overtime rates become applicable, in the case of the GIS Manager, rates will be at 1.5 times the regular rate.

Coverage period to be January 1st, 2024 – December 31st, 2024 (Fifty-two weeks) with a minimum of 20 hours commitment of GIS Specialist services.

Estimation of hours listed below are based on regular rates.

	<u>Rates</u>
GIS Specialist	\$ 65.00
GIS Manager	\$115.00/\$172.50

	<u>Hours</u>	<u>Cost</u>
GIS Specialist	1040	\$67,600.00
GIS Manager	52	<u>\$ 5,980.00</u>
ESTIMATED TOTAL FEES		\$ 73,580.00

I appreciate your time and consideration to this proposal and look forward to meeting your GIS services needs.

Sincerely,



Troy D. Schultz

SUBJECT: Discussion and Possible Action Regarding a Memorandum of Understanding (MOU) between the City of Ashland and the School District of Ashland (*Parks & Rec*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Parks and Recreation

CLEARANCES: City of Ashland Board of Education
Administration
Legal Counsel

EXHIBITS: 1. Memorandum of Understanding (MOU) between the City of Ashland and the School District of Ashland

COMPLIANCE WITH STRATEGIC PLAN: GOOD GOVERNMENT: Maintaining collaborative relationships with adjoining municipalities, counties, boards of education, etc.

SUMMARY STATEMENT:

City staff worked with the School District of Ashland to update the Memorandum of Understanding (MOU) for use of the Bretting Community Center. The last update was done in 2011. Since that time, many things have changed at both entities. This MOU specifically relates to the high school gymnastics team and their use of the Bretting Community Center for practice, meets, etc. and the use of City equipment for practices and meets.

Memorandum of Understanding (MOU)
Between
the City of Ashland and the School District of Ashland

This Memorandum of Understanding is entered into between the City of Ashland, 601 Main Street West, Ashland, Wisconsin ("City"), and the School District of Ashland, 2000 Beaser Avenue, Ashland, Wisconsin ("SDA").

I. Definitions.

- Gymnastics shall refer to the Ashland High School Gymnastics program whose season runs between November 1 and March 31 annually.
- Special Events shall mean an activity that requires an extraordinary amount of SDA or City assistance for set up, cleanup, security, or coordination for which reimbursement of costs will be required.
- City Property shall mean the Bretting Community Center ("BCC") and all outdoor park and recreation space operated by the City with the exception of the Marina and boat launches.
- City Equipment shall mean the gymnastics equipment at the BCC gymnastics gymnasium that is owned by the City (i.e. high beam, uneven bars, vault table, matting, etc.)
- SDA Equipment shall mean the gymnastics equipment at the BCC gymnastics gymnasium that is owned by SDA (Springboard (1), U mat (1), 8" mat (1) and Hand Placement mat(1)).
- SDA Property shall mean the SDA's gymnasiums, excluding the Ashland High School Fieldhouse.
- School Sponsored Event shall mean an activity taking place on City Property that requires an extraordinary amount of City assistance for set up, cleanup, security, supervision, or coordination for which reimbursement of costs will be required.

II. Understandings. Both the City and SDA are entities whose financial resources are becoming stretched as revenue streams diminish and expenses and needs continue to grow. The ongoing cost of operations of the BCC, City Property, and SDA Property may require user fees to be charged which will require the renegotiation or termination of this MOU.

III. Use of Facilities.

- a. SDA shall have use of the BCC Gymnastics Gymnasium for High School Gymnastics practices occurring between 3:30-8:30 PM and 6:00-7:45 AM for up to 4 evenings/mornings per week at no cost, provided as follows:
 - I. SDA provides adequate supervision for High School Gymnastics;

- II. SDA and the City work together to schedule the use of the BCC Gymnastics Gymnasium during the Gymnastics season;
 - III. SDA and the City will update the equipment usage policy annually;
 - IV. The BCC is not adequately set up for Ashland High School Gymnastics meets but can be available as a Special Event for such purposes. SDA will incur costs associated with the Special Events and SDA will be responsible for the set-up, take down and clean-up of the Special Event; and
 - V. The BCC is available for a SDA Special Event no more than two (2) times per school year.
- b. The City shall have use of SDA Property subject to availability for City use at no cost.
 - c. SDA shall have use of City Property, including the BCC, for SDA Special Events subject to the availability for SDA use at a minimum /no cost.

IV. Scheduling Use of the BCC and other City Property.

- a. The City shall be responsible for scheduling the use of the BCC Gymnastics Gymnasium during the Gymnastics Season via the City's Parks and Recreation Department's registration/reservation system.
- b. The City's sponsored program shall have first priority for the use of the BCC Gymnastics Gymnasium during the Gymnastics season time slot for any day that has not been scheduled by an SDA school Sponsored activity prior to October 15th of each year.
- c. City shall be responsible for scheduling the use of the BCC Gymnastics gymnasium during all other time periods.
- d. City shall be responsible for scheduling the use of other City property.

V. Reimbursement of Expenses

- a. SDA shall have use of the BCC gymnasium or other City Property for a School Sponsored Event without cost provided:
 - I. SDA provides adequate supervision of the School Sponsored Event; and
 - II. The City does not incur additional expenses from opening the BCC or other City Property at times or on days when such property is closed to the public.
- b. City shall have use of SDA facilities without cost:
 - I. For City and School Sponsored activities
 - II. For City sponsored activities provided SDA does not incur additional expenses for operations of SDA facility at times and on days when such property is closed to the public.
- c. Charges for facility use from one party to the other shall not be greater than the actual cost of employees that assisted in SDA or City use of the others' property.

VI. Storage and Usage.

- a. During the Gymnastics season, SDA shall be responsible for storing City Equipment in a safe and secure area when City Equipment is removed from the BCC.

- b. SDA shall use and operate City Equipment only for its intended purpose, in a careful manner and SDA shall not allow anyone other than SDA Gymnastics athletes and their competitors to use City Equipment shared under this Agreement.

VII. Liability.

- a. The City shall be responsible for the repair or replacement of SDA Equipment when such equipment is damaged while in use by anyone other than SDA athletes and their competitors when:
 - I. The SDA Equipment fails during its normal operation;
 - II. The SDA Equipment is being used as intended by the manufacturer; and
 - III. The SDA Equipment has received all required maintenance during its use by SDA.
- b. SDA shall be responsible for the repair or replacement of City Equipment when such equipment is damaged by SDA athletes and their competitors when:
 - I. The City Equipment fails during its normal operation;
 - II. The City Equipment is being used as intended by the manufacturer; and
 - III. The City Equipment has received all required maintenance during its use by the City.
- c. The City and SDA shall determine, in keeping with reasonable judgment, whether damaged /failed equipment shall be repaired or replaced.
- d. In cases where equipment damage is caused by a third party and that party assumes responsibility, SDA shall arrange to have the equipment repaired and shall seek reimbursement from the third party and/or that party's insurance carrier. SDA shall notify the City prior to commencing any repairs caused by a third party, and the City has the right to accept or reject the repairs upon inspection.
- e. After SDA removes and then returns City Equipment from City Property, the Parties shall make an assessment of any excess wear and tear on the City Property, and if excess wear and tear exists, then based on mutual agreement of the Parties SDA will be responsible for the excess wear and tear.

VIII. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- A. An annual meeting will be held with participants from the City and SDA in June of each year to review this MOU.
- B. SDA will schedule this meeting.

IX. EFFECTIVE DATE AND SIGNATURE. This agreement will become effective when approved by the governing boards of both parties as evidenced by the signatures placed on this agreement.

Dated this ____ day of _____, 2023.

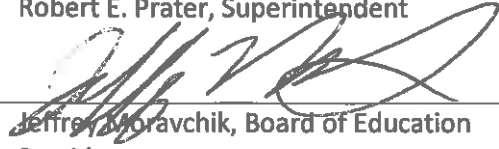
Dated this ____ day of _____, 2023

On Behalf of the City of Ashland

On Behalf of the School District of Ashland

Matt MacKenzie, Mayor

Robert E. Prater, Superintendent

A handwritten signature in black ink, appearing to read 'Jeffrey Moravchik', is written over the printed name and title.

Denise Oliphant, City Clerk

**Jeffrey Moravchik, Board of Education
President**

**Charlie Ortman, City of Ashland Council
President**

SUBJECT: Discussion and Possible Action to Submit an Application to the Wisconsin Department of Administration (WI DOA) Non-State Local Projects Grant (*Library Director*)

RECOMMENDATION: Commit to applying for a \$4M Local Projects Grant to fund the Vaughn Renewal Project.

DEPARTMENT OF ORIGIN: Vaughn Public Library

CLEARANCES: Administration

EXHIBITS: 1. Grants for Local Projects Proposal Scenarios - January 2024

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

SUMMARY STATEMENT:

Grants for Local Projects is a state funded matching grant focusing on construction projects that impact the broader public. The Vaughn Library Renewal Project is uniquely situated to qualify for these grant funds given the completed planning and documentation for the project, making it "shovel ready." It also preserves and revitalizes Ashland's Historic 2nd Street District, contributing to the legacy of ongoing library services in the heart of Ashland and across the state of Wisconsin.

The Department of Administration's Grants for Local Projects is an opportunity to fund all or a portion the Vaughn Library Renewal Project. The grant initiative is dedicated to supporting non-state organizations in their pursuit of construction projects that benefit the broader public.

The City of Ashland would be applying to the building commission on behalf of the Vaughn Library (see state statute language below).

The match requirement is at least half of the total project cost coming from non-state organizations.

There are a few approaches the City of Ashland could take in applying for this grant.

- 1.) The City could apply for \$2.15M to fund the Vaughn Renewal Project Phase One which would include the essentials for floors one and two. Total project cost \$4.3M. This would require at \$2.15 match from non-state organizations (City of Ashland, Friends of the Library, Vaughn Library Building Fund, Vaughn Library Foundation).
- 2.) The City could apply for \$4M to fund the Vaughn Renewal Project Phases One & Two which would include all three floors of the Vaughn Building. Total project cost \$8M. This would require a \$4M match from non-state organizations (City of Ashland, Friends of the Library, Vaughn Library Building Fund, Vaughn Library Foundation).
- 3.) The City could apply for \$400,000 to fund Main Street entrance, an open stairway and Vaughn entrance. Total project cost \$800,000. This would require a \$400,000 match from non-state organizations (City of Ashland, Friends of the Library, Vaughn Library Building Fund, Vaughn Library Foundation). This would not address deferred maintenance issues, but would create a renewed space that would inspire additional investment and public buy-in.
- 4.) The City could further break the project down and apply for grant funds based on project priorities and matching funds available.

WI ACT 19 (red ink from the state statute)

13.48 (20v) GRANTS FOR LOCAL PROJECTS. (a) The building commission shall establish and operate a grant program under this subsection to assist nonstate organizations to carry out construction projects having a statewide public purpose. *The building commission is prohibited from awarding a grant for a construction project under this subsection unless the joint committee on finance both approves the grant and finds that the project is in the public interest and serves one or more statewide public purposes.*

(b) From the appropriation under s. 20.867 (3) (x), the building commission may award a grant to any nonstate organization for a construction project that satisfies par. (a). *The municipality, as defined in s. 59.001 (3), in which the construction project is or will be located shall apply to the building commission for the grant on behalf of the nonstate organization carrying out the construction project.*

(c) *No grant awarded under par. (b) may exceed \$4,000,000. Before approving each grant, the building commission shall determine that the nonstate organization carrying out the project has secured additional funding for the project from nonstate revenue sources in an amount that is equal to at least half of the total cost of the project.*

SUBJECT: Discussion and Possible Action Regarding the Closure of Tax Increment Districts No. 6 and No. 9 (*Finance*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Finance Department

CLEARANCES: Administration

EXHIBITS:

1. Tax Incremental District (TID) Termination Resolution - No. 6
2. Tax Incremental District (TID) Termination Resolution - No. 9
3. PRELIMINARY Summary Report on TIF Districts as of 12/31/2023
4. Cumulative Fund Balances (Deficits) - Projection
5. TIF District 6 Boundaries
6. TIF District 9 Boundaries

COMPLIANCE WITH STRATEGIC PLAN: NA

SUMMARY STATEMENT:

Per the Wisconsin Department of Revenue (DOR), a municipality must close tax incremental districts (TID) when all project costs have been recovered. this applied to TIDs No 6 and No. 9.

TID No. 6 is the "donor" district to TID No. 9 which is "distressed". TID No. 6 has been transferring tax increment since 2016 to TID No. 9 which will completely recover its fund balance deficit in 2024. Therefore, both TIDs must close in 2024.

<u>Tax Incremental Districts</u>	<u>TID No. 6</u>	<u>TID No. 9</u>
Creation date:	01/01/1990	01//2006
Beginning equalized value of property in the TID	\$5,659,600	\$2,359,600
Increase in equalized value as of 01/01/2024	\$15,715,500	\$12,611,800
Increment Transfers 2016-2023	Out (\$1,901,330)	In \$1,901,330
Taxes received from inception to 2023	\$5,327,408	\$1,938,891

See exhibits 3 and 4 for more details. TID No. 6 also made transfers to TID No. 7 and No. 8 before these TIDs were closed in 2017.

The closing of these TIDs will require a final audit in 2024. The remaining fund balances will then be distributed to all taxing jurisdictions. The estimated remaining fund balance if \$449,997. DOR recommends basing the distribution on the most recent tax levy proportion without the tax increment. The following is the estimated breakdown:

City	\$169,885
County	118,731
School District	155,797
NWTC District	<u>5,584</u>
Total	\$449,997

Tax Incremental District (TID) Termination Resolution

City _____ of _____ Ashland _____ TID 006 Resolution _____
(town, village, city) (municipality) (number) (number)

WHEREAS, the City _____ of _____ Ashland _____ created TID 6 on 01 01 , 1994 , and adopted
(month) (day) (year)
a project plan in the same year, and

WHEREAS, all TID 6 projects were completed in the prescribed allowed time; and:

☒ WHEREAS, sufficient increment was collected as of the 2023 tax roll, payable 2024 , to cover TID 6
(year) (year)
project costs.

☐ WHEREAS, insufficient increment was collected to cover project costs.

THEREFORE BE IT RESOLVED, that the City _____ of _____ Ashland _____ terminates TID 6 ; and

BE IT FURTHER RESOLVED, that the City _____ Clerk shall notify the Wisconsin Department of Revenue (DOR),
within sixty (60) days of this resolution or prior to the deadline of April 15, 2024 , whichever comes first, that the TID
(year)
has been terminated; and

BE IT FURTHER RESOLVED, that the City _____ Clerk shall sign the required DOR Final Accounting Submission
Date form (PE-223) agreeing on a date by which the City _____ shall submit final accounting information to DOR;
and:

☒ BE IT FURTHER RESOLVED, that the City _____ Treasurer shall distribute any excess increment collected after
providing for ongoing expenses of the TID, to the affected taxing districts with proportionate shares as
determined in the final audit by the City _____ 's auditor, Baker Tilly LLP
(auditor name)

☐ BE IT FURTHER RESOLVED, that the City _____ of _____ Ashland _____ shall accept all remaining debts for
TID 6 as determined in the final audit by the City _____ auditor, _____
(auditor name)

Adopted this 9 day of January , 2024
(day) (month) (year)

Resolution introduced and adoption moved by alderperson _____
(name)

Motion for adoption seconded by alderperson _____
(name)

On roll call motion passed by a vote of _____ ayes to _____ nays
(number) (number)

ATTEST:

(Mayor/Head of Government Signature)

(Clerk Signature)

Tax Incremental District (TID) Termination Resolution

City _____ of _____ Ashland _____ TID 009 Resolution _____
(town, village, city) (municipality) (number) (number)

WHEREAS, the City _____ of _____ Ashland _____ created TID 9 on 01 01 , 2006 , and adopted
a project plan in the same year, and (month) (day) (year)

WHEREAS, all TID 9 projects were completed in the prescribed allowed time; and:

☒ WHEREAS, sufficient increment was collected as of the 2023 tax roll, payable 2024 , to cover TID 9
project costs. (year) (year)

☐ WHEREAS, insufficient increment was collected to cover project costs.

THEREFORE BE IT RESOLVED, that the City _____ of _____ Ashland _____ terminates TID 9 ; and

BE IT FURTHER RESOLVED, that the City _____ Clerk shall notify the Wisconsin Department of Revenue (DOR),
within sixty (60) days of this resolution or prior to the deadline of April 15, 2024 , whichever comes first, that the TID
has been terminated; and (year)

BE IT FURTHER RESOLVED, that the City _____ Clerk shall sign the required DOR Final Accounting Submission
Date form (PE-223) agreeing on a date by which the City _____ shall submit final accounting information to DOR;
and:

☒ BE IT FURTHER RESOLVED, that the City _____ Treasurer shall distribute any excess increment collected after
providing for ongoing expenses of the TID, to the affected taxing districts with proportionate shares as
determined in the final audit by the City _____ 's auditor, Baker Tilly LLP .
(auditor name)

☐ BE IT FURTHER RESOLVED, that the City _____ of _____ Ashland _____ shall accept all remaining debts for
TID 9 as determined in the final audit by the City _____ auditor, _____ .
(auditor name)

Adopted this 9 day of January , 2024
(day) (month) (year)

Resolution introduced and adoption moved by alderperson _____
(name)

Motion for adoption seconded by alderperson _____
(name)

On roll call motion passed by a vote of _____ ayes to _____ nays
(number) (number)

ATTEST:

(Mayor/Head of Government Signature)

(Clerk Signature)

City of Ashland Wisconsin

Summary Report on TIF Districts as of:

PRELIMINARY

12/31/2023

Inception/Base Year

Inception Base Value

Latest Amendment Year

Amendments to Base Value

Total Base Value

Equalized Value @ 1/1/2022

549,565,000

TIF #6 <u>Ellis Ave. CRY</u>	TIF #9 <u>Fort James</u>
1/1/1994	1/1/2006
\$408,900	\$2,359,600
1/1/2006	NA
\$5,250,700	\$0
\$5,659,600	\$2,359,600
\$18,320,300	\$12,431,400

Condensed Operating Statements - 12/31/2023

Preliminary

Fund Balance (Deficit) at Beginning of Year

Revenues/Sources of Funds

General Property Taxes

Interest Earnings (Int Charges)

Property Sales

State/Federal Grants/WEDC

Exempt Computer Aid and Miscellaneous

Donations & Developer reimbursements

Property Rental Revenue

Proceeds of Long Term Debt

Tax Increment Sharing

Transfers from Other Funds/Advances

Expenses/Uses of Funds

Infrastructure Improvements

Planning & Engineering

Land Acquisition & Misc

Development Grants & Pay-as-you-go Agreem.

Debt Discount/Issuance & Reallocation of Principa

Audit & Administrative

Tax Increment Sharing (TID 7 & 8 = \$802,805)

Interest Payments and Charges Debt & Advances

Transfers to Other Funds for Advance pmt

Principal Payments & Reallocation of Principal

Fund Balance (Deficit) at End of Year

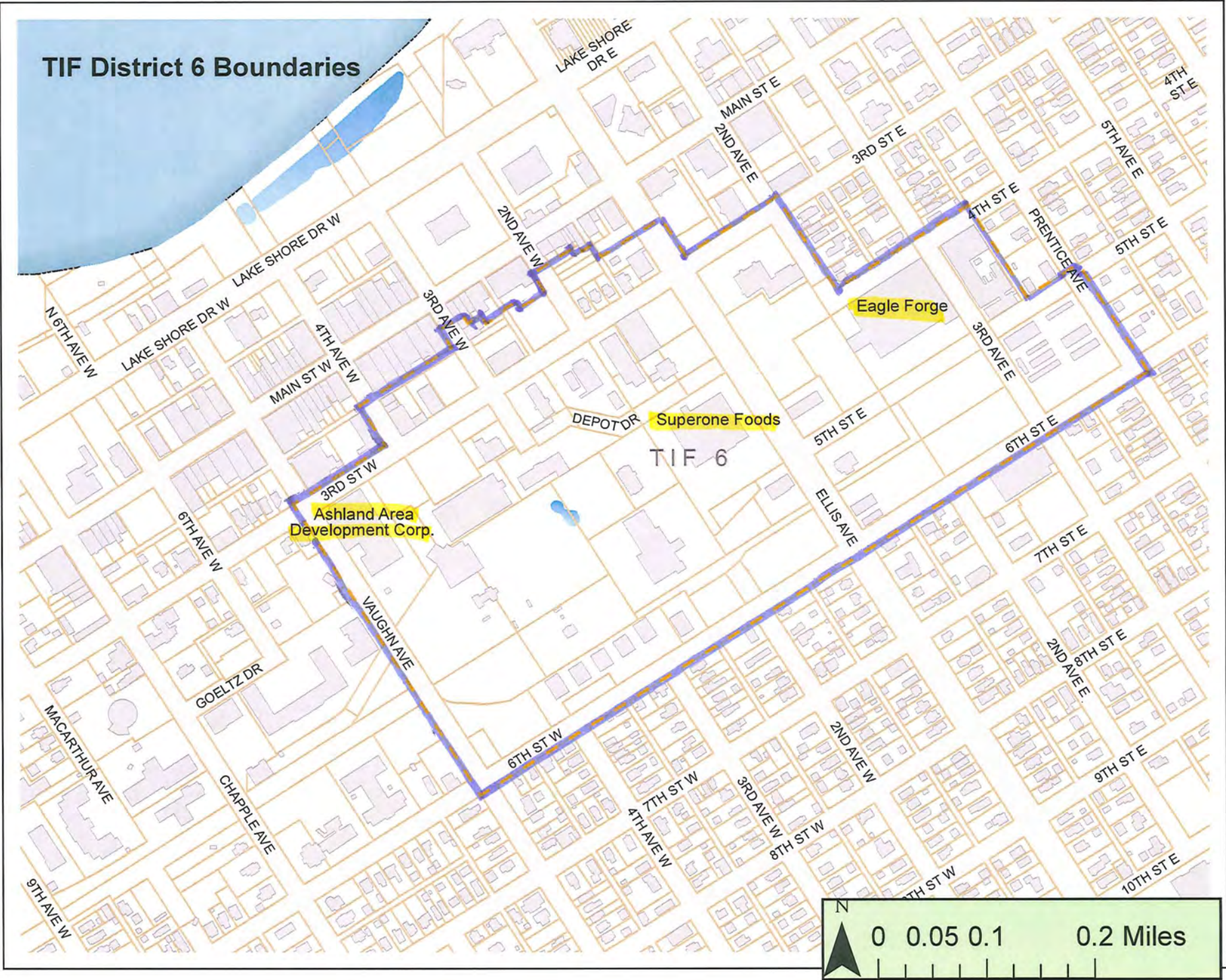
Principal of Outstanding Debt/Advances - End of Year

	TIF #6		TIF #9	
	<u>Year to Date</u>	<u>From Inception</u>	<u>Year to Date</u>	<u>From Inception</u>
Fund Balance (Deficit) at Beginning of Year	\$0	\$0	(\$593,197)	\$0
Revenues/Sources of Funds				
General Property Taxes	\$282,672	\$5,327,408	\$224,870	\$1,938,891
Interest Earnings (Int Charges)	0	190,132	(2,440)	(29,632)
Property Sales	0	475,441	0	745,456
State/Federal Grants/WEDC	0	8,414	0	196,878
Exempt Computer Aid and Miscellaneous	9,194	116,027	2,707	16,373
Donations & Developer reimbursements	0	150,000	0	173,175
Property Rental Revenue				73,035
Proceeds of Long Term Debt	0	2,151,369	0	2,603,743
Tax Increment Sharing	0	0	291,716	1,901,330
Transfers from Other Funds/Advances	0	32,672	0	0
	\$291,866	\$8,451,463	\$516,853	\$7,619,249
Expenses/Uses of Funds				
Infrastructure Improvements	\$0	\$1,356,449	\$0	\$2,689,469
Planning & Engineering	0	187,313	0	270,875
Land Acquisition & Misc	0	436,188	0	506,581
Development Grants & Pay-as-you-go Agreem.	0	945,004	27,597	1,058,271
Debt Discount/Issuance & Reallocation of Principa	0	28,088	0	47,807
Audit & Administrative	150	31,416	150	26,439
Tax Increment Sharing (TID 7 & 8 = \$802,805)	291,716	2,704,135	0	0
Interest Payments and Charges Debt & Advances	0	611,499	0	520,155
Transfers to Other Funds for Advance pmt	0	0	0	0
Principal Payments & Reallocation of Principal	0	2,151,369	0	2,603,743
	\$291,866	\$8,451,463	\$27,747	\$7,723,340
Fund Balance (Deficit) at End of Year	\$0	\$0	(\$104,091)	(\$104,091)
Principal of Outstanding Debt/Advances - End of Year		\$0		\$0

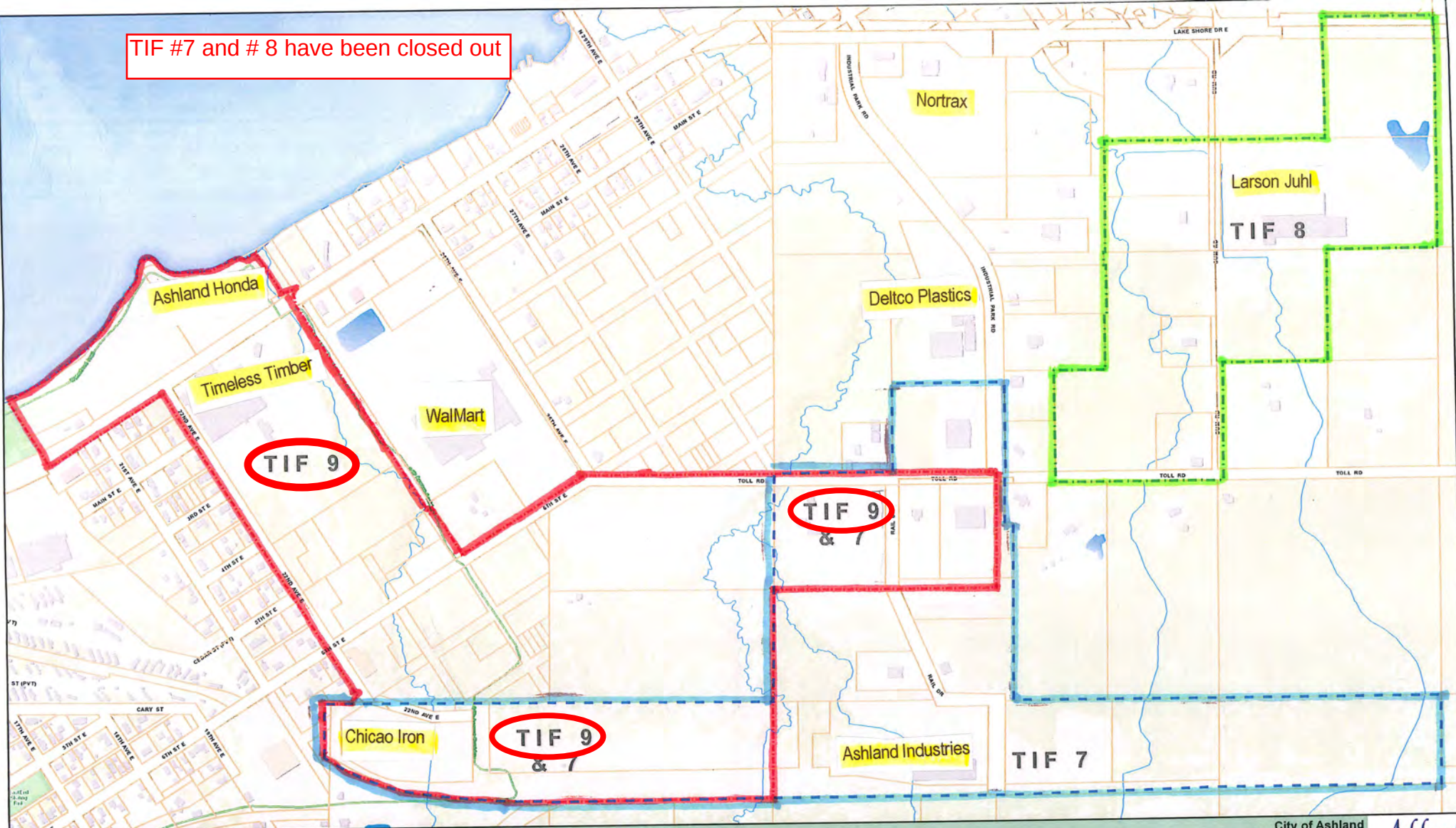
CITY OF ASHLAND - TAX INCREMENTAL DISTRICTS - DECEMBER 31, 2023

CUMULATIVE FUND BALANCES (DEFICITS) - PROJECTION

		Expenditure period ends Extended life ends		9/08/2016 2032	Expenditure period ends Extended life ends		8/08/2021 2037
Budget Year	TIF 6 Fund Balance Before Transfers	TIF 6 Transfers OUT	TIF 6 Ending Fund Balance	TIF 9 Fund Deficit Before Transfers	TIF 9 Transfers IN	TIF 9 Ending Fund Deficit	
2018	259,527	(246,426)	13,101	(2,322,974)	246,426	(2,076,548)	
2019	305,097	(305,097)	0	(2,295,790)	305,097	(1,990,693)	
2020	331,293	(331,293)	(0)	(1,910,239)	331,293	(1,578,946)	
2021	299,044	(299,044)	0	(1,401,221)	299,044	(1,102,177)	
2022	321,199	(321,199)	(0)	(914,396)	321,199	(593,197)	
2023	291,716	(291,716)	(0)	(395,807)	291,716	(104,091)	
2024	320,794	0	320,794	129,203	0	129,203	
Estimated balance to be transferred to all taxing districts in 2024							
							449,997



TIF #7 and #8 have been closed out



TAX INCREMENT FINANCE DISTRICTS 7, 8, & 9

 TIF 7  TIF 8  TIF 9

* Ownership Information Source: Office of Land Description/Tax
Lister Ashland County, WI, Tax Roll Data current as of: 10/07/13

1 inch = 524 feet
0 500 1,000 Feet



City of Ashland
Dept. of Public Works
Geographic Information
Systems Division
Created: 10/11/2013
Updated: 01/12/2015

Map for informational purposes only.



SUBJECT: Discussion and Possible Action Regarding Appropriation of Capital Projects Fund 450 for Bretting Community Center Office Addition (*Administration*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administration

CLEARANCES: Mayor

EXHIBITS:

COMPLIANCE WITH STRATEGIC PLAN: CITY BUILDINGS: City employees will have access to and work in City buildings and facilities that project the historical character of the City, generate lower operating costs, and have extended life spans.

SUMMARY STATEMENT:

Administration is proposing to use \$17,000 from Capital Projects Fund 450 to construct a new office space at the Bretting Community Center for the Parks & Recreation Director. This project is deemed necessary as the director's former office was reconstructed to become a part of the indoor playground.

These funds are available because the facilities master plan projects have come in under budget. Work will be done by city staff and is expected to be completed by mid-winter 2024.

SUBJECT: Discussion and Possible Action to Consider a Resolution to Partner with Ashland County in an EPA Community Change Grant Application (*Planning*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Planning and Development

CLEARANCES: City Administrator
Public Works Director
Parks and Recreation Director

EXHIBITS: 1. Resolution to Participate in EPA Community Change Program

COMPLIANCE WITH STRATEGIC PLAN: GOOD GOVERNMENT: The EPA Community Change Grant could provide funding for a number of projects that address goals mentioned in the City of Ashland Comprehensive Plan and Strategic Plan. The Comprehensive Plan mentions protecting Lake Superior. The Comprehensive Plan also includes a recommendation of prioritizing energy efficient improvements and updates to city buildings and facilities. Water quality and pollution reduction are major goals of the EPA and the Community Change Grant. Climate action and renewable energy projects are also goals of the EPA. The grant could provide funding for projects which address these goals. The City's Strategic Plan includes tasks of mapping the City's stormwater system, elimination of wastewater overflow spills, open beaches, climate change resiliency, City greenspaces, and renewable energy use. The grant includes eligibility criteria for projects under all of these categories.

SUMMARY STATEMENT:

Bill Bailey of Cheq Bay Renewables is working with Lissa Radke of UW-Extension and Ashland County on an EPA Community Change grant application to fund climate action and water quality/pollution reduction related projects throughout the County. The Community Change Grant would provide between \$10-20 million for Ashland County if the County's application is selected. There is no cost-share/match required. Within the \$10-20 million requested overall for Ashland County, Mr. Bailey and staff discussed between \$3 to 4 million for potential projects within the City of Ashland. Ashland County would serve as the lead applicant and the City of Ashland would be a subrecipient of grant funds if the City partners with the County. Mr. Bailey has reached out to Tamarack Health Ashland Medical Center, the towns, villages, and cities in the county to determine whether they are interested in partnering on the application. He has spoken to the Sustainability Committee at a number of meetings regarding seeking grant funding for potential sustainability-related projects. In reviewing the notice of funding opportunity and application materials for the Community Change Grant City staff have determined that a number of projects within the City could fall under the eligibility criteria for the grant.

Since the County would be the primary applicant they would be responsible for administration and reporting for

the grant. The City would be responsible for its projects and reporting to the County. Projects would have to be completed within 3 years and Mr. Bailey plans to submit an application by February 1, 2024. Grant applications/projects must incorporate climate action strategies and pollution reduction strategies. Since the funding would be from the EPA, water quality and pollution are major topics and projects addressing these could score high. Green infrastructure and solar/micro-grids could be possibilities. Mr. Bailey and City staff are working on finalizing project ideas for the City. Currently Mr. Bailey and staff are of the opinion that a solar array and micro-grid at the Wastewater Treatment Plant could account for approximately \$1.6 million of potential grant funding, and water quality/pollution reduction projects could account for approximately \$2 million of grant funding for a total of \$3.6 million for the City.

The Planning and Development Director has reached out to John Butler of Public Works and Sara Hudson of Parks and Recreation for their input on project ideas. Brian Ledin of Wastewater would also provide input on any potential solar project for the Wastewater Treatment Plant. Staff is seeking Committee of the Whole and Council approval of a resolution supporting the City's participation in the grant opportunity. If the Council approves the resolution, staff would finalize the City's portion of the grant application to participate as an entity partnering with Ashland County. The resolution would not lock the City into participating. If Ashland County's grant application is selected, the City would enter into an agreement with the County to formalize the City's participation after awarding of the grant.

Staff believes this is a good funding opportunity for the City and requests support from the Committee of the Whole and Council for participation.

RESOLUTION No. XXXXX

RESOLUTION TO PARTNER WITH ASHLAND COUNTY IN AN EPA COMMUNITY CHANGE GRANT APPLICATION

WHEREAS, The City of Ashland is interested in partnering with Ashland County on a Community Change Grant application to seek funding from the US Environmental Protection Agency (EPA) to for the purposes as described in the application; and

WHEREAS, Ashland County is partnering with Cheq Bay Renewables and the UW-Extension along with interested towns, villages, and cities in Ashland County on an application to seek grant funding for renewable energy, climate resilience, and water quality/pollution reduction-related projects and has offered the City of Ashland a chance to partner in applying for funds to assist with implementation of such projects; and

WHEREAS, the US EPA has funds available to support local units of government and community-based organizations to implement sustainability-related projects by providing financial incentives for projects with emphases on climate action and water quality; and

WHEREAS, the City of Ashland Comprehensive and Strategic Plans include several goals, recommendations, and tasks related to renewable energy and water quality.

THEREFORE, BE IT RESOLVED, that City staff have determined there is no cost-share required as part of this grant application; and hereby authorizes City staff to act on behalf of the City of Ashland to:

- Partner with lead applicant Ashland County, Cheq Bay Renewables, the UW-Extension, and any other interested partners to submit an application to the US Environmental Protection Agency for any financial aid that may be available to fund projects in the City of Ashland and Ashland County;
- Define projects within the City of Ashland for funding and appropriate scopes of work for each;
- Submit required signed documents;
- Take necessary action to undertake, direct and complete the City's portion of the EPA Community Change Grant application.

BE IT FURTHER RESOLVED that the Common Council of the City of Ashland does approve the resolution confirming that the City and its staff will comply with federal rules for the grant program and supports the City's participation as a partnering entity in Ashland County's application for a 2024 EPA Community Change Grant.

PASSED: January 30, 2024

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Matt Mackenzie, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

SUBJECT: Items for Future Discussion

RECOMMENDATION: Discussion Only

DEPARTMENT OF ORIGIN: Council President

CLEARANCES:

EXHIBITS: 1. Listed Items for Future Discussion

**COMPLIANCE WITH STRATEGIC
PLAN:**

SUMMARY STATEMENT:

Attached is a list of items brought forward for consideration of future Committee of the Whole discussion.

Items red-lined have been addressed by either the department or committee involved, or vetted through Committee of the Whole.

ITEMS FOR FUTURE DISCUSSION

5/31/2022	ORTMAN JACKSON TOCHTERMAN LINDELL MACKENZIE	HIRE FOR SNOW SHOVELING IN WINTER IN CERTAIN HIGH TRAFFIC WALKING AREAS REQ-AN UPDATE RE THE MEET & GREET/LISTENING SESSION IN SEPTEMBER SPECIFIC AREAS THAT NEED PLAN-FUL SNOW REMOVAL REMINDER OF COMMITTEE UPDATES/REPORTS AT THE LAST MEETING OF THE MONTH, BEG ASKED COUNCILORS WHAT TOPICS THEY WISHED TO BE DISCUSSED AT A RETREAT	SCHED 7/27 PW Snowplow priority map brought to C. SCHED 6/28
6/14/2022	PUFALL	COMPLAINTS FROM PROP OWNERS RE THE SPECIAL ASSESSMENTS INVOLVED WITH 6TH ST E	DISC 6/28/2022 & 7/12
6/28/2022	ORTMAN SEEFELDT MACKENZIE	WMNS RIGHT TO CHOOSE RESOLUTION UPDATE FROM AIRPORT CLARIFY COUNCIL'S THOUGHT RE VIRTUAL PARTICIPATION DURING CLOSED SESSION	DISC 9/13 DISC 7/12
7/26/2022	ORTMAN SEEFELDT PUFALL MACKENZIE SEEFELDT	HOW TO BECOME A MONARCH CITY ADDRESS SPEED LIMIT ON USH 2 ON W END OF TOWN ASKED HOW COUNCILORS SUBMIT A WISH LIST FOR ARPA FUNDS POTENTIAL AMENDMENTS TO CH 467 REMINDER OF PW FACILITY OPEN HOUSE	1/31 - fwd to P&R Committee - approved PD/PW put up speed monitors SCHED 8/25
9/13/2022	TOCHTERMAN	ASKED TO ADDRESS SNOW REMOVAL ROUTES AT NEXT COW	HANDOUT
1/10/2023	JACKSON	RESULTS OF PFAS STUDY	SCHED 1/31
1/31/2023	PUFALL ORTMAN BUTLER	ADDRESS ODD/EVEN WINTER PARKING ADDRESS CITIZEN COMMENTS AT NEXT COW MEETINGS DRINKING WATER INTAKE UPDATE TO COW	MAYOR TO TALK WITH CHIEF DISCUSSED AT AGENDA REVIEW SCHED 2/14
2/14/2023	SEEFELDT MACKENZIE	INVESTIGATE PASS THRU GRANT FOR HOMELESS/TRANSITIONAL SHELTER COMMUNICATION WITH PUBLIC	2/28 COW beaten to death
2/28/2023	JACKSON	REPORT OF BATB AND NEW PERMIT PROCESS	5/30/2023 COW
3/14/2023	ORTMAN JACKSON	REVISION OF COUNCIL HANDBOOK ROGM TAX	5/9/2023 COW
3/28/2023	TOCHTERMAN MACKENZIE PUFALL KUCERA	CLARIFY AIRPORT COMMISSION ORDINANCE RESEARCH 6-YR TERM FOR AIRPORT COMMISSION AIRPORT COMMISSION DISCUSSION - INCLUDE D GRADY CHAMBER PRESENTATION	6/27/2023
4/18/2023	ORTMAN KUCERA SEEFELDT ORTMAN ORTMAN	WATER MGMT SOLUTIONS RE VOLUMES OF RUNOFF ARCHTEC PRESENTATION OF CH REPORT OF TRANSITIONAL HOUSING OPPORTUNITIES RESO OF COMMITMENT FOR LIBRARY RENOVATIONS CROSSWALK ISSUES	5/9/2023 COW 5/30/2023 COW 6/27/2023 PRESENTATION FR M ROUNSVILLE 6/13/2023 COW, 6/27/2023, cont'd 5/9/2023 COW
5/9/2023	PUFALL TOCHTERMAN SEEFELDT	FOLLOW UP OF AIRPORT ORDINANCE REC VEHICLES PARKED ON RESIDENTIAL STREETS UPDATE RE PROPOSED SCIENCE CTR	5/30/2023 - TO RETURN 5/30/23 - TO RETURN
6/13/2023	JACKSON GOYKE GOYKE JACKSON	UPDATE OF TIMELESS TIMBER/HOUSING SITE FIELD TRIP TO VIEW CITY PROJECTS DISC WATERFRONT DEVELOPMENT, COAL DOCK AREAS FIELD TRIP TO VIEW CITY PROJECTS	7/25 Committee Updates 8/29 COW 7/11/2023-CLOSED SESSION
7/11/2023	MACKENZIE PUFALL PUFALL PUFALL SEEFELDT PLANNING ORTMAN ORTMAN ORTMAN ORTMAN ORTMAN ORTMAN	UPDATE PENALTIES FOR IMPROPER UTIL/ROW WORK RESTRUCTURE AIRPORT COMMISSION A/V IMPROVEMENTS IN CHAMBERS PROP MAINT-CK ON HOME on 32nd Ave E DEFINE "NATURAL LANDSCAPING" MOBILE HOME PARKS UPDATES MGMT OF GRAVEL ROADS: DUST CONTROL, PAVING AUDIT SIDEWALK CONSTRUCTION- CRACKS, REPLACEMENT LIBRARY FUNDING OPTIONS RESEARCH TREE REMOVAL SERVICE CONTRACT ROOMING HOUSING - HOUSING COMMITTEE? PROJECT LITIGATION PREVENTION STRATEGIES UNMOWED vs MAINTAINED LAWNS - SUSTAIN COMMITTEE? POSTING SIGNAGE AT CONSTRUCTION/PROJECT SITES SOLAR POWER @ WATER PLANT	ordinance changes to COW 1/9/2024 8/8/2023 COW Referred to Prop Maint 7/25 COW - update PW Intern-report will be brought to Council continuing conversations Currently discussed @ Sustainability Comm
8/8/2023	MACKENZIE TOCHTERMAN ORTMAN	OVERFLOW CAMPING AT THE SUPERFUND SITE UPDATE ON ACCESS ROAD NEAR MAPLE LANE/SAND PIT DEMO VS BURN WATER ST HOUSES	9/26 COW 8/29 COW Agenda burn completed in 2023
8/29/2023	ORTMAN ORTMAN	Discuss water concerns on MacArthur Ave Req presentation by PW Intern	
9/6/2023	ORTMAN MACKENZIE	COMMUNITY CARBON CAPTURE PLAN - PRESENTATION WITH M GINGRAS MAYOR'S DUTIES & EXPECTATIONS	
9/26/2023	Pufall	Manhole Covers on 6th St W	*Unable to discuss during litigation addressed by PW
10/24/2023	ORTMAN JACKSON	Playground Equipment discussion Housing Development of E end project update	1/9/2024 COW
11/14/2023	Ortman	Marina rate changes	
11/28/2023	MACKENZIE ORTMAN PUFALL	Structure of Prop maint Dept ie, constructive changes to assist dept Research a policy for more sustainable lawns update on 514 property	Addressed at 1/9 meeting