Ashland City Council Meeting
Tuesday, August 26, 2025 – 6:00 PM
601 Main Street W. Ashland WI 54806

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.

Tuesday, August 26, 2025 Ashland City Council Meeting Agenda

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

A. **August 12, 2025 City Council and Committee of the Whole Meeting Minutes**

4. CITIZEN PARTICIPATION PERIOD

5. MAYOR’S REPORT

A. **Announcements**

6. ADMINISTRATOR'S REPORT

7. PRESENTATION BY CARVER HARRIES, EXECUTIVE DIRECTOR, ASHLAND AREA DEVELOPMENT CORPORATION

8. CONSENT AGENDA

A. **Approval of the Restructuring of the Public Works/Utility Administrative Manager Position** *(Public Works)*

B. **Approve to Accept Bayfield County EMS Grant** *(Fire & EMS Department)*

9. OLD BUSINESS

A. **Approve a Resolution to Amend the 2024 General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, and Internal Service Funds Budgets Per Wis. State Statute 65.90(5)(a)** *(Finance)* Roll

B. **Approve a Resolution to Repeal Resolution No. 17112 Repeal and Recreate a Resolution to Establish a Housing Committee as Approved on July 29, 2014, in Order to Dissolve the Housing Committee** *(Mayor)* Roll

C. **Approve a Change Order from Fish Creek Restoration, LLC for Bay City Creek Assessment & Concept Design** *(Public Works)* Roll

10. NEW BUSINESS

A. **Public Hearing Regarding an Application to Vacate an Undeveloped Right-of-Way Located along Water Street on Part of Lot 14, Block 35 of Ellis Division, recorded in Volume 2 of Plats on page 80, in the City of Ashland, Ashland County, Wisconsin. Applicants Debra Joanis and Robert Polencheck**. *(Planning and Development)* Roll

B. **Consider a Resolution to Vacate Undeveloped Right-of-Way Located within Lot 14, Block 35 of Ellis Division, Recorded in Volume 2 of Plats on Page 80, in the City of Ashland, Ashland County, Wisconsin. Applicants Debra Joanis and Robert Polencheck.** *(Planning and Development)* Roll

C. **Consider a Resolution to Approve a Request to Transfer City-Owned Property (Part of Parcels No. 201-01049-0000, 201-01047-0000, and Part of the Water Street Right-of-Way), Inclusive, and Adjoining Wisconsin Central Railroad Right-of-Way Located in Block 35 of Ellis Division, Recorded in Volume 2 of Plats on Page 80, in the City of Ashland, Ashland County, Wisconsin, Zoned Waterfront Public/Institutional (W-PI) with Waterfront Overlay (W-O). Applicants Debra Joanis and Robert Polencheck.** *(Planning and Development)* Roll

11. ADJOURNMENT

MEETING MINUTES

ASHLAND CITY COUNCIL
Tuesday, August 12, 2025 – 6:00 PM
Ashland City Hall Council Chambers

1. CALL TO ORDER

The Tuesday, August 12, 2025 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, Shawn Brede, Peter Levi, Andrew Goyke, James Gregoire, Charlie Ortman, Nancy Sztyndor

ALSO PRESENT: Mayor Matthew MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Atorney Tyler Wickman, Public Works Director John Butler, Finance Director Julie Vaillancourt, Treasurer Jacey Dean, Parks and Rec Director Catlyn Nowicki, Officer Larry Koivisto, Utility Supervisor Brian Ledin, and other interested citizens.

2. APPROVAL OF AGENDA

A motion by Goyke, seconded by Gregoire to approve the agenda as presented, passed unanimously by voice vote.

3. APPROVAL OF MINUTES

A. **July 29, 2025 City Council and Committee of the Whole Meeting Minutes**
A motion by Sztyndor and seconded by Goyke to approve the minutes, carried unanimously by voice vote.

4. CITIZEN PARTICIPATION PERIOD

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

Beth Gehred, Citizen of Ashland, invited Councilors to an upcoming event at Pearson Plaza on September 1, 2025, and expressed her concern of the surge of funds going to the Department of Homeland Security.

5. MAYOR’S REPORT

A. **Announcements**

The recent Dock of the Bay festival was a successful event. He invited citizens and business owners to make an appointment for conversation during "Coffee with the Mayor" on Wednesdays between 9:30 am and 11:30 am to talk about their concerns. Mac Kenzie took a local photographer to the bell tower to photograph the lake and area.

B. **Appointments**

A motion by Ortman, seconded by Sztyndor to approve the Mayor's re/appointments to the Ore Dock Trust, passed unanimously by voice vote. Ed Monroe, Dawn Rivard, Kerri Trubachik, and Jean Ronning will each be serving another two-year term.

6. ADMINISTRATOR'S REPORT

Kucera expressed his appreciation to staff who assisted with the successful Dock of the Bay festival. He and Mayor Mac Kenzie attended a Beautification Council pot luck event. The City continues with downtown improvements including the flower planters and planting in the tree wells. Plans for next summer include removing red brick sections in the downtown sidewalks and planting annuals.

7. CONSENT AGENDA

A. **Request for Proposals (RFP) for Downtown Facade Upgrade Program** *(Administration)*

B. **Planning and Development Permit and Property Maintenance Reports**

C. **Miscellaneous Minutes**

Goyke moved, Ortman seconded to approve the Consent Agenda, which included a request for proposals (RFP) for the Downtown Facade Upgrade Program, Planning and Development permit and property maintenance reports, and miscellaneous minutes. The motion passed unanimously by voice vote.

8. OLD BUSINESS

A. **Approve an Agreement between RezPlot dba CampSpot and the City of Ashland for Campsite Reservation Software for the Kreher RV Park and Prentice Park Campgrounds** *(Parks & Recreation)* Roll

A motion by Ortman, seconded by Goyke to approve the agreement passed unanimously by roll call vote.

9. ADJOURNMENT

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

MEETING MINUTES

COMMITTEE OF THE WHOLE MEETING
Tuesday, August 12, 2025 – 6:00 PM
Ashland City Hall Council Chambers

The Tuesday, August 12, 2025 City of Ashland Committee of the Whole Meeting was called to order by Council President Charlie Ortman at 6:35 PM.

1. **Roll Call**

PRESENT: Kevin Seefeldt, Shawn Brede, Peter Levi, Andrew Goyke, James Gregoire, Charlie Ortman, Nancy Sztyndor

ALSO PRESENT: Mayor Matthew MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, Public Works Director John Butler, Finance Director Julie Vaillancourt, Utility Supervisor Brian Ledin, and other interested citizens.

2. **Approval of Agenda**

A motion by Gregoire, seconded by Sztyndor to approve, passed unanimously by voice vote.

3. **Council President's Report**

Ortman did not offer a report.

4. **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

A. **Amendment to the 2024 General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, and Internal Service Funds Budgets Per Wis. State Statute 65.90(5)(a) *(Finance)***

Vaillancourt offered a presentation and answered questions from Council. A motion by Goyke, seconded by Sztyndor to forward the item to Council for formal approval, passed unanimously by voice vote.

B. **Wastewater Utility Rates (*Public Works)***

Butler and Ledin introduced the item and discussed questions from Council. No formal action was taken at this time.

C. **Continued Review of Vacant Housing Ordinance Draft *(Administrator)***

Kucera offered and explained handouts describing potential fees and exemptions. After suggestions, Council agreed to view this item once more at the next Committee of the Whole meeting before moving to the Council agenda.

D. **Dissolution of the Housing Committee by Repealing Resolution No. 17112, Passed July 29, 2014 *(Mayor)***

Mac Kenzie explained the reason for potentially dissolving the Housing Committee. A motion by Gregoire, seconded by Sztyndor to forward the item to the Council for formal approval, passed unanimously by voice vote.

E. **Restructing Public Works/Utility Administrative Manager Position *(Public Works)***

Butler introduced the item and answered questions from Council. A motion by Goyke, seconded by Sztyndor to forward the item to Council for formal approval, passed unanimously by voice vote.

5. **Items for Future Discussion**

Sztyndor asked to continue discussion about a municipal court and a tourism commission.
Levi asked to research the impact the college's closing has on the City's future revenue.

6. **Adjournment**

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

Ref: 2025-187 **COUNCIL AGENDA: 8.A. (8/26/2025)**

SUBJECT: **Approval of the Restructuring of the Public Works/Utility Administrative Manager Position *(Public Works)***

RECOMMENDATION: Approve

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

EXHIBITS:
1. Proposed 2025 Non-Represented Employee SalaryWage Schedule (1)

EXPENDITURES REQUIRED: $2,750 - 2025 Budget Fund 100

AMOUNT BUDGETED: $3,000 - 2025 Budget Fund 100

APPROPRIATION REQUIRED: $6,630 - 2026 Budget Fund 100

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

In Fall 2021, the City's long time Public Works/Utility Administrative Manager, Sharon Campbell retired after 20-plus years of service. Ms. Campbell supervised a Full-Time Administrative Clerk, a Full-Time Meter Reader and performed a wide variety of duties for the

Department.

David Garrington was hired for the role and is approaching four years with the City. Since Mr. Garrington's hire, several changes to the day-to-day operations of the Public Works and Utilities Departments have occurred:

- Duties related to Utility Billing and Administration were transferred from the Finance Department to the Public Works Department in Winter 2022. Megan Erickson was hired as a Utility Administrative Specialist to handle these duties and work under the supervision of the Director of Public Works.
- The Meter Reader position was eliminated in Summer 2022, with these duties being absorbed by the Water Utility Operations staff and an advanced meter reading system (AMR) that does not require manual meter reading.
- The Public Works Administrative Clerk position is now split between Public Works (40%) and City Hall (60%), with no decrease in the level of service provided by the Public Works Department.
- Due to the longevity of Ms. Campbell's employment, it was determined after her retirement that many of her previous duties were best suited for the Director of Public Works and/or Utility Manager positions.
- The Public Works Department has embraced the use of technology (computer software, AMR, electronic timekeeping) that has resulted in a variety of efficiencies in the use of staff time.

The Public Works Director recently approached Mr. Garrington about modifying his role in the Department to improve service delivery in the Parks division. Currently, the Public Works Director supervises this division and, due to requirements associated with other duties, does not feel that adequate leadership, management and oversight are provided. Dan Homola currently works as the Foreman for both the Parks and Facilities divisions, so Mr. Garrington would also oversee the Facilities division. These duties would include the supervision of three full-time employees and 10 to 15 seasonal employees.

Mr. Garrington is fully capable of providing these services and has agreed that he can do so with no decrease in the level of service provided in completing his current duties, which include budget development/oversight, accounts payable, timekeeping, human resources lead, and general administrative support to employees in the Department.

The City Administrator is proposing to modify Mr. Garrington's role from Public Works/Utility Administrative Manager to Operations Manager-Administrative/Parks/Facilities. This modification would come with a pay increase from $27.95/hr ($58,136/yr) to $30.50/hr ($63,440).

The City Administrator is requesting approval for additional expenditure of $2,750 in the 2025 Public Works operating budget, which represents backpay (including payroll taxes) to August 4,

2025. Funds are available in the 2025 Public Works Operating budget for this purpose. The cost of wage increase would then be included in the 2026 Public Works Operating budget and are estimated to total $6,630 (including payroll taxes).

City Ordinance Chapter 78 specifies that modifications to employee compensation must be approved by the Council. The Public Works Director introduced this item to Council during their August 12, 2025 Committee of the Whole meeting, and Council approved to forward the item to Council for formal approval at the August 26, 2025 meeting.

City of Ashland - 2025 Proposed Non-Represented Employees Salary/Wage Schedule

2025 Salary/Hourly Wage Schedule NON-REPRESENTED EMPLOYEE POSITIONS	Exempt or Non-Exempt Position	Date of Hire of Current Employee	Years of Service 12/31/2024	2024 Base Wage Rate	2024 Annual Wage	2025 % Change	2025 Base Increase (Decrease)	2025 Base Wage Rate	2025 Proposed Annual Base Wage	Longevity Percent	Longevity Rate	2025 Annual Longevity	2025 Proposed Total Annual Wage
General Government													
City Administrator	Exempt	8/27/2018	7.34	$54.00	$112,320	4.50%	$2.43	$56.43	$117,374.40	1%	$0.56	$1,165	$118,539.40
City Clerk	Exempt	2/6/2017	8.90	$33.92	$70,554	3%	$1.02	$34.94	$72,675.20	1%	$0.35	$728	$73,403.20
Elections/Deputy Clerk	Non-exempt	3/27/2023	2.76	$21.12	$43,930	3%	$0.63	$21.75	$45,240.00	0%	$0.00	$0	$45,240.00
Admin. Assist. Clerk/Planning/Public Works	Non-exempt	11/20/2023	2.11	$21.00	$43,680	3%	$0.63	$21.63	$44,990.40	0%	$0.00	$0	$44,990.40
Technology Coordinator	Exempt	5/21/2012	13.61	$33.22	$69,098	3%	$1.00	$34.22	$71,177.60	2%	$0.68	$1,414	$72,591.60
Finance Director	Exempt	12/1/2010	15.08	$42.63	$88,670	3%	$1.28	$43.91	$91,332.80	3%	$1.32	$2,746	$94,078.80
City Treasurer/Comptroller	Exempt	12/20/2021	4.03	$31.06	$64,605	3%	$0.93	$31.99	$66,539.20	0%	$0.00	$0	$66,539.20
Accounting Specialist	Non-exempt	4/30/2021	4.67	$24.48	$50,918	3%	$0.73	$25.21	$52,436.80	0%	$0.00	$0	$52,436.80
Accounting Assistant	Non-exempt	1/1/2001	25.00	$22.15	$46,072	3%	$0.66	$22.81	$47,444.80	4%	$0.91	$1,893	$49,337.80
Facilities and Grounds Foreman	Non-exempt	8/29/2016	9.34	$29.40	$61,152	3%	$0.88	$30.28	$62,982.40	1%	$0.30	$624	$63,606.40
Public Safety													
Fire Chief	Exempt	1/28/2002	23.92	$45.07	$93,737	6.57%	$2.96	$48.03	$99,894.08	4%	$1.92	$3,994	$103,888.08
Police Chief	Exempt	1/1/1996	30.00	$45.07	$93,737	6.57%	$2.96	$48.03	$99,894.08	5%	$2.40	$4,992	$104,886.08
Police Lt.	Exempt	9/10/2000	25.31	$39.65	$82,480	6.08%	$2.41	$42.07	$87,495.20	5%	$2.10	$4,368	$91,863.20
Police Lt.	Exempt	12/14/2017	8.04	$39.65	$82,480	6.08%	$2.41	$42.07	$87,495.20	1%	$0.42	$874	$88,369.20
Police Records Clerk	Non-exempt	6/6/2018	7.57	$24.59	$51,147	3%	$0.74	$25.33	$52,682.24	1%	$0.25	$520	$53,202.24
Police & Fire Office Assistant	Non-exempt	7/11/2022	3.47	$22.15	$46,062	3%	$0.66	$22.81	$47,442.72	0%	$0.00	$0	$47,442.72
Property Maintenance	Non-exempt	11/8/2021	4.14	$21.85	$45,452	3%	$0.66	$22.51	$46,820.64	0%	$0.00	$0	$46,820.64
Public Works													
Public Works Director-Streets/Utilities	Exempt	1/7/2019	6.98	$46.83	$97,406	3%	$1.40	$48.23	$100,318.40	1%	$0.48	$998	$101,316.40
Public Works - Civil Engineer - Streets	Non-exempt	9/11/2023	2.30	$30.90	$64,272	3%	$0.93	$31.83	$66,206.40	0%	$0.00	$0	$66,206.40
Public Works Admin Manager-St/Utilities	Exempt	11/8/2021	4.14	$27.14	$56,451	3%	$0.81	$27.95	$58,136.00	0%	$0.00	$0	$58,136.00
Public Works Streets Foreman	Non-exempt	5/19/2003	22.62	$29.74	$61,851	3%	$0.89	$30.63	$63,706.24	4%	$1.23	$2,558	$66,264.24
PW Streets Op I /Grounds/Facilities	Non-exempt	1/30/2023	2.92	$26.05	$54,188	3%	$0.78	$26.83	$55,814.72	0%	$0.00	$0	$55,814.72
PW Streets Op I /Grounds/Facilities	Non-exempt	3/1/2021	4.83	$26.05	$54,188	3%	$0.78	$26.83	$55,814.72	0%	$0.00	$0	$55,814.72
Public Works Street Operator I	Non-exempt	3/10/2010	15.81	$26.05	$54,188	3%	$0.78	$26.83	$55,814.72	3%	$0.81	$1,685	$57,499.72
Public Works Street Operator I	Non-exempt	1/2/2003	23.00	$26.05	$54,188	3%	$0.78	$26.83	$55,814.72	4%	$1.07	$2,226	$58,040.72
Public Works Street Operator I	Non-exempt	1/8/2018	7.98	$26.05	$54,188	3%	$0.78	$26.83	$55,814.72	1%	$0.27	$562	$56,376.72
Public Works Street Operator I with Street Sweeper + 0.50/hr	Non-exempt	1/10/1984	41.98	$26.05	$54,188	3%	$0.78	$26.83	$55,814.72	5%	$1.34	$2,787	$58,601.72
Public Works Operator I / Street Light Tech	Non-exempt	3/3/2014	11.83	$28.41	$59,093	3%	$0.85	$29.26	$60,864.96	2%	$0.59	$1,227	$62,091.96
Public Works Mechanic	Non-exempt	2/22/2021	4.85	$26.77	$55,682	3%	$0.80	$27.57	$57,351.84	0%	$0.00	$0	$57,351.84
Public Works Head Mechanic	Non-exempt	4/18/2011	14.70	$28.94	$60,195	3%	$0.87	$29.81	$62,000.64	2%	$0.60	$1,248	$63,248.64

City of Ashland - 2025 Proposed Non-Represented Employees Salary/Wage Schedule

2025 Salary/Hourly Wage Schedule NON-REPRESENTED EMPLOYEE POSITIONS	Exempt or Non-Exempt Position	Date of Hire of Current Employee	Years of Service 12/31/2024	2024 Base Wage Rate	2024 Annual Wage	2025 % Change	2025 Base Increase (Decrease)	2025 Base Wage Rate	2025 Proposed Annual Base Wage	Longevity Percent	Longevity Rate	2025 Annual Longevity	2025 Proposed Total Annual Wage
Leisure Activities													
Parks Foreman	Non-exempt	10/26/2020	5.18	$27.04	$56,243	3%	$0.81	$27.85	$57,930.08	1%	$0.28	$582	$58,512.08
APR - Parks and Recreation Director	Exempt	1/16/2006	19.96	$35.24	$73,303	3%	$1.06	$36.30	$75,508.16	3%	$1.09	$2,267	$77,775.16
APR-Leisure Admin. Assistant	Non-exempt	1/24/2022	3.93	$21.60	$44,928	3%	$0.65	$22.25	$46,275.84	0%	$0.00	$0	$46,275.84
APR-Leisure Recreation Coordinator	Non-exempt	7/24/2024	1.43	$21.00	$43,680	3%	$0.63	$21.63	$44,990.40	0%	$0.00	$0	$44,990.40
Conservation & Development													
Planning and Development Director	Exempt	10/31/2022	3.17	$40.45	$84,136	3%	$1.21	$41.66	$86,652.80	0%	$0.00	$0	$86,652.80
Planning Assistant -	Non-exempt	4/22/2024	1.69	$27.00	$56,160	3%	$0.81	$27.81	$57,844.80	0%	$0.00	$0	$57,844.80
Water & Wastewater Utilities													
Utility Manager (per hire letter)	Exempt	8/8/2006	19.40	$35.75	$74,358	3.50%	$1.25	$37.00	$76,960.00	3%	$1.11	$2,309	$79,269.00
Utility Billing Specialist/Utilities Clerk	Non-exempt	2/14/2022	3.87	$24.34	$50,627	3%	$0.73	$25.07	$52,145.60	0%	$0.00	$0	$52,145.60
Utility - Civil Engineer	Non-exempt	5/17/2024	1.62	$26.50	$55,120	3%	$0.80	$27.30	$56,773.60	0%	$0.00	$0	$56,773.60
Water/Wastewater Lab Technician	Non-exempt	11/28/2016	9.09	$29.09	$60,513	3%	$0.87	$29.97	$62,329.28	1%	$0.30	$624	$62,953.28
Water/Wastewater / Foreman	Non-exempt	6/8/2015	10.56	$30.90	$64,266	3%	$0.93	$31.82	$66,193.92	2%	$0.64	$1,331	$67,524.92
Water/Wastewater / Foreman	Non-exempt	6/26/2009	16.51	$30.90	$64,266	3%	$0.93	$31.82	$66,193.92	3%	$0.95	$1,976	$68,169.92
Water/Wastewater Operator I (Lead)	Non-exempt	1/1/2025	0.99	$28.33	$58,926	3%	$0.85	$29.18	$60,694.40	0%	$0.00	$0	$60,694.40
Water/Wastewater Operator II	Non-exempt	1/1/2025	0.99	$27.30	$56,778	3%	$0.82	$28.12	$58,481.28	0%	$0.00	$0	$58,481.28
Water/Wastewater Operator III (Lead)	Non-exempt	12/5/2016	9.07	$28.33	$58,916	3%	$0.85	$29.18	$60,684.00	1%	$0.29	$603	$61,287.00
Water/Wastewater Operator III - (Lead)	Non-exempt	7/5/2022	3.49	$27.01	$56,181	3%	$0.81	$27.82	$57,865.60	0%	$0.00	$0	$57,865.60
Water/Wastewater Operator III	Non-exempt	11/17/2014	11.12	$27.04	$56,243	3%	$0.81	$27.85	$57,930.08	2%	$0.56	$1,165	$59,095.08
Water/Wastewater Operator IV	Non-exempt	1/31/2022	3.91	$26.01	$54,101	3%	$0.78	$26.79	$55,723.20	0%	$0.00	$0	$55,723.20
Water/Wastewater Operator V	Non-exempt	9/25/2023	2.26	$23.18	$48,204	3%	$0.70	$23.87	$49,649.60	0%	$0.00	$0	$49,649.60
Vaughn Public Library, JFK Airport and Ashland Marina - operation oversight by the Statutory Commissions/Boards													
Library Director	Exempt	11/27/2017	8.09	$33.20	$69,064	3%	$1.00	$34.20	$71,136.00	1%	$0.34	$707	$71,843.00
Library Assistant	Non-exempt	7/25/1994	31.44	$23.69	$49,279	3%	$0.71	$24.40	$50,758.24	5%	$1.22	$2,538	$53,296.24
Library Assistant **Adult/Teen Communications**	Non-exempt	1/9/2023	2.97	$21.12	$43,919	3%	$0.63	$21.75	$45,235.84	0%	$0.00	$0	$45,235.84
Library Clerk - part-time 1560 hrs	Non-exempt	10/4/2021	4.24	$20.60	$32,136	3%	$0.62	$21.22	$33,100.08	0%	$0.00	$0	$33,100.08
Library Clerk - part-time up to 1560 hrs	Non-exempt	1/9/2023	2.97	$18.54	$28,922	3%	$0.56	$19.10	$29,789.76	0%	$0.00	$0	$29,789.76
Airport Manager	Exempt	5/20/2024	1.61	$24.04	$50,000	3%	$0.72	$24.76	$51,499.76	0%	$0.00	$0	$51,499.76
Marina Manager	Exempt	5/6/2002	23.66	$33.11	$68,869	3%	$0.99	$34.10	$70,934.24	4%	$1.36	$2,829	$73,763.24

*** Public Works Street Operator I - receives an additional 0.50 per hour for Street Sweeper duties - 6-8 months per year

Longevity prorated based on anniversary date

Ref: 2025-188 **COUNCIL AGENDA: 8.B. (8/26/2025)**

SUBJECT: Approve to Accept Bayfield County EMS Grant *(Fire & EMS Department)*

RECOMMENDATION: The Fire Chief recommends approval

DEPARTMENT OF ORIGIN:	Fire & EMS Department
CLEARANCES:	The Council as Committee of the Whole previously discussed and approved.
EXHIBITS:	1. July 29, 2025 Committee of the Whole meeting minutes
EXPENDITURES REQUIRED:	None
AMOUNT BUDGETED:	
APPROPRIATION REQUIRED:	None
TREASURER'S CERTIFICATE:	NA

COMPLIANCE WITH CHAPTER 51: The Council as Committee of the Whole previously discussed and approved the submission of an application for this grant.

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:

Bayfield County began levying an additional property tax to provide supplemental funding for EMS services in Bayfield County in 2023. These funds are evenly distributed among the nine EMS services that provide service to Bayfield County residents. The Ashland Fire Department (AFD) provides 911 EMS services to the Town of Eileen and the Town of Pilsen which makes us eligible for this grant. The Grant does not require matching funds nor does it have any stipulations on how the funds can be used. At some point in the future, this tax revenue will be reallocated towards a Bayfield County EMS Service.

In 2024 AFD responded to 46 separate 911 calls in Bayfield County when Bayfield County Ambulance Service could not respond because they didn't have enough staff available to respond to that 911 call. AFD only responds when we are staffed with at least six staff. AFD bills the patient and the responsible ambulance service for covering their call. AFD also provided six mutual aid EMS responses to Bayfield County. This occurs when the service does have a crew but needs another ambulance because of the number of patients; the patient is billed for this service. AFD provided 245 paramedic intercepts to Bayfield County Ambulance services in 2024 This occurs when the patient needs a higher level of care than the ambulance service can provide. Flat fee billing will be the only method of billing in 2026. AFD also had 52 911 responses to the Town of Eileen and the Town of Pilsen. These towns pay an annual fee for AFD to provide these services and the patients are billed.

The plan is to put this money towards an ambulance that was ordered last year to offset capital expenditures when it is delivered in 2026 or 2027.

MEETING MINUTES

COMMITTEE OF THE WHOLE MEETING
Tuesday, July 29, 2025 – 6:00 PM
Ashland City Hall Council Chambers

1. **Roll Call**

   The Tuesday, July 29, 2025 City of Ashland Committee of the Whole Meeting was called to order by Council President Charlie Ortman at 6:58 PM.

   PRESENT: Shawn Brede, Peter Levi, Andrew Goyke, James Gregoire, Charlie Ortman, Nancy Sztyndor

   ABSENT: Kevin Seefeldt (Excused)

   ALSO PRESENT: Mayor Matthew MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, Planning Director Steven Wiley, Fire Chief Stuart Matthias, Parks Director Catlyn Nowicki, and other interested citizens.

2. **Approval of Agenda**

   A motion by Gregoire, seconded by Brede to amend the agenda by moving Item 4D to the beginning of the discussion items. The amended agenda passed unanimously by voice vote.

3. **Council President's Report**

   Ortman did not offer a report.

4. **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

   D. **Allow the Ashland Fire Department to Submit a Grant Application for Bayfield County 2025 EMS Staffing Grant *(Fire Department)***

   Matthias introduced the item and answered questions from Council. Ortman moved, seconded by Sztyndor to approve submitting the grant applicaiton. The motion passed unanimously by voice vote.

   A. **Vacant Housing Ordinance Draft for Review and Discussion *(Administrator)***

   Kucera introduced the item and answered questions from Council. Council asked for changes and to bring the item back to the Committee of the Whole for another review.

   B. **Continued Discussion Regarding Property Maintenance: Consistency in Issuing Letters and Citations *(Councilor Sztyndor)***

   Sztyndor introduced the item and discussed solutions with Wiley and Council.

   C. **Proposal to Utilize CampSpot Registration Software for Campsite Reservations for the City of Ashland Campgrounds *(Parks & Recreation)***

Nowicki intoduced the item and answered questions from Council. Sztyndor moved, seconded by Gregoire to forward the item to the Council agenda for formal approval. The motion passed unanimously by voice vote.

E. **Downtown Facade Upgrade Program *(Administration)***

Kucera introduced the item to Council and reviewed the draft RFP. A motion made by Goyke, seconded by Sztyndor to forward the item to the Council agenda for formal approval, passed unanimously by voice vote.

F. **Consideration of Dissolving the Ashland Ore Dock Trust *(Mayor)***

Mac Kenzie introduced the item and answered questions from Council. He agreed to bring this item back to the Committee of the Whole after discussing more with the City's attorney.

5. **Items for Future Discussion**

Goyke requested an update on the EV charging stations.
Sztyndor passed along the compliments she had been hearing on the improvements along the waterfront.
Mac Kenzie noted the news of the passing of one of the City's homeless persons.

6. **Adjournment**

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

Ref: 2025-189 **COUNCIL AGENDA: 9.A. (8/26/2025)**

SUBJECT: **Approve a Resolution to Amend the 2024 General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, and Internal Service Funds Budgets Per Wis. State Statute 65.90(5)(a) *(Finance)* Roll**

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Finance

CLEARANCES: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

EXHIBITS:
1. Proposed Resolution 17845
2. Proposed 2024 Budget Amendment
3. Preliminary General Fund-Fund Balance Dec 31, 2024

EXPENDITURES REQUIRED: See attached

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

The 2024 audit is still in progress and one of the final items to be completed is the 2024 budget amendment. The annual budgets are formulated based on the best information at the time of preparation, which is usually around four months before the budget year begins. For 2024, the preliminary actual results vary from the budgets formulated and some departments are over budget while other departments are under budget. This results in the need for the Council to re-appropriate the 2024 budget for expenditures. The budget amendment will bring the expenditures and transfers into compliance with Wis. Stats. 65.90(5)(a) Municipal Budgets. This also amends the transfers into the General Fund from Special Revenue Funds. The total amount of the general fund amended budget is $14,486,205, which is an increase of $25,110 from the original budget, due to an increase in transfers-in from special revenue funds.

The council approved the utilization of general fund-fund balance (GFFB) for the 2024 budget. The amount appropriated for this was $277,550 of a one-year general obligation note for operations, issued in 2023 for 2024, and $198,530 of GFFB. The GFFB, minimum fund balance policy of 30% of 2025 budgeted expenses is maintained. See exhibit 3.

Net revenue for 2024 is $349,051 due to unexpected revenues. See bottom of page 3 of exhibit 2 for more information.

The following is a summary of the larger proposed budget amendment or budget variances (see exhibit 2 for more information):

This amendment Increases Transfers to Other Funds:

- To recycling fund for the increase in the recycling fee - $23,514
- To the Airport for additional operating expenses in 2024 - $6,524

Increase (Decrease) in various General Government Operating Expenses/Budgets:

- Attorney expense is over budget by $32,133 due to the Bay View Pier litigation.
- Building & Facilities Maintenance is over budget by $20,890 due to extension of limited-term employees and HVAC repairs.

Increase (Decrease) in various Public Safety Operating Expenses/Budgets:

- The police department is over budget by $128,591. (See exhibit 2 page 2 for explanation)
- The fire and ambulance departments are under budget by $178,080. (See exhibit 2 page 2 for explanation)

Increase (Decrease) in Health & Social Services Operating Expenses/Budgets:

- Animal Control is under budget by $28,249 due to employee retirement and elimination of position.

Increase (Decrease) in various Public Works Operating Expenses/Budgets:

- Public works and sanitation expenses are over budget by $36,459. (See exhibit 2 page 2 for explanation)

Increase (Decrease) in various Leisure Activities Operating Expenses/Budgets:

- Parks and grounds expenses are over budget by $12,274 due to utilities expense.

Increase (Decrease) in Conservation and Development Operating Expenses/Budgets:

- Planning and Development expenses are under budget by $21,500 due to change in health insurance election.

Within the capital budget amendments, the 2023A notes for City projects have been re-distributed as follows, due to variances in estimated to actual capital expenditures.

	Total	Streets	Public Works Equipment	Fire Dept Equipment
Original allocation	2,556,000	1,633,741	880,927	41,332
Revised allocation	2,556,000	1,683,758	836,015	36,227
Increase (Decrease)		50,017	(44,912)	(5,105)

RESOLUTION No. 17845

<u>RESOLUTION TO AMEND THE 2024 GENERAL FUND, SPECIAL REVENUE FUNDS, DEBT SERVICE FUNDS, CAPITAL PROJECT FUNDS, AND INTERNAL SERVICE FUNDS BUDGETS PER WIS. STATE STATUTE 65.90(5)(a)</u>

WHEREAS, the Common Council for the City of Ashland, Wisconsin, meeting in Committee, at the August 12, 2025 meeting, has deliberated the formation of the 2024 municipal budget amendment; and

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

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of Ashland, Wisconsin hereby adopts the 2024 Budget Amendment for revenues and expenditures of $14,486,205, and appropriation adjustments as summarized on the attachment to this Resolution.

____
Councilperson

PASSED: August 26, 2025

ATTEST: ____________________________ ____________________________
Denise Oliphant, City Clerk Matthew MacKenzie, Mayor

APPROVED AS TO FORM:

____
Tyler W. Wickman, City Attorney

CITY OF ASHLAND

2024 PROPOSED BUDGET AMENDMENT

SUMMARY WORKSHEET

	Approved 2024 Budget	2024 Preliminary	Preliminary Over/Under 2024 Budget	Proposed Budget Adjustment	Proposed Amended Budget	Budget Amendment Notes
Property Tax Levy						
Assessed Value	466,888,500	466,888,500	-	-	466,888,500	
Mill Rate	10.2789	10.2789	0.0000	0.0000	10.2789	
Gross Levy	**$ 4,799,086**	**$ 4,799,086**	**$ -**	**$ -**	**$ 4,799,086**	No change
Less Restricted Levy:						
TIF Levy	(272,777)	(272,777)	-	-	(272,777)	
Debt Service Levy						
Long-term G.O. Debt Service	(1,484,284)	(1,484,284)	-	-	(1,484,284)	
Debt Service Reserve Applied	100,000	100,000			100,000	
One Year GO Note Debt Service	(280,980)	(280,980)	-	-	(280,980)	
Net Debt Service Levy	(1,665,264)	(1,665,264)	-	-	(1,665,264)	
Total Restricted Levy	(1,938,041)	(1,938,041)	-	-	(1,938,041)	
Net Expendable Levy	**$ 2,861,045**	**$ 2,861,045**	**$ -**	**$ -**	**$ 2,861,045**	No change
Net Levy Available for General Fund	**$ 2,861,045**	**$ 2,861,045**	**-**	**$ -**	**$ 2,861,045**	
Post-Levy Property Tax Adjustments	-	579	(579)	-	-	
Non-Tax General Fund Revenues	9,185,929	9,756,222	(570,293)	25,110	9,211,039	The Council approved merit increase for employees for 2024 was 25,110 which was utilized in 2024
Appropriation of Fund Balance - 2023 proceeds of 1 Year GO Note for 2024 budget	277,550	277,550	-		277,550	
Appropriation of Fund Balance	198,530	-	-	-	198,530	
Total General Fund Revenues	**$ 12,523,054**	**$ 12,895,396**	**$ (570,872)**	**$ 25,110**	**$ 12,548,164**	No proposed budget amendments

Uses of General Funds

General Fund Transfer to Other Funds				Negative number increases budget		
SR 215 - Vaughn Library	(308,595)	(308,595)	-	-	(308,595)	
SR 260 - Recycling	(90,000)	(113,514)	(23,514)	(23,514)	(113,514)	Adjust transfer for recycling fees received in 2024
SR 274 - Beautification	-	(2,774)	(2,774)	(2,774)	(2,774)	Transfer for balance of downtown flowers expense
SR 272 -Bretting Center	-	(2,825)	(2,825)	-	-	Transfer for BBC prior year program revenues incorrectly posted to General Fund
CP 454 - Equipment Leases	(15,000)	(15,000)	-	-	(15,000)	
CP 461 - Fire/Amb Capital Equip.	(34,650)	(34,650)	-	-	(34,650)	
CP 462 - Police Dept Capital Equip.	(50,000)	(55,150)	(5,150)	(5,150)	(55,150)	Transfer to cover net expense of police vehicle lease payments after related vehicle sales in 2024
CP 463 - Computer Capital Equip.	(60,000)	(60,000)	-	-	(60,000)	
CP 480 - Urban Forestry	(10,000)	(15,280)	(5,280)	(5,280)	(15,280)	Transfer for additional urban forestry grant match expenses
EF 610 - JFK Airport	(75,530)	(82,054)	(6,524)	(6,524)	(82,054)	Additional transfer for 2024 operating expenses
IS 750 - Post Retirement Benefits Reserve	(75,110)	(75,110)	-	-	(75,110)	
CP 491 / TA 810 - Landfill (LTC)	(5,000)	(5,000)	-	-	(5,000)	
Total Transfers to Other Funds	**$ (723,885)**	**$ (769,952)**	**$ (46,067)**	**$ (43,242)**	**$ (767,127)**	
Net Available for General Fund Operations	**$ 11,799,169**	**$ 12,125,444**	**$ (524,805)**	**$ (18,132)**	**$ 11,781,037**	

CITY OF ASHLAND

2024 PROPOSED BUDGET AMENDMENT

SUMMARY WORKSHEET

General Fund Operations	Approved 2024 Budget	2024 Preliminary	Preliminary Over/Under 2024 Budget	Proposed Budget Adjustment	Proposed Amended Budget	Budget Amendment Notes
				Positive number decreases budget Negative number increases budget		
GENERAL GOVERNMENT						
Mayor	(26,405)	(23,959)	2,446	2,440	(23,965)	
City Council	(33,700)	(27,720)	5,980	5,970	(27,730)	
City Administrator	(160,460)	(162,944)	(2,484)	(2,490)	(162,950)	Council approved wage increase higher than budgeted
Police & Fire Commission	(8,900)	(6,929)	1,971	1,970	(6,930)	
City Attorney	(70,000)	(102,133)	(32,133)	(32,135)	(102,135)	Expenses over budget due to Bay View Pier litigation
City Clerk	(108,180)	(109,266)	(1,086)	(1,090)	(109,270)	Personnel cost over budget
Personnel	(50,000)	(23,383)	26,617	26,600	(23,400)	Budget estimate for professional services higher than actual
Elections	(100,035)	(81,546)	18,489	18,470	(81,565)	Professional fees/Election Workers/Advertising expenses under budget
Technology Services	(307,480)	(310,934)	(3,454)	(3,460)	(310,940)	Varies depending on technology needs
Other City Hall	(48,785)	(46,518)	2,267	2,260	(46,525)	
Finance	(485,220)	(497,463)	(12,243)	(12,250)	(497,470)	Personnel costs and financial audit expense over budget
Assessor	(33,800)	(32,620)	1,180	1,170	(32,630)	
Buildings & Facilities Maintenance	(513,887)	(534,777)	(20,890)	(20,900)	(534,787)	Personnel costs over budget-extended 3 limited-term employees into the fall to catch-up on deferred maintenance & several HVAC repairs
Misc & Insurance	(146,500)	(156,974)	(10,474)	(10,475)	(156,975)	Insurance expenses higher than what was budgeted
TOTAL GENERAL GOVERNMENT	**$ (2,093,352)**	**$ (2,117,166)**	**$ (23,814)**	**$ (23,920)**	**$ (2,117,272)**	
PUBLIC SAFETY						
Police	(2,590,243)	(2,718,834)	(128,591)	(128,595)	(2,718,838)	Personnel costs over budget-two officers in school part of the year; new officer field training; injuries and leaves of absence. Training over budget due to catch-up on COVID deferred training for Leadership & Police and Drug School - 2-3 week classes. Equipment over budget due to police protection response equipment
Fire	(1,744,515)	(1,676,610)	67,905	67,900	(1,676,615)	Fire and AMB budgets expense splits between the two departments vary from year to year
Ambulance	(1,776,310)	(1,666,135)	110,175	106,952	(1,669,358)	Expenses under budget: wages under $42,337; health Insurance $74,036; other personnel benefits $22,527; and other expenses $39,180 (2 new hires and 3 terminations in 2024)
Public Fire Protection Fee	(19,500)	(21,218)	(1,718)	(1,720)	(21,220)	
Building Inspection	(137,025)	(140,508)	(3,483)	(3,485)	(140,510)	Over budget by building inspection fees which will vary from year to year
TOTAL PUBLIC SAFETY	**$ (6,267,593)**	**$ (6,223,305)**	**$ 44,288**	**$ 41,052**	**$ (6,226,541)**	
HEALTH & SOCIAL SERVICES						
Animal Control	(84,525)	(56,276)	28,249	28,245	(56,280)	Employee retirement - position not filled
Pest Control	(9,000)	(8,744)	256	-	(9,000)	
Mt. Hope Cemetery	(65,000)	(65,000)	-	-	(65,000)	
TOTAL HEALTH & SOCIAL SERVICES	**$ (158,525)**	**$ (130,020)**	**$ 28,505**	**$ 28,245**	**$ (130,280)**	
PUBLIC WORKS						
Public Works	(1,816,938)	(1,757,931)	59,007	59,000	(1,757,938)	Sidewalk and storm sewer expenses are under budget
Transportation	(36,000)	(36,000)	-	-	(36,000)	
Sanitation	(436,609)	(532,076)	(95,467)	(95,470)	(532,079)	Over budget due to addition of City fall clean-up and increase in residential garbage collection contract
TOTAL PUBLIC WORKS	**$ (2,289,548)**	**$ (2,326,007)**	**$ (36,459)**	**$ (36,470)**	**$ (2,326,018)**	

CITY OF ASHLAND

2024 PROPOSED BUDGET AMENDMENT

SUMMARY WORKSHEET

	Approved 2024 Budget	2024 Preliminary	Preliminary Over/Under 2024 Budget	Proposed Budget Adjustment	Proposed Amended Budget	Budget Amendment Notes
LEISURE ACTIVITIES						
Community Programs	(32,000)	(31,220)	780	-	(32,000)	
Parks	(341,351)	(353,625)	(12,274)	(12,275)	(353,626)	Over budget due to utilities expense-parks billing was updated in 2024 which resulted in a larger expense than budgeted
Recreation Programs (APR)	(343,200)	(342,090)	1,110	885	(342,315)	
Municipal Band	(5,000)	(5,883)	(883)	(885)	(5,885)	Performances over budget
TOTAL LEISURE ACTIVITIES	**$ (721,551)**	**$ (732,818)**	**$ (11,267)**	**$ (12,275)**	**$ (733,826)**	
CONSERVATION & DEVELOPMENT						
Planning and Development	(268,600)	(247,077)	21,523	21,500	(247,100)	Personnel health insurance less than budgeted
TOTAL CONSERVATION & DEVELOPMENT	**$ (268,600)**	**$ (247,077)**	**$ 21,523**	**$ 21,500**	**$ (247,100)**	
Total General Fund Expenditures for Operation	**$ (11,799,169)**	**$ (11,776,393)**	**$ 22,776**	**$ 18,132**	**$ (11,781,037)**	
Total Uses of General Funds	**$ (12,523,054)**	**$ (12,546,345)**	**$ (23,291)**	**$ (25,110)**	**$ (12,548,164)**	
Net (Expenditures) over Revenue	**$ 0**	**$ 349,051**	**$ 547,581**	**$ -**	**$ 0**	
LESS Unexpected Revenues: Interest Income over budget		**$ (115,035)**	**$ (115,035)**			
Tax Increment District Closing 6 & 9		**$ (169,066)**	**$ (169,066)**			
Ambulance fees over budget		**$ (286,270)**	**$ (286,270)**			
Net Expenses after unexpected revenues		**$ (221,320)**	**$ (22,790)**			

$ 221,320	**Net Expenses after unexpected revenues**
$ (22,790)	**Over budget - total uses**
$ 198,530	**Budgeted appropriation of fund balance (see page 1)**

CITY OF ASHLAND
2024 PROPOSED BUDGET AMENDMENT
GENERAL FUND REVENUES

		ACCOUNT DESCRIPTION	Approved 2024 Budget	2024 Preliminary	Preliminary Over (Under) 2024 Budget	Proposed Budget Adjustment	Proposed Amended Budget	Budget Amendment & Budget to Actual Notes
TAXES								
100	41110	GENERAL PROPERTY TAXES	2,861,045	2,861,624	579	0	2,861,045	
100	41140	MOBILE HOME TAXES	27,000	21,795	(5,205)	0	27,000	
100	41210	MOTEL/HOTEL TAXES	10,500	10,066	(434)	0	10,500	
100	41222	SALES TAX - CITY SHARE	140	193	53	0	140	
100	41310	TAXES - WATER UTILITY PILOT	365,820	323,358	(42,462)	0	365,820	Council set limit to the water utility PILOT at $347,500; PSC allowable $323,358
100	41320	TAXES - TAX EXEMPT PILOT	40,000	56,637	16,637	0	40,000	
100	41800	PENALTIES ON DELINQUENT TAXES-PP	1,000	1,956	956	0	1,000	
100	41810	PENALTIES ON DELINQUENT TAXES-Utilities	2,500	5,185	2,685	0	2,500	
100	41900	OTHER TAXES	0	0	0	0	0	
TOTAL TAXES:			**3,308,005**	**3,280,814**	**(27,191)**	**0**	**3,308,005**	
SPECIAL ASSESSMENTS								
100	42000	SPECIAL ASSESSMENTS	0	0	0	0	0	
TOTAL SPECIAL ASSESSMENTS:			**0**	**0**	**0**	**0**	**0**	
INTERGOVERNMENTAL								
100	43300	FEDERAL GRANTS	0	0	0	0	0	
100	43410	SHARED REVENUES	4,563,477	4,617,366	53,889	0	4,563,477	Ambulance medical transport historically listed in shared revenue DOR letter
100	43411	EXPENDITURE RESTRAINT	145,910	145,910	0	0	145,910	
100	43412	EXEMPT COMPUTER AID	18,500	18,529	29	0	18,500	
100	43413	PERSONAL PROPERTY TAX AID	47,870	47,871	1	0	47,870	
100	41314	VIDEO SERVICE PROVEDER AID	18,533	18,533	0	0	18,533	
100	43420	STATE FIRE DUES	21,000	27,187	6,187	0	21,000	
100	43529	OTHER PUBLIC REVENUE	50,000	0	(50,000)	0	50,000	Ambulance medical transport not seperately listed in shared revenue DOR letter
100	43531	STATE GENERAL TRANS AID	645,205	645,301	96	0	645,205	
100	43530	STATE GRANT REVENUE	100	3,548	3,448	0	100	
100	43533	STATE CONNECTING HWY AID	92,168	109,115	16,947	0	92,168	
100	43610	PAYMENT FOR MUNICIPAL SERVICE	19,650	13,778	(5,872)	0	19,650	
100	43799	OTHER LOCAL GOVT GRANTS	0	0	0	0	0	
TOTAL INTERGOVERNMENTAL:			**5,622,413**	**5,647,138**	**24,725**	**0**	**5,622,413**	
LICENSES & PERMITS								
100	44100	LICENSES - BUSINESS & OCCUPATIONAL	35,000	29,965	(5,035)	0	35,000	
100	44110	CABLE FRANCHISE FEE	77,000	74,363	(2,637)	0	77,000	
100	44200	LICENSES - NON BUSINESS	10	5	(5)	0	10	
100	44300	BUILDING & STREET-CUT PERMITS	47,000	87,548	40,548	0	47,000	Includes six large commercial/business permits
100	44400	ZONING PERMITS & FEES	4,000	4,365	365	0	4,000	
TOTAL LICENSES & PERMITS:			**163,010**	**196,246**	**33,236**	**0**	**163,010**	
FINES, FORFEITS & PENALTIES								
100	45100	LAW & ORDINANCE VIOLATIONS	16,500	15,331	(1,169)	0	16,500	
TOTAL FINES, FORFEITS & PENALTIES:			**16,500**	**15,331**	**(1,169)**	**0**	**16,500**	
PUBLIC CHARGES FOR SERVICES								
100	46100	OTHER REVENUES - GENERAL GOVT	12,000	12,939	939	0	12,000	
100	46210	POLICE SERVICES	5,000	2,249	(2,751)	0	5,000	
100	46220	FIRE PROTECTION FEES	1,000	744	(256)	0	1,000	
100	46230	AMBULANCE/EMS FEES	1,060,000	1,346,270	286,270	0	1,060,000	Varies from year to year depending on the number of calls
100	46231	AMB PROTECTION FEES	14,000	30,703	16,703	0	14,000	
100	46290	SPECIAL CHARGES	6,100	130	(5,970)	0	6,100	
100	46310	PUBLIC WORKS CHARGES	45,000	46,594	1,594	0	45,000	
100	46330	PARKING RENT & FINES	10,000	4,885	(5,115)	0	10,000	

CITY OF ASHLAND
2024 PROPOSED BUDGET AMENDMENT
GENERAL FUND REVENUES

ACCOUNT DESCRIPTION			Approved 2024	2024	Preliminary Over (Under)	Proposed Budget	Proposed Amended	Budget Amendment & Budget to Actual Notes
PUBLIC CHARGES FOR SERVICES Cont.								
100	46420	REFUSE/GARBAGE COLLECTION FEES	350,000	361,931	11,931	0	350,000	
100	46421	RECYCLING FEES	39,000	113,514	74,514	0	39,000	Additional recycling fee in 2024
100	46431	SPRING CLEANUP FEES	0	0	0	0	0	
100	46440	WEED/NUISANCE CONTROL	5,000	600	(4,400)	0	5,000	
100	46510	ANIMAL CONTROL FEES	4,400	3,706	(694)	0	4,400	
100	46720	PARKS REVENUE	160,000	152,917	(7,083)	0	160,000	
100	46721	PW FUEL TAX REFUND	3,500	0	(3,500)	0	3,500	
100	46722	PW ADMIN FEE	6,100	2,994	(3,106)	0	6,100	
100	46755	LEISURE PROGRAMS & REC FEES	93,000	95,248	2,248	0	93,000	
TOTAL PUBLIC CHARGES:			**1,814,100**	**2,175,424**	**361,324**	**0**	**1,814,100**	
INTERGOVERNMENTAL CHARGES FOR SERVICES								
100	47321	LIAISON OFFICER-REIMBURSE	87,000	52,096	(34,904)	0	87,000	School District terminated School Resource Officer position fall of 2024
100	47323	FIRE- TOWNSHIP CONTRACTS	144,850	146,837	1,987	0	144,850	
100	47324	AMBULANCE - TOWNSHIP CONTRACTS	364,596	364,592	(4)	0	364,596	
100	47330	GIS REIMBURSEMENT (COUNTY)	0	0	0	0	0	
100	47400	ATTORNEY - UTILITY REIMBURSE	5,000	0	(5,000)	0	5,000	
100	47401	UTILITY COST SHARE	244,100	255,059	10,959	0	244,100	
100	47403	AIRPORT ADMIN REIMBURSEMENT	8,000	8,000	0	0	8,000	
100	47405	CHARGES TO LIBRARY	40,000	45,802	5,802	0	40,000	
TOTAL INTERGOVERNMENTAL CHARGES:			**893,546**	**872,386**	**(21,160)**	**0**	**893,546**	
MISCELLANEOUS REVENUES								
100	48110	INTEREST ON CASH & INVESTMENTS	20,000	135,035	115,035	0	20,000	Treasurer had better interest rates for the City's investing options
100	48200	PROPERTY RENTS & LEASES	30,000	30,329	329	0	30,000	
100	48300	SALES OF REAL PROPERTY	0	0	0	0	0	
100	48309	SALES OF OTHER EQUIP & PROPERTY	0	25	25	0	0	
100	48420	INS CLAIMS REIMB - POLICE	0	0	0	0	0	
100	48430	INS CLAIMS REIMB - HWY RELATED	0	0	0	0	0	
100	48440	INS CLAIMS REIMB - OTHER	0	0	0	0	0	
100	48500	GENERAL DONATIONS & GIFTS	1,000	2,142	1,142	0	1,000	
100	48900	WORKERS COMP WAGE REIMB	2,000	19,854	17,854	0	2,000	
100	48901	MISCELLANEOUS	4,150	4,075	(75)	0	4,150	
100	48910	INSURANCE DIVIDENDS	25,000	24,871	(129)	0	25,000	
TOTAL MISCELLANEOUS:			**82,150**	**216,331**	**134,181**	**0**	**82,150**	
OTHER FINANCING SOURCES & TRANSFERS								
100	49220	TRANS FROM SPEC REVENUE	2,800	169,066	166,266	0	2,800	Tax Increment Districts 6 & 9 closing
100	49230	TRANS FROM DEBT SERVICE	0	0	0	0	0	
100	49240	TRANS FROM CAPITAL PROJ (Waterfront)	20,000	20,000	0	0	20,000	
100	49260	TRANS FROM ENTERPRISE	0	0	0	0	0	
100	49270	TRANS FROM INTERNAL SERVICE FUND	124,450	25,110	(99,340)	25,110	149,560	The Council approved merit increase for employees for 2024 was 25,110 which was utilized in 2024
100	49300	FUND BALANCES APPLIED	0	0	0	0	0	
TOTAL OTHER FIN. SOURCES:			**147,250**	**214,176**	**66,926**	**25,110**	**172,360**	
TOTAL GENERAL FUND REVENUES:			**12,046,974**	**12,617,846**	**570,872**	**25,110**	**12,072,084**	
Non Property Tax GF Revenues			**9,185,929**	**9,756,222**	**570,293**	**25,110**	**9,211,039**	

City of Ashland

2024 Special Revenue Funds - Budget Summary

Fund Name	Fund	Estimated Fund Balance Jan 1, 2024	Tax Levy	General Fund Transfers In	Spec Rev Cap Proj Transfers In	Other Revenue	Total Revenues	Expenditures	Transfer out to Debt Service	Transfer out to Spec Rev Cap Proj	Total Expenditures	Estimated Fund Balance Dec 31, 2024	Notes
Library Donations	214	239,275	0	0	0	77,805	77,805	268,296	0	0	268,296	48,784	State statute & Donor restricted; includes grants and fundraising for library renovations & design engineering
Library Operations	215	126,520	0	308,595	0	135,712	444,307	475,930	0	0	475,930	94,897	State statute - restricted
Insurance Loss Deductible Reser	229	59,460	0	0	0	336,003	336,003	58,685	0	0	58,685	336,778	Restricted-City's insurance claims deductible. Includes Bay View Pier settlement proceeds
State Hazmat Contract	230	0	0	0	0	34,536	34,536	34,536		0	34,536	0	State Grant- Training/equipment/hazmat calls
Police Programs	233	116,845	0	0	0	61,263	61,263	35,430	0	0	35,430	142,678	Grant & Donor - restricted - K-9 program; training; equipment
Revolving Loan Fund - Housing	240	100,915	0	0	0	26,955	26,955	56,434	0	0	56,434	71,436	State grant restricted
Revolving Loan Fund - Economic	241	(148)	0	0	0	9,920	9,920	9,920	0	0	9,920	(148)	DOA Program Close-Out in 2021 - payments received by the City are forwarded to DOA
Comprehensive Planning	245	23,680	0	0	0	282,960	282,960	197,027	0	0	197,027	109,613	$300K ARPA for 2024/2025 Projects; sustainability initiatives; downtown streetscape; Farmers Market operations & City events
Home Improvement Programs	246	(100,535)	0	0	9,986	98,898	108,884	33,150	0	0	33,150	(24,801)	Donor restricted & Private water lead service lateral replacement program
Breakwall Maintenance	250	548,740	0	0	0	13,484	13,484	0	0	0	0	562,224	Fund balance includes and advance of funds to TID #10 for improvement program; TID #10 will repay with interest over 20 years
City-wide recycling	260	740	0	113,514	0	57,528	171,042	163,681	0	0	163,681	8,101	State Grant $56,980 restricted
BCC Teen Center	272	45,615	0	0	0	65,537	65,537	36,460	0	0	36,460	74,692	Grant/Donor restricted; Scholarships for BCC programs
Community Imprv (Beautification)	274	1,835	0	2,774	0	4,530	7,304	6,854	0	0	6,854	2,285	Donor restricted - downtown flowers & beautification committee
Tax Increment #10 (Main St W Area)	280	(170,925)	55,965	0	0	93,410	149,375	3,610	75,473	61,458	140,541	(162,091)	State restricted-Transfer balance of tax increment to TID# 10 Capital Projects fund for future development costs
Tax Increment #6 (Donor) Final year 2024	281	0	120,280	0	0	207,515	327,795	327,795	0	0	327,795	0	State restricted-Super One & Depot area; closed district in 2024
Tax Increment #9 (Distressed) Final year 2024	284	(105,265)	96,532	0	0	161,871	258,403	153,138	0	0	153,138	0	State restricted-Timeless Timber & Honda area; closed district in 2024
Totals		886,752	272,777	424,883	9,986	1,667,927	2,375,573	1,860,946	75,473	61,458	1,997,877	1,264,448	

City of Ashland
2024 Debt Service Funds -Budget Summary

Fund Name	Fund #	Estimated Fund Balance Jan 1, 2024	Tax Levy	Other Revenue & Transfers In	Total Revenues	Principal	Interest	Fees	Applied to Debt Payments	Total Expenditures	Estimated Fund Balance Dec 31, 2024	Notes
2007 Safe Drinking Water Loan-Street Portion-Turner Road	310	859	13,310	0	13,310	12,485	825	0	0	13,310	859	Year 2027 final pmt
GO Notes 2024A	332	0	0	127,093	127,093	0	0	0	0	0	127,093	Year 2054 final pmt
GO Bonds 2015A - 4/01/2015	362	-50	430,381	0	430,381	345,000	84,831	550	0	430,381	-50	Year 2035 final pmt
GO Promissory Note 2015B	363	47	129,475	0	129,475	122,940	6,515	0	0	129,455	67	Year 2025 final pmt
GO Promissory Note 2020C	366	102	498,045	0	498,045	395,000	103,045	0	0	498,045	102	Year 2030 balloon payment
GO Promissory Note 2017B	367	30	198,073	0	198,073	180,000	17,573	500	0	198,073	30	Year 2027 final pmt
GO Promissory Note 2023	331	0	115,000	96,994	211,994	105,000	106,994	0	0	211,994	0	Year 2034 final pmt
State Trust Fund Loan TID# 10	392	0	0	75,473	75,473	61,998	13,475	0	0	75,473	0	Year 2028 final pmt
State Trust Fund Loan - AADC pass-thru	392	0	0	9,006	9,006	7,104	1,902	0	0	9,006	0	Revenue from AADC for Solar Array - 2022
Funds for Levelizing Annual Debt Levy	395	309,594	0	0	0	0	0	0	96,994	96,994	212,600	For future levelizing of annual debt pmts
Totals - Long-Term Debt		**310,582**	**1,384,284**	**308,566**	**1,692,850**	**1,229,527**	**335,160**	**1,050**	**96,994**	**1,662,731**	**340,701**	

Fund Name	Fund #	Estimated Fund Balance Jan 1, 2024	Tax Levy	Other Revenue & Transfers In	Total Revenues	Principal	Interest	Fees	Applied to Debt Payments	Total Expenditures	Estimated Fund Balance Dec 31, 2024	Notes
Dec 2023 One Yr Loan for 2024 General Operation	371	0	280,980	0	280,980	277,550	3,279	0	0	280,829	151	Due Dec 2024 (Early pmt after 90 days)
Total One Year Debt		**0**	**280,980**	**0**	**280,980**	**277,550**	**3,279**	**0**	**0**	**280,829**	**151**	

City of Ashland
2024 Capital Project Funds - Budget Summary

Fund Name	Fund #	Estimated Fund Balance Jan 1, 2024	General Fund Transfers In	Cap Proj Special Revenue Transfers In	Other Revenue	Total Revenues	Expenditures	Transfers out to other funds	Total Expenditures	Estimated Fund Balance Dec 31, 2024	Notes
TID #10 (Main St W area)	414	61,025	0	61,458	1,620	63,078	0	0	0	124,103	Expenditure period ends 5/30/2039 (RESTRICTED) Estimated expenses per project plan
Public Transportation	415	22,000	0	0	0	0	0	0	0	22,000	Restricted-BART transportation capital
Building Facilities Fund	450	130,130	0	0	4,523,930	4,523,930	369,363	127,093	496,456	4,157,604	Library building renovation bond; Barron property renovation
Waterfront Development	453	458,650	0	11,000	140,917	151,917	6,802	42,713	49,515	561,052	Restricted - Room Tax Revenue Fund for Waterfront parks/trails improvements.
Equipment Leases	454	56,556	15,000	0	0	15,000	47,901	0	47,901	23,655	Vehicle leases - City Hall & Public Works
Land Sales	455	(81,123)	0	0	650	650	0	0	0	(80,473)	Future land sales to recover costs
Public Works Capital	460	405,415	0	0	16,508	16,508	346,291	0	346,291	75,632	Equipment purchases - street sweeper & used dump truck
Fire Department Capital	461	88,995	34,650	0	68,760	103,410	91,572	5,105	96,677	95,728	Equipment-Extractor/Cardiac Monitors Intercept Vehicle Lease; Restricted donations/Grants
Police Department Capital	462	0	55,150	0	49,055	104,205	104,205	0	104,205	0	Police vehicle leases and equipment
Technology Capital Equipmen	463	1,190	60,000	0	0	60,000	0	0	0	61,190	Police records management upgrade - City share of matching grant funds
Capital Street Improvement including storm	470	1,411,000	0	50,016	991,005	1,041,021	1,080,570	9,986	1,090,556	1,361,465	Street, storm water, sidewalks capital projects
Sidewalk Improvement including special assessments	471	223,015	0	0	22,315	22,315	115,340	0	115,340	129,990	Sidewalk Special Assessments and Capital Projects; Future sidewalk improvements
Urban Forestry	480	(24,260)	15,280	0	25,000	40,280	40,280	0	40,280	(24,260)	2024 forestry grant
Parks and Recs Improvement	481	(370,645)	0	22,713	597,515	620,228	321,825	0	321,825	(72,242)	Parks master plan; park improvements; Kreher park bath house & boat launch
Landfill Improvement	491	44,083	5,000	0	0	5,000	0	0	0	49,083	Equipment replacement and site improvements
Total Capital Project Funds		2,426,031	185,080	145,187	6,437,275	6,767,542	2,524,149	184,897	2,709,046	6,484,527	

City of Ashland

2024 Enterprise and Internal Service Funds - Budget Summary

Fund Name	Fund #	Estimated Fund Balance Jan 1, 2024	CIAC	General Fund Transfers In	Appropriate Fund Balance - City portion	Other Revenue	Total Revenues	Expenditures	Interest	Transfer to General Fund	Depreciation	Total Expenditures	Estimated Fund Balance Dec 31, 2024
(NOT AMENDING ENTERPRISE FUNDS BUDGETS - SHOWN AS APPROVED BY COUNCIL AND COMMISSIONS)													
Enterprise Funds:													
Airport	610	2,185,230	0	75,530	0	265,850	341,380	271,380	0	0	156,000	427,380	2,099,230
Marina	620	2,679,220	0	0	0	254,130	254,130	206,780	8,195	0	72,000	286,975	2,646,375
Water	680	11,921,000	1,350	0	0	2,496,240	2,497,590	1,865,880	201,565	0	484,750	2,552,195	11,866,395
Sewer	690	15,444,350	22,500			2,174,555	2,197,055	1,937,470	60,000		845,000	2,842,470	14,798,935
Total Enterprise		32,229,800	23,850	75,530	0	5,190,775	5,290,155	4,281,510	269,760	0	1,557,750	6,109,020	31,410,935
							5,290,155					6,109,020	
Internal Service Funds:													
Flex/Dental/EE Benefits	723	413,805	0	0	0	153,411	153,411	124,616	0	0	0	124,616	442,600
Retirement Benefits	750	28,680	0	75,110	0	117	75,227	78,347	0	0	0	78,347	25,560
Total Internal Service		442,485	0	75,110	0	153,528	228,638	202,963	0	0	0	202,963	468,160
							228,638					202,963	468,160

CITY OF ASHLAND

GENERAL FUND BALANCE COMPONENTS AS OF DECEMBER 31, 2024 PRELIMINARY

CHANGES IN TOTAL GENERAL FUND BALANCE	2024 Preliminary
Total Fund Balance January 1	$ 4,124,058
Annual net revenue or (annual net expense) Note: audit combines funds 100 & 750	345,935
Total Fund Balance December 31	**$ 4,469,993**

GENERAL FUND BALANCE COMPONENTS

FUND BALANCE NOT AVAILABLE FOR USE:	
COVERS NEGATIVE CASH BALANCE FOR OTHER FUNDS:	2024
TIF #9	-
Land Acquisitions	-
TOTAL NEGATIVE CASH BALANCE - OTHER FUNDS	-
DELINQUENT PERSONAL PROPERTY TAX	11,656
DELINQUENT UTILITY CHARGES	38,272
PREPAID ITEMS/INVENTORY/MISC	31,501
TOTAL FUND BALANCE NOT AVAILABLE FOR USE	**$ 81,429**
Percent of Total Fund Balance	**1.82%**
SPENDABLE:	
FUND BALANCE AVAILABLE FOR USE - UNRESTRICTED	**$ 4,388,564**
Percent of Total Fund Balance	**98.18%**

TOTAL GENERAL FUND BALANCE	**$ 4,469,993**

TOTAL MINIMUM FUND BALANCE CALCULATION	2025
Budget - Total Uses of General Funds	**$ (13,023,222)**
Minimum Fund Balance = **30%** of total uses	(3,906,967)
Unrestricted Fund Balance (Spendable)	4,388,564
Unrestricted Fund Balance over minimum	**$ 481,597**
Assigned fund balance to future budget	(326,000)
Fund Balance Available	**$ 155,597**

Ref: 2025-190 **COUNCIL AGENDA: 9.B. (8/26/2025)**

SUBJECT: **Approve a Resolution to Repeal Resolution No. 17112 Repeal and Recreate a Resolution to Establish a Housing Committee as Approved on July 29, 2014, in Order to Dissolve the Housing Committee *(Mayor)* Roll**

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

EXHIBITS:
1. Proposed Resolution No. 17846
2. Resolution No. 17112, Approved July 29, 2014

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

The Mayor requested Council's consideration to dissolve a committee that has not been functioning for an excessive period of time. To do this, a resolution needs to be approved by

Council to repeal Resolution No. 17112 which recreated the committee in 2014.

The Housing Committee has reached its goal of bringing housing options to the City's community, brought about through the 2020-2025 Strategic Plan. Together with City staff, such developments as the Commonwealth income-based apartments and future plans for growth in the median to high-income housing market, have brought the work of the Housing Committee to its goal. The committee has been dormant for over a year.

The Mayor recommends dissolving this committee as a general housekeeping item.

RESOLUTION No. 17846

<u>RESOLUTION TO REPEAL RESOLUTION NO 17712 REPEAL AND RECREATE A RESOLUTION TO ESTABLISH A HOUSING COMMITTEE, AS APPROVED ON JULY 29, 2014, IN ORDER TO DISSOLVE THE HOUSING COMMITTEE</u>

WHEREAS, the Common Council determined that improvement of the availability of housing options for all levels of affordability was a priority in its 2020-2025 Strategic Plan; and

WHEREAS, the Housing Committee and the City of Ashland worked to attract housing developers to create and construct dwelling units for low, median, and high-income families and individuals, and completed and future developments have created an active housing market for the community; and

WHEREAS, the goals set for the Housing Committee have been attained and has become inactive, but the initiative continues to work for the community through the Ashland Housing Authority and other groups.

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of Ashland, Wisconsin hereby repeals Resolution No. 17712, dissolving the Housing Committee for the City of Ashland.

PASSED: August 26, 2025

____
Councilperson

ATTEST:

____
Denise Oliphant, City Clerk

____
Matthew Mac Kenzie, Mayor

APPROVED AS TO FORM:

____
Tyler W. Wickman, City Attorney

RESOLUTION No. 17112

RESOLUTION TO REPEAL RESOLUTION 16214 AND RECREATE A RESOLUTION TO ESTABLISH A HOUSING COMMITTEE

WHEREAS, the City of Ashland Comprehensive Plan includes a vision for establishing a range of housing options to meet the needs of Ashland's population; and

WHEREAS, the Common Council wishes to create a committee to address the housing needs in Ashland; and

WHEREAS, the Common Council has determined that improvement of the existing housing stock is an important priority that enhances the quality of life and economic development of the City of Ashland; and

WHEREAS, the Common Council wishes the Housing Committee to make recommendations to the Common Council about the methods and means of establishing a Rehabilitation Assistance Program in the City of Ashland to provide assistance to low income homeowners to make needed improvements to their homes;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland that an eight member Housing Committee shall be created and the Mayor shall appoint membership to the Committee for staggered two year terms, with one representative from each of the following groups, if possible:

> City Landlords, City Housing Authority, City Council, Banking Industry, Renters, Realtors, City Staff and Planning Commission.

BE IT FURTHER RESOLVED THAT, the Ashland City Council does hereby grant the Mayor of the City of Ashland the authority to sign all documents necessary to enact this Resolution.

Pat Kinney
Councilperson

PASSED: July 29, 2014

ATTEST: Mary Garness
Mary Garness, City Clerk

Debra S. Lewis
Debra S. Lewis, Mayor

APPROVED AS TO FORM:

David Siegler
David Siegler, City Attorney

(Reso2041)

Ref: 2025-191 **COUNCIL AGENDA: 9.C.**
(8/26/2025)

SUBJECT: **Approve a Change Order from Fish Creek Restoration, LLC for Bay City Creek Assessment & Concept Design *(Public Works)* Roll**

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Public Works Director

EXHIBITS:
1. Fish Creek Restoration, LLC - Change Order for Bay City Creek Assessment - signed 1-15-2025

EXPENDITURES REQUIRED: $70,000 - Change Order 1

AMOUNT BUDGETED: $150,000 USFWS Coastal Program Grant
<u>$500,000 DNR GLRI Funding</u>
$650,000 Total

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE: N/A

COMPLIANCE WITH CHAPTER 51: Contract Approved by Council at the July 30, 2024 meeting

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

At the July 30, 2024 meeting, Council approved the former Parks and Recreation Director's recommendation to enter into an agreement with Fish Creek Restoration LLC for a scope of work that included assessment of the Bay City Creek stream bed for future restoration efforts, assessment of stormwater infrastructure impacting the creek, and planning of improvements to the City's snow dump. The contract was in the amount of $53,170 and did not include any contingency funds.

The work is funded by grants from the US Fish and Wildlife Service (USFWS) and the Wisconsin Department of Natural Resources Great Lakes Restoration Initiative (WI DNR GLRI). These grants include funding for further work on the stormwater system, including mapping of the stormwater system, development of a hydraulic model, and water quality assessment. This work allows the City to identify vulnerabilities in the storm water system and assess the impact of the stormwater system on Bay City Creek's water quality.

Fish Creek Restoration LLC proposed a change order with MSA Professional Services for this work and the previous Parks and Recreation Director approved a change order in the amount of $70,000. This project has since been transitioned to the Public Works Director.

Chapter 194 of the Ashland City Ordinances requires Council approval of all change orders if contingency funds are not available, and the City Administrator is the only staff member authorized to approve a change order.

This work is mostly completed by Council approval of the change order is recommended to ensure compliance with City ordinances.

194.08 Change Orders

(a) Change orders on City contracts may be approved by the City Adm

(b) Change orders on City contracts may be approved by the City Adn of the Department Director and the approval of the Finance Directo

(c) All other change orders must be approved by the City Council.

CHANGE ORDER
Fish Creek Restoration, LLC (FCR)

Date: January 15, 2025

CLIENT: City of Ashland

PROJECT NAME AND DATE OF CONTRACT: Bay City Creek Assessment & Concept Design, July 30, 2024

Scope of Work:
The primary purpose of this change order is to identify and evaluate structural stormwater best management practices (BMPs) that can reduce pollutant discharges to Bay City Creek from the City of Ashland's (City) storm sewer system. The study area will focus on higher-density areas of Ashland that drain to Bay City Creek. MSA Professional Services, Inc. (MSA) will primarily complete this work as a subconsultant to Fish Creek Restoration LLC.

A. PROJECT MANAGEMENT
MSA will actively manage project work and will communicate the status to city staff.
Task A Deliverables:
   - Project update emails approximately every other week to outline work that has been completed, upcoming work that will be done, and information that may be needed to proceed with future work
   - Invoices for the project will be submitted monthly

B. EXISTING CONDITIONS STORMWATER QUALITY MODELING
   1. Storm Sewer Desktop Review
   MSA will verify that storm sewer data furnished by the City is consistent with computer imagery such as Google Street View and aerial photography. The locations of features such as maintenance holes and catch basins will be verified, and inconsistencies or other issues with drainage system geometries will be flagged for review in the field.
   2. Storm Sewer Field Review
   For locations where the drainage system's flow direction is found unclear under the Desktop Review, MSA will complete fieldwork to determine the flow direction of the drainage system. This work will entail opening maintenance hole lids and determining the primary flow direction of the drainage system. It will also include measuring the depth of the drainage system at key locations. Up to sixteen (16) hours of fieldwork is included.
   3. Characterize Land Use for Modeling
   MSA will estimate land use characteristics for modeling work using aerial photos and land use and/or zoning mapping provided by the City and county (if available). Five or fewer land use categories are expected to be used to classify the study area.
   4. Delineate Pipesheds
   MSA will delineate pipesheds (draining to a discharge point) using LiDAR data, aerial photography, and Google Street View.
   5. Create Existing Conditions Model
   MSA will create an existing conditions model using WinSLAMM. This model will estimate the pollutants generated within each pipeshed and will allow MSA to evaluate options for stormwater treatment. Street sweeping data will be incorporated into the model for up to two zones of frequency.

Task B Deliverables:

- Project kickoff meeting to introduce staff, establish a communication plan, and discuss any outstanding data needed to proceed with work
- WinSLAMM Model
- One meeting to present model findings to City staff including a presentation showing maps of the delineated areas and pollutant loadings predicted by the model

C. WATER QUALITY TREATMENT ALTERNATIVES

1. Identify Locations for Treatment Devices
   Using available data, MSA will determine locations suitable for treatment devices. These data will include the water quality model developed under Task B, drainage system data, land use, aerial photography, and parcel ownership information (if available). These locations will be presented and discussed with City staff to receive input and refine location options. It is anticipated that up to five (5) locations will be identified.
2. Identify Types of Treatment Devices
   MSA will determine types of treatment devices that could be considered for treating stormwater at the selected locations. These types of treatment devices will be discussed with City staff to receive input and to refine the types of treatment devices that can be considered. It is anticipated that up to five (5) types of treatment devices will be identified.
3. Evaluate Treatment Devices
   Using information gathered under previous tasks and input from City Staff, MSA will evaluate up to three treatment devices at discrete locations to help determine which option(s) may be best to pursue.
   a. Estimate Performance of Treatment Devices
      Using the water quality model developed under Task B, MSA will estimate the annual pollutant load that each treatment device could remove.
   b. Estimate Cost of Treatment Devices
      Costs to construct and maintain the evaluated treatment devices will be determined.
   c. Cost / Benefit Analysis
      Using the results of Tasks C.3.a. and b., MSA will present an annualized cost/benefit analysis for the evaluated options.
   d. Recommendations
      MSA will provide a recommended project based on the cost/benefit analysis results and discussions with City staff.

Task C Deliverables:

- One meeting with City staff to discuss locations for treatment and types of treatment devices.
- One meeting with City staff to discuss the findings of treatment device evaluation (before report writing).
- Final report including results of existing water quality model, the water quality treatment alternatives analysis, and final recommendations, including concept map of the preferred alternative(s).
- One meeting with City staff to present the final report and recommendations.

CHANGE TO SCHEDULE/DEADLINES (if any):

Feb 1, 2025	Authorization to proceed (signed change order)
March 2025	Existing Conditions Model Complete
June 2025	Evaluation of Treatment Options Complete
July 2025	Final Report and Presentation

ADDITIONAL PAYMENT DUE RELATED TO CHANGE(S) and PAYMENT DUE DATE(S): $70,000

All terms and conditions in the Services Agreement between the parties not specifically changed in writing by this approved Change Order continue in full force and effect.

Submitted by FCR on the above date:

By: Benjamin Lee Digitally signed by Benjamin Lee Date: 2025.01.23 20:10:13 -06'00'

Ben Lee

CHANGE(S) LISTED ABOVE APPROVED BY CLIENT:

By: Sara AH Hudson Effective Date: 1/23/2025

Name and title: Sara AH Hudson, Parks and Recreation Director

Please sign and return to FCR.

Ref: 2025-192 **COUNCIL AGENDA: 10.A. (8/26/2025)**

SUBJECT: **Public Hearing Regarding an Application to Vacate an Undeveloped Right-of-Way Located along Water Street on Part of Lot 14, Block 35 of Ellis Division, recorded in Volume 2 of Plats on page 80, in the City of Ashland, Ashland County, Wisconsin. Applicants Debra Joanis and Robert Polencheck. *(Planning and Development)* Roll**

RECOMMENDATION: Approve going into Public Hearing

DEPARTMENT OF ORIGIN:	Planning & Development
CLEARANCES:	Planning and Development Director
EXHIBITS:	1. Certified Survey Map 4043_001
EXPENDITURES REQUIRED:	N/A
AMOUNT BUDGETED:	N/A
APPROPRIATION REQUIRED:	N/A
TREASURER'S CERTIFICATE:	N/A

COMPLIANCE WITH CHAPTER 51: The accompanying item (vacation of the undeveloped right-of-way) was reviewed by the Plan Commission who unanimously recommended approval at their April 22, 2025 meeting.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: Please see the accompanying item for more information.

SUMMARY STATEMENT:

This is the Council Public Hearing to allow members of the public to provide input on the accompanying proposed right-of-way vacation, which is required by state statute. The required Class III Public Hearing notice was published in the Ashland Daily Press on July 31, August 7, and August 14, 2025.

The Plan Commission staff report and Certified Survey Map (CSM) are part of Item 10C, for more information.

Exhibit A

A parcel of land being part of Lot 14, Block 35 of Ellis Division, recorded in Volume 2 of Plats on page 80, in the City of Ashland, Ashland County, Wisconsin, described as follows:

To locate the Point of Beginning, commence at the East ¼ corner of Section 33, T. 47 N., R. 4 W., and run, N 82°59’48” W, 3751.74 feet to the intersection of the east line of said Lot 14 and the south line of abandoned Wisconsin Central Railroad right of way, which is the Point of Beginning.

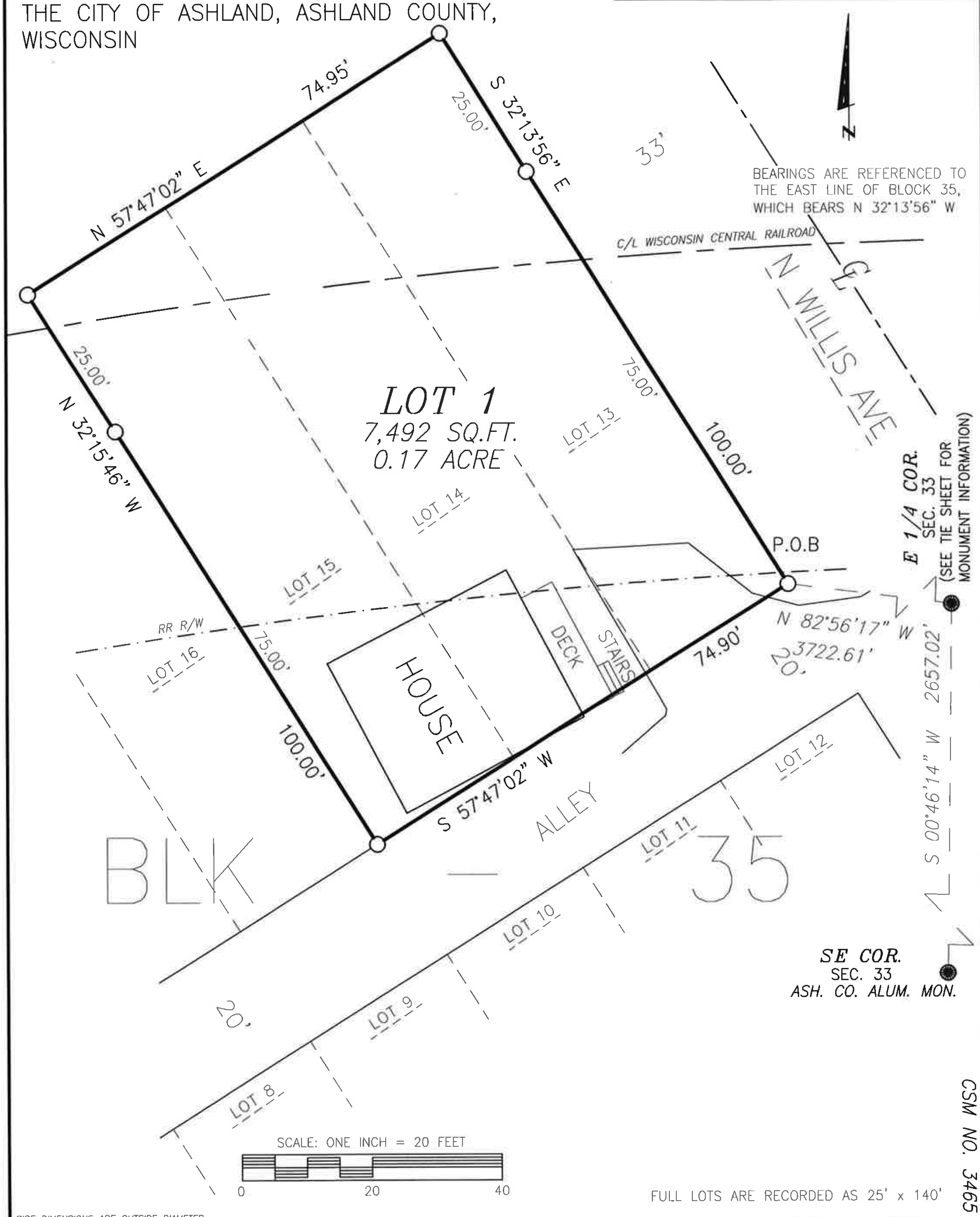
Thence from said Point of Beginning by metes and bounds;

Leaving said east line and on said south right of way line, 27.92 feet, southwesterly, on the arc of a curve to the left, having a radius of 952.57 feet, a central angle of 01°40’46” and a chord that bears S 84°20’04” W and measures 27.92 feet to the west line of said Lot 14. Thence leaving said south right of way line and on said west line, N 32°15’10” W, 112.20 feet to the northwest corner of said Lot 14. Thence leaving said west line and on the north line of said Lot 14, N 57°43’27” E, 24.99 feet to the northeast corner of said Lot 14. Thence leaving said north line and on the east line of said Lot 14, S 32°14’33” E, 124.71 feet to the Point of Beginning.

Said parcel contains 2,957 square feet which is 0.07 acre.

ASHLAND COUNTY CERTIFIED SURVEY MAP NO. ______

PART OF LOTS 13–15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN



FULL LOTS ARE RECORDED AS 25' x 140'

CSM NO. 3465

PIPE DIMENSIONS ARE OUTSIDE DIAMETER

LEGEND

- FOUND MONUMENT, AS NOTED
- 1" x 18" IRON PIPE, WEIGHING 1.13 LBS/FT, SET THIS SURVEY

CLIENT: POLENCHECK
JOB NO.: N25/006
DRAFTED BY: L. SERVINSKY
DATE DRAFTED: 2/17/2025
FIELD WORK COMPLETED: 2/12/25
NB. 447 PG. 25

SCALE: ONE INCH = 20 FEET
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N25_006_POLENCHECK.dwg
SHEET 1 OF 2 SHEETS

NELSON SURVEYING INCORPORATED
SURVEYING YOUR NECK OF THE WOODS SINCE 1954
101 W. MAIN STREET
SUITE 100
ASHLAND, WISCONSIN 54806
(715) 682-2692
WWW.NELSONSURVEYING.COM

MAP NO. CSM 3465 ©

ASHLAND COUNTY CERTIFIED SURVEY MAP NO. ______

PART OF LOTS 13–15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, PETER A. NELSON PROFESSIONAL LAND SURVEYOR IN THE STATE OF WISCONSIN, HEREBY CERTIFY:

THAT ON THE ORDER OF ROBERT POLENCHECK, I HAVE SURVEYED AND MAPPED PART OF LOTS 13–15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

TO LOCATE THE POINT OF BEGINNING, COMMENCE AT THE EAST 1/4 CORNER OF SECTION 33 AND RUN N 82°56'17" W, 3722.61 FEET TO THE SOUTHEAST CORNER OF LOT 13 OF BLOCK 35, WHICH IS THE POINT OF BEGINNING.

THENCE FROM SAID POINT OF BEGINNING BY METES AND BOUNDS:

S 57°47'02" W, 74.90 FEET ON THE SOUTH LINE OF SAID LOTS 13 THRU 15, TO THE SOUTHWEST CORNER OF SAID LOT 15. THENCE LEAVING SAID SOUTH LINE AND ON THE WEST LINE OF LOT 15, N 32°15'46" W, 100.00 FEET. THENCE LEAVING SAID WEST LINE, N 57°47'02" E, 74.95 FEET TO THE EAST LINE OF SAID BLOCK 35. THENCE ON SAID EAST LINE, S 32°13'56" E, 100.00 FEET, TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 7,492 SQUARE FEET WHICH IS 0.17 ACRE.

SAID PARCEL IS SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD OR USE, IF ANY;

THAT THIS MAP IS A TRUE REPRESENTATION OF SAID SURVEY;

THAT SAID SURVEY AND MAP FULLY COMPLY WITH SECTION 236.34 OF THE WISCONSIN STATUTES AND THE CITY OF ASHLAND UNIFIED DEVELOPMENT ORDINANCE;

THAT SAID SURVEY AND MAP ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

____
PETER A. NELSON PLS – 3071

CITY OF ASHLAND PLANNING AND DEVELOPMENT APPROVAL

THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY THE CITY OF ASHLAND PLANNING AND DEVELOPMENT DEPARTMENT.

______________________ DATED THIS _____ DAY OF ________, 2025
STEVEN WILEY
PLANNING AND DEVELOPMENT DIRECTOR

CSM NO. 3465

CERTIFICATES	CLIENT: POLENCHECK JOB NO.: N25/006 DRAFTED BY: L. SERVINSKY DATE DRAFTED: 2/17/2025 FIELD WORK COMPLETED: 2/12/25 NB. 447 PG. 25	SCALE: ONE INCH = 20 FEET FILE: N:\ASHLAND\ellis PSDATA: \PSDATA\blk35\N16_148.PRJ AUTOCAD: CAD\BLK_35\ N25_006_POLENCHECK.dwg SHEET 1 OF 2 SHEETS	NELSON SURVEYING INCORPORATED SURVEYING YOUR NECK OF THE WOODS SINCE 1954 101 W. MAIN STREET SUITE 100 ASHLAND, WISCONSIN 54806 (715) 682-2692 WWW.NELSONSURVEYING.COM MAP NO. CSM 3465 ©

Ref: 2025-193 **COUNCIL AGENDA: 10.B. (8/26/2025)**

SUBJECT: **Consider a Resolution to Vacate Undeveloped Right-of-Way Located within Lot 14, Block 35 of Ellis Division, Recorded in Volume 2 of Plats on Page 80, in the City of Ashland, Ashland County, Wisconsin. Applicants Debra Joanis and Robert Polencheck.** ***(Planning and Development)*** **Roll**

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN:	Planning & Development
CLEARANCES:	City Administrator Planning and Development Director Plan Commission unanimously recommended approval at the April 22, 2025 Plan Commission meeting
EXHIBITS:	1. Proposed Resolution No. 17847 2. Certified Survey Map 4043_001
EXPENDITURES REQUIRED:	None
AMOUNT BUDGETED:	N/A
APPROPRIATION REQUIRED:	N/A
TREASURER'S CERTIFICATE:	N/A

COMPLIANCE WITH CHAPTER 51: The Plan Commission reviewed and unanimously recommended approval of the proposed land transfer including the right-of-way vacation at the April 22, 2025 Plan Commission meeting.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The Comprehensive Plan calls for the careful disposition of vacant City-owned land. The portion of Water Street right-of-way to be vacated abuts only the applicants' property and a City-owned parcel. The vacation does not abut nor would it affect other property owners. The segment of right-of-way is located within the Waterfront Protection Zone on the Future Land Use Map of the Comprehensive Plan. The land transfer involves the City transferring ownership of a portion of former railroad right-of-way and other City-owned property including the segment of undeveloped Water Street right-of-way to residential property owners. The property owners would combine the right-of-way with their existing parcel. The property would remain residential as an existing non-conforming use. The land use would not intensify and the land transfer and combination would allow for a reduction in nonconformity of the residential parcel.

SUMMARY STATEMENT:

Applicants Debra Joanis and Robert Polencheck request that the City vacate a portion of undeveloped right-of-way located along Water Street as shown in their Certified Survey Map (CSM) and legal description as part of their land transfer request. The applicants have worked with the City on their land transfer request and staff have determined that allowing the applicants enough land area to create a 100-foot-deep parcel and return their parcel to a rectangular shape is the best option. This allows the applicants to have significantly more area on the resulting larger parcel while allowing the City to maintain a buffer between the residential uses and Kreher Park to the north.

City staff and the Plan Commission have reviewed the proposed right-of-way vacation and are supportive of the request as proposed. Additionally, the required notices were sent to the adjoining property owners (the City of Ashland and Debra Joanis/Robert Polencheck). The required Class III Public Hearing Notice was published in the Ashland Daily Press on July 31, August 7, and August 14, 2025. Staff and the Plan Commission recommend approval of the resolution to vacate the undeveloped right-of-way as a required step in completing the applicants' requested land transfer.

Please see the included Certified Survey Map and legal description for more information.

RESOLUTION No. 17847

RESOLUTION TO VACATE UNDEVELOPED RIGHT-OF-WAY LOCATED WITHIN LOT 14, BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOLUME 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN. APPLICANTS DEBRA JOANIS AND ROBERT POLENCHECK.

WHEREAS, the Plan Commission has approved a land transfer request including a request to vacate the portion of unimproved right-of-way known as:

- A parcel of land being part of Lot 14, Block 35 of Ellis Division, recorded in Volume 2 of Plats on page 80, in the City of Ashland, Ashland County, Wisconsin, described as follows:

  To locate the Point of Beginning, commence at the East ¼ corner of Section 33, T. 47 N., R. 4 W., and run, N 82°59’48” W, 3751.74 feet to the intersection of the east line of said Lot 14 and the south line of abandoned Wisconsin Central Railroad right of way, which is the Point of Beginning.

  Thence from said Point of Beginning by metes and bounds;

  Leaving said east line and on said south right of way line, 27.92 feet, southwesterly, on the arc of a curve to the left, having a radius of 952.57 feet, a central angle of 01°40’46” and a chord that bears S 84°20’04” W and measures 27.92 feet to the west line of said Lot 14. Thence leaving said south right of way line and on said west line, N 32°15’10” W, 112.20 feet to the northwest corner of said Lot 14. Thence leaving said west line and on the north line of said Lot 14, N 57°43’27” E, 24.99 feet to the northeast corner of said Lot 14. Thence leaving said north line and on the east line of said Lot 14, S 32°14’33” E, 124.71 feet to the Point of Beginning.

  Said parcel contains 2,957 square feet which is 0.07 acre.

WHEREAS, a public hearing was held on August 26, 2025, notification of which was given by publishing the notice of the hearing in the newspaper and notifying abutting property owners as required by Wisconsin Statute 66.1003, and the Common Council does deem it in the best interest of the City to vacate said right-of-way.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Ashland hereby vacates the above described undeveloped right-of-way, and relinquishes all claims and responsibilities pertaining thereto contingent upon the following conditions:

- The right-of-way vacation and land transfer request shall be contingent on one another. Both shall require approval in order for either to proceed.
- Land Transfer to include a portion of Parcel # 201-01049-0000, Parcel # 201-01047-0000, and Water Street Right-of-Way as shown in the applicants' draft CSM.
    - Applicants shall combine the City-owned property including a portion of former railroad right-of-way with their existing property to create one lot and City staff shall review and approve the CSM prior to recording at the County.
    - Applicant shall obtain required approvals and zoning and building permits prior to constructing any improvements on the resulting property.

PASSED: August 2, 2025

____
Councilperson

ATTEST:

____
Denise Oliphant, City Clerk

____
Matthew Mac Kenzie, Mayor

APPROVED AS TO FORM:

____
Tyler Wickman, City Attorney

Exhibit A

A parcel of land being part of Lot 14, Block 35 of Ellis Division, recorded in Volume 2 of Plats on page 80, in the City of Ashland, Ashland County, Wisconsin, described as follows:

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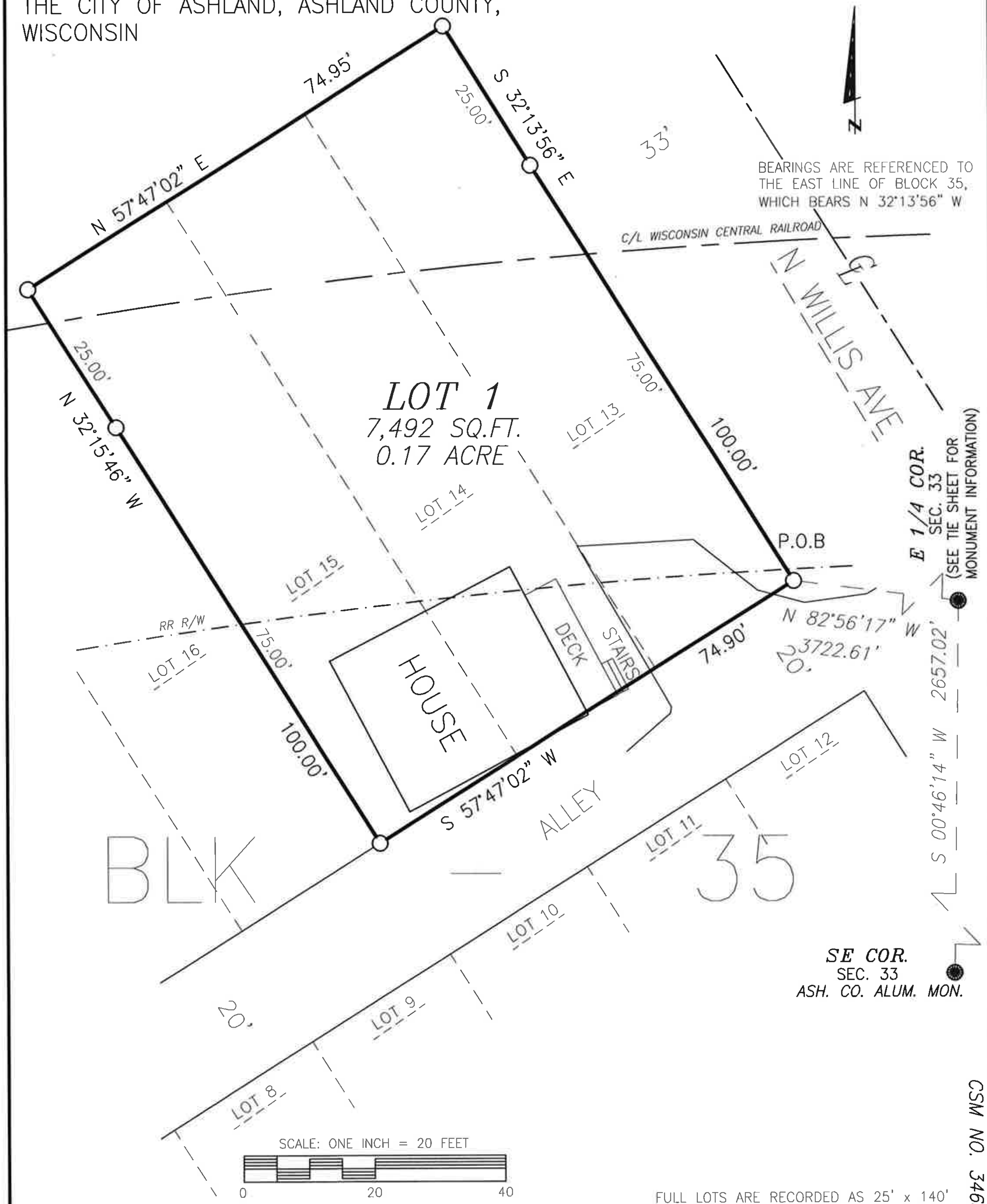
Leaving said east line and on said south right of way line, 27.92 feet, southwesterly, on the arc of a curve to the left, having a radius of 952.57 feet, a central angle of 01°40'46" and a chord that bears S 84°20'04" W and measures 27.92 feet to the west line of said Lot 14. Thence leaving said south right of way line and on said west line, N 32°15'10" W, 112.20 feet to the northwest corner of said Lot 14. Thence leaving said west line and on the north line of said Lot 14, N 57°43'27" E, 24.99 feet to the northeast corner of said Lot 14. Thence leaving said north line and on the east line of said Lot 14, S 32°14'33" E, 124.71 feet to the Point of Beginning.

Said parcel contains 2,957 square feet which is 0.07 acre.

ASHLAND COUNTY CERTIFIED SURVEY MAP NO. ______

PART OF LOTS 13–15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN



FULL LOTS ARE RECORDED AS 25' x 140'

CSM NO. 3465

PIPE DIMENSIONS ARE OUTSIDE DIAMETER

LEGEND

- ● FOUND MONUMENT, AS NOTED
- ○ 1" x 18" IRON PIPE, WEIGHING 1.13 LBS/FT, SET THIS SURVEY

CLIENT: POLENCHECK
JOB NO.: N25/006
DRAFTED BY: L. SERVINSKY
DATE DRAFTED: 2/17/2025
FIELD WORK COMPLETED: 2/12/25
NB. 447 PG. 25

SCALE: ONE INCH = 20 FEET
FILE: N:\ASHLAND\ellis
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AUTOCAD: CAD\BLK_35\
N25_006_POLENCHECK.dwg
SHEET 1 OF 2 SHEETS

NELSON SURVEYING INCORPORATED
SURVEYING YOUR NECK OF THE WOODS SINCE 1954

101 W. MAIN STREET
SUITE 100
ASHLAND, WISCONSIN 54806
(715) 682-2692
WWW.NELSONSURVEYING.COM

MAP NO. CSM 3465 ©

ASHLAND COUNTY CERTIFIED SURVEY MAP NO. _____

PART OF LOTS 13–15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, PETER A. NELSON PROFESSIONAL LAND SURVEYOR IN THE STATE OF WISCONSIN, HEREBY CERTIFY:

THAT ON THE ORDER OF ROBERT POLENCHECK, I HAVE SURVEYED AND MAPPED PART OF LOTS 13–15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

TO LOCATE THE POINT OF BEGINNING, COMMENCE AT THE EAST 1/4 CORNER OF SECTION 33 AND RUN N 82°56'17" W, 3722.61 FEET TO THE SOUTHEAST CORNER OF LOT 13 OF BLOCK 35, WHICH IS THE POINT OF BEGINNING.

THENCE FROM SAID POINT OF BEGINNING BY METES AND BOUNDS:

S 57°47'02" W, 74.90 FEET ON THE SOUTH LINE OF SAID LOTS 13 THRU 15, TO THE SOUTHWEST CORNER OF SAID LOT 15. THENCE LEAVING SAID SOUTH LINE AND ON THE WEST LINE OF LOT 15, N 32°15'46" W, 100.00 FEET. THENCE LEAVING SAID WEST LINE, N 57°47'02" E, 74.95 FEET TO THE EAST LINE OF SAID BLOCK 35. THENCE ON SAID EAST LINE, S 32°13'56" E, 100.00 FEET, TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 7,492 SQUARE FEET WHICH IS 0.17 ACRE.

SAID PARCEL IS SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD OR USE, IF ANY;

THAT THIS MAP IS A TRUE REPRESENTATION OF SAID SURVEY;

THAT SAID SURVEY AND MAP FULLY COMPLY WITH SECTION 236.34 OF THE WISCONSIN STATUTES AND THE CITY OF ASHLAND UNIFIED DEVELOPMENT ORDINANCE;

THAT SAID SURVEY AND MAP ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

____

PETER A. NELSON PLS – 3071

CITY OF ASHLAND PLANNING AND DEVELOPMENT APPROVAL

THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY THE CITY OF ASHLAND PLANNING AND DEVELOPMENT DEPARTMENT.

_______________________ DATED THIS _____ DAY OF ________, 2025

STEVEN WILEY
PLANNING AND DEVELOPMENT DIRECTOR

CSM NO. 3465

CERTIFICATES	CLIENT: POLENCHECK JOB NO.: N25/006 DRAFTED BY: L. SERVINSKY DATE DRAFTED: 2/17/2025 FIELD WORK COMPLETED: 2/12/25 NB. 447 PG. 25	SCALE: ONE INCH = 20 FEET FILE: N:\ASHLAND\ellis PSDATA: \PSDATA\blk35\N16_148.PRJ AUTOCAD: CAD\BLK_35\ N25_006_POLENCHECK.dwg SHEET 1 OF 2 SHEETS	NELSON SURVEYING INCORPORATED SURVEYING YOUR NECK OF THE WOODS SINCE 1954 101 W. MAIN STREET SUITE 100 ASHLAND, WISCONSIN 54806 (715) 682-2692 WWW.NELSONSURVEYING.COM MAP NO. CSM 3465 ©

Ref: 2025-194 **COUNCIL AGENDA:**
10.C. (8/26/2025)

SUBJECT: **Consider a Resolution to Approve a Request to Transfer City-Owned Property (Part of Parcels No. 201-01049-0000, 201-01047-0000, and Part of the Water Street Right-of-Way), Inclusive, and Adjoining Wisconsin Central Railroad Right-of-Way Located in Block 35 of Ellis Division, Recorded in Volume 2 of Plats on Page 80, in the City of Ashland, Ashland County, Wisconsin, Zoned Waterfront Public/Institutional (W-PI) with Waterfront Overlay (W-O). Applicants Debra Joanis and Robert Polencheck. *(Planning and Development)* Roll**

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN:	Planning & Development
CLEARANCES:	City Administrator Planning and Development Director Plan Commission (Unanimously recommended approval at the April 22, 2025 Plan Commission meeting)
EXHIBITS:	1. Proposed Resolution No. 17848 2. Plan Commission Staff Report - April 22, 2025 3. Certified Survey Map 4043_001
EXPENDITURES REQUIRED:	N/A
AMOUNT BUDGETED:	N/A
APPROPRIATION REQUIRED:	N/A
TREASURER'S CERTIFICATE:	N/A

COMPLIANCE WITH CHAPTER 51: The Plan Commission reviewed and unanimously recommended approval of the proposed Land Transfer Request at the April 22, 2025 Plan Commission meeting.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The proposed land transfer is consistent with the Future Land Use Map and Comprehensive Plan which calls for the careful disposition of vacant land. The applicants would combine the former railroad and portion of Water Street rights-of-way with their existing parcel. The Plan Commission and City staff have discussed the proposed land transfer and are supportive of transferring enough former/vacant right-of-way and City parcel # 201-01047-0000 to allow the applicants a 100-foot lot depth. The City would like to maintain a buffer between the residential properties, including the applicants' and Kreher Park to the north. The proposed land transfer will allow the City to do this. The subject property is within the Waterfront Protection Zone as identified on the Future Land Use Map in the Comprehensive Plan. The Comprehensive Plan recommends protecting this area.

The land transfer involves the City transferring ownership of a portion of former railroad right-of-way and other City-owned property to residential property owners. The property owners would combine the right-of-way with their existing parcel. The property would remain residential as an existing non-conforming use. The land use would not intensify, and the land transfer and combination would allow for a reduction in nonconformity of the residential parcel.

SUMMARY STATEMENT:

City staff had discussions with Debra Joanis and Robert Polencheck regarding the transfer of former railroad right-of-way and City-owned property for a number of years. The applicants would like to combine the property in question with their existing parcel to create a larger parcel. The resulting combined parcel would be 100 feet by 75 feet in size. This is significantly larger than the applicants' current parcel which is approximately the size of their house only. The combined parcel would allow the applicants greater flexibility to construct improvements such as a shed or off-street parking on their property.

The land transfer request was reviewed at the April 22, 2025 Plan Commission meeting and the Commission unanimously recommended approval of the request. Staff and the applicants discussed that a 100-foot lot depth was possible based on the applicants' desire for a larger lot and the City's interest in maintaining a buffer between the residential properties and Kreher Park to the north.

The land transfer request includes a portion of undeveloped Water Street right-of-way that currently lies in the middle of the proposed combined parcel layout. The right-of-way vacation needs to occur in order to allow the applicants to obtain and combine the property with their current parcel. Staff and the Plan Commission recommend approval of the land transfer request. Please see the included Plan Commission staff report for more information.

RESOLUTION No. 17848

RESOLUTION TO APPROVE A REQUEST TO TRANSFER CITY-OWNED PROPERTY (PART OF PARCELS NO. 201-01049-0000, 201-01047-0000, AND PART OF THE WATER STREET RIGHT-OF-WAY), INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT-OF-WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOLUME 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN, ZONED WATERFRONT PUBLIC/INSTITUTIONAL (W-PI) WITH WATERFRONT OVERLAY (W-O). APPLICANTS DEBRA JOANIS AND ROBERT POLENCHECK.

WHEREAS, Debra Joanis and Robert Polencheck have submitted a land transfer request for City-owned property, parcel IDs #201-01049-0000, 201-01047-0000, and part of the Water Street right-of-way for the purpose of combining these parcels with their existing property into a single larger parcel; and,

WHEREAS, the Plan Commission held a Public Hearing on Tuesday, April 22, 2025 and has unanimously recommended approval of the Land Transfer; and,

WHEREAS, the applicant will be responsible for the costs associated with the Land Transfer;

WHEREAS, the portion of land requested for transfer is approximately 5,855 square feet (0.134 acres) in size.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland hereby directs that parcels #201-01049-0000, 201-01047-0000, and part of the Water Street right-of-way be transferred to Debra Joanis and Robert Polencheck contingent upon the following:

The right-of-way vacation and land transfer request shall be contingent on one another. Both shall
require approval in order for either to proceed.

- The applicant shall be responsible for the costs associated with the land transfer including but not limited to: Certified Survey Map, closing costs, Register of Deeds recording fees, etc.
- Land Transfer to include a portion of Parcel # 201-01049-0000, Parcel # 201-01047-0000, and Water Street Right-of-Way as shown in the applicants' draft CSM.
    - Applicants shall combine the City-owned property including a portion of former railroad right-of-way with their existing property to create one lot and City staff shall review and approve the CSM prior to recording at the County.
    - Applicant shall obtain required approvals and zoning and building permits prior to constructing any improvements on the resulting property.
- Any existing nonconformities (i.e., setbacks, lot coverage) shall not be expanded by new uses of the property. Based on staff's initial review, the home is nonconforming in its

placement off of the alley. It is slightly over the property line which would not be permitted under current code.

PASSED: August 26, 2025

____
Councilperson

ATTEST:

______________________________	______________________________
Denise Oliphant, City Clerk	Matthew Mac Kenzie, Mayor

APPROVED AS TO FORM:

____
Tyler Wickman, City Attorney

Find yourself next to the water.

ASHLAND

City of Ashland, Wisconsin
601 Main Street West — Ashland, WI 54806 — www.coawi.org

DEPARTMENT OF PLANNING & DEVELOPMENT
601 Main Street West
Ashland, WI 54806

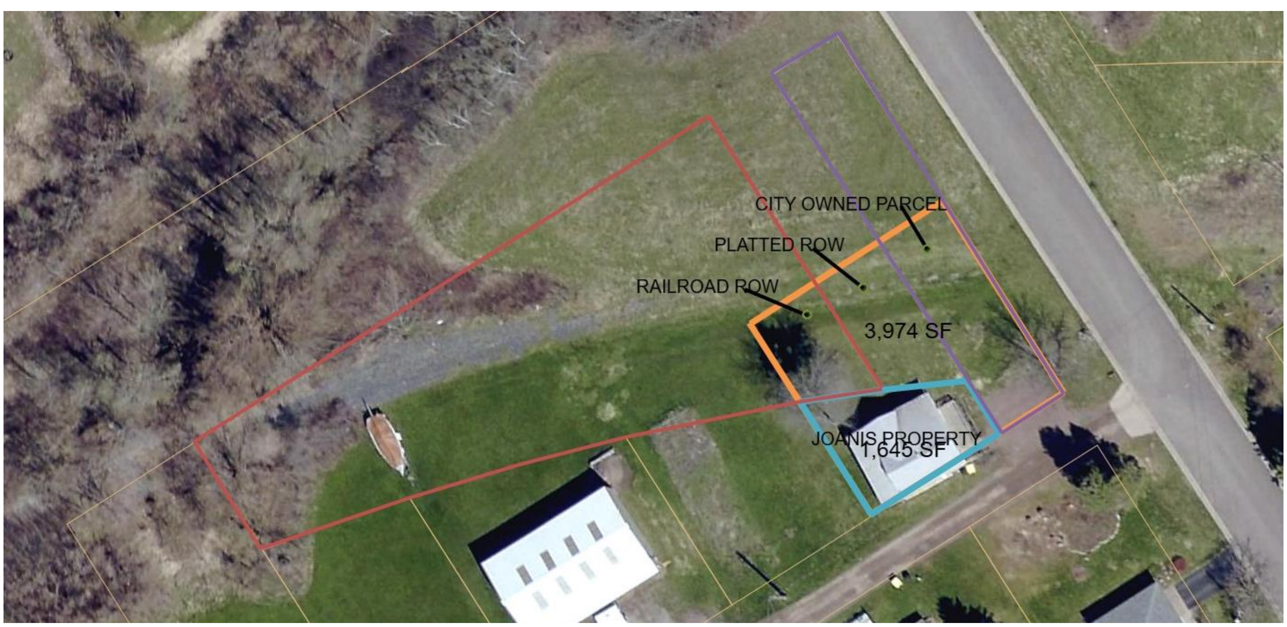
STAFF REPORT

Plan Commission – April 22, 2025

Agenda Item # 6b:	**Public Hearing Vote on a Citizen Request to Acquire Former Railroad Right of Way Owned by the City**
Zoning District:	Waterfront Public Institutional (W-PI) District with Waterfront Overlay (W-O)
Property Address:	Vacant – No Address Number
Parcel #:	Portion of Parcel # 201-01049-0000 Portion of Parcel # 201-01047-0000 Portion of Water St Right-of-Way
Applicant:	Deb Joanis and Robert Polencheck
Staff Contact:	Terri Erickson

<u>Background</u>

Deb Joanis and Robert Polencheck are the co-owners of the property at 518 Water Street and would like to acquire a portion of the former railroad right-of-way, platted right-of-way and part of a city owned parcel immediately east of their property. All three areas to be acquired are currently vacant land. The former railroad ROW (#201-01049-0000) is located along the north side of the subject property and extends to the west along adjacent parcels. The city-owned parcel to the east (#201-01047-0000) extends full length along the east side of the subject property. A 25-foot wide platted ROW is



sandwiched between these and bounded entirely by City-owned land and the applicants' parcel. After discussion among staff and the Mayor it was determined to transfer the property rather than sell it to incentivize placing these portions of former railroad rights-of-way back on the tax rolls.

The portion of land the applicants would acquire is approximately 3,974 square feet (0.09 acres) in area. The City acquired the railroad ROW portion of this land from the Wisconsin Central Railroad in 2014 after the railroad ceased operations in Ashland. Ms. Joanis and Mr. Polencheck would combine their existing parcel (1,645 SF) with these other portions of land into one parcel for a total lot size of 5,619 square feet (0.13 acres). The minimum parcel area required for a single-family dwelling is 7,000 square feet. The owners would like to reduce the parcel's nonconformity as much as possible. Many parcels in the immediate vicinity are irregular-shaped and substandard in size due to losing portions of their area to the railroad. This lot exists as a non-conforming use in the Waterfront Public-Institutional zone district which does not allow new residential development. This use is allowed to remain as it was in existence before the effective date of the ordinance as per UDO section 10.2 Nonconforming uses.

The applicants' current property and most immediately surrounding properties are single-family uses or vacant. To the north, beyond the wooded area, is the Kreher RV Park. Property owners and tenants have often used the former right-of-way area as extensions of their yards. City staff informed Ms. Joanis and Mr. Polencheck that the requested land transfer would require Plan Commission and Common Council review.

Existing Land Use	***Zoning***
Vacant: Former Railroad Right of Way	Waterfront Public/Institutional (W-PI) with Waterfront Overlay (W-O)

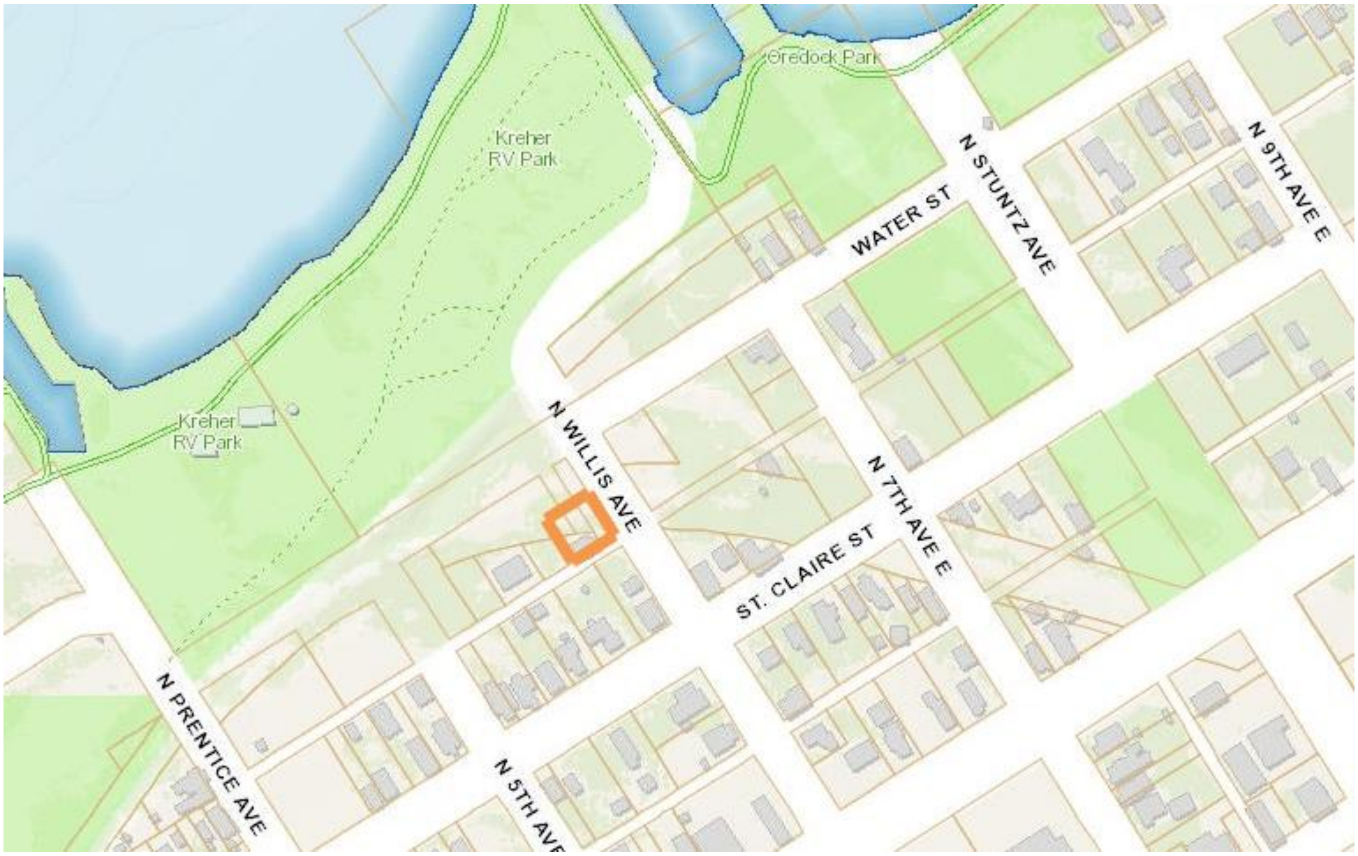
Adjacent Land Use and Zoning

Existing Uses		***Zoning***
North	Kreher RV Park	Waterfront Public/Institutional (W-PI) with Waterfront Overlay (W-O)
South	Single-family Residential	Waterfront City Center (W-CC) with Waterfront Overlay (W-O)
East	Vacant, City owned	Waterfront Public/Institutional (W-PI) with Waterfront Overlay (W-O)
West	Vacant, Single-family Residential	Waterfront City Center (W-CC) with Waterfront Overlay (W-O)

Land Use Recommendation	**Land Use**
Future Land Use Map Recommendation	Waterfront Protection

City staff have had discussions with the applicants regarding their land transfer request. Staff advised them that they would have to work with a surveyor to complete a Certified Survey Map (CSM) combining the portions of city land with their current parcel. The applicants and their surveyor have completed a CSM showing the proposed final lot configuration shown below. The proposed revised parcel would be approximately 75 feet by 75 feet. The existing house extends over the property line which is allowed to remain as an existing condition before the ordinance went into effect.

Staff had discussions regarding selling or transferring enough land so that the applicants could have a 140-foot deep parcel which is standard for many urban residential areas of the City. However, after discussion among other departments such as Public Works and Parks and Recreation, staff decided to recommend transferring the amount of land described in the staff report previously. The reason for not selling or transferring more land is that the City has plans for an expansion of the Kreher Park RV Campground and would like to ensure that enough space is available to accommodate the proposed expansion and buffer space between the campground expansion and the existing land uses to the south. Please see a map of the potential expansion in the packet materials provided.

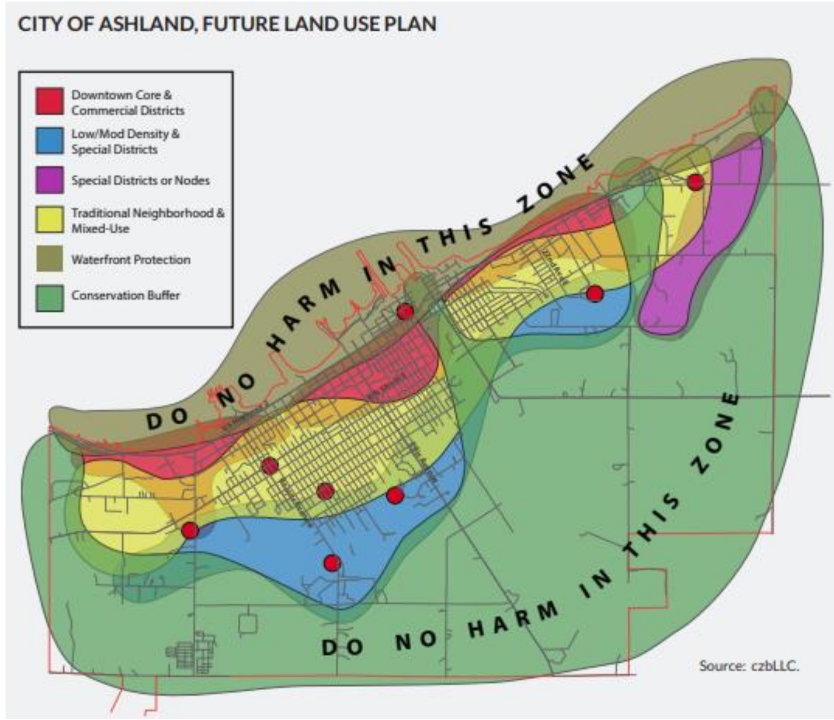


Review Criteria for Offer to Purchase and Sale of Land:
The following decision criteria were used to review the submitted land transfer request:

1. **Consistency with Comprehensive Plan.**

   The Comprehensive Plan calls for careful disposition of vacant land. This includes making fiscally sound decisions with the land the City owns, and ensuring that the highest and best use for the land is achieved. The City-owned land proposed to be added to the applicants' property is currently vacant. There are future plans to expand Kreher RV park which is located along the waterfront to the north of the applicants' property. The park may expand to the south close to or into the railroad right-of-way. The city will retain a portion of the right-of-way for this future development and to maintain a buffer area from the adjacent residential properties. To staff's knowledge the parcel does not have easements or deed restrictions attached.

The proposed land transfer of a portion of Parcel # 201-01049-0000 and #201-01047-0000, and the platted right-of-way is in conformance with the Future Land Use Map, and it supports the principles and goals of the Comprehensive Plan. The Waterfront Protection zone and Conservation Buffer comprise the areas surrounding the core of the community. The Comprehensive Plan recommends protecting these areas. The site is classified in the Future Land Use Map as Waterfront Protection Zone. The plan states:



> The area surrounding the core of the community – the downtown, the neighborhoods, the institutions and industrial sites – should be protected from development for the foreseeable future. This will encourage and guide infill development that will be integrated with the existing built fabric as well as provide a buffer between Ashland and its neighbors (Authentic Ashland, pg. 34).

The land transfer involves the City transferring ownership of a portion of former railroad right-of-way and other City-owned property to residential property owners. The property owners would combine the right-of-way with their existing parcel. The property would remain residential as an existing non-conforming use. The land use would not intensify and the land transfer and combination would allow for a reduction in nonconformity of the residential parcel.

2. <u>Consistency with the Unified Development Ordinance (UDO):</u>

A. Zoning District: Waterfront Public/Institutional (W-PI) with Waterfront Overlay (W-O)

The addition of the requested land for purchase (a portion of parcel # 201-01049-0000, # 201-1047-0000, and platted city right-of-way) to parcel 201-01050-0000 will not impact consistency with standards for the W-PI and W-O district. The applicant's current property (parcel 201-01050-0000 at 518 Water Street) is a nonconforming residential lot due to its small size. The land transfer as requested and subsequent lot combination will bring the parcel closer to a conforming lot.

B. Compatibility of Proposed Development with Existing Development

The land requested for transfer by the applicant is currently vacant. With the potential future expansion of the Kreher RV park on the north side, only a portion of the existing City-owned land area is proposed to be transferred from the City. This will preserve a portion of city land to be maintained for park expansion or a buffer between the two uses. The land transfer and incorporation into the applicant's parcel to create a more conforming lot are compatible with the existing uses and would facilitate the owner's future use of the property which would otherwise not be possible.

3. **Consideration of Highest and Best Use:**
The proposed use is compatible with the site and surrounding areas. The surrounding uses are primarily residential. The applicant's existing home would remain and the intent is that this and similar land transfers would allow property owners to complete lots that were previously subdivided by the railroad. The parcels would remain residential. No changes in land use are proposed for the subject parcel.

4. **Additional Factors, including Compliance with other City Ordinances and State Statutes:**
    a. The applicants shall apply with Ashland County for combination of the subject portion of Parcel # 201-010749-0000 and # 201-01047-0000 and the platted right-of-way with their existing property at Parcel # 201-01050-0000 via Certified Survey Map into a single tax parcel.

Review Recommendation

Staff recommends APPROVAL of the Land Transfer request contingent on the following conditions:

- The applicant shall be responsible for the costs associated with the land transfer including but not limited to: Certified Survey Map, closing costs, Register of Deeds recording fees, etc.
- Land Transfer to include a portion of Parcel # 201-01049-0000, Parcel # 201-01047-0000, and Water Street Right-of-Way as shown in the applicants' draft CSM.
    - Applicants shall combine the City-owned property including a portion of former railroad right-of-way with their existing property to create one lot and City staff shall review and approve the CSM prior to recording at the County.
    - Applicant shall obtain required approvals and zoning and building permits prior to constructing any improvements on the resulting property.
- Any existing nonconformities (i.e., setbacks, lot coverage) shall not be expanded by new uses of the property. Based on staff's initial review, the home is nonconforming in its placement off of the alley. It is slightly over the property line which would not be permitted under current code.

Additionally, as a Public Hearing is scheduled for the proposed Land Transfer, the Plan Commission should hear all input from the public prior to making a determination. The required Class 1 public hearing notice was issued on April 3rd and April 10th, and discretionary letters were sent to all surrounding property owners within 200 feet of the proposed development.

Approvals are based on background information provided by the applicant and known conditions. Deviations from this information may be considered a change in the application and reconsideration and possible revision to the approvals may be made by the Plan Commission and Common Council.

Exhibit A

A parcel of land being part of Lot 14, Block 35 of Ellis Division, recorded in Volume 2 of Plats on page 80, in the City of Ashland, Ashland County, Wisconsin, described as follows:

To locate the Point of Beginning, commence at the East ¼ corner of Section 33, T. 47 N., R. 4 W., and run, N 82°59'48" W, 3751.74 feet to the intersection of the east line of said Lot 14 and the south line of abandoned Wisconsin Central Railroad right of way, which is the Point of Beginning.

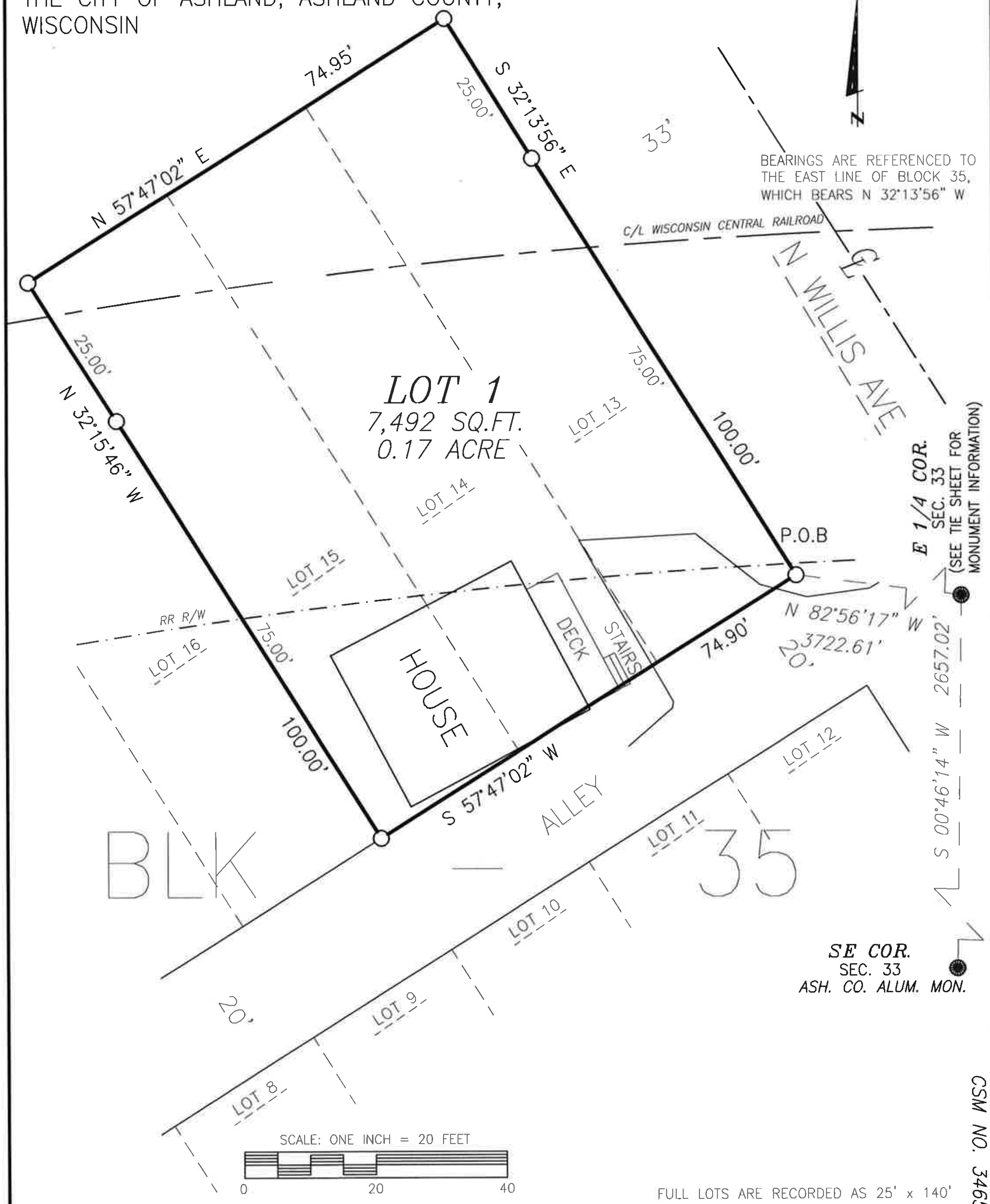
Thence from said Point of Beginning by metes and bounds;

Leaving said east line and on said south right of way line, 27.92 feet, southwesterly, on the arc of a curve to the left, having a radius of 952.57 feet, a central angle of 01°40'46" and a chord that bears S 84°20'04" W and measures 27.92 feet to the west line of said Lot 14. Thence leaving said south right of way line and on said west line, N 32°15'10" W, 112.20 feet to the northwest corner of said Lot 14. Thence leaving said west line and on the north line of said Lot 14, N 57°43'27" E, 24.99 feet to the northeast corner of said Lot 14. Thence leaving said north line and on the east line of said Lot 14, S 32°14'33" E, 124.71 feet to the Point of Beginning.

Said parcel contains 2,957 square feet which is 0.07 acre.

ASHLAND COUNTY CERTIFIED SURVEY MAP NO. ______

PART OF LOTS 13–15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN



FULL LOTS ARE RECORDED AS 25' x 140'

CSM NO. 3465

PIPE DIMENSIONS ARE OUTSIDE DIAMETER

LEGEND

- ● FOUND MONUMENT, AS NOTED
- ○ 1" x 18" IRON PIPE, WEIGHING 1.13 LBS/FT, SET THIS SURVEY

CLIENT: POLENCHECK
JOB NO.: N25/006
DRAFTED BY: L. SERVINSKY
DATE DRAFTED: 2/17/2025
FIELD WORK COMPLETED: 2/12/25
NB. 447 PG. 25

SCALE: ONE INCH = 20 FEET
FILE: N:\ASHLAND\ellis
PSDATA: \PSDATA\blk35\N16_148.PRJ
AUTOCAD: CAD\BLK_35\
N25_006_POLENCHECK.dwg
SHEET 1 OF 2 SHEETS

NELSON SURVEYING INCORPORATED
SURVEYING YOUR NECK OF THE WOODS SINCE 1954
101 W. MAIN STREET
SUITE 100
ASHLAND, WISCONSIN 54806
(715) 682-2692
WWW.NELSONSURVEYING.COM

MAP NO. CSM 3465 ©

CSM NO. 3465

ASHLAND COUNTY CERTIFIED SURVEY MAP NO. _____

PART OF LOTS 13–15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, PETER A. NELSON PROFESSIONAL LAND SURVEYOR IN THE STATE OF WISCONSIN, HEREBY CERTIFY:

THAT ON THE ORDER OF ROBERT POLENCHECK, I HAVE SURVEYED AND MAPPED PART OF LOTS 13–15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

TO LOCATE THE POINT OF BEGINNING, COMMENCE AT THE EAST 1/4 CORNER OF SECTION 33 AND RUN N 82°56'17" W, 3722.61 FEET TO THE SOUTHEAST CORNER OF LOT 13 OF BLOCK 35, WHICH IS THE POINT OF BEGINNING.

THENCE FROM SAID POINT OF BEGINNING BY METES AND BOUNDS:

S 57°47'02" W, 74.90 FEET ON THE SOUTH LINE OF SAID LOTS 13 THRU 15, TO THE SOUTHWEST CORNER OF SAID LOT 15. THENCE LEAVING SAID SOUTH LINE AND ON THE WEST LINE OF LOT 15, N 32°15'46" W, 100.00 FEET. THENCE LEAVING SAID WEST LINE, N 57°47'02" E, 74.95 FEET TO THE EAST LINE OF SAID BLOCK 35. THENCE ON SAID EAST LINE, S 32°13'56" E, 100.00 FEET, TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 7,492 SQUARE FEET WHICH IS 0.17 ACRE.

SAID PARCEL IS SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD OR USE, IF ANY;

THAT THIS MAP IS A TRUE REPRESENTATION OF SAID SURVEY;

THAT SAID SURVEY AND MAP FULLY COMPLY WITH SECTION 236.34 OF THE WISCONSIN STATUTES AND THE CITY OF ASHLAND UNIFIED DEVELOPMENT ORDINANCE;

THAT SAID SURVEY AND MAP ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

____
PETER A. NELSON PLS – 3071

CITY OF ASHLAND PLANNING AND DEVELOPMENT APPROVAL

THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY THE CITY OF ASHLAND PLANNING AND DEVELOPMENT DEPARTMENT.

____________________ DATED THIS _____ DAY OF ________, 2025
STEVEN WILEY
PLANNING AND DEVELOPMENT DIRECTOR

CERTIFICATES

CLIENT: POLENCHECK
JOB NO.: N25/006
DRAFTED BY: L. SERVINSKY
DATE DRAFTED: 2/17/2025
FIELD WORK COMPLETED: 2/12/25
NB. 447 PG. 25

SCALE: ONE INCH = 20 FEET
FILE: N:\ASHLAND\ellis
PSDATA: \PSDATA\blk35\N16_148.PRJ
AUTOCAD: CAD\BLK_35\
N25_006_POLENCHECK.dwg
SHEET 1 OF 2 SHEETS

NELSON SURVEYING INCORPORATED
SURVEYING YOUR NECK OF THE WOODS SINCE 1954
101 W. MAIN STREET
SUITE 100
ASHLAND, WISCONSIN 54806
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WWW.NELSONSURVEYING.COM

MAP NO. CSM 3465 ©