



Public Works Committee

Thursday, April 16, 2026

City Council Chambers at City Hall, 601 Main St W, Ashland, WI 54806

5:00 PM

Take notice that a meeting of the Public Works Committee will be held in-person with the availability to attend virtually.

To join the meeting from your computer, tablet or smartphone: <https://meet.goto.com/875670709>
. Or dial in using your phone. United States (Toll Free): 1 866 899 4679 Access Code: 875-670-709

The following items will be considered:

1. Roll Call

2. Approval of Minutes

3. Citizen Participation Period

4. Unfinished Business

5. New Business

- a. Discussion and Possible Recommendation on Changes to Chapter 705 Water Utility Rules, Rates and Regulations, Ashland City Ordinances
- b. Discussion and Possible Recommendation on Changes to Chapter 711 Ordinance for a POTW and Collection System, Ashland City Ordinances
- c. Update of Public Works Operations

6. Items of Interest for Future Meetings

7. Set Next Meeting Date

- a. Thursday May 14, 2026

8. Adjournment

It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice. The City of Ashland does not discriminate on the basis of sex, race, creed, color, national origin, sexual orientation, age or disability in employment or provision of services, programs or activities. NOTE: Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact the City of Ashland Public Works at 715 -682-7061.

Chapter 705 Proposed Revisions

(proposed new language is written in red type)

705.08 Plumbers No plumber, pipe fitter, or other person will be permitted to do any plumbing or pipe fitting work in connection to ~~with~~ the water system without first receiving a license from the State of Wisconsin. **(Note is the intent connection to or connection with?)**

705.19(e) Failure to comply with the above requirements. The City may opt to impose a penalty for the period the violation continues, after ten (10) days written notice to any owner failing to make a connection to the water system in an amount equal to the average residential user cost (per residential unit equivalent) per month plus 12% for administrative cost, for each residential unit equivalent for the period in which the failure to connect continues **for the first year. If the violation continues beyond one year, the percentage penalty for administrative cost will increase to 13%. If the violation continues beyond two years, the percentage penalty for administrative cost will increase to 14%. If the violation continues beyond three years, the percentage penalty for administration cost will increase to 15%.** ~~and~~ Upon failure to make such payment said charge shall be assessed as a special tax lien against the property, all pursuant to Section 281.45 Wisconsin Statutes.

705.10 Tap Permits

After water connections have been introduced into any building or upon any premises, no plumber shall make any alterations, extensions, or attachments, unless the party ordering such tapping or other work shall exhibit the proper permit for the same from the City. **(Does this need an emergency provision like right of ways and sewers?)**

705.16 Tapping The Mains

- (a) **Tapping water mains.** No persons, except those having special permission from the City, or persons in their service and approved by them will be permitted, under any circumstances to tap the water mains or distribution pipes. The kind and size of the connection with the pipe shall be that specified in the permit or order from said City. **(Does this need an emergency provision like right of ways and sewers?)**

705.21 Private Fire Hydrants. This section applies to fire hydrants located on private property.

- (a) All hydrants located on private property shall have an eight-inch lateral unless calculations provided by a fire protection engineer and approved by the fire department establishes an alternative appropriate size
- (b) Fire department access shall be maintained to the fire department connection at all times.
- (c) All hydrants located on private property shall have unobstructed access at all times. No structure, culvert, vegetation or landscape elements shall be installed within three feet of the hydrant in a manner which impedes fire department access.
- (d) Hydrants located on private property shall be maintained to comply with fire protection regulations of the National Fire Protection Association (NFPA), State of Wisconsin statutes, City of Ashland Ordinances and Wisconsin Department of Safety and Professional

Services codes. Compliance is the responsibility of the private property owner and all compliance activities shall be at owner expense.

(e) Maintenance Activities.

(1) Flushing. All hydrants located on private property shall be flushed, consistent with City of Ashland Utility policy, at least once every year, at owner expense.

(2) Inspection and Maintenance. All hydrants located on private property shall be inspected annually and maintained in proper working condition, consistent with the manufacturer's recommendations, American Water Works Association (AWWA) and National Fire Protection Association (NFPA) standards, at owner expense. Private hydrants shall be flow tested occasionally to sufficiently demonstrate current flow rates.

(3) Leakage Detection: Hydrants located on private property shall be inspected for leaks, consistent with City of Ashland Utility policy, at least once every year, at owner expense. Water systems that are master metered at the right of way are exempt from the annual leak detection maintenance requirement.

(4) Leak Repair. Any of the following leaks of hydrants located on private property shall be repaired in the timely manner set forth below once identified, at owner expense:

(a) Significant surfacing leaks within eight (8) hours

(b) Surfacing leaks within eight (8) hours to twenty-four (24) hours

(c) Minor (barely visible) surfacing leaks within one (1) day to three (3) days

(d) Non-surfacing detectable leaks within one (1) week to two (2) weeks

(5) Additional Maintenance. All additional prudent maintenance, repair or replacement required per AWWA and NFPA standards as necessary to keep the hydrant in good operating condition shall be performed within four (4) weeks to six (6) weeks of detection, at owner expense.

(6) Services Performed by City. The cost of services performed by the City of Ashland, its employees or contractors, on hydrants located on private property, at the request of the private property owner or in the case of an emergency safety issue, shall be a special charge and the expense shall go on the tax roll of the private property as a lien against the property, pursuant to Wis. Stat. §66.0627.

(f) Record Keeping. Owners of hydrants located on private property shall provide records and documentation of inspections, maintenance and repairs as follows:

(1) Contracts, test records, reports and verification of payment documenting that the required inspection, maintenance and repair activities in this section have taken place. These records should be submitted within fifteen (15) days of the completed inspection, maintenance or repair to the City of Ashland Water Utility.

Then all subsequent sections need to be renumbered: The following are the renumbered sections:

705.22 Payment of Bills

705.23 Penalty for Improper Use

705.24 Damage Recovery

705.25 Penalties

705.26 Charges Are a Lien On Property

705.27 Adoption of Other Rules

705.25 Penalties

Any person who shall violate any of the provisions of this chapter or rules or regulations of the City of Ashland; or who shall connect a service pipe without first having obtained a permit therefore; or who shall violate any provisions of the Wisconsin Statutes, Wisconsin Administrative Code, or any other materials which are incorporated by reference, shall upon conviction thereof forfeit not less than \$10 nor more than \$200 and the costs of prosecution. This, however, shall not bar the City from enforcing the connection duties set out in Section 705.19 for mandatory hookup. **City Ordinance Chapter 136 shall apply to permit applications and permit violations under this chapter.**

Policy: Utility 101	Leak Credit Policy
Date Approved: TBD	Approving Entity:
Date Revised: TBD	Approving Entity:

101.0 Definitions

Ashland Municipal Utilities or Utility shall mean the utilities operated by the City of Ashland.

Leak is defined as unintentional water loss caused by broken and/or malfunctioning plumbing fixtures and/or pipes, at any point downstream of the water meter.

Occurrence will refer to the cause of the leak.

Leak Credit Deferred Payment Arrangements (LCDPA) are deferred payment arrangements with the Water Utility to repay increased water volume charges that may result from a leak. LCDPAs may have extended repayment terms and/or lower down payment requirements based on the customer’s circumstances.

101.1 Intent

The intent of the leak credit policy is to provide financial assistance to residential customers who receive a high utility bill as a result of a water leak within their residence. This credit will be applicable sewer volume charges over of their annual average usage; no credits under this Leak Policy will apply to fixed fees or to water charges. All water charges will be charged in accordance with the Water Utility PSC Approved Rate Tariff.

This policy will not provide assistance to Industrial or Commercial customers. Additionally, there will be no financial assistance if the high bill is as a result of:

- a) Continued high usage
- b) Repeated leaks at the same home/building
- c) Repeated leaks for the same issue at the same home/building

101.2 Applicant Requirements

To be considered for a leak credit, the applicant must meet the following conditions:

- a) Complete a Water Leak Credit application within 30 days of the leak
- b) Must have identified, fixed, and provided documentation of the corrective action for the leak.
 - a. Customers are NOT permitted to remove, inspect, or tamper with their meter and must contact the Utility for issues/concerns with the meter.

- c) Must be either the primary or secondary account holder
- d) Must be a residential customer
- e) Must be enrolled in the Customer Portal
 - a. If this is the first leak credit application, customer will be permitted 7 days to enroll in the Portal.
- f) Must not have received a leak credit for the occurrence within the last twelve months
- g) Must not have vacated the property at the time of the leak without having the water shut off at the internal shut off valve.
- h) Allow Water Utility access to the meter to ensure it is still in working order after pipes freeze to ensure meter is not also damaged.
 - a. Customers are responsible for the replacement cost of any damaged meter.
- i) Must reside at the resident or have a designated person responsible for maintaining the property.

101.3 Utility

The Utility will notify customers of situations which may cause increased water bills once information is received. These situations may include the meter registering continuous use for a 24 hour period above any normal continuous flow, sudden high volume of water use, cold temperatures surrounding the meter, which may cause the meter and/or pipes to freeze and break. The Utility will use the Customer Portal to automatically send notifications to customers when these situations are registered with the meter. If a customer is not enrolled in the Customer Portal, the Utility review pending notifications on a weekly basis. If a customer is not enrolled in the Customer Portal and has failed to notify the Utility of their contact information, the Utility will door tag the property one time; all subsequent notices will be mailed to the customer at the end of the reading cycle.

The Utility is not permitted to aid in diagnosing and repairing plumbing issues. Only the Utility is permitted to install, remove, replace the meter. Plumbing before and/or after the meter is the sole responsibility of the property owner.

When extremely high usage is detected and water is visibly seen coming from the structure, the Utility will immediately disconnect services. Services will be restored once the customer provides the Utility confirmation of the repairs.

101.4 Leak Credit Policy

Once a leak credit application is received, the Utility Administrative staff will:

- a) Post-pone the invoice due date to the following month.

- a. While under postponement, the Utility shall not charge any late fees to the current balance due. Any prior delinquent balance will still be assessed a late fee.
 - b. While under postponement, the Utility shall not issue any disconnection notices until the application review is complete.
- b) Alert Operations of the application to begin a usage review to ensure the leak has been repaired.
 - a. Utility Operations staff will inform the Administrative staff if the leak has not stopped or is ongoing.
 - i. If usage still shows an ongoing potential leak, the leak credit cannot be processed. Customer will be notified that usage is still increased and therefore, the application cannot be processed.
 - 1. The Utility is not able to aid customers in identifying causes of leaks or repairs of leaks. The Utility is only able to inspect and verify the meter itself is working properly.
 - 2. Customers must contact a plumber or other competent person to help with identifying and repairing leaks.
 - b. If the leak has stop, Operations will advise Administrative staff the dates and meter readings when:
 - i. The leak began
 - ii. The customer was notified
 - iii. The leak stopped
- c) Review customer's history for any recent leak credit applications
 - a. If the same occurrence was issued a leak credit within twelve months, the application shall be denied
 - b. If any occurrence was issued a leak credit within the last two years, the Utility may deny the application based on the nature of the occurrences and/or improper corrective actions to repair any previous occurrence
- d) Review customers annual usage to establish a baseline daily usage
 - a. If the customer does not have a full year's worth of usage, the Utility will calculate baseline usage using the City of Ashland's established Equivalent Residential Units (ERU).
 - i. As of 2025, the ERU was 8 units per billing cycle (4 units per month)
 - b. The baseline usage does not include any Summer Use Credits or other approved Leak Credits.
- e) All units below the customers baseline usage for sewer will be billed at the Utility's current volume rates.
 - a. As of 2025, that rate is \$5.90/unit for sewer
- f) All units above the customers baseline usage for sewer will be credited from the account.
 - a. The Utility will only consider the units recorded 24 hrs before the leak occurrence and 14 days after customer notification, unless the customer can provide a reasonable explanation for delay in repairs beyond 14 days.

APPENDIX A-LEAK CREDIT APPLICATION



ASHLAND wasteWATER UTILITY LEAK CREDIT APPLICATION

Date: _____

Requested By: _____

Service Address: _____

Account Number: _____

Cause of Leak: _____

Approximate Start of Leak: _____

Approximate End of Leak: _____

Cause of Stoppage:

Please provide repair receipts

*If Approved, Leak Credits will be made to your sewer volume charges and a statement mailed to you.
Customers can apply for a leak credit once per year per cause.*

INTERNAL USE ONLY

Request Received: _____ Reviewed By: _____

((Baseline Usage _____ - Usage during Leak: _____) x Leak Rate \$ _____) - Billed Units _____ = Leak Credit \$ _____

All billing invoices and repairs must be attached for final review and approval.

Recommended By: _____ Approved By: _____

APPENDIX B-ERU CALCULATION 2025

ERU Calculations

LEDA, Rural Development

Equivalent Dwelling Units (EDUs) = Equivalent Residential Units (ERUs)
 an EDU is the level of service in gallons per day for an average residential dwelling.

EDUs are computed in accordance with the probable demand that a user places on the wastewater treatment system by assignment of an equivalency factor.
 The probable flow rate demand that a user places on a wastewater treatment system is correlated to the demand expected by a single-family dwelling by the use of equivalency factors.

$$\text{flow per residential unit} = \frac{\text{total flows for single family residences (gpd)}}{\# \text{ of single family residences}}$$

$$\text{EDU} = \frac{\text{Total single family flows (gpd)} + \text{total non residential flows (gpd)}}{\text{flow per residential unit (gpd)}}$$

Example:

Residential	Flow (gpd)	# of Units	Non-residential	Flow (gpd)	# of Units
Single Family	400000	2000	Industrial	75000	30
			Institutional	20000	10
			Commercial	75000	50
Total non-residential	170000	90			
Billable flow	570000				
Leakage	1000				
Present Avg Daily Flow	571000				
Flow per dwelling unit:	285		Therefore each EDU is 200 gallons per day		
Total EDUs:	2000				

Single family - include all single family homes, mobile homes and seasonal dwellings in this category. Each is one unit. If mobile homes are part of a park or camp that does not have individual meters, it should be considered a single commercial user and the flow recorded there.
Multi family - should be considered commercial unless each individual apartment is metered then it would be included with the residential.
Commercial - include non-residential small businesses, offices and retail establishments.
Industrial - include large manufacturing users.
Institutional - include schools, town properties, churches and other public service buildings.

Single family residential calculation

Total annual residential flow:	77724000
Residential	Flow (gpd) # of Units
Total residential metered	2129424659 2481
Non-residential	Flow (gpd) # of Units
Industrial	1340273973
Institutional	3509041096
Commercial	159,810.96
Multi family	5602739726
Total non-residential	2643315068
Billable flow:	4772739726
Leakage	0
Present Avg Daily Flow	4772739726
Flow per dwelling unit:	858292889 gpd
Total EDUs:	5560735487

Single family residential calculation (with 10% greater water usage)

Total annual residential flow:	85496400
Residential	Flow (gpd) # of Units
Total residential metered	2942367129 2681
Non-residential	Flow (gpd) # of Units
Industrial	1340273973
Institutional	3509041096
Commercial	159,810.96
Multi family	5602739726
Total non-residential	2643315068
Billable flow:	4985682192
Leakage	0
Present Avg Daily Flow	4985682192
Flow per dwelling unit:	9441221779 gpd
Total EDUs:	5280759534

7.57317255 CCF/billing period

	USE TYPE	EDU CONVERSION
A.	Single Family Residential	1 per unit
B.	Multi Family Residential / Add. 0.1 bathroom ¹	0.44 per unit
C.	Multi Family Residential / Add. 1+ bath/room ¹	1 per unit
D.	Motel/Hotel without spa room or a/c ¹	0.45 per room
E.	Working Homes, care facilities, other similar uses ¹	0.88 per room
F.	Professional Office Space ¹	1 per 1,000 square feet
G.	Retail Merchandising ¹	1 per 7,500 square feet
H.	Industrial Manufacturing, Low water use ¹	1 per 30,000 square feet
I.	Industrial Warehousing ¹	1 per 30,000 square feet
J.	Food Preparation, Food Sales, etc.	Projected peak monthly gallon usage divided by 7,500. ²
K.	Pools, spas, fountains, other water features	1 per 30,000 gallon system capacity or the proportional value thereof.
L.	Green or turf areas associated with categories B through J above	1 per 1,400 square feet, or the proportional value thereof.
M.	Water intensive development, such as, nurseries, commercial laundries, beauty salons, dentists, etc.	Projected peak monthly gallon usage divided by 7,500. ²
N.	Development for which no specific provision is made.	Projected peak monthly gallon usage divided by 7,500. ²

APPENDIX E-LEAK CREDIT STATUS NOTIFICATION



CUSTOMER NAME
MAILING ADDRESS
CITY, STATE, ZIP

RE: LEAK CREDIT APPLICATION STATUS

DATE

Dear CUSTOMER,

Your application for a Leak Credit has been received and review by our office. Upon completion of the review, your application has been

___ Approved. Enclosed is a copy of your current Utility Statement with the updated amount owed. If you are unable to pay the balance in full within 20 days, please contact us as soon as possible. If you do not pay the balance in full or contact us to make payment arrangements, we may begin disconnection proceedings.

___ Denied. We have denied your request for a leak credit due to:

___ Same occurrence within the last twelve months

___ Other occurrence within the last twenty-four months

___ Leak was not repaired

___ Other: _____

If you have any questions or would like to appeal the decision, please feel free to contact us at your earliest convenience.

Sincerely,

Ashland Water/Wastewater Utility
715-682-7056
utilitycollections@coawi.org
Office Hours: Monday-Friday 7:00am-4:00pm except Major Holidays