



**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, February 27, 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. **Committee Updates**
6. **DISCUSSION ITEMS**
  - A. **Discussion and Possible Action to Allow the Ashland Fire Department to Apply for an Assistance to Firefighters Grant** *(Fire Chief)*
  - B. **Presentation and Discussion Regarding Upcoming Special Assessment Process for Capital Projects** *(Public Works)*
  - C. **Update on Police Department Solar Array** *(Planning)*
  - D. **Review and Discussion of the Progress of the City Administrator's Goals and Evaluation** *(Mayor)*
  - E. **Discussion and Possible Action Regarding Solid Waste Rates** *(Administration)*
  - F. **Review, Discussion and Possible Action Regarding the Process of Bringing an Item to the Committee of the Whole Agenda** *(Mayor)*
  - G. **Recurring Discussion and Possible Action Regarding Homelessness and Current Ordinances Regarding Use of Public Spaces in the City of Ashland** *(Ortman)*
7. **Items for Future Discussion**



**8. 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: Committee Updates**

**RECOMMENDATION:** Discussion Only

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**DEPARTMENT OF ORIGIN:** Council President

**CLEARANCES:** Council President

**EXHIBITS:**

**COMPLIANCE WITH STRATEGIC  
PLAN:**

**SUMMARY STATEMENT:**

OREDOCK TRUST - Ana Tochterman  
DPEAC - Jim Gregoire  
HARBOR COMMISSION - Dick Pufall  
HISTORIC PRESERVATION - Andrew Goyke  
MAIN STREET BOARD - Andrew Goyke  
LIBRARY BOARD - Sarah Jackson  
PARKS & REC COMMITTEE - Kevin Seefeldt  
PLAN COMMISSION - Ana Tochterman  
PUBLIC WORKS COMMITTEE - Andrew Goyke  
SUSTAINABILITY COMMITTEE - Jim Gregoire

**SUBJECT:** Discussion and Possible Action to Allow the Ashland Fire Department to Apply for an Assistance to Firefighters Grant (*Fire Chief*)

**RECOMMENDATION:** The Fire Chief recommends approval.

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**DEPARTMENT OF ORIGIN:** Fire Department

**CLEARANCES:** Council President

**EXHIBITS:**

**COMPLIANCE WITH STRATEGIC PLAN:** N/A

**SUMMARY STATEMENT:**

The Ashland Fire Department is requesting approval to submit a federal Assistance to Firefighters Grant (AFG) application to obtain funding to replace an ambulance.

The ambulance that would be replaced is currently 11 years old and has 261,403 miles. The normal lifespan of an ambulance is ten years. Due to financial constraints, the replacement of this ambulance was delayed last year. The cost of a new ambulance is \$301,000 and the time from order to delivery is about a year. If we are awarded the AFG grant, Ashland's 5% matching share would be \$15,050.

Each year the Ashland Fire Department applies for an AFG grant. Each year the funding opportunities change slightly. We feel that this application request meets this year's funding opportunity guidelines and if successful, the reduction to our capital expenses would be very beneficial to the city. The grant match funds would need to come from the capital fund as there are no available funds within the fire department budget for the match amount. The grant application deadline is March 8, 2024.

**SUBJECT:** Presentation and Discussion Regarding Upcoming Special Assessment Process for Capital Projects (*Public Works*)

**RECOMMENDATION:** N/A- Discussion Only

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**DEPARTMENT OF ORIGIN:** Public Works

**CLEARANCES:** City Administrator

**EXHIBITS:**

**COMPLIANCE WITH STRATEGIC PLAN:** INFRASTRUCTURE: Improvement of Sewer/Sidewalk facilities

**SUMMARY STATEMENT:**

The City has two policies related to special assessment of properties for infrastructure projects, Sidewalk Special Assessment Policy and Intermin Policy for Level of Service Provided to Private Sewer Laterals During Capital Construction Projects. Public Works staff will be bringing various capital project related items to the Council's attention over the next couple of months and wanted to take some time to discuss the policies and projects with the Council prior to that.

Upcoming projects with special assessment activities associated are as follows:

- **Prentice Ave Reconstruction** - 6th Street West to 11th Street West. Wisconsin Department of Transportation (WI DOT) grant funds are covering 80% of sidewalk replacement costs. Property assessments are planned for the remaining 20%. No sewer work is planned.

- **Ore Dock Access Road** - various areas around the Ore Dock. New sidewalk construction is planned only in areas where properties are owned by the City. Minor quantities of special assessment for driveway aprons and carriage walks are planned for two blocks. An additional two blocks of sewer main replacement is planned, which will require assessment for private sewer lateral replacement.

- **2023 Sanitary Sewer Replacement Project** - several blocks were completed by Jake's Excavating in Fall 2023. One additional block of 16th Avenue West will be completed in 2024. Unfortunately, due to a lack of engineering staff and changes to the project schedule, the Public Works Department was not able to provide notification to property owners of the upcoming assessment costs prior to construction, as is recommended, but not required, practice. At the February 8, 2024 Public Works Committee (PWC) meeting, the PWC recommended assessment for private sewer lateral replacement retroactively, as is permitted by Wisconsin State Statutes. In addition, the PWC recommended the following assessment rates for each sewer lateral. In general, the cost of the assessment is based on the depth of the sewer main. In the case of 16th Avenue West, the sewer main is located in the roadway, which presents a 66-foot public right of way and results in a significant portion of each sewer lateral being replaced as part of the project. These property owners will receive advance notification of the cost prior to construction.

Beaser/14th Avenue West alley- \$600/ lateral

12th Avenue West/11th Avenue West alley- \$575/lateral  
Beaser/12th Avenue West alley- \$575/lateral  
16th Avenue West - \$1,600/lateral

**SUBJECT:** Update on Police Department Solar Array (*Planning*)**RECOMMENDATION:** N/A - Update only**DEPARTMENT OF ORIGIN:** Planning and Development**CLEARANCES:** City Administrator**EXHIBITS:****COMPLIANCE WITH STRATEGIC PLAN:**

The City of Ashland Strategic Plan includes a number of action items regarding renewable energy use. These include conducting a solar assessment and submitting recommendations for moving ahead with solar projects. Additionally, the City's 25 x 25 Plan for Energy Independence summarized the City's energy usage and includes recommendations for achieving twenty-five percent of the City's total energy usage through renewable sources by 2025.

**SUMMARY STATEMENT:**

At the January 30, 2024 Council meeting, Councilor Gregoire asked for an update on the solar array at the Police Station. Staff confirmed that the array is online and is generating electricity. City staff are able to monitor the electricity generation via an online dashboard set up by Solar Edge. Online monitoring became available in mid-April 2023. Solar generation data before that time is not available. Bill Bailey of Chequamegon Bay Renewables, Inc. assisted staff with getting the system online, getting the online dashboard set up, and calculating the utility bill savings the City is seeing.

Staff and Mr. Bailey determined the simplest way to calculate utility bill savings is to find the monthly or annual generation in kWh and multiply this by the cost from Xcel Energy which is the local utility provider. The Police Station is on the Cg-7 rate and the rates are listed here:

| 2024 Xcel Rates Cg-7 | June-Sept | Oct - May |
|----------------------|-----------|-----------|
| On-peak \$/kWh       | \$0.0999  | \$0.0898  |

Much of the electricity generated by the solar array offsets peak usage. In 2023 for example, the solar array generated 30,700 kWh from mid-April through the end of the year. Multiplying this times \$0.090/kWh = \$2,763 (last year's average kWh charge). In 2024, with a full year of generation data and the associated savings, it is anticipated to increase to around 33,000 kWh and approximately \$3,135 respectively. For 2023 the City spent approximately \$11,645.48 on electric utility bills for the Police Department. Electric bills can be broken down into an energy charge in kWh, and a demand charge in kW. Staff and Mr. Bailey determined that based on the size of the PD solar array, the array would offset between 30-35% of the building's electric energy bill throughout the year.

**SUBJECT:** Review and Discussion of the Progress of the City Administrator's Goals and Evaluation (*Mayor*)

**RECOMMENDATION:** Discussion and Possible Action

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**DEPARTMENT OF ORIGIN:** Mayor

**CLEARANCES:** Council President

**EXHIBITS:**

**COMPLIANCE WITH STRATEGIC PLAN:** NA

**SUMMARY STATEMENT:**

The City Administrator's last evaluation took place in 2023 where Councilors recommended goals for improved performance moving forward. Before his next evaluation, the Mayor requested to review those goals and the progress of them, before setting new goals.

The 2024 timeline is as follows:

February 27 - Review of 2023 goals; Councilors offer comments or changes to the evaluation

March 1 - Revised evaluations distributed to Councilors

March 12 - Evaluations due to the Mayor

March 26 - Summary of evaluations to be reviewed in Closed Session

April 8-12 - Mayor completes evaluation

April 30 - Set goals for next evaluation

**SUBJECT:** Discussion and Possible Action Regarding Solid Waste Rates (*Administration*)

**RECOMMENDATION:** Discussion and Possible Action

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**DEPARTMENT OF ORIGIN:** Administration

**CLEARANCES:** Council President

**EXHIBITS:**

**COMPLIANCE WITH STRATEGIC PLAN:** NA

**SUMMARY STATEMENT:**

As a part of the contract renewal process, the rates proposed in both submittals exceeded the amount residents are charged for garbage & recycling. In order to ensure that the city is not subsidizing garb collection, we will have to adjust the collection rate.

Figures will be made available at the time of the meeting.

**SUBJECT:** Review, Discussion and Possible Action Regarding the Process of Bringing an Item to the Committee of the Whole Agenda (*Mayor*)

**RECOMMENDATION:** Review, Discussion and Possible Action

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**DEPARTMENT OF ORIGIN:** Mayor

**CLEARANCES:**

**EXHIBITS:**

**COMPLIANCE WITH STRATEGIC PLAN:** GOOD GOVERNMENT

**SUMMARY STATEMENT:**

The Mayor requested to review the process of bringing an item to the agenda beyond recommendation of a topic.

During each Committee of the Whole meeting, Councilors are asked for topics they feel should be discussed at a future meeting. Once these items are vetted at the Committee of the Whole, they can be assigned to a committee or department for further research and discussion, or forwarded to the following Council agenda for formal action.

Each Councilor or department is to be responsible for the introduction of their requested topic for discussion. Needed for each topic are outlined below:

- Title of the item. Each Committee of the Whole item begins with **Discussion and Possible Action**. The title should include as much detail as possible regarding the topic to be discussed.
- Recommendation. What is the anticipated or desired outcome for the item: approval to move forward? assign to a committee? discussion only? It is important to be clear of the intention of the item for discussion purposes.
- Exhibits. The presenter is responsible for gathering any supporting documents for the item.
- Statement with Strategic Plan. Council requested that items show relevance to an action item within the City's Strategic Plan and that the item contributes to its success. An abbreviated "plan" is included for reference. *\*Not all items are required to be associated with the Strategic Plan.*
- Summary Statement. This is where you'll make your case for your topic. Thoughts may include the reason the item was brought forward, the history behind it, progress to date if introduced in the past, comparisons with other communities, statistics, and potential related costs.

The Summary Statement does not need to be excessively long, as long as the point comes across clearly. Staff can be of assistance in locating records necessary for the item, but the intention is to not assign this to staff unless the Council as a whole determines to request a department or committee to take it on.

Deadlines. If the Council President feels there is not sufficient information for the Council to have a meaningful

discussion, it may get moved to the following available agenda. All information to be included with an agenda item must be passed to the City Clerk and Council President *before 11AM on the Wednesday prior to the meeting* to ensure time to review and publish in the meeting packet, and legal or financial review if necessary.

**SUBJECT:** Recurring Discussion and Possible Action Regarding Homelessness and Current Ordinances Regarding Use of Public Spaces in the City of Ashland (*Ortman*)

**RECOMMENDATION:** Continued Discussion and Possible Action

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**DEPARTMENT OF ORIGIN:** Committee of the Whole

**CLEARANCES:** Council President

**EXHIBITS:**

**COMPLIANCE WITH STRATEGIC PLAN:** HOMELESSNESS: For those persons who choose to occupy City parks in the summer - Establish and enforce park rules

**SUMMARY STATEMENT:**

This will be a recurring discussion for the Committee of the Whole to work through continued issues.