



Take notice that the City of Ashland Committee of the Whole will meet immediately following the adjournment of the City Council Meeting in the City Hall Council Chambers, 601 Main Street W. Ashland, WI, to consider and act upon the following agenda.

To attend the meeting from your computer, tablet or smartphone:
<https://global.gotomeeting.com/join/500263957> Access Code: 500-263-957
Or dial in using your phone. United States (Toll Free): 1-877-309-2073
Please contact the Clerk's office if you require accommodations to attend the meeting.

Tuesday, January 27, 2026 Ashland Committee of the Whole Meeting Agenda

1. **Roll Call**
2. **Approval of Agenda**
3. **Council President's Report**
4. **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**
 - A. **Agreements with the City of Ashland for Bulk Water and Wastewater Hauling (*Mayor*)**
 - B. **Professional Services Contract for Geographic Information System Management (*Public Works*)**
 - C. **Permitting for Groups Hosting Events within 24-Hours of Scheduled City Events (*Councilor Brede*)**
5. **Adjournment**

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

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

SUBJECT: Agreements with the City of Ashland for Bulk Water and Wastewater Hauling (*Mayor*)

RECOMMENDATION: Discussion and possible action

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES:

- EXHIBITS:**
1. City of Ashland Wastewater Treatment Plant - Application for Residential Septic/Holding & Leachate Wastewater Disposal
 2. Ashland Water Utility Bulk Water Use Agreement

COMPLIANCE WITH STRATEGIC PLAN:

SUMMARY STATEMENT:

Per the Utility Clerk:
 Customers who wish to purchase bulk water or to haul wastewater to our plant are required to complete and submit applications. As long as the applications are complete and provide a certificate of insurance, the applications are approved by the Utility Supervisor or the Utility Clerk. The PSC regulates the bulk water the same as it regulates metered service: so as long as we have the application, we can't deny the service. Additionally, we cannot terminate service for them unless they fail to pay their bill or otherwise violate health or safety rules that we have. While wastewater isn't regulated by the PSC, we still follow the same general rules.

Bulk water is billed based on the (units of water x \$8.35) + (\$75 monthly hydrant fee) + (\$50 administration fee). After reviewing our latest rate tariff, we actually cannot charge the ten-unit minimum previously mentioned. In 2025, we had twelve bulk water customers who purchased 122,619 gallons of water. This brought in \$3,031.13 in revenue.

Enbridge contacted the City in May 2025 to inquire about setting up accounts. In July, their subcontractor, Michels, sent in their applications and certificate of insurance. Since the application was complete, they were approved to use our facilities and bulk water station.



**City of Ashland Wastewater Treatment Plant
Application for Residential Septic/Holding & Leachate Wastewater Disposal**

Licensed Disposer

Business Name: _____

License Number: _____

Contact Person: _____

Address: _____

City, State, Zip Code: _____

Office/Main Phone: _____

Cell Phone: _____

Email: _____

Fax Number: _____

Please email me a monthly load report

Transport Vehicles-List All Vehicles Authorized to Transport

Vehicle #	Make	Model	Tank Volume	License #	State	Exp Date

Insurance: Please attach a certificate documenting that your company has adequate comprehensive and auto liability insurance.

I have personally examined and am familiar with the information submitted in this document and the relevant portions of the attached *City of Ashland Chapter 711: Ordinance for a POTW and Collection System*. I believe that the submitted information is true, accurate and complete. I am aware that I will be held responsible for knowingly providing false information. The City of Ashland will take appropriate action to safeguard its property and interests and is under no obligation to accept this waste. I further understand that the City of Ashland retains the right to limit or deny discharge of this waste into the WWTP facility at any time and for any reason as deemed necessary by City Personnel.

Applicate Name and Signature

Date

Approved Denied (Reason) _____

Ashland Wastewater Utility Authorized Personnel Name and Signature

Date

ASHLAND WATER UTILITY BULK WATER USE AGREEMENT

1901 Knight Road, Ashland, WI 54806 Phone: 715.682.7056

FILL POINT ACCESS

TEMPORARY/CONSTRUCTION METER REQUEST Meter will be issued for use at specified location.

Company Name: _____

Contact Person: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ Cell Phone: _____

Fax Number: _____ Email address: _____

Description of job/project/purpose: _____

- A \$75.00 hydrant/meter usage fee will be assessed once per month for any month you use the hydrant.
- A \$88.00 hydrant /meter usage fee will be assessed for any location request out side any bulk water station. This fee will be charged anytime a meter will remain in use by the company after 7 days.
- A minimum volume charge for the month will be 10 CCF @ \$6.35/CCF (1 CCF equals 748 gallons).
- A \$50 per month Administrative fee will be also apply
- You will need to make every effort to park off the road.
- You will need to supply your own hose that attaches to the meter valve (standard hydrant threads).
- If there is a problem contact us immediately at (715) 682-7056.

FILL POINT ACCESS

- Please complete the full line on the record sheet each time you use the Fill Point Access hydrant.
- The valve must be left locked when you are finished filling.
- If the previous ending meter number does not match the actual meter number contact us immediately.

TEMP METER USERS

- All users are required to comply with applicable regulations and proper usage of a meter, including backflow prevention rules and procedures.
- Each meter is the property of the Utility-the applicant is responsible for maintaining and protecting the meter from theft, damage and freezing.

Signature of Applicant

Date

Temporary Meter Use (To Be Completed by Utility Staff)

Date Installed: _____ Meter ID: _____ Register ID: _____

Installed By: _____ Backflow Installed: _____ Beginning Read: _____

Location & Hydrant ID: _____

Uninstalled By: _____ Uninstalled Date: _____ Total Usage: _____

Additional Comments:

SUBJECT: Professional Services Contract for Geographic Information System Management (*Public Works*)

RECOMMENDATION: Advance to Council for formal approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Public Works Director

EXHIBITS:

COMPLIANCE WITH STRATEGIC PLAN: Infrastructure and Good Governance

SUMMARY STATEMENT:

For the past three years, the Public Works Department has contracted with Technical Design Services (TDS) for Geographic Information System (GIS) services. GIS services are essential for the Public Works Department primarily, and specifically the Water and Wastewater Utilities, but other departments such as Planning, Clerk, and Parks & Recreation also rely on GIS services.

A GIS Specialist has been providing services for approximately 20 hours per week while a GIS Manager provides additional support on an as-needed basis. Staff have been satisfied with the services provided by TDS. However, the GIS Specialist assigned to Ashland has left the company and TDS has been unable to fill her position.

As a result, staff have been evaluating alternative consultants and will likely have a recommendation and request for contract approval at the February 10, 2026 meeting. The evaluations have been with companies designated as partners with Environmental Systems Research Institute (ESRI) and these services are generally more expensive. To fit the available budget, staff plans to reduce the hours per week allocated to the consultant and perform more work in-house.

SUBJECT: Permitting for Groups Hosting Events within 24-Hours of Scheduled City Events (*Councilor Brede*)

RECOMMENDATION: As Council Desires

DEPARTMENT OF ORIGIN: Councilor Brede

CLEARANCES: Council President

EXHIBITS:

COMPLIANCE WITH STRATEGIC PLAN:

SUMMARY STATEMENT:

Councilor Brede asked to discuss permits for groups, demonstrations, walks, parades, protests, support, etc. that are requested scheduled closely to a City of Ashland event or celebration, as city resources such as EMS, Fire or Police Departments and traffic control are limited during this time.