



Take notice that the City of Ashland Common Council will meet at 6:00 PM in the City Hall Council Chambers, 601 Main Street W. Ashland, WI to consider and act upon the following agenda.

To attend virtually, 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.

****AMENDED AGENDA, POSTED DECEMBER 9, 2024**

Tuesday, December 10, 2024 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 12, 2024 City Council Meeting Minutes
- B. November 7, 2024 Budget Work Session Meeting Minutes

4. CITIZEN PARTICIPATION PERIOD

5. MAYOR'S REPORT

- A. Announcements

6. CONSENT AGENDA

- A. Miscellaneous Minutes

7. OLD BUSINESS

- A. Approve an Ordinance Amending Chapter 711 (1252) Ordinance for a POTW and Collection System, Ashland City Ordinances *(Public Works)* Roll
- B. Approve to Accept Bid from Huffcutt Concrete, LLC and Award a Contract for a Replacement Bathhouse for the Kreher Park Campground Expansion Project *(Public Works/Parks & Recreation)* Roll
- C. Approve a Cost Proposal for Design Engineering and Plan Production from Northern Wisconsin Based Engineers, Inc. (NWBE) to Complete Design of the 2025 Chapple Avenue Reconstruction Project *(Public Works)* Roll

- D. **Approve City of Ashland Public Works Department Staff to Perform Public Construction without Advertising for Competitive Bids as Allowed in Chapter 194.05(d), Ashland City Ordinances** (*Public Works*) Roll
- E. **Approval to Allow the Fire Department to Allocate Additional Funds for an Ambulance Purchase** (*Fire/EMS Department*) Roll
- F. **Approve a Wisconsin DNR Urban Forestry Grant Agreement to Continue Implementing the Emerald Ash Borer (EAB) Readiness Plan** (*Parks & Recreation*) Roll
- G. **** Approve a Resolution to Allow to Include BNY, Mellon N.A. as an Approved Public Depository for the City of Ashland** (*Finance*) Roll

8. NEW BUSINESS

- A. **Presentation and Discussion of the City of Ashland 2023 Financial Audit**
- B. **Consider the 2025 City Council Meeting Calendar** (*Clerk*) Voice
- C. **Consider an Alcohol Beverage License Application from UMA SHIV Inc. dba Super H Foods at 511 Main Street East, Ashland, Agent Nicki Patel** (*Clerk*) Roll
- D. **Consider an Alcohol Beverage License Application from RAM SITA Inc. dba Shell Ashland Gas Station at 810 Lake Shore Drive West, Ashland, and Agent Nicki Patel** (*Clerk*) Roll
- E. **Consideration of an Amendment to Professional Services Agreement with Engberg Anderson Architects, Inc., for Architectural Services for the Vaughn Library Building Renovation Phase 2, Third Floor and Foundations** (*Library*) Roll
- F. **Consideration of Entering into a Contract with Northwoods Vac & Cleaning Supplies LLC for Cleaning Services for City of Ashland Facilities** (*Public Works*) Roll

9. CLOSED SESSION

- A. **Pursuant to WI Stat. 19.85(1)(g): "Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation."** (*Bay View Pier*) (*City Attorney*) Roll
- B. **Pursuant to WI Stat. 19.85(1)(g): "Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation."** (*confer with legal counsel regarding computer system security liability*) (*Administration*)
- C. **Return to Open Session** (Voice)
- D. **Report of Action Taken during Closed Session**

10. 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.

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 12, 2024 – 6:00 PM
Ashland City Hall Council Chambers

1. CALL TO ORDER

The Tuesday, November 12, 2024 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**

PRESENT: Kevin Seefeldt, Sarah Jackson, Ana Tochtermann (6:06 p.m.), Andrew Goyke, James Gregoire, Charlie Ortman, Nancy Szyndor

ALSO PRESENT: Mayor Matthew MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Public Works Director John Butler, Planning Director Steven Wiley, Police Chief Willis Hagstrom, Finance Director Julie Vaillancourt, Treasurer Jacey Dean, and other interested citizens.

2. APPROVAL OF AGENDA

A motion by Goyke and seconded by Seefeldt to approve was passed 6-0 by voice vote.

3. APPROVAL OF MINUTES

A. **October 29, 2024 City Council and Committee of the Whole Meeting Minutes**

A motion by Seefeldt and seconded by Ortman to approve was passed 6-0 by voice vote.

4. CITIZEN PARTICIPATION PERIOD

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

Jay Emmert, property owner of 714 St. Claire, spoke of the vandalism and theft at his boathouse property, and those who had taken shelter illegally there.

Meghan Perrine, 701 Water Street, commented on the drifters in her community and that she no longer felt safe in her neighborhood.

Joel Langholz, 1114 6th Avenue West, commented on the difference between those who are homeless and those who steal and vandalize properties, and that the issue Ashland is facing is a community issue that needs a concerted effort.

Tricia Bowers, Main Street business owner, noted the amount of theft in the downtown stores and safety concerns for employees, and feels downtown shops are losing business.

Don Jaskowiak, 121 N Willis, said that he would like to feel safe in his neighborhood again and feels the citizens are being penalized.

Susan Lee, Ashland business owner, read a letter of concern from another business owner about her concerns about losing business because of the presence of transients in and around her store.

Mary McPhetridge, Ashland Area Chambers Director, proposed organizing a community discussion to find a solution.

Nancy Emmert, 714 St. Claire property owner, asked for the reason the vandals were not arrested for the damages and theft at her property.

Erin Cutler, 816 Water Street, thanked the city for taking down some encampments around town, spoke about the trash in the community, and the need for people to keep their homes and possessions locked.

5. MAYOR'S REPORT

A. **Announcements**

Mac Kenzie provided a summary of the Election turnout and thanked all volunteers and staff for their time and dedication for a good and clean election. He reminded those Councilors affected, that seats for Districts 2, 4, and 6 are due for re-election in April 2025. The date to begin filing paperwork is December 1, 2024.

B. **Administrator's Report**

Kucera offered a solution to assist funding for special assessments. The topic will be discussed further at a future Committee of the Whole meeting.

6. OLD BUSINESS

A. **Approve an Ordinance to Amend Chapter 165 Comprehensive Fee Schedule, Ashland City Ordinances (Clerk) Roll**

A motion by Ortman and seconded by Goyke to approve the ordinance was passed unanimously by roll call vote.

File #2024-2004

B. **Approve to Accept a Wisconsin Department of Natural Resources (WI DNR) Stewardship Grant of \$249,000, and to Enter into a WI DNR Outdoor Recreation Aids Grant Contract for Redevelopment of the Former Baron Radiator Site (Planning) Roll**

A motion by Ortman and seconded by Tochtermann to approve to accept the grant for \$249,000 was passed unanimously by roll call vote.

C. **Authorize City Administrator to Approve a Professional Engineering Service Proposal for the Kreher Boat Launch Project (Public Works) Roll**

A motion by Tochtermann and seconded by Seefeldt to approve to authorize up to \$100,000 for an engineering professional services contract, passed unanimously by roll call vote.

D. **Approve an Ordinance to Amend Chapter 194 (1848) Procurement of Goods and Services and Approval of Change Orders for Public Construction Projects, Ashland City Ordinances, to Allow for Greater Efficiency Obtaining Signatures on Contracts (Public Works) Roll**

A motion by Seefeldt and seconded by Ortman to approve the ordinance, passed unanimously by roll call vote.

File #2024-2005

7. NEW BUSINESS

A. **Public Hearing on the Proposed 2025 City of Ashland Budget** (*Administration*) Roll

A motion by Goyke and seconded by Seefeldt to move into Public Hearing passed unanimously by roll call vote.

As there were no citizens wishing to speak, Ortman moved, seconded by Seefeldt to close the Public Hearing session. The motion passed unanimously by voice vote.

B. **Consider to Approve a Resolution Authorizing the Issuance and Sale of a \$262,000 One Year Taxable General Obligation Promissory Note, Series 2024E, to Fund 2025 General Fund Operations** (*Administrator*) Roll

A motion by Ortman and seconded by Tochtermann to approve the resolution passed unanimously by roll call vote.

File #17802

C. **Consider to Approve a Resolution to Adopt the 2025 Non-Represented Employees Salary / Hourly Wage Schedule** (*Administration*) Roll

A motion by Ortman and seconded by Gregoire to approve the resolution passed unanimously by roll call vote.

File #17803

D. **Consider to Approve a Resolution by the Common Council for the City of Ashland, Wisconsin, to Adopt the 2025 General Fund, Debt Service funds, Special Revenue Funds, Capital Project Funds, and Internal Service Funds Budgets** (*Administration*) Roll

A motion by Ortman and seconded by Goyke to approve the resolution passed 6-1 by roll call vote; Gregoire opposed.

File #17804

E. **Consider to Approve a Resolution Adopted by the Common Council for the City of Ashland, Wisconsin, to Establish the 2024 Tax Levy (Payable in 2025) for the City's General Fund, Debt Service Funds, Special Revenue Funds, Capital Project Funds, and Internal Service Funds** (*Administrator*) Roll

A motion by Ortman and seconded by Tochtermann to approve the resolution passed unanimously by roll call vote.

File #17805

F. **Consider to Approve the Proposed 2025 Budgets for JFK Memorial Airport and Ashland Marina** (*Administration*) Roll

A motion by Ortman and seconded by Gregoire to approve the proposed budgets passed unanimously by roll call vote.

G. **Consider to Approve the Proposed 2025 Water and Wastewater Utility Budgets** (*Administration*) Roll

A motion by Ortman and seconded by Goyke to approve the proposed budgets passed unanimously by roll call vote.

- H. **Consider to Approve the 2025 Property Insurance Renewal, and the 2025 General Liability, Linebacker, Law Enforcement Liability, Data Compromise, Cyber Security, Government Crime / Fidelity ISO, Business Auto, Workers' Copensation, and Commercial Umbrella Insurance Carrier Renewal** *(Clerk)* Roll

A motion by Ortman and seconded by Gregoire to approve passed unanimously by roll call vote.

8. ADJOURNMENT

A motion by Goyke and seconded by Ortman to adjourn passed unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant,
City Clerk

MEETING MINUTES
COMMITTEE OF THE WHOLE MEETING
Thursday, November 7, 2024 – 6:00 PM
Ashland City Hall Council Chambers

1. Roll Call

The Thursday, November 7, 2024 City of Ashland Committee of the Whole Meeting was called to order by Council President Charlie Ortman at 6:00 p.m.

PRESENT: Kevin Seefeldt, Sarah Jackson, Andrew Goyke, Jim Gregoire, Charlie Ortman

ABSENT: Ana Tochtermann, Nancy Sztynдор (both excused)

ALSO PRESENT: Mayor Matt Mac Kenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, Finance Director Julie Vaillancourt, Public Works Director John Butler, Treasurer Jacey Dean.

2. Approval of Agenda

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

3. DISCUSSION ITEMS

A. Continued Discussion of 2025 Budget

Kucera offered a PowerPoint presentation and answered questions from Council.

4. Adjournment

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

Respectfully submitted,
Denise Oliphant,
City Clerk

CITY OF ASHLAND
POLICE & FIRE COMMISSION MEETING
Monday, September 9, 2024 – 5:15 p.m.
Hybrid Meeting – Ashland Fire Dept. and GoTo Meeting

1. **CALL TO ORDER:**

Ed Monroe, President, called the meeting to order at 5:20 pm.

2 **ROLL CALL:**

Members Attended: Ed Monroe, Melissa O'Connor, Tom Tolliver

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 Tom Tolliver, seconded by Ed Monroe, and passed unanimously.

4. **APPROVAL OF MINUTES FROM JUNE 3, 2024 MEETING:**

A motion to approve the minutes from the previous meeting was made by Tom Tolliver, 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, 2024 through August 31, 2024. There was an average of 26.1 calls per day, there were 116 arrests, 6 emergency detentions and 38 reportable accidents.

Chief Hagstrom let the Commission know that he listed some patrol/investigation incidents that were more than just routine, along with situations where physical force was used.

Chief Hagstrom reported that the new officer, Robert Wilkins, is moving along fast; he is already in Phase 3 of training.

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 June 1, 2024 through August 31, 2024. The department responded to 752 incidents.

CITY OF ASHLAND

POLICE & FIRE COMMISSION MEETING

Monday, September 9, 2024 – 5:15 p.m.

Hybrid Meeting – Ashland Fire Dept. and GoTo Meeting

A motion to approve both Department Reports and place them on file was made by Tom Tolliver, seconded by Ed Monroe, and passed unanimously.

Consideration & Possible Action on New Job Descriptions

Chief Matthias presented job descriptions for the following positions: Fire Fighter/EMT, Fire Fighter/Advanced EMT, Fire Fighter/Paramedic, Motor Pump Operator/EMT, Motor Pump Operator/Paramedic, Transfer EMT, Transfer EMT/Paramedic, Transfer EMT/RN. He reported that some are new, and some are updated as they are mostly all over ten years old; the changes were discussed. Chief Matthias had asked the Union President for some input on the changes, but received none. He then talked to the labor lawyer and was told to make the changes and get the job descriptions approved by the PFC.

A motion to approve the new and updated job descriptions was made by Tom Tolliver, seconded by Melissa O'Connor, and passed unanimously.

7. **NEXT REGULAR MEETING DATE:**

The next regular meeting will be held on Monday, November 4, 2024 at 5:15 p.m. This is a month earlier than usual, as it will work out better with the holiday/hunting season coming up. 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:**

An individual vote was made to enter into closed session.

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 Tom Tolliver, seconded by Melissa O'Connor, and passed unanimously.

10. **REPORT ACTION TAKEN IN CLOSED SESSION:**

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

CITY OF ASHLAND
POLICE & FIRE COMMISSION MEETING
Monday, September 9, 2024 – 5:15 p.m.
Hybrid Meeting – Ashland Fire Dept. and GoTo Meeting

Michael Brennan's promotion to Firefighter/EMT was confirmed due to his probation ending in good standing.

A motion to reaffirm the business taken during closed session was made by Tom Tolliver, seconded by Melissa O'Connor, and passed unanimously.

Due to Daryle Tucker's expired term, a Secretary is needed. An agenda item will be added to the next meeting to vote for a Commission Secretary.

Ambulance Med 4 was involved in a deer hit while a patient was onboard. The trip was finished but the damage was extensive. Cpt. Matt Spangler wrote a grant to fund a new ambulance and was awarded \$286,000. This will allow Med 4 to be replaced.

The Ashland County Public Health vending machine in the FD entry has been being used approximately four times per week.

An agenda for a Police & Fire Commission Webinar was included as a handout. The webinar will take place on Friday, November 8, 2024 for those interested.

11. ADJOURNMENT:

A motion to adjourn the meeting was made by Tom Tolliver, seconded by Melissa O'Connor, and approved unanimously. Meeting was adjourned at 6:32 pm.

Respectfully Submitted
Emily Hanson, Admin Asst.

Ref: 2024-262

COUNCIL AGENDA: 7.A.
(12/10/2024)

SUBJECT: Approve an Ordinance Amending Chapter 711 (1252) Ordinance for a POTW and Collection System, Ashland City Ordinances (*Public Works*) Roll

RECOMMENDATION: Approve

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Attorney
Public Works Director

EXHIBITS: 1. Proposed Ordinance 2024-2006

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: Approved Unanimously by Committee of the Whole, October 29, 2024

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

At the August 8, 2024 meeting the Public Works Committee recently recommended rate increases to fees charged for bulk treatment related to septic/holding tanks and landfill leachate.

The recommended increases were presented to the Council at the October 29, 2024 Committee of the Whole meeting and the 2025 Utility budget included increased revenue projections as a result of the rate increases.

The rates for these items are established in [Chapter 711](#), specifically [Appendix A](#). The rates will be modified by increasing the cost-per-pound charged for holding tanks, septic tanks and leachate. Waste from septic tanks and leachate is typically of a higher strength compared to domestic wastewater, requiring more treatment and associated costs. Waste from holding tanks is similar to domestic wastewater but property owners with holding tanks do not pay fixed fees associated with City sewer service. Thus, higher cost per pound charges are justified for these types of waste.

No changes to rates paid by residential/commercial/industrial wastewater customers within the City limits are being proposed at this time.

The proposed changes to Chapter 711 include rate increases and other language determined to be necessary to implement these changes. The proposed changes have been reviewed by the City Attorney's office.

The Public Works Director is requested approval of the proposed changes to Chapter 711 such that the proposed rate increases can be put into effect. Wisconsin Stats 281.49 requires a 60 day notice be given to all septic haulers licensed to dispose of wastewater at the City's facility. It is anticipated that the proposed rate increase for holding tanks and leachate will go into effect January 1, 2024 and that the proposed rate increase for septic tanks will go into effect in mid February.

Sequential Ordinance No. 2024-2006

ORDINANCE TO AMEND CHAPTER 711 (1252) ORDINANCE FOR A POTW AND COLLECTION SYSTEM, ASHLAND CITY ORDINANCES

An ordinance adopted by the Common Council for the City of Ashland at a regular meeting of December 10, 2024, for the purpose of amending Chapter 711 (1252) Ordinance for a POTW and Collection System, Ashland City Ordinances.

SECTION I

711.03 Definitions *shall be amended to read as follows:*

711.03(q) *shall be added to read as follows:*

q) **LEACHATE** shall mean water or other liquid that has percolated through or contacted solid waste or gasses generated by a solid waste facility.

711.03(r) *shall be added to read as follows:*

r) **LEACHATE COLLECTION AND REMOVAL SYSTEM** shall mean a system capable of collecting and removing leachate or other liquids from a solid waste facility.

And the items q) through aa) shall be renumbered beginning with s) accordingly; and,

711.03(ab) *shall be added to read as follows:*

ab) **POTW or “PUBLICLY OWNED TREATMENT WORKS”** means a treatment works which is owned by a municipality and any sewers that convey wastewater to such a treatment works. This definition includes any devices or systems used by a municipality in the storage, treatment, recycling, and reclamation of municipal sewage or liquid industrial wastes. The term also means the municipality or local unit of government which has jurisdiction over the indirect discharges to, and the discharges from, such as a treatment works.

And the items ab) through ay) shall be renumbered beginning with ac) accordingly.

SECTION II

711.05 User Rules And Regulations *shall be amended to read as follows:*

f) **APPLICATION FOR SEPTAGE DISPOSAL**. Between August 1 and September 1 of each year every licensed disposer wishing to discharge septage to the City of Ashland sewer system shall file a nonrefundable filing fee, **as defined in Appendix A**, and an application in writing to the Wastewater Utility on such a form as is prescribed for that purpose. During the months of July and August, forms for such application will be furnished at the office of the Wastewater Utility. The application must state fully and truly the type, frequency, quantity, quality and location of generated septage to be disposed in the City of Ashland sewerage system.

During the month of September, the Wastewater Utility will evaluate the applications and make a determination as to the amount and conditions of septage disposal in the City of Ashland sewerage system. The Wastewater Utility shall approve or reject all applications by October 1 of each year. If the WWTF cannot accept all the

proposed septage disposal then consideration shall be given first to those generators of septage that are within the sewer service or holding tank service areas [see NR 205.07(2)(h)].

All Wastewater Utility approvals for septage disposal shall have the conditions that anytime the sewerage system has operational problems, maintenance problems, or threat of WPDES permit violations that are indirectly or directly related to septage disposal, the Wastewater Utility may immediately restrict septage disposal until such time as corrective action or mitigative measures have been taken.

SECTION III

711.08(a) Sewer User Charge System *shall be amended to read as follows:*

5) **NORMAL USER** shall be a user whose contributions to the sewerage system consist only of normal domestic strength waste water originating from a house, apartment, flat, or other living quarters occupied by a person or person constituting a distinct household, **public authority**, business or commercial enterprise.

SECTION VI

711.09 Control of Industrial and Septage Wastes *shall be amended to read as follows:*

711.09 Control of Industrial, **Leachate and Septage Wastes**

And,

711.09(b) *shall be added to read as follows:*

b) LEACHATE. If any leachate is discharged to the public sewerage system, the Wastewater Utility may:

- 1) Reject the wastes.
- 2) Require pretreatment to an acceptable condition for discharge to the sewerage system.
- 3) Require a control over the quantities and rates of discharge.
- 4) Require payment to cover the added cost of handling and treating the waste not required by existing taxes or sewer charges under the provisions of Section IV (C)

And the items b) through e) shall be renumbered beginning with c) accordingly; and,

g) METERING OF LEACHATE. Devices for measuring the volume of leachate discharged may be required by the Wastewater Utility. Metering devices for determining the volume of leachate shall be installed, owned, and maintained by the person discharging the leachate. Following approval and installation, such meters may not be removed without the consent of the Wastewater Utility.

And, the items g) through l) shall be renumbered beginning with h) accordingly; and,

h) WASTE SAMPLING

1) Industrial wastes, **leachate** and septage discharge into the public sewers shall be subject to periodic inspection and a determination of character and concentration of said waste at least quarterly. The determination shall be required by the Wastewater Utility.

2) Samples shall be collected in such a manner as to be representative of the composition of the wastes **or leachate**. The sampling may be accomplished either manually or by the use of mechanical equipment acceptable to the Wastewater Utility. A minimum schedule of sampling may be set up by the Wastewater Utility to determine sewer service charges.

3) Testing facilities shall be the responsibility of the person discharging the waste, **leachate** or septage and shall be subject to the approval of the Wastewater Utility or its duly authorized representatives at all times. Every care shall be exercised in the collection of samples to ensure their preservation in a state comparable to that at the time the sample was taken.

And,

i) PRETREATMENT When required, in the opinion of the Wastewater Utility, to modify or eliminate wastes **or leachate** that are harmful to the structures, processes, or operation of the sewerage system, the discharger shall provide at their expense such preliminary treatment or processing facilities as may be required to render this waste acceptable for admission to the public sewers.

And,

k) ANALYSIS

1) All measurements, tests, and analysis of the characteristics of water, waste, **leachate** and septage to which reference is made in the Ordinances shall be determined in accordance with the latest edition of “Standard Methods for the Examination of Water and Wastewater”, published by the American Public Health Association and “Guidelines Establishing Test Procedures for Analysis of pollutants,” (1978, 40 CFR 136). Sampling methods, locations, times, durations, and frequencies are to be determined on an individual basis subject to approval by the Wastewater Utility.

2) Determination of the character and concentration of the industrial waste **or leachate** shall be made by the person discharging them or their agent, as designed and required by the Wastewater Utility. The Wastewater Utility may also make its own analysis of the wastes **or leachate** and these determinations shall be used as a basis for charges. If the person discharging the waste or leachate contests the determination, the Wastewater Utility may elect to have an independent laboratory determine the character and concentration of the waste. Said independent laboratory shall be certified under NR 149 and be acceptable to both the Wastewater Utility and the person discharging the waste **or leachate**. All costs incurred by the independent laboratory in making the determination shall be assumed by the discharger.

And,

m) SUBMISSION OF BASIC DATA. Within three (3) months after passage of this Ordinance, each person who discharges industrial wastes **or leachate** to a public sewer shall prepare and file with the Wastewater Utility a report that shall include pertinent data relating to the quantity and characteristics of the waste discharged to the sewerage system.

Similarly, each person desiring to make a new connection to a public sewer for the purpose of discharging industrial wastes **or leachate** shall prepare and file with the Wastewater Utility a report that shall include actual or predicted data relating to the quantity and characteristics of the waste to be discharged.

SECTION V

APPENDIX A PART III shall be created to read as follows:

APPENDIX A PART III

Schedule 1 – Volume and Strength Rate Calculation

Effective January 1, 2025

VOLUME CHARGE

Volume	\$1,126,384
BOD (Biological Oxygen Demand)	\$ 189,360
SS (Suspended Solids)	\$ 170,424
Phosphorous	\$ 104,149

<u>COMPONENT</u>	<u>Volume</u> <u>(1,000</u> <u>Gallons)</u>		<u>Conversion</u> <u>Factor</u> <u>(lb*L)/(gal*mg)</u>		<u>Assumed</u> <u>Strength</u>		<u>Billed Units</u>
Volume – Domestic Strength	166,576						166,576 (1,000 gal)
BOD	166,576	x	0.00834538	x	250 mg/L	=	347,535 pounds
SS	166,576	x	0.00834538	x	250 mg/L	=	347,535 pounds
Phosphorous	166,576	x	0.00834538	x	6 mg/L	=	8,341 pounds

<u>COST PER UNIT</u>	<u>Allocated Cost</u>		<u>Billed Units</u>		<u>Rate per Unit</u>
Volume Cost per 1,000 gallons	\$1,126,384 /		166,576	=	\$ 6.76 / 1000 gallons
BOD	\$ 189,360 /		347,535	=	\$ 0.54 / pound
SS	\$ 170,424 /		347,535	=	\$ 0.49 / pound
Phosphorous	\$ 104,149 /		8,341	=	\$12.49 / pound

CALCULATED DOMESTIC STRENGTH RATES

<u>COMPONENT</u>	<u>Assumed</u> <u>Strength</u>		<u>Conversion</u> <u>Factor</u> <u>(lb*L)/(gal*mg)</u>		<u>Rate per</u> <u>Pound</u>		<u>Rate per 1,000</u> <u>Gallons</u>
Volume						=	\$ 6.76 / 1,000 gal
BOD	250 mg/L	x	0.00834538	x	\$ 0.54	=	\$ 1.13 / 1,000 gal
SS	250 mg/L	x	0.00834538	x	\$ 0.49	=	\$ 1.02 / 1,000 gal
Phosphorous	6 mg/L	x	0.00834538	x	\$12.49	=	\$ 0.63 / 1,000 gal
Total Calculated Domestic Rate							\$ 9.53 / 1,000 gal
Total Calculated Domestic Rate							\$ 7.13 / CCF
Authorized Domestic Rate							\$ 5.90 / CCF

APPENDIX A PART III CONTINUED **Schedule 2 – Customer Charge Calculation** **Effective January 1, 2025**

	<u>Customer Fixed</u>	<u>Customer Demand</u>
Customer Related Costs	\$134,530	\$340,746

<u>Meter Size</u>	<u>Meters</u>	<u>Equivalent Ratio</u>	<u>Meter Equivalents</u>
< 1 Inch Meter	2900	1.0	2900
1 Inch Meter	71	2.5	178
1.5 Inch Meter	37	5.0	185
2 Inch Meter	41	8.0	328
3 Inch Meter	15	15.0	225
4 Inch Meter	2	25.0	50
Total	3066		3866

Customer Fixed Monthly Rate per Meter	\$3.66
Customer Demand Monthly Rate per Meter Equivalent	\$7.34

<u>Meter Size</u>	<u>Customer Fixed</u>	<u>Customer Demand</u>	<u>Calculated Monthly Customer Charge</u>
< 1 Inch Meter	\$ 3.66	\$ 7.34	\$ 11.00
1 Inch Meter	\$ 3.66	\$ 18.35	\$ 22.01
1.5 Inch Meter	\$ 3.66	\$ 36.70	\$ 40.36
2 Inch Meter	\$ 3.66	\$ 58.72	\$ 62.38
3 Inch Meter	\$ 3.66	\$110.10	\$113.76
4 Inch Meter	\$ 3.66	\$183.50	\$187.16

<u>Meter Size</u>	<u>Calculated Monthly Customer Charge</u>	<u>Authorized Benefitted Charges</u>	<u>Authorized Non-Benefitted Charges</u>
< 1 Inch Meter	\$ 11.00	\$ 13.52	\$ 13.52
1 Inch Meter	\$ 22.00	\$ 34.00	\$ 66.00
1.5 Inch Meter	\$ 40.00	\$ 68.00	\$132.00
2 Inch Meter	\$ 62.00	\$108.00	\$211.00
3 Inch Meter	\$114.00	\$203.00	\$396.00
4 Inch Meter	\$187.00	\$338.00	\$661.00

APPENDIX A PART III CONTINUED

Schedule 3 – Septic and Holding Tank Rate Calculation

Effective January 1, 2025

Assumed holding tank strength is 550 mg/L of BOD, 550 mg/L of SS, and 6 mg/L of Phos.

<u>Component</u>	<u>Concentration</u> <u>(mg/L)</u>	<u>Concentration</u> <u>in Domestic</u> <u>Rate (mg/L)</u>	<u>Conversion</u> <u>Factor</u> <u>(lb*L)/(gal*mg)</u>	<u>Pounds per</u> <u>1,000</u> <u>Gallons</u>	<u>Rate per</u> <u>Pound</u>	<u>Rate per</u> <u>1,000 Gallons</u>
Volume						\$ 16.53
BOD	550	(250)	0.00834538	2.504	\$ 0.935 =	\$ 1.35
SS	550	(250)	0.00834538	2.504	\$ 0.85 =	\$ 1.23
Phosphorus	6	(6)	0.00834538	-	\$18.71 =	\$ -
Total Rate per 1,000 Gallons						\$ 21.00

Assumed septic tank strength is 4500 mg/L of BOD, 12,000 mg/L of SS, and 71 mg/L of Phos.

<u>Component</u>	<u>Concentration</u> <u>(mg/L)</u>	<u>Concentration</u> <u>in Domestic</u> <u>Rate (mg/L)</u>	<u>Conversion</u> <u>Factor</u> <u>(lb*L)/(gal*mg)</u>	<u>Pounds per</u> <u>1,000</u> <u>Gallons</u>	<u>Rate per</u> <u>Pound</u>	<u>Rate per</u> <u>1,000 Gallons</u>
Volume						\$16.53
BOD	4,500	(250)	0.00834538	35.468	\$ 0.787 =	\$27.91
SS	12,000	(250)	0.00834538	98.058	\$ 0.7181 =	\$70.42
Phosphorus	71	(6)	0.00834538	0.542	\$18.71 =	\$10.14
Total Rate per 1,000 Gallons						\$125.00

Leachate will be sampled and tested with billing based on the following rates per test results. Frequency of testing will be at the discretion of the City of Ashland Wastewater Utility.

<u>Component</u>	<u>Concentration</u> <u>(mg/L)</u>	<u>Conversion</u> <u>Factor</u> <u>(lb*L)/(gal*mg)</u>	<u>Pounds per</u> <u>748</u> <u>Gallons</u>	<u>Rate per</u> <u>Pound</u>	<u>Rate per</u> <u>Unit</u> <u>(748 Gallons)</u>
Volume					\$10.00
BOD	Per test result	0.00834538		\$ 0.935 =	Per test result
SS	Per test result	0.00834538		\$ 0.85 =	Per test result
Phosphorus	Per test result	0.00834538		\$18.71 =	Per test result

Administrative Charge per Monthly Billing = \$50
Annual Septage Disposal License Fee = \$50

SECTION VI

Effective Date of Ordinance: This ordinance shall take effect upon passage and publication.

PASSED: December 10, 2024
PUBLISHED: December 19, 2024

Councilperson

ATTEST:

Denise Oliphant, City Clerk

Matthew Mac Kenzie, Mayor

APPROVED AS TO FORM:

Katie Posewitz, City Attorney

Ref: 2024-263

COUNCIL AGENDA: 7.B.
(12/10/2024)

SUBJECT: Approve to Accept Bid from Huffcutt Concrete, LLC and Award a Contract for a Replacement Bathhouse for the Kreher Park Campground Expansion Project (*Public Works/Parks & Recreation*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Public Works Director
Parks & Recreation Director

EXHIBITS: 1. 2024 Kreher Park Restroom Building_Bid_Tab

EXPENDITURES REQUIRED: \$ 457,485.00 - Base Proposal
\$ **457,485.00 Total Fund 481 Parks & Grounds**

AMOUNT BUDGETED: \$ 249,000.00 - Wisconsin Department of Natural Resources (WI DNR) Stewardship Grant
\$ 200,000.00 - American Rescue Plan Act Funds (ARPA)
\$ 54,272.00 -Total Fund 481 Parks & Grounds
\$ **503,272.00 -Total**

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE: The Treasurer's Office has certified that Huffcutt Concrete, LLC is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH CHAPTER 51: Included in 2025 Capital Improvement Plan

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

SUMMARY STATEMENT:

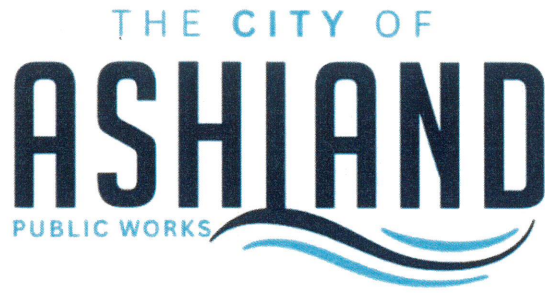
The City and Parkitecture + Planning LLC, received and opened one bid on December 3, 2024 for the 2025 Kreher Park Campground Expansion Project. The bid consists of delivery and set up of a new ADA-compliant bathhouse.

The project is partially funded with \$200K from ARPA funds, which requires the obligation of funding by December 31, 2024. As a result, City staff and Parkitecture + Planning developed a bid package for the bathhouse replacement, consisting of procurement of a pre-cast building for delivery and assembly in 2025. Staff plan to have the bathhouse installed and functional for the 2025 camping season.

The bid for the bathhouse exceeded the cost estimate and City staff and Parkitecture + Planning are negotiating modifications to the bathhouse design to allow construction to fit the project budget. It is likely that the size of the bathhouse will be reduced with other facilities incorporated to ensure compliance with applicable codes for campgrounds.

The Public Works and Parks and Recreation Departments are reviewing the project scope to prioritize other elements of the proposed campground, which will be bid separately in winter/spring 2025.

Due to the timeline required for the award of the ARPA funds, staff recommends that Council award the bid from Huffcutt as received and allow staff to negotiate appropriate modifications for cost savings such that some portion of the other elements of the proposed campground upgrades can still be delivered with the existing budget.

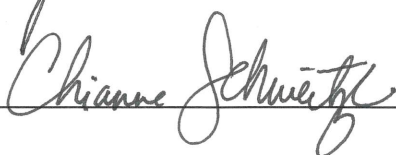


BIDDING SUMMARY: 2024 Kreher Park Restroom Building

BID DATE: December 3rd, 2024 at 11:00 AM

BIDDER	AMOUNT of BID	BID SECURITY
Huffcutt Concrete	\$ 457,485.00	X

WITNESS  DATE 12/3/2024

WITNESS  DATE 12/3/2024

Ref: 2022-264

COUNCIL AGENDA: 7.C.
(12/10/2024)

SUBJECT: Approve a Cost Proposal for Design Engineering and Plan Production from Northern Wisconsin Based Engineers, Inc. (NWBE) to Complete Design of the 2025 Chapple Avenue Reconstruction Project (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Public Works Director

EXHIBITS: 1. Cost Proposal for Design Engineering and Plan Production - NWBE

EXPENDITURES REQUIRED: \$ 84,458.00 - Fund 470 Street Improvements
\$ 69,102.00 - Fund 680 Water Utility
\$153,560.00 Total

AMOUNT BUDGETED: \$162,398.94 - Local Road Improvement Program (LRIP)- Engineering Design

APPROPRIATION REQUIRED: \$ 69,102.00 - Fund 680 Water Utility

TREASURER'S CERTIFICATE: The Treasurer's Office has certified that Northern Wisconsin Based Engineers, Inc. is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH CHAPTER 51: July 9, 2024 Committee of the Whole - Discussion on Future Street Projects

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

SUMMARY STATEMENT:

The Chapple Avenue Reconstruction project consists of street reconstruction, storm sewer replacement, watermain replacement and partial sidewalk replacement between 6th Street West and 11th Street West. The project is partially funded by a \$511,000 grant from the State of Wisconsin Department of Transportation (WI DOT) Local Road Improvement Program (LRIP), and also includes replacement of approximately 25 private lead service laterals (LSL). The City received notice from the Wisconsin Department of Natural Resources (WI DNR) that grant funding will be provided for 100% of the private LSL replacement costs.

The City solicited proposals from qualified engineering firms and evaluated submissions from five different firms. NWBE was the highest ranked firm, in part based on a demonstrated ability to preserve existing street trees to the extent possible. City staff have prior experience working with NWBE on projects funded by the WI DOT and previously approved a preliminary agreement to allow NWBE to complete survey and preliminary design activities in Fall 2024.

The total project cost is estimated to be approximately \$1.5M which includes construction, engineering and contingencies, and was included in the 2025 Capital Budget. The project is being managed by the City's Civil Engineer-Utilities personnel.

Public Works is requesting Council's approval of the agreement with NWBE to allow adequate design and planning for the 2025 construction season. The total cost of the agreement is \$153,560.00



N.W.B.E.

NORTHERN WISCONSIN-BASED ENGINEERS, INC.

December 5, 2024

City of Ashland Public Works Department

2020 6th St. E

Ashland, WI 54806

ATTN: John Butler, Public Works Director; Madison Krzciok, Civil Engineer – Utilities

PROJECT: Chapple Ave. Reconstruction, 11th Street W to 6th Street W;
9th St. W Reconstruction, MacArthur Ave. to Chapple Ave.

RE: Cost Proposal for Design Engineering and Plan Production

Dear Mr. Butler and Ms. Krzciok:

This cost proposal is being submitted for design of the reconstruction of Chapple Avenue from 11th Street W to 6th Street W and 9th Street W from MacArthur Avenue to Chapple Avenue in the city of Ashland. The proposal is for street, drainage and water main design engineering, plan production and bid document preparation, administration and coordination. Roadway and drainage design includes bike accommodation analysis, pavement, base, subbase replacement, storm sewer pipe and structure replacement, curb and gutter replacement (at or near existing offsets), curb ramp upgrades, sidewalk replacement associated with curb ramp upgrades, erosion control, landscaping, tree protection, traffic control, and item quantities and earthwork tabulation. Bid documents will include plans, specifications, construction cost estimate, contractor time analysis, contractor/client agreement, and contractor data package.

Storm sewer and water main design (Chapple Ave.), storm water and water main permitting, and associated technical specification preparation will be completed by Long Island Engineering LLC (LIE) as a subconsultant to NWBE. NWBE will draft storm sewer and water main plan sheets.

Sioux River Services will prune trees identified for preservation/protection on Chapple Avenue, including debris removal, in Winter 2024/2025 (prior to March 31st) as a subconsultant to NWBE. NWBE will incorporate tree protection barriers recommended by Sioux River Services and approved by the city of Ashland.

NWBE's estimated cost to complete the design tasks detailed above is \$119,860. LIE's estimated cost to complete storm sewer and water main design, permitting and specifications is \$28,300. Sioux River Service's estimate to perform tree pruning and debris removal is \$3,600 to \$5,400, based on the completed tree inventory and recommendations subject to city approval. Proposed costs for Sioux River Services to provide additional pre-construction tasks of tree removal, construction impact assessment, identification of TPZ barrier placement locations, and implementation of other arboricultural treatments will be provided at a later date.

See attached cost estimate spreadsheet, LIE proposal, and Sioux River Services proposal. All work will be billed on an "actual cost, not to exceed" basis.

Sincerely,

Heather Harrington

Heather Harrington, PE
President
Attachments

Accepted By:

Signature

Printed Name

Date

HOOR ESTIMATE - NWBE				
Administration, Coordination	Design Engineer (High)	Civil Technician (High)	Civil Technician (Mid)	Total
Client Coordination, Meetings	16.0	28.0	-	44.0
Subconsultant Coordination	16.0	24.0	-	40.0
Agency Coordination	4.0	4.0	-	8.0
Utility Coordination	-	8.0	8.0	16.0
Sub-Total	36.0	64.0	8.0	108.0
Consultant Design Efforts	Design Engineer (High)	Civil Technician (High)	Civil Technician (Mid)	Total
Design - Reporting and Documentation				
PIM Exhibits	2	8	-	10
Phase 1 HazMat Documentation	2	6	4	12
Special Provisions	8	24	8	40
Contractor Time Analysis	-	4	8	12
PS&E and Bid Docs, Const. Contract Docs (EJCDC)	24	40	24	88
Contractor Data Package	-	8	-	8
Design - Roadway				
Alignment and Profile	6	28	-	34
Corridors - Roads	14	46	8	68
Corridors - Curb Ramps	40	112	72	224
Construction Details	6	8	4	18
Pavement Layout	8	4	-	12
Erosion Control Layout	8	-	8	16
Water Main Layout	8	-	8	16
Storm Sewer Layout	10	20	30	60
Miscellaneous Quantities and Earthwork Comps	28	28	24	80
Refinement Top Surface & Datum Surface	8	-	8	16
Traffic Control Layout	-	4	-	4
Plan Production				
Title	-	-	2	2
General Notes	2	-	2	4
Project Overview	2	-	2	4
Typical Sections	6	-	4	10
Construction Details	2	-	6	8
Water Main	2	-	4	6
Storm Sewer	16	-	24	40
Intersection Details	8	8	16	32
Curb Ramp Details	8	8	16	32
Erosion Control	-	2	2	4
Traffic Control	-	2	2	4
Miscellaneous Quantities and Earthwork	2	6	10	18
Tree Protection Zone Details	4	-	8	12
Plan and Profile	10	30	8	48
Standard Detail Drawing Insertion	1	1	2	4
Cross-Sections	20	18	8	46
Sub-Total	255.0	415.0	322.0	992.0
TOTAL HOUR ESTIMATE				
Task	Design Engineer (High)	Civil Technician (High)	Civil Technician (Mid)	Total
Administration, Coordination	36	64	8	108
Consultant Design Efforts	255	415	322	992
Total	291	479	330	1,100
LABOR & EXPENSES ESTIMATE				
Task	Design Engineer (High)	Civil Technician (High)	Civil Technician (Mid)	Total
Specific Rate (2025)	\$125.24	\$110.06	\$91.08	
Administration, Coordination	\$4,508.46	\$7,043.52	\$728.64	\$12,280.62
Consultant Design Efforts	\$31,934.93	\$45,672.83	\$29,327.76	\$106,935.52
Mileage Expense	-	-	-	\$643.86
Total	\$36,443.39	\$52,716.35	\$30,056.40	\$119,860.00
TOTAL ESTIMATED FEE				
NWBE	\$119,860.00			
Sub-Consultant FEE (Long Island Eng., attached)	\$28,300.00 Storm sewer & water main design, permitting			
Sub-Consultant FEE (Sioux River Services, attached)	\$5,400.00 Clearance & Hazard Pruning. Fees for other pre-const. tasks TBC			
Total	\$153,560.00			



Todd Gibbon
Long Island Engineering LLC
201 Maple Ridge
Ashland, WI 54806

November 27, 2024

Heather Harrington, PE
NWBE
10593 Kansas Ave
Hayward, WI 54843

Dear Heather:

Thank you for partnering with me on the City of Ashland Chapple Avenue Project.

Project Overview

We understand that the City of Ashland (owner) has selected us for reconstruction of Chapple Avenue from 6th St. South to 11th St South. The project is a total reconstruction of Chapple Avenue and city owned utilities in the street corridor.

We have developed the following work plan for providing watermain, stormwater, and sanitary sewer design and permitting support for the Chapple Avenue Project.

Work Plan

- | | | |
|---------------|---|----------------|
| Task 1 | Site Visits and Meeting
For the purposes of this proposal it is assumed there will be four site visits to meet with project owner, City officials, and local residents to discuss layout options that will affect the project. | \$3,800 |
| Task 2 | Storm Sewer Pipe Sizing and Layout
Run hydrology and hydraulics (via HydroCAD) to size and layout storm sewer network and manholes. Mark up drawings with proposed layout of inlets, manholes, and pipe locations and depths. NWBE to provide drafting and incorporation into plans and interference check. | \$6,200 |
| Task 3 | Watermain Design
Mark up drawings with watermain layout and size, location of gate valves and hydrant locations and elevations. NWBE to provide drafting and incorporation into plans and interference check. | \$3,700 |
| Task 4 | Stormwater Permitting
Develop WDNR stormwater permit and report in compliance with NR151 and NR216. Submit ePermit on behalf of owner. No post construction stormwater modeling is proposed for this project. Project is a minor | \$2,300 |

reconstruction and does not trigger TSS reduction and peak flow attenuation.

**Task 5 Technical Specifications Support &
Detail Drawing Updates**

\$5,400

Work with City staff and NWBE to create technical specifications for a competitive bid package. The City's standard detail drawings also require updating and clarifications to match specs.

Task 6 WDNR Watermain Replacement Permit

\$6,900

Submit to WDNR sewer watermain distribution permit. No flow modeling is proposed for this permit. Long Island Engineering will work with City staff to collect existing fire flow and pressure data. This data will be used in hand calculations of predicted flows and pressures at hydrants [NR811.70(5)&(6), NR811.71(3)].

Deliverables

For this project, WESLIE Engineering Group will provide the following:

- Storm sewer layout and sizing.
- Watermain layout and sizing, including gate valves and hydrants.
- WDNR Construction Site Stormwater NOI ePermit submittal.

Exclusions

The following items are not included in our scope of work and fee:

- Soil borings or soil test pits.
- Permit fees associated with WDNR submittals.
- Watermain flow modeling.

Schedule

We are available to begin work during winter 2024/2025.

Fee Estimate

We propose to complete **Tasks 1 through 6** on a time and material basis with an estimated fee of **\$28,300**.

Due to the variable nature of environmental permitting, additional work may be required above and beyond this estimate. In that event Long Island Engineering LLC will discuss the potential effects of this on the project prior to moving forward with any additional work. The following rates apply to staff that may work on this project. These rates are valid for 2024. Rates will be adjusted to current day rates in the event the project extends in time frame.

- Senior Engineer \$155/hr
- Admin Support \$60/hr

Heather Harrington, PE

November 27, 2024

Page 3

This letter and contract represents the entire understanding between NWBE and Long Island Engineering LLC for the above described project (**Chapple Ave**) and may only be modified in writing signed by both parties. If this satisfactorily sets forth your understanding of our agreement, please sign in the space provided below and return to us.

I look forward to discussing this project with you further. If you have any questions, please contact me at **715-209-4747** or via email at **longislandengineeringllc@outlook.com**.

Sincerely,

Long Island Engineering, LLC



Todd Gibbon, PE CFM

11/27/24

Date

Accepted by:

Signature

Date

Alek Hastings
ISA Certified Arborist Wi-1366A
Sioux River Services
(715) 292-5145
SiouxRiverServices@gmail.com



For: City of Ashland, Public Works
2020 6th St. E
Ashland, WI 54806

TREE MANAGEMENT PROPOSAL - CHAPPLE AVE RECONSTRUCTION

Planning/Design and Pre-Construction Tasks

- Worksite to include street trees within the section of Chapple Ave between 6th St West and 11th St West, in the City of Ashland, WI.

TREE INVENTORY

Fall 2024

\$1600

- Trees will be marked with numbered aluminum tree tags for easy referencing.
- Trees will be evaluated and placed into one of four categories.
 - CLASS 1 - These trees are recommended for removal. They may have significant structural defects, disease issues, or are near the end of their natural lifespan.
 - CLASS 2 - These trees may be worth protecting, so long as they do not significantly interfere with construction activity. TPZ barriers may be installed.
 - CLASS 3 - These trees are recommended for protection. TPZ barriers should be installed, and treatments may be applied during or post construction.
 - CLASS 4 - These trees are recommended for protection, but may require special treatments (EAB treatment, transplanting, etc.)
- A spreadsheet will be provided with each tree's tag number, classification, and brief description.
- The cost estimate provided includes one post inventory walk through with project managers.
- Any other revisions or consultations beyond the initial inventory and walk through will be charged at a time and materials rate of \$100 per hour for the consulting arborist and \$85 per hour for arborist assistant/admin support.

CLEARANCE AND HAZARD PRUNING

Fall/Winter 2024/2025

\$3600-\$5400

- Once an inventory has been completed, prune all trees identified for preservation/protection.
- All pruning will be completed by an ISA Certified Arborist following ANSI A300 standards.
- Pruning will include:
 - 15-foot minimum ground clearance where applicable (younger/smaller trees will have varied ground clearance based on overall height and canopy spread).
 - Hazard prune by removing dead and damaged limbs 3 inch diameter and larger.
 - Disposal of all debris.
- Pruning to take place during the dormant season (November 1st- March 31st). Pruning during the dormant season reduces risk of disease spread (i.e. Oak Wilt).

- Temporary parking restrictions or lane closures may be required.

*The pruning estimate is a range provided for budgetary purposes only. Once a tree inventory has been completed and specific trees have been identified for pruning, a refined estimate will be provided for approval.

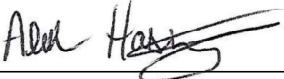
OTHER PRE-CONSTRUCTION TASKS

Winter/Spring 2025

- Removal of undesirable trees.
- Assess potential impacts of construction to determine TPZ barrier placement.
- Installation of TPZ barriers and implementation of any other needed arboricultural treatments (i.e. transplanting, supplemental watering, EAB treatment).
- Cost estimates for these items can be provided once the tree inventory has been completed and final tree selection has been approved by project managers.

We appreciate the opportunity to provide professional services for the Chapple Ave Reconstruction Project. If you have any questions, please feel free to reach out via phone or email at (715) 292-5145 / SiouxRiverServices@gmail.com. We look forward to working with you.

This letter and contract represent the entire understanding between **City of Ashland** and Sioux River Services for the above described project (Chapple Avenue Project) and may only be modified in writing signed by both parties. If this satisfactorily sets forth your understanding of our agreement, please sign in the space provided below and return to us (a scanned copy is acceptable).



Alek Hastings

10/7/2024

Date

Accepted by:

Date

Date

Date

Ref: 2024-265

COUNCIL AGENDA: 7.D.
(12/10/2024)

SUBJECT: Approve City of Ashland Public Works Department Staff to Perform Public Construction without Advertising for Competitive Bids as Allowed in Chapter 194.05(d), Ashland City Ordinances (*Public Works*) Roll

RECOMMENDATION: Approve

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Public Works Director

EXHIBITS:

EXPENDITURES REQUIRED: \$ 13,000 - Public Works Parks Operating Budget

AMOUNT BUDGETED: \$ 13,000 - Public Works Parks Operating Budget

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: November 12, 2024 Committee of the Whole - Discussion of Kreher Park Campground Expansion Project

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

The Public Works Director is requesting approval to utilize City staff to complete demolition activities of the Kreher Park Campground bathhouse in order to provide cost savings for the project. The bathhouse replacement project is being proposed for 2025. The City has allocated American Rescue Plan Act Funds (ARPA) to the project, which requires the obligation of funding by December 31, 2024. Demolition of the bathhouse by City staff is an ARPA fund-

eligible expense.

Wis Stats [62.15\(1\)](#) and Chapter [194.05\(d\)](#) of the Ashland City Ordinances require Council approval by three-fourths of all members-elect to allow for this class of public construction (building demolition) or any work to be done by City staff without submitting the same for bids.

Ref: 2024-269

COUNCIL AGENDA: 7.E.
(12/10/2024)

SUBJECT: Approval to Allow the Fire Department to Allocate Additional Funds for an Ambulance Purchase (*Fire/EMS Department*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Fire & EMS Department

CLEARANCES: Administration

EXHIBITS:

1. Everest Emergency Vehicles Quote for Road Rescue Ultramedic F-550 4x4 Transport
2. Agenda Item No. 194 - September 10, 2024

EXPENDITURES REQUIRED: \$ 38,182.47

AMOUNT BUDGETED: Additional funds to be planned in future budgets.

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: September 10, 2024 - Council approved grant acceptance for ambulance purchase.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: 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 Fire Department was awarded an Assistance to Firefighters Grant in 2024 to purchase a new Type 3 ambulance (a van cutaway chassis). Once awarded, AFD staff finalized the specs for this ambulance, and are requesting to upgrade our purchase to a Type 1 ambulance (a truck chassis). AFD currently operates both types of chassis.

The increased cost is the difference between the two chassis. The truck chassis provides a significantly improved quality of ride for the patient because it can be outfitted with a liquid spring suspension system, where the van-style chassis cannot. Patients that are transported longer distances such as Duluth, Minneapolis, Rochester, and Madison, often complain about the quality of the ride in the Type 3 chassis ambulances. Even with upgraded shocks, the ride quality is not comparable from one type of ambulance to another.

The truck-style chassis will also come with four-wheel drive. Maintenance on a truck style chassis allows quicker engine repairs when necessary due to easier access to the engine. Either chassis will be powered by a gasoline engine. A diesel engine for the truck chassis is an additional \$12,000 which we are not requesting funding for.

Delivery for an ambulance is generally 36 months once ordered. The additional funds are available through 2024 Ambulance Capital budget, and AFD's annual \$20,000 payment from Bayfield County as AFD is part of Bayfield County's EMS system. Replacement of either type of ambulance is planned for every ten years, although AFD often operates its ambulances for closer to twelve years.



QUOTATION

Road Rescue®

Ashland Fire Department
Kurt Blakeman
251 6Th Street East
Ashland, WI 54608
715-682-7052

Everest Emergency Vehicles
Ross Taylor
8 S Owasso Blvd W
Little Canada, MN 55117
651-236-8948
wisales@everestev.com

Quote No: 356-0006
10/24/2024 09:57:50

Page 1

PART NO	S	DESCRIPTION	QTY	ID
== RR-Road Rescue Boilerplate - 1.122 09/20/24 ==				
ORDER COORDINATOR				REV
00-00-0015		Order Coordinator - Factory to assign	1	REV
INFORMATION				REV
00-01-0999		RR, Information - Scope, Purpose and Classification	1	REV
00-01-4117		Manufacturer Certified ISO 9001	1	REV
WARRANTY				REV
00-02-8100		RR, Warranty, Documentation	1	REV
00-02-8200		RR, Warranty, Module Structural	1	REV
00-02-8250		RR, Warranty, Cabinet Construction	1	REV
00-02-8300		RR, Warranty, Electrical, Standard System	1	REV
00-02-8400		RR, Warranty, Paint	1	REV
00-02-8500		RR, Warranty, Conversion	1	REV
== RR- Type 1 - UM 170" Module - 1.122 09/20/24 ==				
00-05-0050	<	This unit built in accordance with KKK-A-1822-F in effect on the date of order with exceptions as noted herein.	1	REV
00-05-0103	<	RR, This unit built in accordance with KKK-A-1822F CN 10 Cabinet Requirements This unit as specified meets all requirements of KKK-A1822-F Change notice 10. All cabinets shall be labeled as to their capacity Rating.	1	REV
01- CHASSIS REQUIREMENTS				REV
01-01-01SR	U <	MagneGrip Exhaust SR# 2024322F MagneGrip system installed. SR#2021323F Includes the following parts: (1) 500073-05 - Tailpipe, 5" Assy Boxed, (1) 500060-02 - 5"x4" Ambient Air Sleeve, (1) 540020-01 - 45 degree 4 inch Tailpipe elbow, (1) - 500212-01 - 4"X3-1/2" reducer, (2) 500202-01 - 4" Clamps, (1) 500201-01 - 3-1/2" clamp. Also includes modifying the exhaust so that it clears the bottom of the module for proper fit of the MagneGrip, exit on passenger side	1	
01-01-02SR	U <	Ali Arc Grille Guard SR# 2024322F	1	

PART NO	S	DESCRIPTION	QTY	ID
		Ali Arc Bumper (black) with air horn and bumper hook cutouts SR# 2021503R-1 Install Ali Arc black bumper with tow hook cutouts and cutouts (if needed) for buell air horns - space behind 1 bumper does not allow for air horns - bumper may need to be cut to fit air horns FDA279H – Eco Boost cut out no heartbeat. powder coat black		
		FORD CHASSIS		REV
01-01-2538	< >	RR, 2026 Ford F550, XLT 4X4, 193"W/B, 18,000 GVWR (Special Order) Estimated Auto throttle OEM Ford 410 Alternator OEM Ford Mirrors, OEM, Heated/Remote Cab seats OEM 40/20/40 split bench (Center removed) Sync 4 8" LCD Capacitive Touchscreen with Swipe Capability Wireless Phone connection AppLink w/app catalog 911 assist Apple carPlay and Android Auto Compatibility Digital Owners manual Smart-charging USB-C Ports (2)	1	REV
		NOTE: Due to changes made to the OEM chassis by the manufacturer -some options may have to be changed to fit the new configuration.		
01-02-0100		Domestic Chassis	1	REV
		CHASSIS OPTIONS		REV
		ALTERNATORS		REV
01-03-1001		Alternator - Standard OEM	1	REV
		SUSPENSION		REV
01-07-0120		RR, Front Suspension, Ford F-Series (4x4)	1	REV
01-07-1009		RR, Front Sway Bar, OEM	1	REV
01-07-8006	<	RR, Rear Suspension, Liquid Spring- 2017+ F550 Dump feature to be activated by the left rear entry door being opened. The rear suspension shall only lower the module when the vehicle is in neutral or park and the parking brake is set. NOTE: THE LIQUID SPRING CONTROLLER WILL BE COILED UP AND LOCATED INSIDE THE FRONT CONSOLE. THIS WILL ASSIST IN THE ACCIDENTAL REPROGRAMMING OF THE SYSTEM. Safety Triggers: (1) Vehicle Must be in Park (2) Emergency Brake must be set (3) Module is to be in the 'On' position (4) Open Street side rear entry door (5) Electric O2 lift, Door to that comp. must be closed.	1	REV
01-07-9000	< >	RR, Rear Suspension Dump, Override Switch, (1), Momentary Dump feature to be activated by the left rear entry door. Override switch to be on right rear entry door	1	REV

PART NO	S	DESCRIPTION	QTY	ID
HIGH IDLE				REV
01-13-1535		RR, Intermotive Module controllers, F series, Diesel ,2023+	1	REV
FRONT END ALIGNMENT				REV
01-17-7501		Front End Alignment, None- QC Check -Standard	1	REV
CAB EXTERIOR OPTIONS				REV
01-19-0002	<	RR, Road Rescue Stainless Grille Logo, with Diamond grade Blue reflective backin Blue Diamond grade Reflective behind cut out.	1	REV
OUTSIDE REAR VIEW MIRRORS				REV
01-20-0100		RR, Mirrors, OEM Standard	1	REV
RR-CAB INTERIOR OPTIONS				REV
01-21-3500		RR, Insulation, Cab, Thinsulate in Cab Ceiling (STANDARD)	1	REV
SAFETY OPTIONS				REV
RR-TIRES / WHEELS				REV
01-23-4100	< >	RR, Spare Tire Bracket, Delete Spare tire will be shipped loose.	1	REV
WHEEL COVERS				REV
01-24-2213	>	RR, Delete Wheel Inserts, Paint Wheels Type 1	1	REV
BASE CONVERSION				REV
01-45-0608	S	RR, Conversion, Ultramedic, Type 1, 170 Module, Ford -23-1	1	REV
02 - MODULE REQUIREMENTS				REV
02-01-1008	< >	RR, Ultramedic, 170"L x 96"W Type 1 Module Ultramedic I - 170"L x 96"W Type I Aisle width to be 46". The interior headroom shall be 72"	1	REV
02-01-2100		RR, Interior Headroom, 72"	1	REV
02-01-9622	>	RR, Aisle Space, 46" , Ultramedic I	1	REV
MATERIALS				REV
02-02-0070		RR, Sub floor Materials,	1	REV
02-02-0120		RR, Type I & Type III, Interior Materials	1	REV
02-02-1000		RR, Type I & Type III, Materials	1	REV
03 - MODULE EXTERIOR				REV
STRUCTURAL FRAMING - RFP				REV
UNDERCOATING				REV
03-02-0200		RR, Undercoating Module (STANDARD)	1	REV
EXTERIOR MODULE CONSTRUCTION				REV
03-03-0005		RR, Exterior Module Construction Specifications	1	REV
03-03-1020	>	RR, Stone Guards, 24" Diamond Plate Corners and Rear Kick Panel	1	REV
03-03-1400	>	RR, Module Roof Radius, 3" High (STANDARD)	1	REV
03-03-1500	>	RR, Extreme Bonding Tape (STANDARD)	1	REV
03-03-1600	>	RR, Sub-floor Gusset Supports (STANDARD)	1	REV
03-03-1700	>	RR, One Piece Side Body Panels (STANDARD)	1	REV
03-03-1800	>	RR, Reinforce Rear Header (STANDARD)	1	REV
03-03-1900	>	RR, Single Sheet Module Roof Sheet (STANDARD)	1	REV
DROP SKIRTS				REV
03-03-2010	< >	RR, Drop Curbside Fwd Body Skirt, 5", Add Double Step, Light Duty Chassis Drop Curbside Forward Body Skirt, Add Double Step ahead of the Curbside Wheel well - Drop curbside forward body skirt a total of 5 Inches lower than the rearward skirt and Incorporate a Double Step in the Side Entry Step well.	1	REV
03-03-2110	>	RR, Drop Street side Fwd Body Skirt, 5", Light Duty Chassis	1	REV
FUEL FILLS & SPLASH PLATE				REV
03-03-8005		RR, Housing Fuel Fill, Pocket, Square	1	REV

PART NO	S	DESCRIPTION	QTY	ID
03-03-8305	<	RR, Fuel Fill Splash Plate, Stainless Steel, Type 1 Fuel Fill Splash Protection Plate	1	REV
		- Stainless Steel fuel fill splash protection plate installed below Cast Products fuel fill bezel.		
		Sikaflex adhesive/sealant shall be used to mount the plate and to seal plate edges.		
		DEF FILL HOUSING AND SPLASH PLATE		REV
03-03-8402		RR, DEF Fill, Housing, For Ford F series	1	REV
03-03-8510	< >	RR, DEF Fill Splash Plate, Stainless Steel DEF Fill Splash Protection Plate	1	REV
		- Stainless Steel DEF fill splash protection plate installed below Cast Products fuel fill bezel.		
		Sikaflex adhesive/sealant shall be used to mount the plate and to seal plate edges.		
		SUB-FLOOR SYSTEM		REV
03-04-0140		RR, 1 Inch Composite Floor Pan	1	REV
03-04-0160		RR, Composite Floor Material	1	REV
03-04-1700		RR, Sub-Floor Assembly, Installation	1	REV
03-04-1800		RR, Sub-Floor Assembly, 1/8" PVC	1	REV
		MODULE ENTRANCE		REV
03-05-0100	>	RR, Module Access, CS Door standard location	1	REV
03-06-0100	<	RR, Entry Doors, Hidden Hinge, Seal on Door ,W/Push Button Fail Safe Latching This includes the Fail Safe Latching mechanisms on all three entrance doors.	1	REV
03-06-0700		RR, Hold Open Rear Door, Polished Cast Aluminum, Pin & Slot Style	1	REV
03-06-0800	<	RR, Hold Open, Curb Side Entry Door, Heavy Duty Gas Spring Curbside Door Restraint - Heavy Duty gas spring hold opens. - Attached by 1/4" x 20 SS Machine Screws with 1/4" x 20 Nut Inserts into Corner Gusset in Door Side entrance door to open to 90+ degrees. (STANDARD)	1	REV
03-06-1013	<	RR, Entry Door Handles, Trimark Logo Chrome/Black (Interiors Located top of door) ***** Relocate the Standard Interior Side and Rear Entrance Door Paddle Handles and Lock Boxes to the TOP of the doors. With Push button Emergency Release top and bottom of each door.	1	REV
03-06-1059		RR, Safety Walk Grip on Exterior Door Paddle Latches.	1	REV
03-06-1700	<	RR, Door Lubrication, Paddle Handles and Latches (STANDARD) Lubricate all Door Hardware - All paddle handles, latches, rods and springs shall be lubricated prior to delivery.	1	REV
03-06-2201		RR , Magnetic Entry Door Switches (STANDARD)	1	REV
03-06-2202		RR, Door Panel Mounting Screws (STANDARD)	1	REV
03-06-4200		RR, Coil Cords for Electrical Circuits (STANDARD)	1	REV
03-06-4710	<	RR, 3" Red/White Conspicuity Tape, Top and Bottom of Entry doors 3" Red/White, Diamond Grade, reflective stripe, mounted on the interior of all Entry doors. The stripes shall be located Top and Bottom edge of the doors and shall span the width of the interior door panels.	1	REV

PART NO	S	DESCRIPTION	QTY	ID
03-06-5050	<	RR, Door Flashers, (3) Whelen 4" Dia Red LED, (1) Per Entry Door (3) Whelen 4" Round Red LED warning lights in rubber grommets. - Installed on the module entrance doors, (2) on the outboard lower corners of the rear interior door panels and (1) on the outboard lower corner of the curbside interior door panel. Each light to flash when the respective door is opened.	1	REV
03-06-6065	< >	RR, Power Door Locks, Module Entry Doors,w/Hidden Switch Install power door locks in side and rear entrance doors. Includes (2) lock/unlock switches, one at side door and one at rear door. Also includes (1) hidden switch in rear license frame for unlock function only. Lock and unlock the Cab Doors and module doors using the OEM key fob or OEM buttons on the cab doors. REVO SWITCHES WILL ONLY WORK ON F SERIES IF INTERMOTIVE DOOR LOCK MODULE PICKED 03-06-6108	1	REV
03-06-8010		RR, Inner Door Panel - Stainless Steel , Two Piece (STANDARD)	1	REV
03-06-8011	>	RR, Lock Boxes, White Diamond Grade SIDE DOOR STEP	1	REV
03-08-2000		RR, Dual Side Entry Step Well, Increased Depth, Lower Grip, Upper Diamond Plate	1	REV
03-08-3010		RR, Light, Side Entry Step well, LED, Whelen OS Mini, Clear WINDOWS	1	REV
03-09-0030		RR, Module Window Requirements WINDOW- Side Entry Door	1	REV
03-09-1120		RR, Window, Side Entry Door, 18X18, Slider - Bronze Glass WINDOW - Rear Entry Doors	1	REV
03-09-1220		RR, Window, Rear Entry Doors, (2) 18 x 24, Fixed, Bronze Glass	1	REV
03-09-2124		RR, Window, Side wall, 18 x 18 Fixed, Bronze Glass MODULE TO CHASSIS MOUNTING SYSTEM	2	REV
03-10-1100		RR, Module to chassis mounting system, Type 1 Ford Long WB	1	REV
03-11-2000		RR, Bellows, Connecting, Type I REAR BUMPER AND REAR STEP CONSTRUCTION	1	REV
03-12-1600	<	RR, Rear Bumper, Fixed Fixed Rear Bumper Fixed 7"W Bumper with the selected option for bumper end pods on the ends and fixed 45" center Grip Strut Insert. (STANDARD).	1	REV
03-12-3020	< >	RR, Bumper Pods, CPI Cast Aluminum w/RR Logo. (UM & UM-150) Cast Products Bumper Pods, High Polish Finish. Mounted on the outboard rear step bumper frame members. The CPI cast aluminum pod shall include a RR Logo embossed in the cast pattern on the step tread.	1	REV
03-12-5010		RR, Rear Dock Bumpers, Black Rubber, 2.5"H x 16"W INSULATION	1	REV
03-13-2220	< >	RR, Whisper Quiet, Sound Dampening/Thermal Insulation Package (UM) Whisper Quiet - Sound Dampening/Thermal Insulation Package. (ULTRAMEDIC) The module interior walls, roof and doors shall be insulated to enhance the interior environment and minimize the conduction of	1	REV

PART NO	S	DESCRIPTION	QTY	ID
		heat, cold and external noise from entering the module. The ceiling insulation shall be a non-settling, 2 inch thick, self-extinguishing polystyrene foam planking.		
		3M brand acoustical Thinsulate installed over all exterior compartments and wheel wells for added acoustical/thermal insulation.		
		The patient compartment entrance doors and the exterior compartment doors shall have 2 in. thick, self-extinguishing polystyrene foam insulation.		
		The interior walls of the module shall be insulated with 1" polystyrene block foam insulation installed between the extruded structural framing. Wall areas that are too irregular for 1" block foam insulation, or where the block foam will interfere with wall outlets and wire chases, are to be insulated with 3M brand acoustical Thinsulate insulation. After the foam is installed, the entire interior of the unit shall be wrapped with 5/16" foil wrapped two sides radiant barrier foam style insulation to enhance the thermal and acoustical properties of the modular unit.		
		The Wheel well and interior compartment wall areas shall be wrapped with Barymat sound proofing material installed under 3M brand acoustical Thinsulate insulation and the underside of the module floor will be coated with expanding foam spray in place acoustical/thermal polyurethane insulation. This package provides an enhanced thermal/acoustical insulation package designed to provide an extremely quiet, environmentally efficient patient compartment.		
		Reflective Barrier/Barymat/Spray Foam Thermal Insulation Package: A. Reflective Barrier - Low-E Foil Wrapped Insulation System - The module walls to be insulated with high density 1" block foam. Wall areas that are too irregular for 1" block foam insulation, or where the block foam will interfere with wall outlets and wire chases, are to be insulated with 3M brand thermal/acoustical Thinsulate insulation. Then the entire interior of the module shall be wrapped with 5/16" Low-E foil wrapped radiant barrier foam style insulation.		
		B. This radiant barrier material will cover the following: - Full ceiling and wrapping over the corner radius and down the sidewall - Front and rear walls from the top of the wall to the lowest possible point along the side, front and rear walls - Seams to be taped with silver / foil ducting tape to secure seams.		
		C. Barymat sound deadening insulation over wheel wells and interior side of exterior compartment walls. (Installed under 3M brand acoustical Thinsulate insulation).		
		D. Spray foam underbody insulation prior to undercoat application, full sub floor coverage where applicable. Includes curbside step well area.		
03-14-4000	<	ELECTROLYSIS PREVENTION RR, Electrolysis Prevention, Fluid Film Fluid Film is used at Every Point Where the Mounting Process has the Propensity to Break Paint (STANDARD)	1	REV REV
		COMBINATION RUB RAIL AND FENDER RING		REV

PART NO	S	DESCRIPTION	QTY	ID
03-15-6500		> RR, Rub Rail, Skirt Line, Extruded Anodized 3" C Channel ILO Rubber	1	REV
03-15-7040		> RR, Fender Flare, Polished Alum, Dropped Skirts Both Sides, Fits up to 19.5"	1	REV
SPLASH GUARDS AND RUNNING BOARDS				REV
03-16-1526	<	RR, Running Board w/ 7" Grip Strut Inserts, 2017+ F series Type I This feature includes a mud flap at the forward end of the running boards to protect the grip strut insert from wheel splash	1	REV
03-16-1800	<	RR, Mud Flaps, Rear, Black w/ Road Rescue Logo Heavy Duty Rubber Mud Flaps w/ RR Logo - Heavy Duty Rubber Mud Flaps to be bolted to the wheel liner behind the rear duals with 1/4" x 20 Stainless Steel bolts, washer and nylon locknut for ease of maintenance and repair (STANDARD)	1	REV
03-16-18SR	U <	Additional half-length mud flaps SR# 2024322F Additonal half-length mud flaps in front of rear bumper SR#2021323F 7 Additional set of rear mud flaps, no logo. Mud flaps to be half height. PAIR IATS	1	
03-17-1000	<	RR, Drip Rails Polished Aluminum Drip Rails - Above All Doors, Entry and Compartment (Standard)	1	REV
03-18-1000	<	RR, Wheel well liners Aluminum Wheel well Liners - Extending to Bottom of Skirt (Standard)	1	REV
CAB TO MODULE ACCESS				REV
CAB TO MODULE ACCESS				REV
03-19-1100	< >	RR, Pass Thru Window, Type 1 Ford,GM or Dodge Includes a Lexan sliding window in the module. The window shall have a positive latch on the cab side.	1	REV
03-19-1113		RR, Pass Thru Opening, Type I	1	REV
LICENSE PLATE HOLDER				REV
03-20-0510	>	RR, Rear License Holder Location, C/S Above Rear Kick plate	1	REV
EXTERIOR COMPARTMENT CONSTRUCTION				REV
04-01-0100		RR, Exterior Compartment Construction, Heavy Duty	1	REV
04-01-3000	<	RR, Door Sill Protection, Stainless Steel, All Compartments. Door Sill Protection - Install Stainless Steel sill protector on lower edge of all door frames to prevent paint damage. (STANDARD)	1	REV
EXTERIOR COMPARTMENT DOORS				REV
04-02-0100		RR, Compartment Door, Hidden Hinge, Seal on Door (UM)	1	REV
04-02-0715	< >	RR, Compartment Handles, Exterior, TriMark Logo Chrome/Black (UM) TriMark Two-Point Cast w/Polished Chrome Paddle Handle and Housing, Locking and Non-Locking, with floating cam - Mounted in CNC Cut Opening in Each Compartment Door Skin w/OEM Clamp Assembly. (STANDARD ULTRAMEDIC)	1	REV
04-02-0741	< >	RR, Compartment Handle, TriMark Logo Chrome/Black, Paddle, Street side, locking	3	REV

PART NO	S	DESCRIPTION	QTY	ID
		For single doors or Leading doors on Compartments #1,#2 and #4.		
04-02-0746	< >	RR, Compartment Handle, TriMark Logo Chrome/Black, Paddle, Street side, Non-Lock For Trailing doors on the street side. Compartments #2 or #4.	1	REV
04-02-0751	< >	RR, Compartment Handle, TriMark Logo Chrome/Black, Paddle, Curbside, locking For single doors or Leading doors on the curbside Compartments #6 & #8	2	REV
04-02-0758	< >	RR, Compartment Handle, TriMark Logo Chrome/Black ,Drop Door or Drawer, Locking For Drop down doors or drawers on either side of unit. Compartments #3, or #7 or #8.5	1	REV
04-02-0850	<	RR, Compartment Door Locks, 2015 TriMark Compartment Door Handle Manual Locks. - All doors shall incorporate double cut, non-directional tumbler assemblies that are keyed alike (STANDARD)	1	REV
04-02-0900		RR, Compartment Rotary Latches	1	REV
04-02-1000		RR, Compartment Door Nader Pin	1	REV
04-02-1200		RR, Compartment Door Lubrication, Door Handles and Latches	1	REV
04-02-1300		RR, Compartment Door Reflectors	1	REV
04-02-1500		RR, Compartment Door Switches, Magnetic	1	REV
04-02-2010		RR, Compartment Door Panel, Inner, Diamond Plate	1	REV
04-02-2500		RR, Compartment Door, Panel Mounting Screws	1	REV
04-02-5999	>	RR, Power Door Locks, Exterior Compartments	1	REV
04-02-6010		RR, Exterior Compartment #'s 1, 2, 4, 6 & 8, Only	1	REV
04-02-7100	<	RR, Door Flasher(s) Whelen 4" Round Red LED w/Int Flasher The lights shall be mounted on the outboard lower corner of the INTERIOR door panel and will flash when the respective door is opened.	1	REV
04-02-7105		RR, Exterior Compartment (5) Doors	1	REV
04-02-7801		RR, Compartment Door, Gas Struts	1	REV
04-03-2400	< >	RR, All Standard Compartment Lights, LED, Flexible Strip Two (2) Vertical strips in each exterior compartment installed, one (1) on each side of the opening. The compartment #1 lights will be also wired to Oxygen light switch in action area. #1 Compartment #2 Compartment #4 Compartment #6 Compartment #8 Compartment	1	REV
		EXTERIOR COMPARTMENT INTERIOR		REV
04-04-1000	<	RR, Exterior Compartment, Interior Finish, Polyurethane Coated Exterior Compartment Interior Polyurethane Rubberized Liner Color Choice. Rubberized polyurethane coating applied to the surfaces of ALL exterior compartment walls and dividers. Does not include slide out battery tray or mounting angles. Battery Tray to be raw aluminum. NOTE: If there is not a slide out battery compartment in the order the #8.5 exterior compartment area will be Polyurethane lined.	1	REV

PART NO	S	DESCRIPTION	QTY	ID
04-04-1002		RR, Color, Light Gray	1	REV
04-04-2000	<	RR, Exterior Compartment, Floor Matting "Turtle Tile" Includes exterior compartment shelves. NOTE: This option does not include the ALS cabinet.	1	REV
04-04-2001		RR, Color, Black	1	REV
04-04-2200		RR, Sweep-Out Edging, "Turtle Tile"	1	REV
04-04-2201		RR, Color, Black	1	REV
		EXTERIOR COMPARTMENT SHELVING		REV
04-05-0001	<	RR, Exterior Compartment Shelving and Unistrut All exterior shelving Unistrut shall be welded to the walls prior to any compartment wall finish. Where specified, exterior adjustable shelves shall be box pan formed of a minimum .125 inch Aluminum Diamond Plate and corners shall be welded. Shelves shall be infinitely adjustable, and securely mounted to heavy gauge aluminum Unistrut track. (Standard)	1	REV
04-05-1000	<	RR, Compartment Shelving, Diamond Plate Diamond Plate Exterior Compartment Shelving. (STANDARD)	1	REV
		COMPARTMENT #1 - STREETSIDE FWD		REV
04-06-0001		RR, Compartment #1, EXTERIOR	1	REV
04-06-0010	<	RR, Compartment #1, Electrical Storage #1 Compartment Electrical Storage - Recessed into the bulkhead side of compartment #1 shall be an enclosed area for the installation of miscellaneous electrical components. The aluminum cover for this area to be installed with 'J' molding The 'J' molding to be full length of panel on bottom and inboard side. Outboard side of panel to be secured with mechanical fasteners. (STANDARD)	1	REV
04-06-0020		RR, Compartment #1, Full Height, Standard Configuration (UM)	1	REV
04-06-1505		RR, Compartment #1, Shelf, Fixed	1	REV
		COMPARTMENT #2 - STREETSIDE FWD WHEELWELL		REV
04-07-0010		RR, Compartment #2, EXTERIOR	1	REV
04-07-0600	<	RR, Compartment #2, Standard Configuration, (UM) #2 Compartment to be directly behind the #1 compartment and below the interior action area shelf on the street side of the module. Includes (1) adjustable shelf on Unistrut track. (STANDARD Ultramedic)	1	REV
		COMPARTMENT #4 - STREETSIDE AFT		REV
04-09-0001		RR, Compartment #4, EXTERIOR	1	REV
04-09-3000	<	RR, Compartment #4, 3/4 Height, Standard Configuration 3/4 #4 Compartment street side rear of module with Interior Upper left #4 Cabinet - #4 Compartment to be to the bottom of upper left #4 cabinet.	1	REV
04-09-4505		RR, Compartment #4, Shelf Adjustable, First Shelf	1	REV
		COMPARTMENT #6 - CURBSIDE AFT		REV
04-11-0084		RR, Compartment #6, EXTERIOR	1	REV
04-11-0600		RR, Compartment #6, Standard Configuration (UM)	1	REV
04-11-2000		RR, Compartment #6, Divider, Adjustable	1	REV
04-11-4600		RR, Compartment #6, Dividers, Adjustable (2) Backboard Storage, 24"H x 10"D	1	REV
04-11-4620		RR, Compartment #6, (2) Cushions on Back Wall for Backboards	1	REV

PART NO	S	DESCRIPTION	QTY	ID
04-11-4635	< >	RR, Compartment #6, Equipment Strap, Seat Belt Style, Metal Buckle, Each (1) Seatbelt style strap with metal buckle. (Push button) Must pick quantity if more than one is needed. Location:	2	REV
04-11-8000		RR, Compartment #6, Exterior, Floor Matting "Turtle Tile", Black RR, Compartment #8, EXTERIOR	1	REV REV
04-14-1550		RR, Compartment #8, Increased Height, to Bottom of HVAC Configuration RR, Compartment #8.5, EXTERIOR	1	REV REV
04-15-0400	<	RR, Compartment #8.5, Drawer Style Battery Box Configuration Battery access door mounted slide out battery tray. The interior of the battery compartment to be made of POLYURETHANE COATED ALUMINUM. Battery Tray to be raw aluminum.	1	REV
04-15-3500	<	RR, Compartment #8.5, Battery, Polyurethane coated INTERIOR TRIM AND FEATURES New Interior Trim - All cabinet and wall panel aluminum trim to be Gray anodized. (No Black trim to be used). All protective corner trim will be Opaque and will include a matching domed end cap. (STANDARD)	1	REV REV
		INTERIOR ADJUSTABLE SHELVES		REV
		INTERIOR ADJUSTABLE SHELVES		REV
		INTERIOR TRIM		REV
05-05-1000		RR, Interior Trim, Standard HEADLINER	1	REV REV
05-06-1100		RR-Ceiling Medical Device Rail (UM & UM-150)	1	REV
05-06-1210		RR, Headliner, Vinyl Ceiling, No Seams (UM & UM-150)	1	REV
05-06-1802		RR, Ceiling Medical Device Rail. White LED Strip Lights,(UM & UM-150)	1	REV
05-06-1902		RR, Ceiling Medical Device Rail, Red/Amber LED Turn/Brake Strip Lights (UM & UM-	1	REV
		FLOORING		REV
05-07-1000		RR, Flooring, Aluminum Floor/Wall Cove Molding (STANDARD)	1	REV
05-07-1405		RR, Flooring, .063 Aluminum Rear Threshold, 45 Degree Chamfered, BLACK Coated	1	REV
05-07-5000		RR, Flooring, Loncoin II Flecks Choice	1	REV
05-07-5001		RR, Color - 150 Onyx	1	REV
05-07-9894		RR, Floor, Curbside .063 Aluminum, 4"wide, Black Polyurea Coating	1	REV
		HEAD BUMPERS		REV
		BACKRESTS		REV
		Rear Entry Door Grab Handles		REV
05-10-1302	<	RR, Rear Entry Door Grab Handles, "L" Bars, 16" Anti-Microbial, Yellow "L" Bars - 16" Anti-Microbial Yellow. 1.25" Diameter stainless steel "L" Bars mounted to each rear door. Approximately 16" wide by 26" high. Yellow Anti-Microbial finish.	1	REV
		Side Entry Door Grab Handle		REV
05-10-1402	<	RR, Side Entry Door Grab Handle, "L" Bar - 19" Anti-Microbial Yellow "L" Bar - 19" Anti-Microbial. 1.25" Diameter stainless steel "L" Bars	1	REV

PART NO	S	DESCRIPTION	QTY	ID
		mounted to side entry door. Approximately 19" wide by 24" high. Yellow Anti-Microbial finish.		
		Ceiling Grab Rail - Center		REV
05-10-1904		RR, Ceiling Grab Rail, Center 108" Anti-Microbial Yellow	1	REV
05-10-2102		RR, Ceiling Grab Rail, Streetside 72" Anti-Microbial Yellow	1	REV
		IV FLUID HANGERS		REV
05-11-4000		RR, IV Hangers, CPI #IV2008 (STANDARD)	1	REV
05-11-4002		RR, IV Hangers, Quantity (2)	1	REV
		LEFT STACK AND BULKHEAD AREA #1		REV
05-12-0010		RR, Interior Street side #1 - Left Stack and Bulkhead	1	REV
05-12-0200	< >	RR, Upper Bulkhead Cabinet, Double Doors Upper Bulkhead Electrical Cabinet, Double Doors - Install double hinged Kydex Thermoplastic or multi-spec (picked in the proper section of work order) doors with locking latch on the right hand door and center mullion on the left hand door on the standard upper bulkhead electrical cabinet.	1	REV
		(STANDARD)		
05-12-1610	<	RR, Left Stack, Storage Area #1, 45 Deg Angled, CN 10 Certified A two section vertical cabinet shall be provided behind the attendant seat on the street side forward corner on a 45 degree bevel that includes the access doors to the cabinet. The lower cabinet door shall be aluminum with plastic laminate and the upper cabinet shall be a hinged Poly carbonate door with full perimeter extruded aluminum frame and integral latching handles.	1	REV
05-12-1640	< >	RR, Bulkhead Cabinet, Lower (2) Rear Facing Doors The patient compartment shall include a lower bulkhead cabinet located between the existing vertical left storage/radio cabinet and the ALS cabinet. The cabinet shall include (2) hinged aluminum and Kydex Thermoplastic or multi-spec doors with locking latch, (1) adjustable shelf, and a solid surface countertop with retaining lip.	1	REV
05-12-1810		RR, Shelf Adjustable, Left Stack, First Shelf	1	REV
		ACTION WALL AREA #2		REV
05-13-0010		RR - INTERIOR STREETSIDE #2 - ACTION AREA	1	REV
05-13-0700		RR, Action Wall Area #2, Medical Device Rail	1	REV
05-13-0802	<	RR, Cabinets, Upper Left U2 and U2.5, Std Configuration (UM), CN 10 Certified - (2) Cabinets over Action Area with sliding doors and restocking feature. The forward UL #2 and the rearward UL #2.5 cabinets to include (1) adjustable shelf in each cabinet. The attendant switch panel and environmental controls to be built into a separate 6" high section below the Upper Left #2.5 cabinet and tilted slightly down for ease of accessibility to the attendant.. (Ultramedic Only)	1	REV
05-13-2300	>	RR, Countertop, Forward Action Area Only	1	REV
05-13-2320		RR, Livingstone, Rain Dance L714	1	REV
		RR-Interior Street side #3 - CPR Seat		REV
05-14-0500	<	RR, CPR Seat, Street side, Standard Configuration - The CPR seat shall include a flip up seat equipped with a gas strut hold open device and positive latch for securing the lid when closed. The CPR seat shall include a 2" foam seat and backrest, the upper and lower sections will be padded on both sides for added protection.	1	REV
05-14-0900	<	RR, CPR Seat Lid Hold-Down CPR Seat Lid Hold-down - Install a Black Tri Mark recessed paddle latch, Include a tri-mark retention mounting bracket (1) under CPR	1	REV

PART NO	S	DESCRIPTION	QTY	ID
		seat lid.		
05-14-1200	S < >	RR, Cabinet, Upper Left U3, 9"H x 27"W, 72" Headroom ONLY SR# 2024322F	1	REV
		- Upper left #3 Cabinet with 3/8" Lexan lift up door with restocking feature and two 2" round locking stainless steel latches. Does not include shelf. Cabinet to be approximately 9"H x 10-3/4" D x 27"W. Reduce the height of the CPR seat to 15" from floor and the bottom of seat cushion. The cushion on the under side of #3 cabinet to utilize 1/2" foam. The distance between top of the CPR seat and bottom of the cabinet cushion to be a minimum of 43" in compliance with KKK-A-1822F. NOTE: Requires 72" headroom.		
05-14-12SR	U <	CPR Seat - Custom Configuration SR# 2024322F Reference units 599537 and 599538 - CPR Seat, Streetside, Custom Configuration 1 10128665 SAP#10128665 SR#2021292F The CPR seat shall include a flip up seat equipped with a gas strut hold open device and positive latch for securing the lid when closed. The CPR seat shall include a 2" foam seat and backrest, the upper and lower sections will be padded on both sides for added protection. Delete the counter top rear of the CPR seat. Extend CPR seat area rearward to #4 compartment wall. Center line of the CPR seat to be 68" centered dimension from rear doors closed. (2) 40LB struts on seat lid. *****NOTE*	1	
05-14-2560	<	RR, CPR Seat, Seat Belt, 4 Point (Per4Max) Black, Change Notice 8- Compliant Above Lid mounted	1	REV
05-14-3901	<	RR, CPR Seat, "U" Barrier Bar, Padded, 1.5" SS, Ash Gray Mounted Approx. 12" from the center of the seat to the side of the barrier bar.	1	REV
05-14-4105		RR, CPR Seat, RR Backrest and Head Cushion, RR Logo, (1) Set, Black	1	REV
		RR, INTERIOR STREETSIDE #4 - REAR AREA		REV
05-15-1001	<	RR, Cabinet, Upper Left U4, Standard Configuration- CN 10 Certified Upper left U4 cabinet with sliding poly carbonate doors with spring loaded latching handles, restocking feature with spring loaded exterior integral latch and (1) adjustable shelf.	1	REV
		SQUAD BENCH AREA		REV
05-16-0010		RR, INTERIOR CABINETS - SQUAD BENCH AREA	1	REV
05-16-0144		RR, Squad Bench, Curbside, Two Piece Hinged Lid	1	REV
05-16-0150		RR, Squad Bench, Restraint Belts	1	REV
05-16-0151		RR, Squad Bench, Medical Device Rail	1	REV
05-16-0152	<	RR, Squad Bench, Latches, Lids, Tri Mark, Include a tri-mark retention mounting brackets	1	REV

PART NO	S	DESCRIPTION	QTY	ID
05-16-0158	<	RR, Squad Bench, Seat Belts, Two 4-Point belts (Per4Max) Black, CN-8 Above the Lid Mounted	1	REV
05-16-0175		RR, Squad Bench, RR Backrest and Head Cushion, RR Logo, (1) Set, Black	2	REV
05-16-8410	< >	RR, Upper Squad Bench, Cabinet, 9"H, 72" HR, Gen III OHO Polycarbonate doors There shall be a cabinet located above the squad bench. The cabinet will be approximately 9"H x 8-1/2"D and will be the same length as the squad bench. The cabinet shall be divided into two (2) separate sections by a fixed center divider. Each section will have 1/4" Framed Polycarbonate doors hinged at the top with gas strut and spring action locking handles. The distance between the top of the squad bench cushion to the bottom of the cabinet cushion shall be a minimum of 43" in compliance with KKK-A-1822F requirements for head clearance.	1	REV
05-16-9915	<	KKK Compliancy Regarding Overhead Cabinetry The inclusion of a cabinet over the squad bench or CPR seat on a unit with less than 72" headroom will result in the unit not meeting KKK specification requirements. The end user has been informed of the KKK requirements and this cabinet has been added at the request of, and according to the specifications of, the end user.	1	REV
BIOHAZARD- RR, INTERIOR - BIOHAZARD				REV
05-17-0205		RR, Squad Bench "A" Bar 16", Anti-Microbial, Waste/Sharps, Yellow	1	REV
05-17-2000	>	RR, Glove Butler(s)	1	REV
05-17-2120	< >	RR, Glove Butler (4) Total, Over Curbside Entry, Drop Down Door (4) Glove Butler glove boxes installed above the side module entrance door with drop down door and (1) locking latch. Door to be Kydex Thermoplastic or multi-spec and bottom hinged to tip out for restocking. Access holes to be cut in door for glove removal. Must use M1 latches for CN 10 certification	1	REV
CURBSIDE RIGHT STACK STORAGE #8				REV
05-18-0010		RR, INTERIOR CURBSIDE - RIGHT STACK STORAGE #8	1	REV
05-18-0600		RR, RF ALS, Upper Heater, A/C Unit, Standard Configuration (UM & UM-150)	1	REV
05-18-0800		RR, RF ALS, Hidden Air Intake (STANDARD)	1	REV
05-18-1010		RR, RF ALS, "A" Style Standard, CN 10 Certified (UM & UM-150)	1	REV
Cabinet - Upper Right Stack U8				REV
05-18-5215		RR, C8, Cabinet, None	1	REV
05-18-5326		RR, L8, Cabinet, ALS Gen III, OHO Polycarbonate Doors,(2) Adj Shelves, I/O CN10	1	REV
05-18-9026		RR, Right Stack, Cargo Net , ALS (2" Net with Metal Seat Belt Buckles)	1	REV
ATTENDANT SEAT				REV
05-19-0510	>	RR, Attendant's Seat, EVS 1880, Child safety, Comfort, Per4Max Belt-Red	1	REV
05-19-0515		RR, Color - Black	1	REV
05-19-6501		RR, Attendant's Seat Base, EVS Swivel 2 Pos	1	REV
05-19-7296		RR, Attendant's Seat Base Location std 8.5" seat edge to base wall	1	REV
RR-INTERIOR COLORS				REV
05-20-2000		RR, Multi-Spec Interior Surfaces	1	REV
05-20-2001		RR, Color, Misty Gray #6028	1	REV

PART NO	S	DESCRIPTION	QTY	ID
05-20-5300	<	RR, Upper Band Vinyl Color, Cabinets and Stitched Cushions Upper Band Vinyl Color Choice for cabinets and stitched cushions.	1	REV
05-20-5312		RR, Color, Black DA300	1	REV
05-20-5500		RR, Lower Band Vinyl Color, Vacuum Formed Cushions	1	REV
05-20-5512		RR, Color, Black DA300	1	REV
05-20-9850		RR, Poly carbonate Color Choice	1	REV
05-20-9851	<	RR, Poly carbonate, Gray 1/4" poly carbonate	1	REV
RR-MISC. INTERIOR OPTIONS				REV
05-21-5002		RR, Squad Bench & Lower Left, 11 Inch Brushed Stainless Kick panels	1	REV
05-21-7050		RR, Interior Access, #6 Compartment, w/ Hinged Poly carbonate Door, CN 10 Certif	1	REV
05-21-8500		RR, Cabinet Latch, Southco 2" Round, Stainless Locking, CN 10-Rated 10lb	18	REV
06-01-0100		RR, General Wiring, General Harness	1	REV
CAMERAS				REV
06-06-1016	< >	RR, Camera - WHT Ext B/U, ZORG over Rear Doors for Ford F-series Install one (1)Zorg white IR color camera. Exterior mounted and connected to vehicle's OEM display. BLACK camera housing	1	REV
RR-COMMUNICATION				REV
06-06-1601		RR, Two Way Radio Routing Path Cab to Module (STANDARD)	1	REV
06-06-1700	<	RR, Two Way Radio Pre wire, 12VDC Power & Ground (STANDARD) #8 gauge Red power and Black ground wiring will be labeled appropriately for future installation by a radio technician. The Black ground wire to be connected to a main ground point, the Red power wire to be left unconnected near a direct to battery connection point inside the power distribution cabinet. Both wires to route to the lower section of the Left Stack/Radio Cabinet and be of sufficient length to allow routing to the Cab Console as an alternate radio installation location. Wires to be labeled at both ends.	1	REV
06-06-1900	<	RR, Antenna UHF/VHF, (2) Pre wire, two RG58AU low loss cables installed from the two-way radio cabinet to the ceiling of the module. Accessible be removing an interior light in the patient compartment ceiling. The interior light shall include an etched plastic label identifying the plate as the antenna access point. The cables shall route from the module roof to the lower section of the left stack/radio cabinet and be of sufficient length to allow routing to the cab console as an alternate radio installation location.	1	REV
06-06-6600		RR, Radio Power, (2) Power Post (1) Ground Post in Floor Console	1	REV
RADIO AND CLOCKS				REV
06-07-6000		RR, Clock, Digital DDS 12/24 Hour 2.5" LED, Over Rear Doors	1	REV
07 - ELECTRICAL 12 VOLT DC				REV
07-00-0120		RR, Electrical System 12V, Multiplex System, Type 1 (UM, UM-150)	1	REV
07-01-0010	<	RR, Crct Pwr Accs.,Ign/Shrline,1-20 amp 12VDC to 2 locs,W/O,PD9330 chrgr (1) 10 amp lead shall be coiled up behind the A./A panel for future	1	REV

PART NO	S	DESCRIPTION	QTY	ID
		use. (1) 10 amp lead shall be coiled up behind the drivers seat in the cab, for future use. Note: This code will be used when an additional battery charger has already been installed, the PD9330 will not be used with this option.		
07-02-1000		RR, Voltmeter - Standard	1	REV
07-02-1100		RR, Alarm, Low Voltage, With Buzzer and Indicator, in cab console	1	REV
		AMMETER		REV
07-03-2000		RR, Ammeter - for multiplex system	1	REV
		BATTERY SYSTEM		REV
07-04-5305		RR, Ignition Battery Shut off Timer, 5 minute,	1	REV
07-05-0400	<	RR, Batteries, Type I UM/UM-150, Ford (2) OEM (1) Additional The two OEM batteries under the hood. One Odyssey ODM-AAGM31 shall be supplied by the manufacturer and located in the exterior compartment located below the right front ALS cabinet.	1	REV
		MODULE DISCONNECT		REV
07-07-0500		RR, Module Disconnect, Multiplex System	1	REV
		BATTERY GROUND		REV
07-08-0100		RR-Battery Ground	1	REV
07-09-6000		RR, Battery Charger, Pre wire only, 12V	1	REV
07-10-1000	<	RR, Power Outlets 12V, (2) Power Point Style, On with Ignition (1) outlet shall be mounted in the action area medical rail. (1) outlet shall be mounted above the top shelf in cabinet L8	1	REV
07-10-7230	< >	RR, Power Outlet, Kussmaul, USB Dual Port, 5VDC, 4.8 Amp, 091-219-5 Located in the cab switch panel per Electrical Engineering ignition hot standard	2	REV
		FRONT CONSOLE		REV
08-01-1710	S < >	RR, Console, Drivers Switch & Radio, Ford F Series, Black Polyurea coated- SR# 2024322F - Custom Console Ref 599567 SAP#10865960 DESCRIPTION QTY REF. NO FRONT CONSOLE Add 12V ignition wiring in front console right side storage for knox box SR#2021377F Knox Box 5.25"x5.25" x 4.5" Deep opening. Add 12V ignition wiring in front console for wiring - RIGHT SIDE BOX Driver's Switch Panel/Radio Console - VMUX Custom, Vista Panel Flush Mounted SR# 2021516F Black POLYURETHANE Coated with HAVIS C-ARM-102 Arm rests on the sides of the console. This will make the console approx. 13" wide. TOP SECTION Custom console Shall have a front angled monitor area. Mounted in front of the monitor there shall be (4) vertical glove holders that drop in from the top and are open on the top. Note!!!! (this is a change from previous unit, the 4th holder can be smaller to keep the full width the same as the console and the extra will be for extra storage).	1	REV

PART NO	S	DESCRIPTION	QTY	ID
		The angled area will have the V-mux screen mounted, without the standard bezel, flush to the console in the upper right corner. Both of the 3 position MultiPlex switch panel shall be in the bottom left corner (installed vertically), USB ports mounted above 3 position Multiplex switches. The charging port for the VMUX display shall be installed in the Driver's side of the cab console label "Programing Only"		
		MIDDLE SECTION This area shall be flat for the radio (Motorola APX 6500 05 Head) mounted centered in the upper area. Below the (2) coby holes there shall be A bin/pocket shall be on the right. The pocket will be vertical and the dimensions are 5.25"W x 5.25"L x 4.5"D. The remaining space to the left of this pocket will have storage, Black Plastic Cup holders with handles shall be on the lower portion.		
		BOTTOM SECTION A rear mounted map box shall be on the bottom section with (3) Polyurethane coated dividers. The map box is selected in option (08-05-5100). The map box will be incorporated into the console as one piece and will be black polyurethane coated. Please see attached drawings for reference		
08-01-4250	<	RR, 3 Position Multi-Plex Switch Panel Cab Console Provide a (3) button multiplex switch panel on the center console. These switches shall operate the following: Left Switch: Emergency Master Center Switch: Secondary Mode Right Switch: Module Power	2	REV
		DRIVER'S CONTROL PANEL		REV
08-02-1150		RR, Driver's Control Panel, V-Mux, Touch Screen	1	REV
08-02-5515	<	RR, Door Open Indicators (VMUX) Door Open Indicators, - Magnetic Proximity Switches located at the top of the door between the jamb and the door frame will activate a door open indicator on the driver's control panel. The Vista display screen will include a digital layout with door open indicators for each module door and activate the corresponding Interior compartment light. NOTE- OPEN CAB DOOR WILL NOT BE SHOWN ON DISPLAY. (STANDARD)	1	REV
08-02-9100		RR, Map Light, Federal LED "Littlite" Gooseneck Light, 12", Fixed Mounted	1	REV
		ATTENDANT CONTROL PANEL		REV
08-03-1150		RR, Attendant's Control Panel V-MUX, Touch Screen, w/bezel & USB Programming Por	1	REV
		POWER DISTRIBUTION		REV
08-04-6002	<	RR, Power Distribution, Weldon V-MUX, Video Inputs (UM & UM-150) Weldon V-Mux Multiplex System w/7" LCD VGA Touch Screen on front and rear switch panels with V-Mux Nodes. Includes an O2 Regulator/Transducer Mounted in #1 Compartment.	1	REV

PART NO	S	DESCRIPTION	QTY	ID
		INCLUDES VIDEO INPUTS FOR BACK-UP CAMERA. NOTE: The battery shut-off circuit to remain on for 5 minutes after the ignition has been shut off. Shutting off the ignition will activate a timer that will leave the batteries on for five minutes so that the module dome lights can be left on for patient unloading/vehicle restocking. Clock - Digital, Rear Control Panel, V-Mux display Electrical System 12V - V-MUX Multiplex System. Voltmeter - Standard for V-Mux Alarm, Low Voltage. Console, V-MUX Ammeter - for MULTIPLEX ELECTRIC SYSTEM. V-MUX Module Disconnect - V-Mux Multiplex Electrical System		
		09 - EMERGENCY Systems- Sirens, Speakers and Air Horn		REV
09-03-0020		RR, Warning Audible - Siren, Speakers, Air Horns- F-Series	1	REV
		SIREN ELECTRONIC - CONTROL HEADS / AMPS		REV
09-03-1040		RR, Siren Electronic, Whelen 295HFSC9, Dual Tone, Non Remote	1	REV
		SIREN SPEAKERS		REV
09-03-2512		RR, (2) Speakers, Federal Dynamax ES100, 100W, "Though-The-Bumper"	1	REV
		AIR HORNS		REV
09-03-3012	< >	RR, Air Horns, Buell 12", (2) Thru Bumper, F-Series,W/Tank & Comp NO Air horns thru center of Front bumper type 1 FORDS per ECN1820	1	REV
09-03-4032		RR, Siren Electronic, Additional, Whelen 'Howler', Ford F-Series	1	REV
09-03-6010		RR, Air Horns, Control Switch, Momentary Switch ILO std foot switch	1	REV
09-03-6130		RR, Air Horns, Control Switch, Push Button switch w/Guard Ring, Each	1	REV
09-05-0210		RR, Backup Alarm, No Cutoff	1	REV
09-06-0200		RR, Emergency Sequencer/Load Manager	1	REV
		FRONT WARNING LIGHT CONFIGURATION		REV
09-50-1333	<	RR, Visual Warning Front Upper - (5) "Cool Bar" (2) Front Wall Configuration Must pick proper lighting from menu.	1	REV
		AUXILLARY EMERGENCY LIGHTS		REV
09-70-4800	<	RR, Traffic Pre-Empt - Tomar 401-1228-PREHI w/RECT-37 Strobe Emitter Tomar High Priority Pre-Emption power supply (model number 401-1228-PREHIWP). Over-ride feature wired to disengage when the unit is in "Park" or "Neutral". Includes TOMAR RECT-37SWP Clear Strobe with chrome flange to be used as Traffic Emitter. Specify Location.	1	REV
09-80-3100	< >	RR, Emergency Flashers Set to, "X" Flash Pattern The vehicles emergency flashers shall flash in an "X" flash pattern. - Flash pattern as follows: - Street side front corner - A - Curbside rear corner - A - Street side rear corner -B - Curbside front corner - B Grill lights, Intersection lights and lights showing through rear door	1	REV

PART NO	S	DESCRIPTION	QTY	ID
		windows to be in an 'X' pattern with upper module lights		
		WARNING LIGHTS		REV
	>	LED Series - M9 (Flange Included)		REV
09-95-1505	<	RR, Whelen M9 LED, w/Chrome Flange - RED / Clear Lens (Internal Flasher) RediMedic	12	REV
		FRONT UPPER BODY LIGHTING		
		Front Body - Upper Curbside Corner		
		Front Body - Upper Curbside Inner (on Coolbar)		
		Front Body - Upper Street side Inner (on Coolbar)		
		Front Body - Upper Street side Corner		
		MODULE SIDES LIGHTING		
		Street side Body - Upper Forward		
		Street side Body - Upper Rear		
		Curbside Body - Upper Forward		
		Curbside Body - Upper Rear		
		Rear of Box:		
		MODULE REAR LIGHTING		
		Rear Body - Upper Street side Corner		
		Rear Body - Upper Curbside Corner		
		MODULE CENTER REAR WINDOW LIGHTING		
		Rear Body - Center Street side Window		
		Rear Body - Center Curbside Window		
		Primary/ Secondary		
		Flash Internal - Comet Flash		
09-95-1512		RR, Whelen M9 Duo, M92D w/M9FC Flange, RED/WHITE, Clear Lens ,DVI	2	REV
	>	LED Series - M7 (Flange included RR)		REV
09-95-2404	<	RR, Light, Whelen M7 LED, w/Chrome Flange, White (Internal Flasher) Center of Coolbar - above Tomar Primary Only Triple Flash	1	REV
09-95-2405	<	RR, Light, Whelen M7 LED, w/Chrome Flange, Red, Clear Lens (Internal Flasher) Primary /Secondary Center Upper Body - Rear Internal Flash - Comet Flash	1	REV
09-95-2423	< >	RR, Light, Whelen M7 Duo, M7DD w/M7FC Flange, Red/White, Clear Lens, DVI Front and Rear Intersection Lights, Streetside and curbside	4	REV
		WHELEN ION WARNING LIGHTS (Flange Included)		REV

PART NO	S	DESCRIPTION	QTY	ID
09-95-4712		RR, Light, Whelen, ION, WIONSMCR, Red, Clear lens, w/chrome flange	10	REV
EXTERIOR AUTOMOTIVE LIGHTING				REV
10-01-0002	>	RR, Tail Lights, Brake/Turn, Whelen M62-Series LED, Pair	1	REV
10-01-0007	>	RR, Back-up Lights, Whelen M62BU, LED Rear, Pair	1	REV
ICC/MARKER LIGHTS				REV
10-01-2020		RR, Marker/Clearance Lights, Front, Trucklite Model 33 LED, Amber	1	REV
10-01-2120		RR, Marker/Clearance Lights, Side and Rear, TruckLite Model 33 LED, Red/Amber	1	REV
10-01-3030		RR, Triple Light Chrome Housing, M6 Series, Vertical, Pair	1	REV
10-01-5020		RR, Outboard Rear Flashers, Wired to OEM Brake Lights	1	REV
10-01-7300		RR, Front Turn, Whelen M6-Series LED Amber Arrow w/Flange	1	REV
FLOOD AND LOAD SYSTEMS				REV
10-02-1025		RR, Scene Lighting, (4) Whelen M9EZ LED, M92SLC, w/Chrome Flange	1	REV
10-02-2040		RR, Rear Load Lights, (2) Whelen M7 Series Super LED, Gradient Scene Light	1	REV
10-02-3010		RR, Lighting Operation, Side Scene, Rear Load & Back-Up Lights	1	REV
10-02-3020	<	RR, Lighting Operation, Feature, Side Scene, Activated in Reverse The rearmost street side and curbside scene lights shall be activated when the curb side rear door is open or the vehicle is placed in reverse.	1	REV
10-02-3130	<	RR, Lighting Operation, Feature, Scene & Load Light, Auto-Reset Cutout Switch (1) Momentary cutout switch located on curbside wall over head of squad bench and (1) momentary cutout switch on curbside rear door panel. Closing the doors will reset the circuits.	1	REV
10-02-7010		RR, Fog/Driving Lights, Pre wire Cab Entry - Lighting	1	REV
10-02-8020		RR, Light, Cab Entry, 4" Whelen LED Courtesy Lighting	1	REV
10-02-9109	< >	RR, Light, Firetech, HiViz Mini Brow Light, 27LED, 35", Single stack, Black Mounted on the front portion of the Coolbar Wired through a separate switch on the Center Console	1	REV
11 - INTERIOR LIGHTING				REV
11-01-1215	>	RR, Dome Light -Road Rescue, 10" Edge illuminated LED, Each	4	REV
11-01-1420	< >	RR, Dome Lights - (7) Kinequip 8" Round LED (Ultramedic) The interior lighting system shall consist of (7) Kinequip 8" Round LED Dome Lights fixtures in the following configuration: (3) Bench lights over the squad bench (3) Dome lights Street side (1) Dome light Curbside rear The four outside corner lights and (1) light near the CPR seat area shall be designated module dome lights and be activated when the side or rear module entrance doors are opened or by a three-way circuit allowing these lights to be turned on and off from cab or module. The lights over the primary cot and squad bench shall have switches in the module that will allow independent high/low/off control. The lights shall produce at least 35 foot candles of light over ninety percent of the cot surface area in the high setting.	1	REV

PART NO	S	DESCRIPTION	QTY	ID
11-01-9000		RR, Timer -15 minute- Restocking	1	REV
11-01-9001	<	RR, Timer switch Additional, Rear Access Door On the lock box of the Leading Rear Access door.	1	REV
SPOTLIGHTS / HANDHELD LIGHTS				REV
11-02-1000		RR, Handheld Spotlight - Sho-Me 200,000 CP	1	REV
ATTENDANT LIGHT				REV
11-03-1010	<	RR, Attendant Light - 6" x 14" Diffusion Plate Light The cabinet above the light will have a sweep out cover panel over the wiring on the floor of the cabinet if the switch panel is not part of the design of the upper 2 cabinets.	1	REV
SHORELINE INLET				REV
12-01-4600	<	RR, Shoreline Inlet, 20A, Straight Blade, Hubbell cover Shore Inlet, 20 AMP, Straight Blade - 20 AMP/125VAC shoreline inlet in lieu of standard 15 amp. Includes mating female connector body for inlet and 20 amp GFI circuit breaker combo in lieu of standard 15 amp. Install the breaker box	1	REV
12-01-8500	<	RR, Shoreline Indicator, "ON" Amber OS Marker Light This light is to be wired after the GFI breaker to indicate shore power is 'ON' and breaker has not tripped.	1	REV
12-01-9020		RR, GFI Box Location- Behind Driver's Seat	1	REV
12-02-0200	<	RR, Outlets, Interior, 125V-15A (1) Action Wall, (1) Right Stack (1) outlet shall be mounted on the action area medical rail (1) outlet shall be mounted above the top shelf in cabinet L8	1	REV
12-02-2051		RR, Outlets, Interior, Each, Additional, 125V-15A, Upper Right Stack	1	REV
12-02-2052		RR, Outlets, Interior, Each, Additional, 125V-15A, Over Squad Bench	1	REV
12-02-2100	< >	RR-Outlets, Interior, Additional, 125V-15A, Custom Location, Each (1) Module side of Pass-thru - counter height (1)U2 Cabinet #2 wall lower right corner. (1)U2.5 cabinet (1)Mount in cab behind Pass. seat	4	REV
BLOCKHEATERS				REV
12-02-4001	<	Block Heater - With OEM Plug This option does not include a switch. (STANDARD).	1	REV
INVERTER - 125VAC				REV
12-03-1110	< >	RR, Inverter Charger - Vanner LifeSine, with charger indicator on Console Install the inverter in the interior L1 cabinet. LifeSine inverter will be ignition switch activated, No Inverter switch.	1	REV
13 - ENVIRONMENTAL SYSTEMS				REV
ENVIRONMENTAL CLIMATE CONTROL SYSTEM				REV
13-01-1200		RR, HVAC - Central Air Flow Discharge (UM & UM-150)	1	REV
13-01-2000		RR, Climate Control - (UM & UM-150)	1	REV
13-02-0100		RR, Exhaust Fan - 100 CFM Standard Location	1	REV
HVAC BASE SYSTEM - HOSELINE BRUSHED				REV

PART NO	S	DESCRIPTION	QTY	ID
13-02-5707	<	RR, Cover, Cool Bar, (4) M9, (1) M7 (Cover Blank) Drawing# 324271 (4) M9 series lights and (1) M7. Note: M7 is above center. Will have to be cut on floor Note: Will be painted same color as the mount location on box front.	1	REV
13-02-5712	>	RR, HVAC Aux Front Wall Coolbar, Hoseline, Ford F-series BRUSHLESS Motor	1	REV
13-02-9340		RR, Thermostat, In Vista display, Temperature sensor in Air return	1	REV
13-02-9340		RR, Thermostat, In Vista display, Temperature sensor in Air return	1	REV
13-03-1000		RR, Return Air System	1	REV
13-03-2000		RR, Return Air Central Plenum	1	REV
13-03-3000		RR, Heat/AC Cabinet	1	REV
14 - MEDICAL SYSTEMS				REV
COT MOUNTING PROVISIONS				REV
14-01-1010		RR, Cot Mounting, Hardware	1	REV
14-01-1110		RR, Post & Wheel Cups, None	1	REV
14-01-1210		RR, Safety Hook, Ship Loose	1	REV
14-01-1220		RR, Safety Hook, Ferno with bolts, Shipped Loose.	1	REV
14-01-1622	<	RR, Stryker Power Load/ Performance Load, Floor Plates and Wiring for Future Ins Additional floor structure for future installation of a Stryker #6390 Power-LOAD system or 9392 Performance Load. Includes pre-wire which will terminate under the attendant's seat	1	REV
14-01-1926	<	RR, Cut Floor and Install Cot Mount Floor plate, 6390-700-001A For Powerload or Performance Load Cot mounts.	1	REV
14-01-4028		Center Mount	1	REV
OXYGEN AND AIR SYSTEMS				REV
14-02-0100		RR, O2 System, Multiplex	1	REV
14-02-1000		RR, O2 Cylinder Wrench	1	REV
14-02-2000		RR, O2 Cylinder Bracket - Zico #QR-MV	1	REV
14-02-2010		RR, O2, Bracket, Zico, to be Adjustable	1	REV
14-02-3000		RR, O2 Control - Electric with Manual Bypass on Action Wall.	1	REV
14-02-4000	<	RR, O2 Outlets, Ohio Style, (2) Action Wall, (1) Squad Bench (2) O2 outlets in Action area medical device rail (1) O2 outlet CS Wall head of squad bench in medical device rail *** NOTE *** O2 outlets MUST be at least 12" from any 125V AC outlet.	1	REV
14-02-4100		RR, O2 Outlet, Relocate (1) Action Wall Outlet to Ceiling	1	REV
SUCTION SYSTEM				REV
14-03-1010	< >	RR, Suction System, SSCOR On-Board Conforms to J3043 requirements	1	REV
MISC MEDICAL				REV
14-04-1000	<	RR, Fire Extinguisher, 5# ABC w/ Mounting Bracket HD Amerex Bracket #861H with Amerex 5LB fire extinguisher. SHIPPED LOOSE	2	REV
15 - PAINT / DECALS AND NOMENCLATURE				REV
PAINT AND FINISH				REV
15-00-0100		RR, Road Rescue Paint Process	1	REV
15-01-2011	< >	Module Paint, Paint other than OEM, Red Note: Must state color with paint code and request a paint spray-out	1	REV

PART NO	S	DESCRIPTION	QTY	ID	
		for approval.			
		NOTE: When requesting a dark module color, REV Group Orlando recommends option 15-01-4010 to paint the roof sheet White. This will reduce heat transfer into the module and increase A/C system efficiency.			
15-01-4010	<	Module Paint, Flat Portion of Roof to be Painted White Ford white: FA91:YZ 2019 & up Dodge white : RAM88:GW7 2018 Dodge: FLNA40738 Chevy white: FLNA40738 C4500- 5500 2019-2020 FLNA 41383 International 4300-4400 white: NAV9212- Check chassis spec Freightliner white: CHA88:GW6-Check chassis spec	1	REV	
15-01-5600	< >	Cab Paint - Single Color, Repaint other than OEM, Red Paint Note: Must state color with paint code. (Request a paint spray-out for approval id wanted) Overall cab paint includes Hood. THE CAB INSERT MUST MATCH THE AREA THAT IT IS INSERTED INTO	1	REV	
15-02-3001		RR, Pinstripe, None, Fine Line Paint Edge GRAPHICS AND LETTERING	1	REV	
15-03-3900		RR, Badge Logos	1	REV	
15-03-4000		RR, Logos and Model Name	1	REV	
15-03-4001		RR, Ultramedic - Black Logos	1	REV	
15-04-1000		RR, Nomenclature Plaques. DIESEL.	1	REV	
16-01-0200		RR, Owner's Manual	1	REV	
74-09-0099	<	Indemnification Statement The purchaser agrees to defend, indemnify and hold Rev Ambulance Group harmless from any claims, costs (including actual attorneys' fees), damages and liabilities caused in whole or in part by any alteration or modification of, or changes or additions to the purchased products OR use of product for purposes it was not designed or intended for.	1	REV	
		== Factory Ship Loose - EMS Equipment - 1.122 09/20/24 ==		REV	
		Subtotal			330,194.00
		Delivery			2,500.00
		Powerload transfer, radio install, airhorn trumpet			2,238.47
		Graphics (Estimate)			4,500.00
		Total			339,432.47
		APPROVED :			
		DATE :			
		Additional 3-point seat belt mounted forward on rear walls #4 and/or #6: ADD \$945.00 per wall			
		Type-3/Ford E-450: Subtract Approx. \$42,000.00. WILL NEED ENGINEERING APPROVAL TO VERIFY TYPE-1/QUOTED CONFIGURATION COMPATIBLE WITH ON TYPE-3 PLATFORM.		VERIFY	

Ref: 2024-194

COUNCIL AGENDA: 7.B.
(9/10/2024)

SUBJECT: Approve to Accept the Assistance to Firefighters Grant for the Purchase of a New Ambulance (*Fire Department*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Fire & EMS Department

CLEARANCES: Unanimously Approved to Submit Grant by Committee of the Whole, February 27, 2024

EXHIBITS:

EXPENDITURES REQUIRED: \$301,249.20

AMOUNT BUDGETED: \$0

APPROPRIATION REQUIRED: \$286,904.00 - FEMA Assistance to Fire Fighers Grant
\$ 4,000.00 - from General Fund Fire Department Budget
\$ 10,345.20 - available in Fund 461 from a contribution from the Bayfield County Mass Casualty Incident Team.
\$301,249.20 - Total

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 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: 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 applies for an Assistance to Firefighter's Grant each year. This year we wrote for a grant to replace our oldest ambulance. We received notice that our grant was accepted, and we were awarded \$286,904.00. This grant requires us to contribute a 5% match. I will be able to use \$4000 of budgeted capital funds and the remaining funds from Bayfield County's Mass Casualty Team's annual \$20,000 allocation to AFD. No other funds will need to be allocated to make this match.

Ref: 2024-267

COUNCIL AGENDA: 7.F.
(12/10/2024)

SUBJECT: Approve a Wisconsin DNR Urban Forestry Grant Agreement to Continue Implementing the Emerald Ash Borer (EAB) Readiness Plan (*Parks & Recreation*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: City Council
Administration

EXHIBITS: 1. Wisconsin DNR Urban Forestry Grant Agreement
2. 2025 Urban Forestry Grant Award Reference List

EXPENDITURES REQUIRED: \$10,000 = Fund 480
\$15,000 = Fund 100 PW General Operating (In-kind)
\$25,000 = WDNr UF Grant
\$50,000 = Total

AMOUNT BUDGETED: \$10,000 = Fund 480
\$15,000 = Fund 100 PW General Operating
\$25,000 = Total

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: October 8, 2024 City Council - unanimously approved Resolution No. 17798

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

At the October 8, 2024, City Council Meeting, the Common Council approved applying for funding and a resolution to accept a grant for a 2025 Wisconsin Department of Natural Resources (WI DNR) Urban Forestry Grant to continue Implementing the Emerald Ash Borer (EAB) Readiness Plan which will focus on tree planting and removal.

2025 Funding will be used to:

- Hire a qualified consultant (certified arborist) to assist in continuing to implement the City of Ashland's EAB Management Plan by planting trees in City ROWs and public spaces/parks before the removal of EAB-affected trees.
- Purchase up to 100 bare root trees to be planted in the City's gravel bed system
- Purchase up to 50 trees 2.0"-2.5" DBH (to be planted by a certified arborist)
- Assist in the removal of up to 60 ash trees in dead to poor condition and up to an additional 40 trees of other species in poor condition.
- Additional staff training opportunities:
 - One City staff member participating in the 2025-2026 Community Tree Management Institute (CTMI)
 - Additional tree planting and tree trimming training for staff
 - A staff member becoming a certified pesticide applicator for EAB Treatment
 - Create outreach and education materials about oak wilt, native tree/shrub planting and EAB
 - Update to the City of Ashland Codification of Ordinances Chapter 454: Planting, Maintaining, and Removing Trees and Shrubs

This is a 50/50 grant. The match for this grant will come from Fund 480 and in-kind work done by the public works crew (tree trimming, removal, and caring for the gravel bed trees) and other City staff members.

Wisconsin DNR Urban Forestry Grant Agreement

Grantee Name		Grantee UEI (Applicable for federally-funded grants only)	
City of Ashland		N/A	
Grant Number	Grant Program	Performance Period	
25UF1643	Urban Forestry - State	Grant Start Date	Grant End Date
		January 1, 2025	December 31, 2025

Project Title:

City of Ashland EAB Readiness Plan Implementation: Tree Planting and Removal

Project Description and Scope Details**Project Description (as provided by the Grantee in the original application):**

The City of Ashland is seeking funding to:

- Hire a qualified consult (certified arborist) to assist in continuing to implement the City of Ashland's EAB Management Plan by planting trees in City ROWs and public spaces/parks prior to the removal of EAB affected trees.
- Purchase up to 100 bare root trees to be planted in the City's gravel bed system
- Purchase of up to 50 trees 2.0"-2.5" DBH (to be planted by a certified arborist)
- Assist of the removal of up to 60 Ash trees in dead to poor condition and up to an additional 40 trees of other species in poor condition.
- Train additional staff by attending CTMI, tree planting and tree trimming training and certified pesticide applicator
- Create outreach and education materials about oak wilt, native tree/shrub planting and EAB
- Update to the City of Ashland Codification of Ordinances Chapter 454: Planting, Maintaining, And Removing Trees and Shrubs

Project Scope Details:

- TREE MAINT. – PRUNING
- IEO
- TRAINING
- TREE MAINT. – PLANTING
- TREE MAINT. – REMOVAL
- ORDINANCE

Authorized Representative (Name and Title)

Sara Hudson, Director/City Forester

Street address

601 Main St., W

City, State, Zip Code

Ashland, WI 54806

Total Award Amount:	\$ 25,000.00
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This grant agreement (Agreement) is entered into for the Project Period, by and between (hereinafter Grantee) and the State of Wisconsin Department of Natural Resources (hereinafter Department), for the purposes of awarding an Urban and Community Forestry Program grant for completion of the described Project and establishing conditions of payment of the grant award. The Department and Grantee mutually agree to the following terms and conditions:

A. PROGRAMMATIC CONDITIONS

1. This Agreement is to be performed in accordance with ch. NR 47, Wis. Adm. Code.
2. **ENTIRE GRANT AGREEMENT.** This Agreement, together with any incorporated or 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. The attachments to this agreement are as follows:
 - a. Project Special Conditions
 - b. State Grant Agreement Terms and Conditions

Other incorporated parts are as follows:

Grantee's Grant Application

3. **PROJECT SPECIAL CONDITIONS.** The Grantee shall comply with all requirements listed in Attachment A, which pertain to the scope of the Project. The Grantee must obtain Department approval for any changes or deviations from the Project Special Conditions.

Grantee shall provide a copy of the requirements in Attachment A to any employees or contractors that are performing work on the Project.

4. **ADVANCE PAYMENT.** The Grantee understands that, if it is a not-for-profit organization meeting the requirements of section 501(c)(3) of the Internal Revenue Code, an advance payment of no more than fifty (50) percent of the grant may be requested upon the awarding of the grant. To request an advance payment, Grantee shall submit a cost estimate and a brief statement of need to support the request along with this signed grant agreement. These funds shall be expended only for eligible Project costs.
5. **INTERIM REPORTS.** The Grantee agrees to provide to the Department for review every 6 months during the grant Project Period, an interim report to contain details of progress, findings, problems, delays, adverse conditions that impair the ability to meet the objectives of the award, and other information regarding the status of the project. Interim reports must include a statement of the action taken or contemplated to resolve any problems, delays, or adverse conditions. Interim reports must be submitted using a form that is available on the Department's Urban Forestry Grants webpage.
6. **REIMBURSEMENT REQUEST.** Payment of the Grant Award shall be made through reimbursement of actual and eligible expenses for the Project that are within the Scope of the Project and have been incurred by the Grantee during the Project Period, unless otherwise approved by the Department. Payment will only be made to the Grantee. The Grantee agrees to provide to the Department for review a final accounting claim for reimbursement, using a form(s) that is available on the Department's Urban Forestry Grants webpage and supported by evidence of cost by March 31, 2026. Grant payment will be made upon Department approval of the final report and the final reimbursement request. Eligible and ineligible expenses are defined in Wis. Adm. Code s. NR 47.56. The Application Guide, FAQs, and other information on the Department website may also be helpful resources.

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7. **FRINGE BENEFITS.** The Grantee 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 Grantee's labor costs. The current DOA maximum fringe benefit rate effective until June 30, 2025 is 47.60 percent. If the rate is revised after that date, the Department will notify the Grantee of the new rate. Fringe benefits may include employee insurance, retirement plans, Social Security contributions, workers compensation insurance, etc.
8. **EQUIPMENT RATES.** The Grantee agrees to use the annual "DOT Classified Equipment Rates" to establish the eligible rate or estimated life of the equipment for any equipment usage charged to the grant.
9. **FINAL REPORT.** The Grantee agrees to provide to the Department for review, by March 31, 2026 , a final report using a form(s) that is available on the Department's Urban Forestry Grants webpage. The final report shall include:
 - a. Documentation of all Project activities during the Project 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.
10. **WRITTEN CONTRACTS REQUIRED.** Any construction work or work performed by a consultant or other service provider totaling \$10,000 or more per year requires a written contract. The contract must specify the financial terms, contract duration and services to be rendered.
11. **DEPARTMENT ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS, AND ELECTRONIC MEDIA.** Grantee shall acknowledge Department support in any publications, audiovisuals, and electronic media developed as a result of this award. Grantee shall use the phrase "Funding for this project is provided by the Wisconsin Department of Natural Resources".
12. **DEPARTMENT LOGO.** Grantee may not use the Department's logo without the Department's prior written approval.
13. **APPLICABLE LAW.** The Grantee agrees to comply with all applicable federal, state, and local statutes, ordinances, regulations, and executive orders in fulfilling the terms of this agreement. This includes but is not limited to, general and special zoning, permit requirements, disability access, environmental quality, historical and archeological preservation.

B. GENERAL CONDITIONS

1. **GENERAL ACCOUNTING PRINCIPLES.** The Grantee shall maintain an accounting system that accurately reflects all fiscal transactions, incorporates appropriate controls and safeguards, and provides a good audit trail, particularly to source or original documents. Financial schedules and statements filed with payment requests shall be based on records maintained under generally accepted accounting principles which meet the following minimum requirements:
 - a. Project accounts shall separate grant receipts and eligible expenditures from those allocable to other programs and activities;
 - b. Receipts and expenditures shall be listed in sufficient detail to provide a basis for accurate and complete program reporting;
 - c. All project receipts shall be identified in sufficient detail to reflect their source and purpose;

- d. Supporting records for all project expenditures (including, but not limited to, proof of payment such as canceled checks or receipts from vendors) shall be itemized in detail to indicate the nature and appropriateness of each; and
 - e. Payroll records that reflect actual project hours worked by each employee as well as allocable gross wages and fringe benefits paid shall be maintained. Time and attendance records describing the work performed, specifying project hours worked by day, and both signed by the employee and bearing evidence of management review/approval, shall be maintained, along with computations showing hourly pay rates and allocation of fringe benefits.
- 2. **RECORDS RETENTION; ACCESS.** The Grantee shall retain and make available to the Department for inspection all records related to the Project, including invoices, canceled checks, receipts, and fiscal records that support all project costs claimed by the Grantee, for three years from the date of final payment by the Department or three years after the end of the Project Period, whichever is later. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained for three years after all litigation, claims, or audit findings involving the records have been resolved. Grantee will also provide the Department with all information necessary to accomplish any public transparency reporting or Grantee monitoring that the Department deems necessary.
- 3. **OTHER SOURCES OF FUNDS.** Costs for which payment has been or will be received from any other source, including under another federal or state financial assistance program, are ineligible for grant funding. No duplication of payment or reimbursement from another funding source is permitted. The Grantee shall inform the Department of the amount and source of any funds received from other parties to defray the costs of any actions taken under this Agreement. The Department may reduce payment or seek recovery of funds previously paid to Grantee, if funds received from other parties include payment of costs previously paid by or are eligible under the Urban Forestry Grant Program.
- 4. **BIDDING REQUIREMENTS.** The Grantee agrees to comply with all applicable federal, local, and state contract and bidding requirements. The Grantee should consult its legal counsel with questions concerning contracts and bidding. For assistance, Grantee may consult <https://dnr.wisconsin.gov/sites/default/files/topic/Aid/grants/ProcurementGuide.pdf>.
- 5. **NON-DISCRIMINATION.** In connection with the performance of work under this Agreement, Grantee agrees 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 as defined in s. 111.32(13m), Wis. Stats., or national origin. This is with respect to, but is not 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. The Grantee agrees to post in conspicuous places, available for employees and applicants for employment, notices required by law. Pursuant to 2019 Wisconsin Executive Order 1, Grantee agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation. Failure to comply with the conditions of this clause may result in the termination of this Agreement or withholding of payment. The Grantee agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
- 6. **AFFIRMATIVE ACTION PLAN.** [For grants over \$50,000] Within fifteen (15) working days after this Grant Agreement is executed, Grantee shall comply with the State of Wisconsin Affirmative Action Plan Requirements, available at <https://doa.wi.gov/Documents/DEO/WIAffirmativeActionRequirements.pdf>, and submit the required forms and/or plan to the Department, unless the appropriate forms or plan are already on file with the state.

7. **STANDARDS OF PERFORMANCE.** Grantee shall perform activities as set forth in this Grant Agreement in accordance with those standards established by statute, administrative rule, the Department, and any applicable professional standards.
8. **INDEPENDENT CONTRACTOR.** The Grantee shall have sole control of the method, hours worked, and time and manner of any performance under this agreement other than as specifically provided in this agreement. The Department takes no responsibility of supervision or direction of the performance of the agreement to be performed by the Grantee or the Grantee's employees or agents. The Department further agrees that it will exercise no control over the selection and dismissal of the Grantee's employees or agents.
9. **COMPLIANCE BY THIRD-PARTY RECIPIENTS OF FUNDS.** With respect to funds received by Grantee under this Grant Agreement, for each payment or distribution of funds made by Grantee to third-party contractors or subcontractors, Grantee shall be responsible for ensuring third-party compliance with all laws, rules, and regulations applicable to the receipt of such funds, including but not limited to applicable requirements of this Grant Agreement, the affirmative action requirements set forth in par. B.6., and the civil rights, nondiscrimination, and equal employment opportunity authorities and assurance set forth in par. B.5. Grantee shall be responsible for all matters involving any contractor or subcontractor engaged under this Grant Agreement, including grant compliance, performance, and dispute resolution between itself and a contractor or subcontractor. The Department bears no responsibility for contractor or subcontractor, performance, or dispute resolution hereunder.
10. **INDEMNIFICATION.** Grantee agrees to save, hold harmless, defend, and indemnify the State of Wisconsin, the Department and all officers, employees and agents of the State of Wisconsin and the Department, 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 Grantee's employees, agents or representatives. Grantee shall indemnify and hold harmless the Department and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any obligations arising out of agreements between Grantee and third parties to perform services or otherwise supply products or services.

The Grantee Authorized Representative signing this Agreement certifies and attests that Grantee’s respective Articles of Organization, Articles of Incorporation, By-Laws, Member’s Agreement, Charter, Partnership Agreement, Corporate or other Resolutions, and/or other related governing documents, statutes, or ordinances give such person full and complete authority to bind Grantee, on whose behalf they are executing this document.

FOR THE GRANTEE
I agree to the above-stated conditions.

Signature of Grantee Authorized Representative

Printed name and title of Grantee Authorized Representative

Date Signed

FOR THE STATE OF WISCONSIN
By



Carmen Hardin, Director
Bureau of Applied Forestry

December 3, 2024

Date Signed

ATTACHMENT A: PROJECT SPECIAL CONDITIONS

1. Prior to any combination of pruning, removal and/or treatment, the GRANTEE 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.
2. 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.
3. 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."
4. Prior to purchase, printing, publication, or duplication, the GRANTEE agrees to provide to the DEPARTMENT, for review and approval, any/all public awareness or educational materials developed for the project. Specific materials include: education materials (both printed and digital) about the implementation of the City of Ashland's EAB Plan including options for private ash tree treatment and removal
5. The GRANTEE gives the DEPARTMENT permission to share products funded by this grant with other interested parties for instructional or educational purposes.
6. Prior to training, the GRANTEE agrees to provide to the DEPARTMENT, for review and approval, a description or outline of urban forestry training.
8. Prior to tree ordering, the GRANTEE agrees to provide to the DEPARTMENT, for review and approval, a planting plan, to include planting specifications, site map(s), and species list.
9. 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.
10. Nursery stock shall meet standards established in the most current edition of ANSI Z60.1 American Standard for Nursery Stock.

11. 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.
12. The GRANTEE shall provide maintenance on trees for a minimum of three years following planting.
13. The GRANTEE'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 GRANTEE's community urban tree canopy, based on the GRANTEE's tree inventory data or data available from the DEPARTMENT. Any exceptions must be pre-approved by DNR urban forestry staff.
14. Prior to approval by the GRANTEE's governing body, the GRANTEE agrees to provide to the DEPARTMENT, for review and pre-approval, a copy of the following project document(s):
Ordinance

ATTACHMENT B: STATE GRANT AGREEMENT GENERAL TERMS AND CONDITIONS

1. Declining Award: The Grantee may decline the offer of financial assistance provided through this Agreement, in writing, at any time prior to the start of the Project Period and before expending any funds.
2. Amendments: Amendments to this Agreement shall be made in writing, dated, and signed by both parties prior to the end of the Project Period, except that adjustments to the scope of work that are requested by the Grantee may be granted to the Grantee by the Department in writing without the Grantee's signature.
3. Reimbursement of Funds to Department: The Grantee shall reimburse to the Department any disbursed funds which are determined by the Department to have been misused, misappropriated, or used to pay for ineligible expenses. Grantee shall reimburse the Department for any disbursed funds that have not been applied to an eligible expense of the Project within the Project Period of this Grant Agreement. The Department may also require reimbursement of funds if the Department determines that any provision of this Grant Agreement has been violated. Any reimbursement of funds which is required by the Department, with or without termination, shall be due within forty-five (45) days after the Department gives written notice to Grantee. The State reserves the right to recover such funds by any legal means including litigation if necessary.
4. Suspension of Payments for Failure to Perform: The Department reserves the right to suspend or cease payment of Grant Award funds if required reports are not provided to the Department on a timely basis or if sufficient performance of grant activities is not evidenced. The Department further reserves the right to suspend or cease payment of funds under this Grant Agreement if there are deficiencies related to the required reports. Grantee's management and financial capability including, but not limited to, audit results and performance may be taken into consideration in any or all future determinations by the Department and may be a factor in a decision to withhold payment and may be cause for termination of this Grant Agreement.
5. Termination of Agreement: The Department reserves the right to terminate this Grant Agreement in whole or in part, with or without cause, without penalty to the Department, effective upon mailing of notice of termination to Grantee. For the avoidance of doubt, termination by the Department is permitted for, among other things: failure of Grantee to make sufficient progress, failure of Grantee to comply with any of the terms of this Grant Agreement, and lack of appropriation. Upon receipt of termination notice, Grantee shall make available to the Department program records, equipment, and any other programmatic materials.
6. Disclosure of State Public Officials and Employees: If a State public official as defined by Wis. Stat. § 19.42, or an organization in which a State public official or a member of the state public official's immediate family holds at least a 10% interest is a party to this Grant Agreement, this Grant Agreement is voidable by the State unless timely, appropriate disclosure is made to the State of Wisconsin Ethics Commission, P.O. Box 7125, Madison, WI 53707-7125. Grantee shall not engage the services of any person or persons now employed by Grantor, including any department, commission or board thereof, to provide services relating to this Grant Agreement without the prior written consent of the Grantor and the employer of such person or persons.
7. Severability: If any provision of this Grant Agreement shall be adjudged to be unlawful, then that provision shall be deemed null and void and severable from the remaining provisions and shall in no way affect the validity of this Grant Agreement.
8. Survival of Requirements: Unless otherwise authorized in writing by the Department, the terms and conditions of this Grant Agreement shall survive the Project Period and shall continue in full force and effect until Grantee has completed and is in compliance with all the requirements of this Grant Agreement.
9. Assignment of Agreement: Grantee shall not assign to a third party all or any part of its obligations or rights under this Grant Agreement without prior written approval of the Department.
10. Waiver: Failure or delay on the part of either Party to exercise any right, power, privilege, or remedy hereunder shall not constitute a waiver thereof. A waiver of any default shall not operate as a waiver of any other default or of the same type of default on a future occasion.
11. Choice of Law and Venue: This Agreement shall be governed by the laws of the State of Wisconsin. The venue for any dispute shall be the state and federal courts of Wisconsin.

2025 Urban Forestry Grant Award Reference List

Document	What is it?	Response needed	By When
Wisconsin DNR Urban Forestry Grants 2025 Recordkeeping & Reimbursement Guide (will be available mid-January)	Provides detailed instructions on what records must be kept for reimbursement and how to use the reimbursement forms. Find the electronic versions of our forms here: Forms	Use it to set up your accounting system so you can properly document your expenses. Download a copy of the electronic reimbursement forms to fill in throughout the year.	Before you start incurring costs on the project.
Urban Forestry Grant Report, Form 8700-345	Project Progress & Final Reporting	Due within 6 months of the grant award date and upon completion of project.	DNR will send reminder email
On-Line Reference Materials:			
Dept. of Transportation 2025 2025 DOT Equipment Rates (02-25-50 & 02-25-55) (will be available mid-January)	Listing of approved rates that can be charged against the grant for equipment you use.	Use it when completing your equipment summary.	When you start charging equipment to the grant.
Bidding & Contracting Guidelines	General bidding guidance for grant related purchases. These may or may not apply to you.	Check these to identify possible problems with your purchasing process. Work with your attorney to make sure you comply with the law.	Before you let contracts or make large purchases.
Minimum Tree Inventory Attributes	A tree inventory file format and minimum data field request	Review before hiring a consultant, developing an RFP or purchasing an inventory data system.	Submit inventory data with final grant documentation
Guidelines for Working with Consultants	Some helpful hints on working with urban forestry consultants.	Check these if you plan to use a consultant on your project.	Before contacting a consultant.
Developing Tree Purchase & Planting Specifications for Bid	A process to help you develop tree buying and planting specifications if you plan to purchase trees or have someone else plant trees.	Use this to assure that your planting project meets DNR recommended specifications.	Before you send out bid requests for trees or planting services.
Technical Guide to Developing Urban Forestry Strategic Plans & Urban Forest Management Plans	A “how to” guide for urban forestry strategic and management plans. It also includes checklists for DNR approval of your plans.	Use this to assure that your plans contain the components needed for DNR approval. Consider using the checklist in your request for proposals.	Before you start your plan or send out a Request for Proposals for consultant work.
Guidelines for Emerald Ash Borer Plans Examples: EAB Toolbox - Wisconsin DNR (See Plans Tab)	The guidance provides a number of recommended elements listed in the guidelines. Only four are mandatory if the plan is created as part of a WDNR grant project.	Use this to assure that your plans contain the components needed for DNR approval.	Before you start your plan or send out a Request for Proposals for consultant work.
To request copies of these materials: Please contact your UF Coordinator or Nicolle Spafford. DNRURBANFORESTRYGRANTS@wisconsin.gov		DNR staff contact list available at: http://dnr.wi.gov/topic/UrbanForests/contact.html	

Ref: 2024-276

**COUNCIL AGENDA:
7.G. (12/10/2024)**

**SUBJECT: ** Approve a Resolution to Allow to Include BNY, Mellon N.A. as an
Approved Public Depository for the City of Ashland (*Finance*) Roll**

RECOMMENDATION: Approve

**DEPARTMENT OF
ORIGIN:** Finance

CLEARANCES: Finance Director

EXHIBITS: 1. Proposed Resolution No. 17806
 2. Portfolio Estimated Interest Report - Project Construction
 Fund

**EXPENDITURES
REQUIRED:** NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:**

**TREASURER'S
CERTIFICATE:** The Treasurer's Office has certified that BNY, Mellon N.A. and
Pershing Advisor Solutions, LLC are in compliance with the
provisions of Ordinance 923.10 Ashland City Ordinances.

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

To help ensure the timely, accurate management of both investment and spending of city debt funding during upcoming Library Projects, the City wishes to hire Ehlers Investment Partners in cooperation with Pershing Advisor Solutions LLC to oversee the spending deadlines and investment thresh-holds along with any resultant Federal reporting that may be required. To utilize these services that Ehlers offers, it is necessary to open and fund a new bank account with BNY Mellon, N.A. to allow the management access required.

RESOLUTION No. 17806

APPROVE A RESOLUTION TO ALLOW TO INCLUDE BNY, MELLON N.A. AS AN APPROVED PUBLIC DEPOSITORY FOR THE CITY OF ASHLAND

WHEREAS, the City of Ashland has issued \$4,340,000 General Obligation Promissory Notes, Series 2024A, for Phases I and II of the Vaughan Public Library Projects, and

WHEREAS, the administration and management of these project funds is significant and time is of the essence; and,

WHEREAS, the City of Ashland deems it prudent to permit Pershing Advisor Solutions LLC in cooperation with Ehlers Investment Partners to assist in the timely management and investing of these funds.

NOW, THEREFORE, BE IT RESOLVED that the City of Ashland will add BNY, Mellon N.A. to its list of approved City public depositories.

PASSED: December 10, 2024

Aldersperson

ATTEST:

Denise Oliphant, City Clerk

Matt MacKenzie, Mayor

Approved as To Form:

Max Lindsey, City Attorney

As of 11/21/2024

Portfolio Estimated Interest Report - Project Construction Fund

Investment Proceeds Detail			Yield and Fee Detail			Proceeds Detail				
\$166,803.69	Estimated Income		3.897%	Arbitrage Yield	\$4,378,293.19	Beginning Proceeds	24-month Spending Exception			
- 9,544.87	Estimated Fees	+	0.250%	Investment Fee	\$156,258.81	Ending Balance				
- 148,050.76	Allowable Income	+	0.000%	Yield Adjustment	- 9,208.05	Estimated Rebate				
= \$9,208.05	Estimated Rebate	=	4.147%	Allowable Yield	= \$147,050.76	Available Proceeds				
Month	Projected Cash Flows - Draw Schedule as of 11/21/2024						Portfolio Yields and Fees		% Spent	Month Count
	Balance	Spend	Income	%Spent	Yield	Fee				
12/26/2024	\$4,393,281.06	\$0.00	\$15,889.15	0.020%	4.416%	\$901.29			1	
01/26/2025	4,408,821.22	0.00	16,474.94	0.040%	4.416%	934.78			2	
02/26/2025	4,150,226.23	273,705.82	16,020.01	6.082%	4.416%	909.18			3	
03/26/2025	3,889,318.11	273,705.82	13,569.26	12.121%	4.408%	771.56			4	
04/26/2025	3,628,836.58	273,705.82	14,023.35	18.161%	4.401%	799.06			5	
05/26/2025	3,367,019.84	273,705.82	12,608.89	24.199%	4.394%	719.80	10%		6	
06/26/2025	3,104,659.44	273,705.82	12,033.75	30.236%	4.387%	688.32			7	
07/26/2025	2,841,025.46	273,705.82	10,684.08	36.271%	4.380%	612.24			8	
08/26/2025	2,576,788.60	273,705.82	10,045.73	42.306%	4.374%	576.77			9	
09/26/2025	2,311,615.00	273,705.82	9,052.93	48.340%	4.369%	520.71			10	
10/26/2025	2,045,260.31	273,705.82	7,800.57	54.371%	4.364%	449.44			11	
11/26/2025	1,778,214.30	273,705.82	7,067.73	60.402%	4.361%	407.91	45%		12	
12/26/2025	1,510,048.92	273,705.82	5,880.31	66.432%	4.359%	339.87			13	
01/26/2026	1,241,130.33	273,705.82	5,081.51	72.460%	4.358%	294.27			14	
02/26/2026	971,272.09	273,705.82	4,084.74	78.488%	4.356%	237.16			15	
03/26/2026	700,190.62	273,705.82	2,786.74	84.513%	4.354%	162.39			16	
04/26/2026	428,444.70	273,705.82	2,082.12	90.538%	4.352%	122.21			17	
05/26/2026	155,719.07	273,705.82	1,042.55	96.561%	4.351%	62.36	75%		18	
06/26/2026	156,258.81	0.00	575.31	96.562%	4.351%	35.57			19	

Ref: 2024-261

**COUNCIL AGENDA: 8.A.
(12/10/2024)**

SUBJECT: Presentation and Discussion of the City of Ashland 2023 Financial Audit

RECOMMENDATION: Presentation and Discussion

DEPARTMENT OF ORIGIN: Finance

CLEARANCES: Administration

EXHIBITS: 1. 2023 Audit Summary Presentation by Baker Tilly US, LLP

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

The financial statement auditors for the City of Ashland, Sheanne Hediger, C.P.A., who is a Principal with Baker Tilly US LLP, and Vanessa Kane, C.P.A., who is a Senior Manager with Baker Tilly US LLP, will be joining the meeting virtually to present the 2023 audit summary and answer questions from City Councilors.



City of Ashland

Report to the City Council

2023 Audit Summary

Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, are members of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. Baker Tilly US, LLP is a licensed CPA firm that provides assurance services to its clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and consulting services to their clients and are not licensed CPA firms.

Overview

-
- 01 Independent auditors' report
 - 02 Financial highlights
 - 03 Report on federal and state awards
 - 04 Reporting and insights letter
-

Independent auditors' report

Pages 1 – 3

- **Opinions**

- Unmodified: Financial statements are presented fairly, in all material aspects, in accordance with accounting principles generally accepted in the U.S.

- **Management's responsibility**

- Preparation and fair presentation of financial statements
- Design, implementation and maintenance of internal controls
- Evaluating whether there are conditions or events that raise substantial doubt about the ability to continue as a going concern

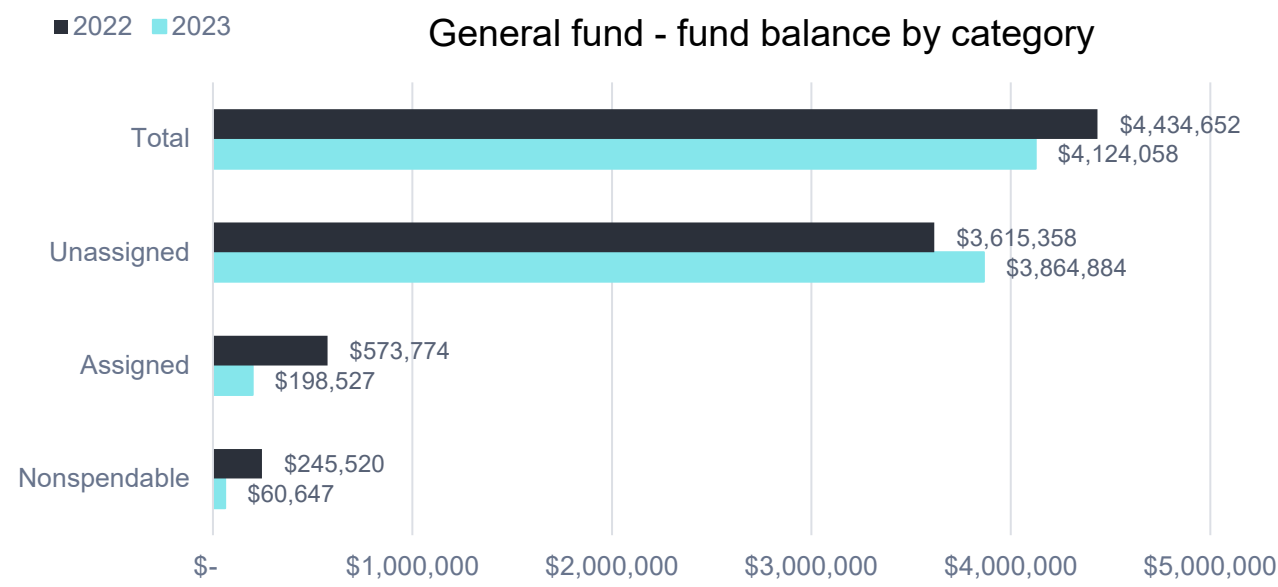
- **Auditors' responsibility**

- Objective is to obtain reasonable assurance about whether the financial statements are free from material misstatement.
- Misstatements are considered material if there is a substantial likelihood that they would influence the judgment made by a reasonable user of the financial statements.
- Performing the audit includes:
 - Exercising professional judgment and maintaining professional skepticism
 - Identifying and assessing risk of material misstatement and design and perform procedures responsive to risks
 - Obtain an understanding of internal controls, but not for purpose of expressing an opinion on them
 - Evaluate accounting policies and estimates used by management
 - Conclude whether there are conditions or events that raise substantial doubt as to ability to continue as a going concern

Financial highlights

FINANCIAL HIGHLIGHTS

General fund results



Fund balance category definitions

Nonspendable - amounts cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained in tact.

Restricted - amounts that can be spent only for the specific purposes stipulated by an external source.

Committed - amounts constrained for specific purposes that are internally imposed through formal action of the governing body.

Assigned - spendable amounts that are intended to be used for specific purposes that are not considered restricted or committed.

Unassigned - residual amounts that have not been classified within other categories above.

Summarized income statement

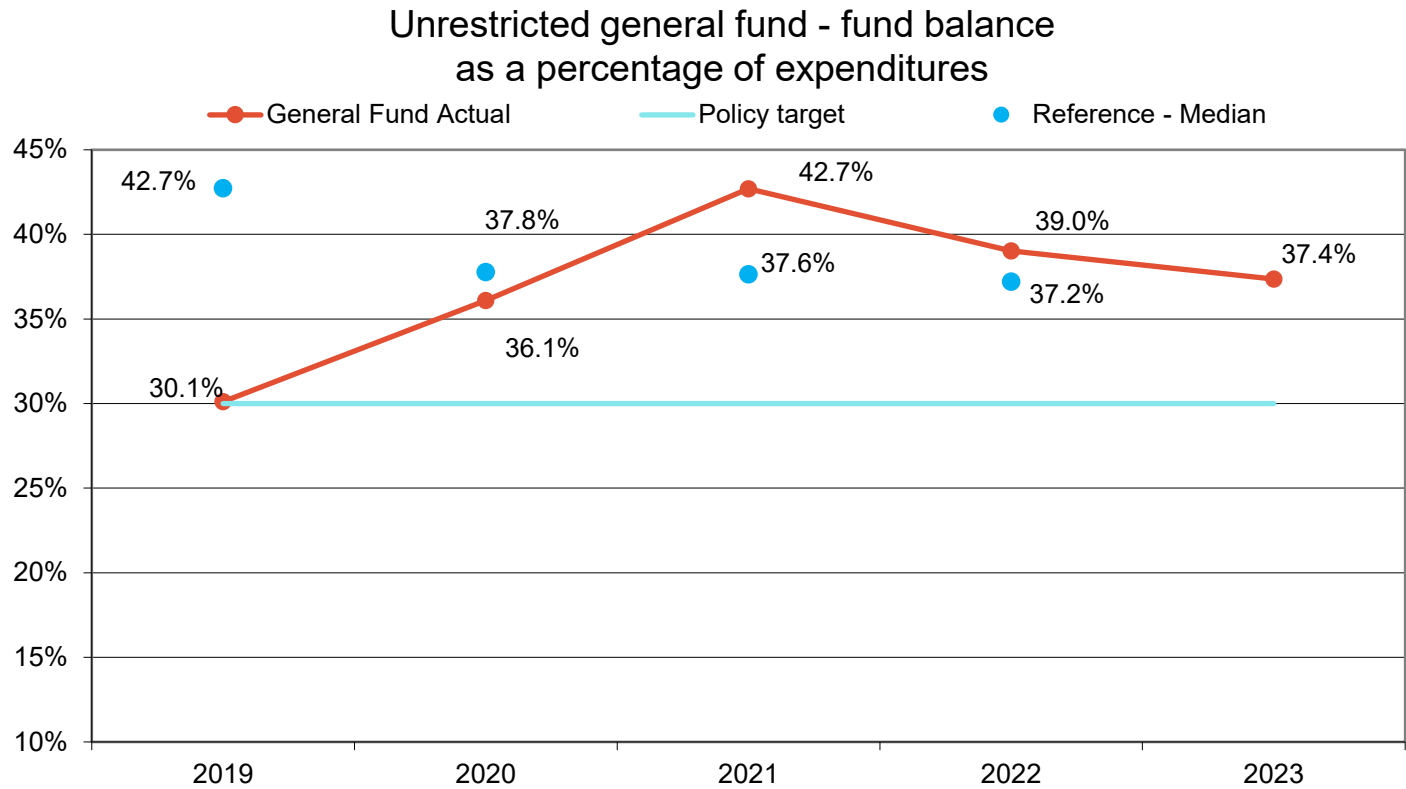
	<u>Actual</u>	<u>Final budget</u>	<u>Variance</u>
Revenues and other financing sources	\$ 11,240,047	\$ 11,160,744	\$ 79,303
Expenditures and other financing uses	<u>11,550,641</u>	<u>11,734,518</u>	<u>183,877</u>
Net change in fund balance	<u>\$ (310,594)</u>	<u>\$ (573,774)</u>	<u>\$ 263,180</u>



FINANCIAL HIGHLIGHTS

General fund - fund balance trends

Fund balance policy:
Maintain unrestricted fund balance equal to 30% of expenditures.



Other reference values
GFOA recommends a minimum of no less than 2 months (16.7%) of general fund expenditures.

Median reference value generated from 2019 - 2022 Baker Tilly municipal client data for population range of under 10,000.

General Obligation Debt Outstanding

Debt management policy:
The City follows Wisconsin Statutes whereas the total general obligation indebtedness of the City may not exceed 5 percent of the equalized value of the taxable property within the City's jurisdiction.

Actual percentage of debt limit at 12/31/23: **40%**

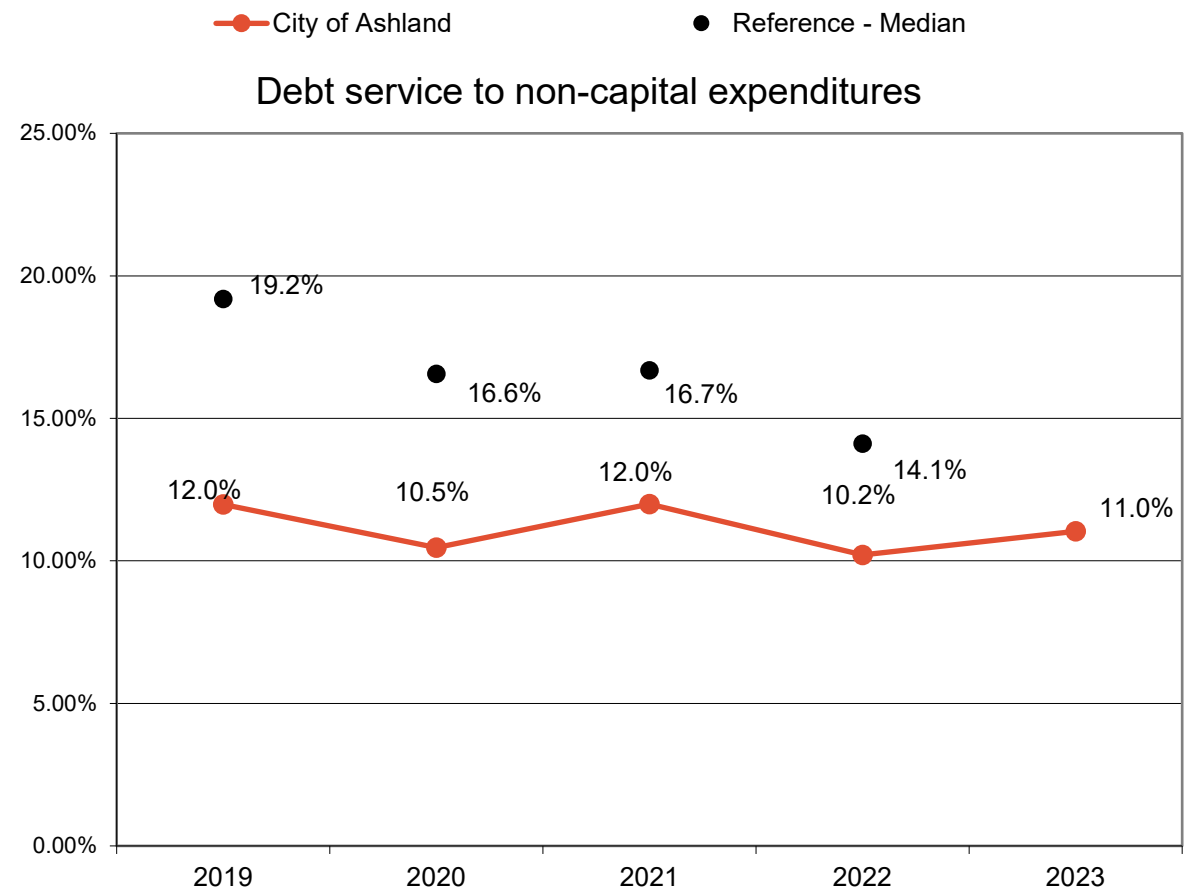


Total debt outstanding by type at 12/31/2023

	General obligation	Revenue debt	Total
Governmental Funds	\$ 12,069,146	\$ -	\$ 12,069,146
Enterprise Funds	803,000	6,540,260	7,343,260
Debt Service fund balance	(258,801)	-	(258,801)
Total	\$ 12,613,345	\$ 6,540,260	\$ 19,153,605



Analysis of Debt Service – Governmental Funds



	2023	2022
Principal	\$ 1,200,439	\$ 1,183,363
Interest	339,190	288,397
Total	<u>\$ 1,539,629</u>	<u>\$ 1,471,760</u>
Non-capital expenditures	<u>\$ 13,952,086</u>	<u>\$ 14,415,626</u>

Other reference values

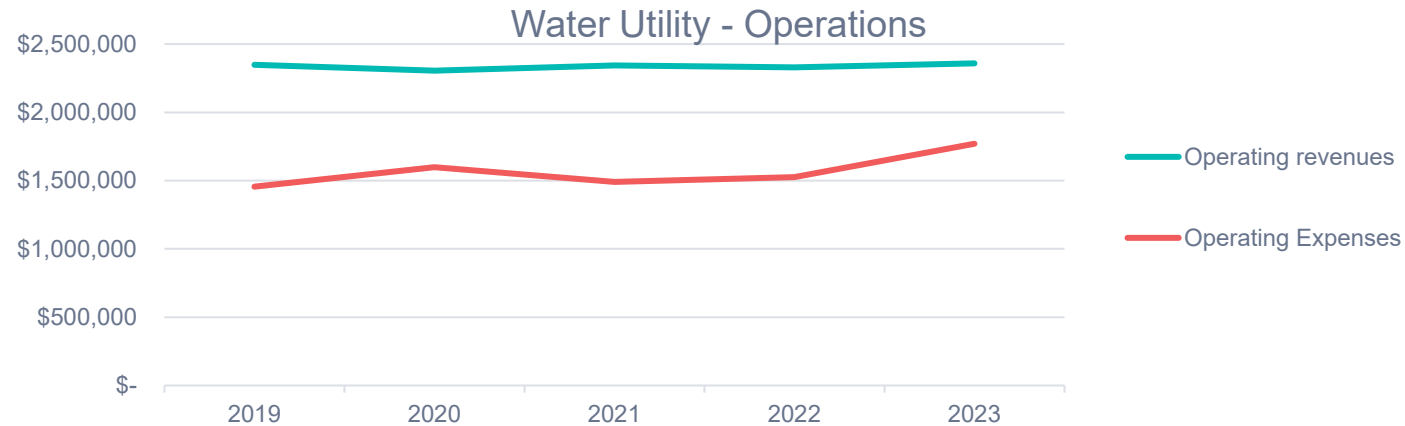
Median reference value generated from 2019 - 2022 Baker Tilly municipal client data for population range of under 10,000.

FINANCIAL HIGHLIGHTS

Water Utility

ANALYSIS OF INCOME STATEMENT

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Operating Revenues	\$ 2,348,567	\$ 2,305,271	\$ 2,343,756	\$ 2,330,664	\$ 2,358,763
Operating Expenses	1,455,933	1,599,151	1,489,625	1,525,314	1,770,185
Operating income	\$ 892,634	\$ 706,120	\$ 854,131	\$ 805,350	\$ 588,578



Other Benchmarks

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Rate of Return (PSC)</u>					
Actual rate	5.11%	4.72%	4.23%	4.56%	2.71%
Authorized rate	5.00%	5.00%	5.00%	5.00%	5.00%
<u>Ability to meet current obligations</u>					
Unrestricted cash & investments (deficit)	\$ 230,728	\$ 768,503	\$ 743,061	\$ 255,452	\$ -
Months of unrestricted cash	1.18	4.00	3.80	1.32	-



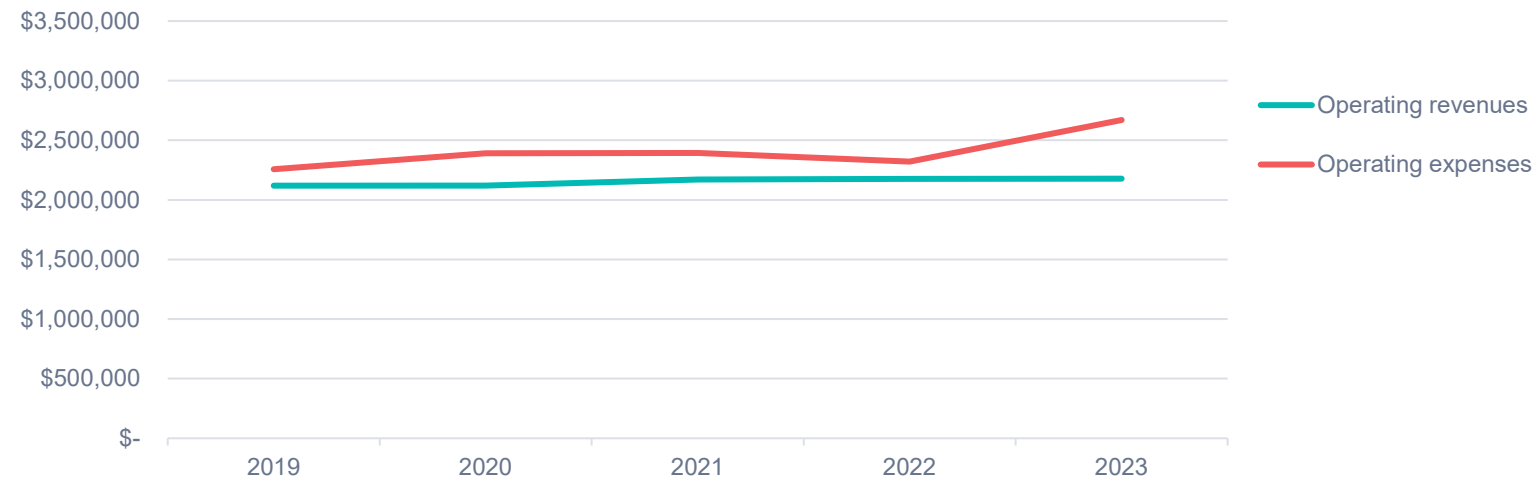
FINANCIAL HIGHLIGHTS

Wastewater Utility

ANALYSIS OF INCOME STATEMENT

	<u>2019</u>		<u>2020</u>		<u>2021</u>		<u>2022</u>		<u>2023</u>	
Operating Revenues	\$	2,119,397	\$	2,121,016	\$	2,170,438	\$	2,177,443	\$	2,178,051
Operating Expenses		2,257,194		2,390,488		2,392,923		2,320,825		2,670,115
Operating income (loss)	\$	(137,797)	\$	(269,472)	\$	(222,485)	\$	(143,382)	\$	(492,064)

Wastewater Utility - Operations



Other Benchmarks

	<u>2019</u>		<u>2020</u>		<u>2021</u>		<u>2022</u>		<u>2023</u>	
Ability to meet current obligations										
Unrestricted cash & investments	\$	2,166,274	\$	1,923,338	\$	470,108	\$	-	\$	392,812
Months of unrestricted cash		12.27		10.88		2.60		-		2.16

Report on Federal and State Awards

Report on federal and state awards

- Total federal awards expended – \$1,074,901
- Total state awards subject to state single audit guidelines – \$446,858
- Major programs tested –
 - Federal: Section 154 Program
 - State: Knowles-Nelson Stewardship Program

Report on federal and state awards (cont.)

- **Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Governmental Auditing Standards***
 - Material weaknesses in internal control reported
 - Internal control over financial reporting
 - Internal control environment (lack of segregation of duties)
 - No instances of noncompliance reported

Report on federal and state awards (cont.)

- **Report on Compliance for the Major Federal and Major State Programs, Report on Internal Control over Compliance; and Report on the Schedule of Expenditures of Federal and State Awards Required by the Uniform Guidance and the *State Single Audit Guidelines***
 - Unmodified opinion on compliance
 - No material weaknesses over compliance with federal or state programs noted.
 - No compliance findings

Reporting and insights letter

Reporting and Insights Letter

Internal control matters reported (details on pages 6 - 7)

- Lack of segregation of duties
- Financial reporting

Two-way communication regarding 2024 audit (pages 30-32)

2023 audit communications (pages 9-12)

- Significant estimates included in financial statements – Pension and OPEB calculations, allowance for doubtful accounts, landfill obligations and depreciation
- No difficulties, disagreements or consultations occurred

Uncorrected and corrected misstatements (pages 24 & 29)

Questions?

Connect with us

Sheanne Hediger, CPA
Principal

Sheanne.Hediger@bakertilly.com
+1 (612) 876 4599

Vanessa Kane, CPA
Senior Manager

Vanessa.Kane@bakertilly.com
+1 (612) 876 4791

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Ref: 2024-258

COUNCIL AGENDA: 8.B.
(12/10/2024)

SUBJECT: Consider the 2025 City Council Meeting Calendar *(Clerk) Voice*

RECOMMENDATION: Approve

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Administrator

EXHIBITS: 1. 2025 City of Ashland Council Calendar

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

According to [Chapter 51 City Council Procedure, Ashland City Ordinances](#), the Common Council meets each second Tuesday and last Tuesday of each month unless where otherwise noted, to conduct general City business, beginning at 6:00 p.m. Council meets immediately after adjournment of the Council meeting as Committee of the Whole to discuss topics more at

length.

The 2025 City Council Meeting Calendar highlights the standard meetings along with the February Primary and April Spring Elections, the Council Reorganizational Meeting, Budget Work Sessions beginning in September and as needed thereafter, a Budget Public Hearing in early November, and designated dates that City offices are closed due to holidays.

All dates are subject to change should Council determine it should hold a special meeting, the need for less or additional budget work session meetings, or make changes due to a date conflict.

Administration included into the 2025 budget, time to work with a management specialist to revisit the City's Strategic Plan, although those dates are yet to be determined and are not included on the presented 2025 meeting calendar.

2025 CITY OF ASHLAND COUNCIL CALENDAR

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

COUNCIL MEETINGS



REORGANIZATIONAL MTG



ELECTION DAYS



BUDGET WORKSESSIONS



COUNCIL/BUDGET HEARING



CITY OFFICES CLOSED



ALL DATES ARE SUBJECT TO CHANGE

Ref: 2024-259

COUNCIL AGENDA: 8.C.
(12/10/2024)

SUBJECT: Consider an Alcohol Beverage License Application from UMA SHIV Inc.
dba Super H Foods at 511 Main Street East, Ashland, Agent Nicki
Patel (*Clerk*) Roll

RECOMMENDATION: Approval

**DEPARTMENT OF
ORIGIN:** City Clerk

CLEARANCES: Treasurer
Fire Department Inspection

EXHIBITS: 1. Alcohol Beverage License Application - redacted

**EXPENDITURES
REQUIRED:**

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:**

**TREASURER'S
CERTIFICATE:** The Treasurer's Office has certified on November 25, 2024, that
UMA SHIV Inc. is in compliance with the provisions of
Ordinance 923.10 Ashland City Ordinances.

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

Nikki Patel has submitted an alcohol beverage license application as UMA SHIV Inc dba Super H Foods at 511 Main Street East, Ashland. He has recently purchased this business and is requesting to continue the retail sales of Class A fermented malt beverages and Class A intoxicating liquors to be sold over the counter and consumed off-premises. Mr. Patel is also owner of Star Liquor.

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer \$ _____ ☐ Class "B" Beer \$ _____
- ☒ "Class A" Liquor \$ _____ ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

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

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

UMA SHIV INC.

2. Business Trade Name or DBA

SUPER H FOODS

3. FEIN

33-1667119

4. Wisconsin Seller's Permit Number

456-1031866644-04

5. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☒ Corporation ☐ Nonprofit Organization

6. State of Organization

WI

7. Date of Organization

10/28/2024

8. Wisconsin DFI Registration Number

U025402

9. Premises Address

511 MAIN ST EAST

10. City

ASHLAND

11. State

WI

12. Zip Code

54806

13. County

Ashland

14. Governing Municipality: ☒ City ☐ Town ☐ Village

of: ASHLAND

15. Aldermanic District

16. Premises Phone

(715) 682-6133

17. Premises Email

[REDACTED]

18. Website

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

All extra alcohol beverages will be stored in the back storage room and some on floor as display

20. Mailing Address (if different from premises address)

21. City

22. State

23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No
- If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol ... ☐ Yes ☒ No beverages.

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ... ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ... ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ... ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ... ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ... ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

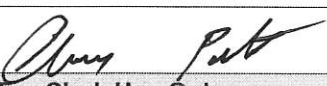
Last Name	First Name	Title	Phone
PATEL	NICKY	PRESIDENT	
PATEL	RINKU	VICE PRESIDENT	

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor • one general partner of a partnership • one corporate officer • one 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.

Last Name PATEL		First Name NICKY		M.I. S
Title PRESIDENT		Email [REDACTED]	Phone [REDACTED]	
Signature 			Date 11/08/2024	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 11-08-24	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk			Date Provisional License Issued (if applicable)

Published 11-21-24

Alcohol Beverage
Individual QuestionnaireDate
11/08/2024

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

UMA SHIV INC.

2. Business Trade Name or DBA

SUPER H FOODS

3. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☒ Corporation ☐ Nonprofit Organization**Part B: Individual Information**

1. Last Name

PATEL

2. First Name

NICKY

3. M.I.

S

4. Relationship to Business (Title)

PRESIDENT

5. Email

6. Phone

7. Home Address

3206 TOLL ROAD

8. City

ASHLAND

9. State

WI

10. Zip Code

54806

11. Date of Birth

12. Drivers License/State ID Number

13. Drivers License/State ID State of Issuance

WI

Part C: Address History1. Do you currently reside in Wisconsin? ☒ Yes ☐ No

If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?

Years
5

Months

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1

821 MAIN ST WEST

City

ASHLAND

State

WI

Zip Code
54806

Previous Address 2

2200 LAKE SHORE DR SUIT #11

City

ASHLAND

State

WI

Zip Code
54806

Previous Address 3

City

State

Zip Code

Previous Address 4

City

State

Zip Code

Previous Address 5

City

State

Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State

County

State

County

State

County

State

County

IA

USA

TN

USA

KY

County

State

County

State

County

State

County

State

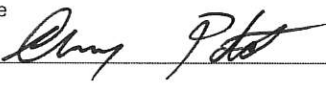
County

State

County

Continued →

Part D: Criminal History		
1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.		
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.		

Part E: Attestation	
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. 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 11/08/2024

Alcohol Beverage
Appointment of AgentDate
11/08/2024

Agent Type (check one)

- ☒
- Original (no fee)
- ☐
- Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

UMA SHIV INC.

2. Business Trade Name or DBA

SUPER H FOODS

3. Entity Type (check one)

- ☐
- Limited Liability Company
- ☒
- Corporation
- ☐
- Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☒
- Municipal Retail License
- ☐
- State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

PATEL

2. First Name

NICKY

3. M.I.

S

4. Email

5. Phone

6. Home Address

3206 TOLL ROAD

7. City

ASHLAND

8. State

WI

9. Zip Code

54806

10. Age

32

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

WI

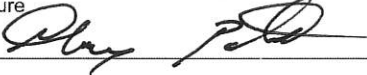
Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire*? ☒ Yes ☐ No
Submit a completed Form AB-100 with this form.
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I 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.

Last Name PATEL		First Name NICKY	M.I. S
Title PRESIDENT	Email [REDACTED]	Phone [REDACTED]	
Signature 		Date 11/08/2024	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. 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.

Last Name PATEL		First Name NICKY	M.I. S
Signature 		Date 11/08/24	

Ref: 2024-260

COUNCIL AGENDA: 8.D.
(12/10/2024)

SUBJECT: Consider an Alcohol Beverage License Application from RAM SITA Inc.
dba Shell Ashland Gas Station at 810 Lake Shore Drive West, Ashland, and
Agent Nicki Patel (*Clerk*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Treasurer
Fire Department Inspection

EXHIBITS: 1. Alcohol Beverage License Application - redacted

**EXPENDITURES
REQUIRED:**

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:**

**TREASURER'S
CERTIFICATE:** The Treasurer's Office has certified on November 25, 2024 that
RAM SITA Inc., is in compliance with the provisions of
Ordinance 923.10 Ashland City Ordinances.

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

Nikki Patel has submitted an alcohol beverage application as RAM SITA Inc. dba Shell Ashland Gas Station at 810 Lake Shore Drive West, Ashland. The alcohol license is for Class A fermented malt beverages and Class C cider. Both licenses allow over the counter retail sales to be consumed off-premises. Mr. Patel is also the owner and operator of Star Liquor.

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer \$ _____ ☐ Class "B" Beer \$ _____
- ☐ "Class A" Liquor \$ _____ ☐ "Class B" Liquor \$ _____
- ☒ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

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

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) RAM SITA INC.			
2. Business Trade Name or DBA			
3. FEIN 99-5009410		4. Wisconsin Seller's Permit Number 456-1031856343-04	
5. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☒ Corporation ☐ Nonprofit Organization			
6. State of Organization WI		7. Date of Organization 09/19/2024	
8. Wisconsin DFI Registration Number R091502			
9. Premises Address 810 Lake Shore Dr W			
10. City ASHLAND		11. State WI	12. Zip Code 54806
13. County Ashland		14. Governing Municipality: ☒ City ☐ Town ☐ Village of: ASHLAND	
15. Aldermanic District			
16. Premises Phone (715) 682-2277		17. Premises Email [REDACTED]	
18. Website			
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. BEER WILL BE STORED IN THE BEER COOLER AND ANY EXTRA WILL GET ON DISPLAY AND SOME IN THE BACK STORAGE ROOM.			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No		
If yes, list the details of violation below. Attach additional sheets if necessary.		
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol or beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No

If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No

If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

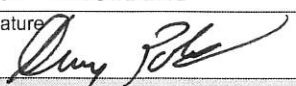
Last Name	First Name	Title	Phone
PATEL	NICKY	VICE PRESIDENT	
PATEL	RINKU	PRESIDENT	

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one 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.

Last Name	First Name	M.I.
PATEL	NICKY	S
Title	Email	Phone
VICE PRESIDENT		(563) 742-0191
Signature	Date	
	11/08/2024	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
11-08-2024			
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Published 11-21-24

Alcohol Beverage
Individual QuestionnaireDate
11-8-2024

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) RAM SITA INC.	
2. Business Trade Name or DBA	
3. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☒ Corporation ☐ Nonprofit Organization	

Part B: Individual Information					
1. Last Name PATEL		2. First Name NICKY		3. M.I. S	
4. Relationship to Business (Title) PRESIDENT		5. Email [REDACTED]		6. Phone [REDACTED]	
7. Home Address 3206 TOLL ROAD					
8. City ASHLAND		9. State WI		10. Zip Code 54806	
11. Date of Birth [REDACTED]					
12. Drivers License/State ID Number [REDACTED]			13. Drivers License/State ID State of Issuance WI		

Part C: Address History					
1. Do you currently reside in Wisconsin? ☒ Yes ☐ No					
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?				Years 5	Months
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.					
Previous Address 1 821 MAIN ST WEST		City ASHLAND		State WI	Zip Code 54806
Previous Address 2 2200 LAKE SHORE DR SUIT #11		City ASHLAND		State WI	Zip Code 54806
Previous Address 3		City		State	Zip Code
Previous Address 4		City		State	Zip Code
Previous Address 5		City		State	Zip Code
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.					
State IA	County USA	State TN	County USA	State	County
State KY	County USA	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

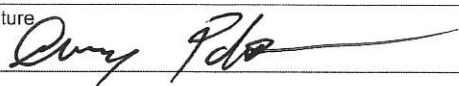
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. 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 11/08/2024
---	--------------------

Alcohol Beverage
Appointment of AgentDate
11/08/2024

Agent Type (check one)

- ☒
- Original (no fee)
- ☐
- Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

RAM SITA INC.

2. Business Trade Name or DBA

3. Entity Type (check one)

- ☐
- Limited Liability Company
- ☒
- Corporation
- ☐
- Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☒
- Municipal Retail License
- ☐
- State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

PATEL

2. First Name

NICKY

3. M.I.

S

4. Email

5. Phone

6. Home Address

3206 TOLL ROAD

7. City

ASHLAND

8. State

WI

9. Zip Code

54806

10. Age

32

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

WI

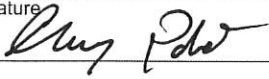
Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire*? ☒ Yes ☐ No
Submit a completed Form AB-100 with this form.
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I 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.

Last Name PATEL		First Name NICKY	M.I. S
Title Vice PRESIDENT	Email [REDACTED]	Phone [REDACTED]	
Signature 		Date 11/08/2024	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. 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.

Last Name PATEL		First Name NICKY	M.I. S
Signature 		Date 11/08/24	

Ref: 2024-268

COUNCIL AGENDA: 8.E.
(12/10/2024)

SUBJECT: Consideration of an Amendment to Professional Services Agreement with Engberg Anderson Architects, Inc., for Architectural Services for the Vaughn Library Building Renovation Phase 2, Third Floor and Foundations (*Library*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Library

CLEARANCES: Library Director

EXHIBITS: 1. Amendment to Professional Services Agreement - Engberg Anderson

EXPENDITURES REQUIRED: This is funded through the Flexible Facilities Project grant.

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE:

COMPLIANCE WITH CHAPTER 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

After receiving notification of the Flexible Facilities Grant award, it was necessary to extend the existing contract with Engberg Anderson to create plans and bid documents for the third floor of the building in order to meet grant deadlines and realize cost savings through combining phase one and two.

October 14, 2024

AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT VAUGHN PUBLIC LIBRARY | RENOVATION PHASE 2 – THIRD FLOOR AND FOUNDATIONS

between
Board of Library Trustees
Vaughn Public Library
502 West Main Street
Ashland, WI 54806

and
Engberg Anderson, Inc.
320 E Buffalo Street, Suite 500
Milwaukee, WI 53212

c/o Sarah Adams

Engberg Anderson Project Number 233682

Dear Sarah,

With the award of the Flexible Facilities Grant, we are pleased to present this proposal to complete Phase 2 design work as part of our current contract to be completed alongside the current project.

We have reviewed the scope of the Owner Architect Agreement and find that this work falls outside the scope of our services. Authorization is requested to modify the agreement as follows:

SCOPE OF ADDITIONAL SERVICES

- Complete renovation of the third floor integrated into the current construction document package for bidding in November and contract award in January. Scope of work to include architecture, structure, finishes, mechanical, electrical, plumbing and fire protection design.
- Design for the repair of the foundations at the basement level. Excavation around the building to expose the outside face of the foundations to allow for installation of a waterproof membrane.
- Civil Engineering as required for removing and replacing sidewalks around the library for foundation repairs and accessible grades to building entrances.
- Furniture and equipment design, selection and oversight of installation for 3rd floor renovation.

PROJECT PARAMETERS

Unless noted below, project parameters shall remain as described in the original agreement.

- Budget
- Schedule
- Reviews and Approvals
- Owner Supplied Information/Responsibilities
- Deliverables

FEE

Additional design services described above for a lump sum fee of \$244,000.

The aggregate contract obligations are summarized in the following table:

Contract Category	Initial Contract	Additional Services
Basic Services – Phase 1	\$378,000	
Additional Services – Phase 2		
1. Construction Documents		\$110,000
2. Bidding		\$12,000
3. Construction Administration		\$98,000
4. Furniture, Fixtures and Equipment		\$24,000
TOTAL of Basic and Additional Services	\$618,000	

As with all agreements, if the scope of the work or parameters under which the work is performed are modified, we reserve the right to review the fees related to these modifications and make mutually agreeable adjustments.

TERMS & CONDITIONS

All other provisions are as governed by the initial agreement.

ACCEPTANCE

If you have questions concerning any aspect of this proposal, please call. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the agreement. Keep one for your records and return the second to us. We will begin work upon receipt of a signed copy.

For
Engberg Anderson, Inc.

For
Client Organization Name

Signature: 
Name: Alexandra Ramsey
Title: Principal Partner
Date: October 14, 2024

Signature: _____
Name: _____
Title: _____
Date: _____

Ref: 2024-266

COUNCIL AGENDA: 8.F.
(12/10/2024)

SUBJECT: Consideration of Entering into a Contract with Northwoods Vac & Cleaning Supplies LLC for Cleaning Services for City of Ashland Facilities (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
City Attorney
Public Works Director
Discussed during 2025 Budget Work Session

EXHIBITS: 1. Professional Janitorial Services Contract

EXPENDITURES REQUIRED: \$58,395.65- Facilities Maintenance
\$11,087.08- Fund 680 Water Utility
\$11,087.08- Fund 690 Wastewater Utility
\$18,785.00- Vaughn Library
\$99,354.80 Total

AMOUNT BUDGETED: \$58,395.65- Facilities Maintenance
\$11,087.08- Fund 680 Water Utility
\$11,087.08- Fund 690 Wastewater Utility
\$18,785.00- Vaughn Library
\$99,354.80 Total

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE: The Treasurer's Office has determined that Northwoods Vac & Cleaning Supplies LLC is not in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances, and approval of awarding a contract will be contingent upon becoming in compliance.

COMPLIANCE WITH CHAPTER 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 Public Works Department recently solicited proposals for cleaning services at City facilities, including City Hall, Bretting Community Center, Vaughn Public Library, Police Station, Public Works Department, and Wastewater Treatment Plant. The Public Works Department planned to obtain contracted cleaning services based on upcoming staff retirement.

Four proposals were received and evaluated on the basis of price, experience in providing similar services, quality of approach, and references. After evaluation, Northwoods Vac and Cleaning Supplies LLC was selected as the most qualified vendor. Northwoods Vac and Cleaning Supplies currently provides contracted cleaning services at other area institutions, including Xcel Energy, Cooperative Educational Service Agency (CESA), and several healthcare clinics. Northwoods Vac and Cleaning Supplies also has experience of cleaning city facilities, specifically the Public Works Department and the Wastewater Treatment Plant.

The request for proposals identified that cleaning services will be provided at the temporary (Beaser Avenue) location of Vaughn Public Library until such time that the Main Street West location renovations are complete. Thus, the proposed contract is for one year, with the option to extend monthly until the library renovations are complete. The City will offer first preference to Northwoods Vac and Cleaning Supplies to renegotiate the scope and cost of cleaning services for the City once the library renovations are complete before soliciting from other vendors. At that time, a longer term agreement would be requested to ensure continuity of services.

The Public Works recommend awarding the contract to Northwoods Vac and Cleaning Supplies, LLC.

City of Ashland

PROFESSIONAL JANITORIAL SERVICES CONTRACT

THIS PROFESSIONAL JANITORIAL SERVICES CONTRACT ("Contract") is made and entered into on _____ by and between the **CITY OF ASHLAND** ("City"), located at 601 Main Street W, Ashland, Wisconsin, and **NORTHWOODS VAN AND CLEANING SUPPLIES, LLC** ("Contractor"), having a principal business address located at 1900 Ellis Ave, Ashland, WI 54806.

I. DEFINITIONS

The following words, terms and phrases, when used in this Contract, shall have the following meanings, except when it is clear from the context that another meaning is intended:

Contract – means this written Contract between the City and Contractor covering the Services to be performed, pursuant to Contract Documents that are attached hereto or incorporated herein by reference.

Contract Documents – shall consist of any plans, specifications and/or scope of work required in the provision of Services; the RFP including the specified Scope of Work as modified by the City prior to execution of the Contract, Contractor's response to the RFP; City Summary Sheet; Notice to Proceed (if applicable); Certificates of Insurance; Janitorial Service Bond; and all amendments issued on or after the effective date of this Contract.

Parties – the City and Contractor shall collectively be referred to as the "Parties," and each may individually be referred to as a "Party."

Project Manager – one or more designated representative(s) of the City and with the Authority to render decisions necessary to expedite the completion of Services and to render decisions regarding the level of quality of Services. The Project Manager will provide direct interface with the Contractor, relating to the City's responsibilities and Contractor's obligations hereunder.

Services or Work – means the act of providing all labor, supervision, materials, equipment, services, tools machinery, and expertise necessary in the provision of Services at Worksites, including those reasonably inferable from the Contract Documents necessary to complete Services by the Contractor under this Contract.

Subcontractor – a party, person or entity retained by the Contractor to provide labor, materials, equipment, Services or supplies, necessary to complete a specific portion of Services. Subcontractor shall include all sub-Subcontractors, retained directly or indirectly by Contractor.

Term of Agreement – means the period of time not to exceed one (1) year from the effective date of this agreement, unless terminated earlier by the City pursuant to Section III below.

Work Schedule – shall constitute the time period upon which Contractor is to complete Services in accordance with the terms, conditions or specifications contained in the Contract and the Contract Documents, unless terminated earlier by the City. Contractor’s failure to adhere to the time specified as part of the Work Schedule will be cause for terminating this Contract by the City.

Worksites – the locations designated by the Project Manager, where Services are to be rendered by Contractor or its Subcontractor under this Contract, in accordance with the terms, conditions and specifications contained in the Contract Documents.

II. INTENT OF CONTRACT

Execution of this Contract is a representation that the Contractor has carefully examined the Contract Documents and the Worksites, and represents that the Contractor is thoroughly familiar with the nature of the Services and the Worksite, the specific conditions under which the Services are to be performed, and all matters which may in any way affect the Contractor or its performance. Claims for additional time or additional compensation as a result of the Contractor’s failure to follow the foregoing procedure and to familiarize itself with all local conditions and the Contract Documents will not be permitted.

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of Services by the Contractor. Performance by Contractor shall be required to the extent it is consistent with the Contract Documents and reasonably inferable from them, as being necessary to produce the intended results.

III. TERM OF CONTRACT

The Contract term shall commence on Wednesday, January 1, 2025, upon approval by the Ashland City Council and execution of the Contract by designated City representatives. The Initial Term of the Contract shall be for one (1) year.

The Parties acknowledge that the Vaughn Public Library will be undergoing renovations and located at a temporary location during the Initial Term of the Contract. The Parties acknowledge that the terms of this Contract include janitorial services at the temporary library location and that the library renovations may continue after the Initial Term of the Contract. The Parties therefore agree that the City shall have the option to extend the Initial Term of the Contract on a month-to-month basis until one month after the Vaughn Public Library renovations at 501 Main Street W are complete and the facility is ready for occupancy.

The Parties further agree to enter into negotiations at least three (3) months prior to the completion of the Vaughn Public Library renovations and make a good faith effort to develop a new contract incorporating janitorial services at the newly renovated library location at 502 Main Street W. The City agrees to provide the Contractor with at least ninety (90) days written

notice of the expected date of completion of the Vaughn Public Library renovations. The Contractor shall notify the City, in writing, within fifteen (15) days of receipt of such notice if the Contractor does not wish to continue to provide Services beyond the Initial Term of the Contract.

Contractor agrees that the Work shall be pursued per the schedule required in the Scope of Work and the agreed Work Schedule. Failure to deliver service per the schedule required shall be regarded as a material breach of this Contract.

Contractor shall be required to show just cause for delays or for additional time requests. Any requests by Contractor for additional time, beyond the agreed Work Schedule, shall be in writing. The City may, in its discretion, approve additional time requests. If the City denies an additional time request, the Contractor is obligated to complete the Services per the agreed Work schedule. Any approval or denial of an additional time request shall be in writing. The Contractor's failure to comply with this paragraph shall be sufficient grounds for the City to find the Contractor in substantial default and certify that sufficient cause exists to terminate the Contract or to withhold payment to the Contractor until an updated Work Schedule, acceptable to the City, is obtained.

IV. TERMINATION OF CONTRACT

The City may terminate the Contract immediately for cause upon notice, in writing, to the Contractor, or for convenience no less than thirty (30) days prior to the date of intended termination. If terminated for convenience, the Contractor shall be entitled to payment for all Services rendered under the ensuing agreement to the time of receipt of said notice. If terminated for cause, the Contractor shall not be entitled to any partial payment nor shall Contractor be relieved of liability to the City for any damages sustained by the City, and the City may withhold payment against such damages until such time as the exact amount of damages due to the City is determined.

V. CITY HOLIDAYS

Contractor shall not be responsible to clean any City buildings that are closed in observance of City holidays. The City is closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day.

VI. CLEANING SUPPLIES AND EQUIPMENT

The Contractor shall provide all cleaning supplies used in the completion of Services.

The City will provide the equipment listed below for Contractor's use. All other equipment needs are to be met by the Contractor:

- a. Floor scrubber for BBC Gymnasium floor

The City will provide storage space for the Contractor's cleaning equipment and supplies that are to be used in the cleaning of the building only.

VII. CONTRACTOR'S COMPENSATION

Contractor shall be paid for Services completed by Contractor at City facilities to the satisfaction of the City. The amount of compensation shall be consistent with the Contractor's proposed cleaning fees, as agreed upon by the City.

Any requests by the Contractor for additional compensation, beyond the agreed amount, shall be in writing. The City may, at its discretion, approve additional compensation requests. If the City denies an additional compensation request, the amount of compensation owed to Contractor shall remain consistent with the Contractor's proposed cleaning fees, as agreed upon by the City. Any approval or denial for an additional compensation request shall be in writing.

Contractor shall not withhold payments to Subcontractors if such payments have been made to the Contractor.

VIII. SERVICE FEES

The City shall pay the fees associated with the performance of required services on a monthly basis upon submittal of an invoice by the Contractor to the City. Payment shall be made within thirty (30) days from the invoice date.

IX. CONTRACTOR'S SCOPE OF WORK

Contractor hereby agrees that it will exert every reasonable and diligent effort to ensure that all Services provided by Contractor, including that of its Subcontractors, shall be in accordance with the Scope of Work.

Contractor shall be responsible for any deficient Work, as identified by the City's Project Manager, and shall correct or replace such deficient Work without cost to the City. The Contractor shall also be responsible for all damages resulting from any errors and/or omissions. Payment in full by the City for Services performed does not constitute a waiver of this representation.

Contractor shall supervise and direct the Work, using the highest quality established by industry standards.

Contractor shall be responsible to the City for acts and omissions of the Contractor's employees, Subcontractors and their agents and any employees and other persons performing portions of the Work on behalf of the Contractor.

Contractor shall employ sufficient, competent personnel who shall be in attendance at the Worksite during the performance of Services.

Contractor shall develop and maintain a program to assure quality control of the Services. Contractor shall supervise the Work of its employees and Subcontractors, providing instructions to each when their Work does not conform to the requirements of the Scope of Work and shall continue to exert its influence and control over each employees and /or Subcontractor to ensure that corrections are made in a timely manner so as to not affect the efficient progress of the Work. The City's Project Manager or his/her designee shall be the final judge of performance and acceptability.

Contractor shall not unreasonably encumber the Worksite with personnel, materials or equipment. Contractor shall keep the Worksite premises and surrounding areas free from accumulation of waste materials or rubbish caused by the Work.

X. STATUS AS INDEPENDENT CONTRACTOR

During all material times while performing the Services under this Contract, Contractor is an "Independent Contractor" and is not an agent or employee of the City. Contractor shall be responsible for any injury or harm to persons or property while performing Services under this Contract. The Contractor agrees to be responsible for, to protect, to save harmless and indemnify the City, and its elected officials and employees from and against all loss, damage, cost, and expense (including attorney fees) suffered or sustained by the City or for which the City may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor under this agreement.

XI. CITY'S RESPONSIBILITY

The City designates _____ as Project Manager.

The City shall provide Contractor with access to Worksites, with reasonable promptness to avoid delay in the orderly progress of the Work.

If the City becomes aware of any fault or defect in the Services, the City shall give prompt written notice thereof to the Contractor.

If the Contractor fails to correct Work which is not in accordance with the requirements of the Scope of Work, or persistently fails to carry out Work in accordance with the requirements of the Contract Documents, Wisconsin Building Code, and State of Wisconsin, Ashland County and City codes, rules and regulations, the City may order the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated.

XII. SUBCONTRACTORS

By an appropriate written agreement, the Contractor shall require that each Subcontractor, to the extent of the Work to be performed by the Subcontractor, be bound to the Contractor by the terms of the Contract, and to assume toward the Contractor all the obligations and responsibilities of the Contract.

In the event that the Contractor employs other subcontractors as part of the Work covered by this proposal, it shall be the Contractor's responsibility to require and confirm that each subcontractor meets the minimum insurance requirements specified herein.

XIII. CHANGES IN THE WORK

The City, without invalidating this Contract, may order changes in the Work within the general scope of this Contract consisting of additions, deletions or other revisions, except for the Contractor's compensation amount. In the event the City orders changes in the Work, the Parties agree to negotiate any change in Contractor's compensation necessitated by the change in Work. Any changes in Work or Contractor's compensation shall be in writing.

XIV. INSURANCE

Prior to execution of this proposal, the Contractor shall file with the City of Ashland a certificate of insurance signed by the insurer's representative as well as endorsements evidencing the coverage required by this proposal.

The selected Contractor and all its subcontractors shall indemnify and hold harmless the City, its officer, agents and employees from and against all losses, costs of damages caused by their acts or those of their agents. The City disclaims any and all responsibility for injury to contractors, their agents or to others while examining the job site or at any other time.

Insurance Requirements – Unless otherwise specified in this Contract, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of Services, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below. Types of coverage and their obligations shall apply to all subcontractors hired to perform any service under this proposal. Insurance coverage shall be in place prior to commencing work and shall remain in force for the length of time that is specified in the contract. All insurance policies shall be issued by insurance companies licensed to do business in the jurisdiction where the Services of this proposal are being performed.

Worker's Compensation and Employer's Liability Insurance – The Contractor shall cover or insure under the applicable Wisconsin labor laws relating to worker's compensation insurance, all of their employees in accordance with the law in the State of Wisconsin. The Contractor shall provide statutory covers for Work related injuries and employer's liability insurance with limits of \$1,000,000 for each accident by bodily injury and \$1,000,000 policy limit for bodily injury by disease.

Commercial General Liability and Automobile Liability Insurance – The Contractor shall provide and maintain the following commercial general liability and automobile liability insurance:

1. General Liability - \$1,000,000 per occurrence, \$2,000,000 general aggregate if applicable. If commercial general liability insurance or other form with a general aggregate limit is used, the general aggregate limit shall apply separately per location.

2. Automobile Liability - \$500,000 or bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the Contract

Coverage - Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
2. Insurance Services Office (ISO) Business Auto Coverage (Form CA0001), covering Symbol 1 (any vehicle)

XV. CONFIDENTIALITY CLAUSE

Contractor understands that its employees or agents may come into contact with sensitive and/or confidential information while providing cleaning Services under this Contract. By entering into this Contract, Contractor agrees not to disclose any information that its employees or agents may come into contact with or are privy to as a result of providing cleaning Services under this Contract. Any breach in confidentiality by the Contractor effectively terminates this Contract and obligates the Contractor to return any funds paid to the Contractor after the breach of confidentiality occurs.

Contractor is required to provide the City with a list of employees/agents who will be engaged in providing the Services described in the Contract Documents. The City shall have the right to conduct background checks on the list of employees/agents and reserves the right to deny access to City facilities to any Contractor employee/agent for the purpose of providing Services under this Contract. Any Contractor employee/agent who is assigned to the Police Station shall be subject to specific background/security requirements of that facility. The Contractor shall not permit access to the Police Station for any persons not specifically authorized by the Ashland Police Department.

SUMMARY OF FEES FOR JANITORIAL SERVICES

Weekly rate:

City Hall	\$ 306.00		
DPW	\$ 144.50	- Winter	\$ 196.35 - Summer
PD	\$ 338.06	- Winter	\$ 591.60 - Summer
WWTP	\$ 110.50	- Winter	\$ 145.35 - Summer
BCC	\$ 510.00		
VPL	\$ 361.25		
Total Annual Rate	\$ 99,354.80		

For DPW and WWTP, "Winter" is defined as 38 weeks and "Summer" is defined as 14 weeks.

For the PD "Winter" is defined as 28 weeks and "Summer" is defined as 24 weeks.

The above fees shall be compensation for all Services provided pursuant to this agreement. The cost for the project deliverables shall be included as part of the costs above. All costs incurred by the Contractor and all sub-contractors are included herein.

THIS CONTRACT contains all the promises and agreements between the aforementioned parties.

Dated this _____ day of _____, 2024

CITY OF ASHLAND

NORTHWOODS VAC

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____



SCOPE OF WORK / SPECIFICATIONS

CITY HALL

3 x per Week – Monday, Wednesday & Friday

Entryways, Lobbies and Hallways

- Vacuum all carpets and mats – ***As Needed***
- Damp mop all hard floors – ***As Needed***
- Empty all trash, change liners as needed
- Empty all recycling
- Disinfect drinking fountains
- Spot clean glass in entryways
- Disinfect knobs and handles

Offices, Conference Rooms and Break Rooms

- Vacuum all carpets – ***As Needed***
- Sweep and damp mop all hard floors – ***As Needed***
- Empty all trash, change liners as needed
- Empty all recycling
- Disinfect knobs, handles and switches
- Clean and disinfect countertops & tables (not employee desks)

Restrooms

- Sweep and damp mop hard floors – ***As Needed***
- Clean and disinfect toilets, sinks and mirrors
- Clean and disinfect all fixtures and counters
- Spot clean walls and partitions
- Empty trash, change liners as needed
- Refill paper products and hand soap as required

1st Floor Council Chambers

- Vacuum carpet – ***As Needed***
- Empty all trash, change liners as needed
- Empty all recycling
- Clean and disinfect countertops, tables and benches – ***As Needed***
- Disinfect knobs, handles and switches

SCOPE OF WORK / SPECIFICATIONS

CITY HALL, CONTINUED

Stairways and Elevator (Once per-week)

- Sweep north stairwell once per-week– *or More if Needed*
- Vacuum south stairwell– *As Needed*
- Clean and disinfect handles, knobs, switches and railings
- Vacuum elevator floor– *or More if Needed*
- Spot clean doors and buttons



SCOPE OF WORK / SPECIFICATIONS
ASHLAND BRETTING COMMUNITY CENTER

5 x Per Week – Monday thru Friday

Main Hallway

- Vacuum all rugs and mats
- Sweep and damp mop hard floor– **As Needed**
- Clean and disinfect knobs, handles and switches
- Clean and disinfect drinking fountain
- Empty all trash, change liners as needed
- Empty all recycling
- Spot-clean glass
- Clean and disinfect countertops & tables

Entryways

- Sweep and vacuum floors
- Disinfect knobs and handles
- Spot-clean glass

Offices

- ~~Vacuum all carpeted floors~~ – **By City Staff**
- Sweep and damp mop all hard floors
- Empty all trash, change liners as needed– **As Needed**
- Empty all recycling– **As Needed**
- Disinfect all knobs, handles and switches

Restrooms

- Sweep and damp mop hard floors– **As Needed**
- Clean and disinfect toilets, sinks and mirrors
- Clean and disinfect all fixtures and counters
- Spot clean walls and partitions– **As Needed**
- Empty trash, change liners
- Refill paper products and hand soap as required

SCOPE OF WORK / SPECIFICATIONS

ASHLAND BETTING COMMUNITY CENTER, CONTINUED

Gymnasium

- Sweep/dry mop hardwood floor– *Scrub as Needed*
- Disinfect knobs, handles and switches
- Empty all trash, change liners as needed
- Wipe down benches as needed

Game Room

- Sweep and damp mop floors– *As Needed*
- Disinfect knobs, handles and switches
- Empty all trash, change liners as needed
- Empty all recycling
- Clean and disinfect countertops & tables

Gymnastics

- Sweep and damp mop entry area– *As Needed*
- Vacuum all rugs and mats– *As Needed*
- Empty all trash, change liners as needed
- Disinfect knobs, handles and switches
- Clean and disinfect drinking fountain

Gymnastics (Once per-week)

- Clean window and mirrors



SCOPE OF WORK / SPECIFICATIONS

VAUGHN PUBLIC LIBRARY

5 x Per Week – Monday thru Friday

Restrooms

- Sweep and damp mop hard floors)
- Clean and disinfect toilets, sinks and mirrors
- Clean and disinfect all fixtures and counters
- Empty trash, change liners
- Refill paper products and hand soap as required
- Clean diaper changing station

Entryway

- Vacuum all mats and rugs
- Sweep and damp mop hard floors
- Disinfect knobs, handles and switches
- Spot clean glass on entryway doors
- Empty all trash, change liners as needed

Main Collection Area – Circulation Desk, Computer Tables, Self-Check, Front Lobby

- Vacuum around circ. desk, around computer tables and self-check and front lobby area
- Vacuum main walkway from north to south of building
- Clean and disinfect computer tables, circulation desk, self-check desk
- Disinfect knobs, handles and switches
- Empty all trash, change liners as needed
- Empty all recycling
- Clean and disinfect countertops & tables

Meeting Rooms, Children's Area, Breakrooms, Offices – Rotate Tasks So Each is Done 2 x Per Week (See attached weekly service schedule)

- Clean entryway glass
- Vacuum meeting rooms, children's area, breakrooms and offices
- Empty trash, change liners as needed in
- Empty recycling

SCOPE OF WORK / SPECIFICATIONS
VAUGHN PUBLIC LIBRARY, CONTINUED

- Clean and disinfect tabletops in children's area and meeting rooms

Monthly Services - Rotate So Each is Done Every Other Month (See attached monthly service schedule)

- Dust ceiling vents and air returns
- Dust floor molding, baseboards and door frames
- Dust light fixtures
- Vacuum upholstery

Services to be Performed Twice Per-Month

- Vacuum first floor collection area
- Clean and dust interior window sills



SCOPE OF WORK / SPECIFICATIONS

ASHLAND PUBLIC WORKS FACILITY

3 x Per Week Between Memorial Day and Labor Day – Monday, Wednesday and Friday

2 x Per Week After Labor Day – Wednesday and Friday

Offices, Entryways and Main Lobby

- Vacuum all carpets, mats and rugs– ***As Needed***
- Sweep and mop all hard floors
- Empty all trash, change liners as needed
- Empty all recycling
- Disinfect all knobs, handles and switches
- Spot clean glass in entryway

Hallways and Kitchen/Break Room

- Sweep and damp mop all hard floors– ***As Needed***
- Vacuum all mats and rugs
- Disinfect all knobs, handles and switches
- Empty all trash, change liners as needed
- Empty all recycling

Locker Room and Restrooms – Standard (2), Handicap Accessible (1)

- Sweep and damp mop hard floors– ***As Needed***
- Clean and disinfect toilets, sinks and mirrors
- Clean and disinfect all fixtures and counters
- Spot clean walls and partitions– ***As Needed***
- Empty trash, change liners as needed
- ~~Refill paper products and hand soap as required~~ – ***By City Staff***

Conference Room and Copy Room

- Vacuum all carpets, mats and rugs– ***As Needed***
- Sweep and damp mop all hard floors– ***As Needed***
- Empty all trash, change liners as needed
- Empty all recycling
- Clean all table tops and counters
- Disinfect all knobs, handles and switches



SCOPE OF WORK / SPECIFICATIONS

WASTEWATER TREATMENT PLANT ADMINISTRATIVE BUILDING

3 x Per Week Between Memorial Day and Labor Day – Monday, Wednesday and Friday

2 x Per Week After Labor Day – Wednesday and Friday

Offices, Entryways and Main Hallway

- Vacuum all mats and rugs
- Sweep and damp mop all hard floors
- Empty all trash, change liners as needed
- Empty all recycling
- Disinfect all knobs, handles and switches
- Spot clean glass on entryway doors

Locker Rooms and Rest Rooms (2)

- Sweep and damp mop hard floors
- Clean and disinfect toilets, sinks and mirrors
- Clean and disinfect all fixtures and counters
- Spot clean walls and partitions
- Empty trash, change liners as needed
- ~~Refill paper products and hand soap as required~~ – **By City Staff**

Break Room and Laboratory

- Vacuum all mats and rugs
- Sweep and damp mop all hard floors
- Empty all trash, change liners as needed
- Empty all recycling
- Clean all countertops and tables



SCOPE OF WORK / SPECIFICATIONS

ASHLAND POLICE DEPARTMENT

3 x Per Week Between Memorial Day and Veteran's Day – Monday, Wednesday and Friday

5 x Per Week After Veteran's Day – Monday thru Friday

Locker Room & Rest Rooms (5)

- Sweep and damp mop hard floors– ***As Needed***
- Clean and disinfect toilets, sinks and mirrors
- Clean and disinfect all fixtures and counters
- Spot clean walls and partitions
- Empty trash, change liners as needed
- Refill paper products and hand soap as required

Offices & Break Rooms

- Empty all trash, change liners as needed
- Empty all recycling
- Sweep and mop plastic floor mats in patrol office

Weekly Services - Each Task Performed 3 x Per Week Year Round

Offices, Entryways & Hallways

- Vacuum all carpets and rugs– ***As Needed***
- Sweep and damp mop hard floors

Monthly Services

- Clean garage floor – ***By City Staff***