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ASHLAND CITY COUNCIL MEETING
Tuesday, January 9, 2018 - 6:15 P.M.
Ashland City Hall Council Chambers

Please turn off all cell phones during the meeting.

1. CALL TO ORDER

- A. Roll Call
- B. Moment of Silence
- C. Pledge of Allegiance

2. APPROVAL OF AGENDA (Voice)

3. APPROVAL OF MINUTES of the December 12, 2017, Council and Committee of the Whole Meetings **(Voice)**

4. CITIZEN PARTICIPATION PERIOD (Clerk reads rules prior to public comments)

5. MAYOR'S REPORT

A. Appointments

Beautification Council

Elaine Peterson Term expires February 15, 2021

Ashland Housing Authority

Thomas Mathison Term expires January 11, 2022

6. CONSENT AGENDA (Includes items that were unanimously approved by Committee of the Whole)
(Voice)

- A. Operator's Licenses
- B. Miscellaneous Minutes
- C. Planning and Development Report – December, 2017
- D. Approval and Possible Discussion of the 2018 Water and Wastewater Utility Budgets

7. New Business

- A. Presentation and Discussion Regarding the Ashland Fire Department Community Paramedic Program *(Fire Department)* **Voice**
- B. Approve a Resolution to Proclaim the Third Weekend in May as the Observed International Migratory Bird Day in Ashland, WI *(Parks & Rec)* **Voice**
- C. Approve 2018 Property Insurance Carrier and 2018 General Liability, Linebacker, Law Enforcement Liability, Data Compromise, Government Crime/Fidelity ISO, Business Auto, Workers Compensation and Commercial Umbrella Insurance Carrier *(Clerk)* **Voice**

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D. Approve a Resolution to Combine Wards and Establish Polling Places for the February 20, 2018 Primary Election and Establish Polling Places for the April 3, 2018 Spring Election *(Clerk)*
(Voice)

E. Approve Resolution to Replace Ward 3 and Ward 4 City Councilor Vacancies *(Clerk)* **(Voice)**

F. Approve a Resolution to Renew the Conditional Use Permit to Allow General Warehousing, Light Manufacturing (of Small Homes), Research & Development, and Related Light Manufacturing Uses in the City Center (CC) District, Parcel # 201-01925-0000 Applicant: Bay City Rentals, LLC. *(Planning)* **(Voice)**

G. Approve a Resolution to Select a Site Plan for a New Police Facility and Authorization to Direct C&S Design and Engineering, Inc. to Proceed with Architectural Plans for the Site Chosen at Either of the Following Locations: 1. Selecting 11th Avenue West site plan as recommended by Police Dept. Internal Planning Team; or, 2. Selecting 3rd Avenue East Site Plan *(Mayor)* **(Voice)**

8. ADJOURNMENT

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

NOTE: Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals or individuals with limited English proficiency through auxiliary aids or services. For additional information or to request this service, contact Denise Oliphant at 715-682-7075 (not a TDD telephone number) or FAX: 715-682-7048

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PRESENT: Richard Ketring, Carl Doersch, David Mettillle, Pat Kinney, Charlie Ortman, Donna Williamson, Richard Pufall, Jackie Moore

ABSENT: Holly George (excused), Jerry Teague (excused), Joel Langholz (excused)

ALSO PRESENT: Mayor Deb Lewis, City Administrator Mary Garness, City Attorney David Siegler, City Clerk Denise Oliphant, Police Chief Jim Gregoire, Police Captain Willis Hagstrom, Planning & Development Director April Kroner, AADC Executive Director Betsy Harries, Concerned Citizens

Agenda Item 1: Call to Order

Roll Call was taken, a Moment of Silence was held, and the Pledge of Allegiance was recited.

Agenda Item 2: Approval of Agenda

Pufall moved, Mettillle seconded a motion to approve the agenda as presented. The motion passed unanimously by voice vote.

Agenda Item 3: Approval of Minutes of the November 14, 2017 Council and Committee of the Whole Meetings

Pufall moved, Moore seconded a motion to approve the minutes of the November 14, 2017 Council and Committee of the Whole meetings as presented. The motion passed unanimously by voice vote.

Agenda Item 4: Citizen Participation Period

No citizens wished to speak to the Council.

Agenda Item 5: Mayor's Report

Mayor Lewis spoke of the notice of resignations from Councilors Teague and Langholz. A landlord forum was held on December 6th which was very productive. Lewis spoke of the communications tower to be installed near the 200 East Main Street Block, and the opposition shown by the owners and employees of Zifko Tire. A hearing was held on December 12, 2017 in which an injunction was declined, although a lawsuit brought forward from Zifko Tire continues.

Agenda Item 5A: Recognition of Retirement of Ashland Police Officers Michael Karker and Robert Moore

Lewis recognized retiring Sergeants Karker and Moore with a Certificate of Appreciation and gift from the City. Police Chief Gregoire also presented each with a plaque.

Agenda Item 5B: Recognition of Chuck Porter and Superior Sauna and Omer Nelson Electric for Donation of Sauna to Ashland Fire Department

Lewis recognized both business owners for their generosity toward the Fire Department's recent acquirement of a thermal sauna.

Agenda Item 5C: Appointments - 2018-2019 Election Inspectors and Special Voting Deputies

Mettile moved, Moore seconded a motion to approve the appointments of 2018-2019 Election Inspectors and Special Voting Deputies. The motion passed unanimously by voice vote.

Agenda Item 5D: Presentation by Charmaine Swan Regarding Local Tobacco Prevention Efforts

Charmaine Swan gave a presentation on local tobacco prevention efforts.

Agenda Item 6: Consent Agenda

Pufall moved, Doersch seconded a motion to approve the Consent Agenda. The motion passed unanimously by voice vote.

Agenda Item 6A: Operator's Licenses

Maggiemae Fels, Jill M. Johnson, MaryAnn Koval, Karen E. McCreary, Katherine A. Askue, Elsa R. Dymesich, Nicole M. Pribek, Robert A. Lindell, Arnold D. Moody has a Provisional License and is Required to Take WI Responsible Beverage Server's Course

Agenda Item 6B: Miscellaneous Minutes

Agenda Item 6C: Planning and Development Report – November, 2017

Agenda Item 6D: Approve Resolution in Support of a Reliable, Predictable Stream of Resources to Address Deferred Maintenance Needs in America's National Park System (Councilor Mettille)

A recent National Park Service (NPS) report shows that 183,797 visitors to Apostle Islands National Lakeshore in 2016 spent \$29,270,000 in communities near the park. That spending supported 456 jobs in the local area and had a cumulative benefit to the local economy of \$35,700,000. As such, our community and region depend largely on the National Park Service, the Apostle Islands National Lakeshore, and the federal government's funding of both.

Currently, the National Park Service has a backlog in Wisconsin of \$9.4 million – money needed for infrastructure repairs to aging historical structures, trails, sewers, drainage, roads, and other vital infrastructure - because of Congressional underfunding.

So far, over 90 communities of all sizes, from towns as small as Bayfield to major metros as large as Seattle, have passed resolutions urging Congress to create a reliable, predictable stream of resources to address deferred maintenance needs in America's National Park System.

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This agenda bill was presented to the Committee of the Whole on November 14, 2017. Councilor Ortman moved, Councilor Moore seconded a motion to approve and move this item to the Common Council agenda. The motion passed unanimously by voice vote. **(File #17408)**

Agenda Item 7: New Business

Agenda Item 7A: Public Hearing and Approval of a Resolution for the Vacation of Various Portions of Undeveloped Rights-of-Way Known as That Portion of 12th Avenue West Between Lots One (1) and Two (2), Block Twenty-four (24), and Lots Twenty-three (23) and Twenty-four (24), Block Twenty-five (25), in Harrington and Tomkin’s Addition to the South Line of 16th Street West (Planning)

The City of Ashland Planning & Development Department requested that a portion of undeveloped right-of-way located within the City be discontinued. The following 66’ wide right-of-way has never been improved and was not anticipated to be developed. It should be noted that there are no utilities in this rights-of-way; therefore, there are no easements that the City will need to maintain in this location.

Upon approval of discontinuation, the discontinued areas will revert to the adjacent property owners. The Plan Commission unanimously approved a recommendation to vacate this portion of right-of-way at their December 5th Plan Commission meeting.

The right-of-way is described as follows: that portion of 12th Avenue West between Lots One (1) and Two (2), Block Twenty-four (24), and Lots Twenty-three (23) and Twenty-four (24), Block Twenty-five (25), in Harrington and Tomkin’s Addition to the South line of 16th Street West.

Moore moved, Pufall seconded a motion to move into public hearing. The motion passed unanimously by voice vote. Planning and Development Director April Kroner verified that the public has been noticed of the public hearing by both public newspaper and mailings. Being no one requested to speak, Lewis closed the public hearing.

Doersch moved, Pufall seconded a motion to approve a Resolution for the vacation of various portions of undeveloped rights-of-way known as that portion of 12th Avenue West between Lots one and two, Block twenty-four (24), and Lots twenty-three (23) and twenty-four (24), Block twenty-five (25), in Harrington and Tomkin’s Addition to the south line of 16th Street West. The motion passed unanimously by voice vote. **(File #17409)**

Agenda Item 7B: Approval of Class “A” Beer and “Class A” Intoxicating Liquor (Cider Only) Alcohol Beverage License Application (Including Officers and Agent Megan Renae Sell) for Indianhead Oil Co., LLC at Holiday Stationstore #459, 110 Ellis Avenue (Clerk)

The City issues alcohol beverage licenses. The premises must be inspected by the Building Inspector, the Fire Department and the Police Department. Per Chapter 923 of Ashland City Ordinances, all licensees are required to be current on property taxes and other billings from the City (fines, utility bills, fees, etc.).

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Indianhead Oil Co., Inc. is the current holder of a Class "A" Beer and "Class A" Intoxicating Liquor (Cider Only) Alcohol Beverage license at 110 Ellis Avenue. However, they have surrendered the license to the City contingent upon the City granting the license to Indianhead Oil Co., LLC at 110 Ellis Avenue effective December 15, 2017.

Indianhead Oil Co., LLC applied for a Class "A" Beer and "Class A" Intoxicating Liquor (Cider Only) Alcohol Beverage License for 110 Ellis Avenue. The Police Chief, Treasurer, Building Inspector and Fire Department have approved the license application.

Per the Department of Revenue, a "Class A" Cider license has to be approved by the Council and it SHALL be approved. *The Council cannot deny the license.*

It was recommended to approve the license application (which includes the officers and Agent Megan Renae Sell as listed on the application) contingent upon proof of Seller's Permit.

Pufall moved, Moore seconded a motion to approve a Class "A" Beer and "Class A" Intoxicating Liquor (Cider Only) Alcohol Beverage License application (including officers and agent Megan Renae Sell) for Indianhead Oil Co., LLC at Holiday Stationstore #459, 110 Ellis Avenue, contingent upon proof of a Seller's Permit. Williamson requested a roll call vote be taken. The motion passed 8-2 by roll call vote, opposed were Williamson and Ketring.

Agenda Item 7C: Approval of the 2018 Council Calendar (Clerk)

The proposed Council Calendar for 2018 includes consideration of the following dates:

- Council meetings are held second and last Tuesdays of the month, per ordinance unless otherwise noted.*
- Reorganizational meeting in April on the third Tuesday, per Wisconsin Statute
- One retreat – Thursday, May 17
- Two budget work sessions (*Thursday Evenings - Oct. 4, Oct. 18*)

*As 2018 is an election year for the Governor and Mayoral races, staff is requesting the Council meeting dates in October fall outside the ordinance to work around a potentially busy time. It is requested the second meeting of that month fall on October 23 versus October 30 to allow staff to adequately prepare for election activities on November 6.

It should also be noted that there are three Planning Commission meetings to be held on the same dates as election dates in 2018. Those dates are February 20, April 3, and November 6. This has been discussed with those involved and did not pose a potential problem at this time.

The Clerk requested approval from Council on the proposed 2018 Council Meeting Calendar.

Williamson moved, Pufall seconded a motion to approve the 2018 Council Calendar. The motion passed unanimously by voice vote.

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Agenda Item 7D: Approve a Resolution to Designate Public Depositories (Clerk)

Annually the City must designate official public depositories according to Wisconsin State Statute 34.05. The City wishes to use these banks located within the corporate limits of the City of Ashland:

- Associated Bank
- BMO Bank
- Chippewa Valley Bank
- Northern State Bank

The City would also like to use *Bremer Bank* in Washburn for depositing of public monies and declare them as official public depositories. The City started using Bremer Bank of Washburn as a depository for public funds for the Vaughn Public Library Renovation Fund for depositing of public moneys, proceeds from library fundraisers and donated monies that are designated for other library items. The Bank also provides the City an alternative investing opportunity for investing public funds.

It was recommended that the City also declare the *Wisconsin Local Government Investment Pool* as a public depository because it provides another investment opportunity for short-term cash investing needs. The WLG Investment Pool will be a safe tool for investing when local banks cannot offer the best rates.

The City also wishes to use *Hometown Bank* in Fond du Lac, WI as a depository for public funds. As part of the collection process, funds collected by LifeQuest are first deposited into Hometown Bank (City is account holder) and then deposited into the City's local account.

It was recommended that Council approve the listed depositories for use of holding and investing public funds for the City of Ashland.

Pufall moved, Doersch seconded a motion to approve a Resolution to designate public depositories as listed. The motion passed unanimously by voice vote. **(File #17410)**

Agenda Item 7E: Approve a Resolution to Designate the Official City Newspaper (Clerk)

Wisconsin State Statute 985.06 (2) requires cities of the 4th class to designate a newspaper, published in the city, as its official newspaper for publication of Council proceedings and legal notices for the coming year. The Ashland Daily Press has been the City's official newspaper for this purpose.

It was requested that Council approve the Ashland Daily Press to be designated the City of Ashland's official newspaper.

Pufall moved, Moore seconded a motion to approve a Resolution to designate the Official City Newspaper as Ashland's Daily Press. The motion passed unanimously by voice vote. **(File #17411)**

Agenda Item 7F: Approve an Ordinance to Repeal Chapter 165 (2016-1864) and Recreate Chapter 165, Ashland City Ordinances, Comprehensive Fee Schedule (Clerk)

The ordinance amendment incorporates the following changes:

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- Updates to the ambulance fees as recommended by LifeQuest;
- Update and addition to the Planning and Development fees;
- Update of Wastewater fee;
- Add Accommodations Tax Permit Application fee;
- Update of Marina slip fees;
- Updates to the Parks and Recreation camping fees that have been approved by the Parks and Recreation Committee.

All revisions and deletions have been noted on the document. Approval of the ordinance to approve the revised fee schedule was recommended.

Doersch moved, Williamson seconded a motion to approve an Ordinance to repeal Chapter 165 (2016-1864) and recreate Chapter 165, Ashland City Ordinances, Comprehensive Fee Schedule. The motion passed unanimously by roll call vote. **(File #17412)**

Agenda Item 7G: Approval of the Mandatory Joint Powers Agreement Between Ashland County and the City of Ashland, Ashland County 911 Emergency System (Mayor)

Section 265.35(9), Wisconsin Statutes, requires that emergency service providers enter into annual Joint Powers agreements with the agency operating the 911 Call Center for the community. The Joint Powers agreement authorizes the 911 Call Center to dispatch municipal fire, ambulance, or law enforcement vehicles to incidents within or outside the boundaries of the municipality.

Pufall moved, Williamson seconded a motion to approve the mandatory Joint Powers Agreement between Ashland County and the City of Ashland, Ashland County 911 Emergency System. The motion passed unanimously by voice vote.

Agenda Item 7H: Approve Clinical Affiliation Agreement for Health Occupations with Chippewa Valley Technical College (Mayor)

The Chippewa Valley Technical College administers educational curricula for various health occupations, including paramedic and EMS programs. CVTC provides students under direct supervision, the necessary educational experience, knowledge and background for students to achieve accreditation and licensure set by the State of Wisconsin in preparedness for placement into their preferred job setting.

The Ashland Fire Department and EMS continually refer employees to CVTC for continuing education and furthering accreditation and licensure. The Fire Department also relies although not solely on CVTC for potential employees. The College supplies upon request information regarding students completing their respective courses and their academic record for review for placement into the workforce.

Historically this Agreement had renewed automatically at the end of each term of continuing education and without disruption of a student's clinical experience or non-enrollment. The amendment of this agreement includes a term of three years ending on December 31, 2021.

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Pufall moved, Doersch seconded a motion to approve the Clinical Affiliation Agreement for Health Occupations with Chippewa Valley Technical College. The motion passed unanimously by voice vote.

Agenda Item 7I: Approve the Modification of Grant or Agreement Between the Ashland Fire Department and the USDA Forest Service, Chequamegon-Nicolet National Forest of the Cooperative Fire Protection (Fire Department)

The USDA Forest Service had entered into an agreement with the Ashland Fire Department to assist in wildland fire suppression activities in National Forest lands if needed. The agreement includes a provision that would allow the department to seek reimbursement for staffing and equipment. The agreement is reciprocating agreement, and may provide additional resources for the department if needed. The USDA Forest Service will NOT seek reimbursement from the City of Ashland for a mutual-aid request by the Ashland Fire Department.

The modification of this agreement includes an extension of the expiration date to December 31, 2018 and rate schedule as spelled out in the agreement. The Fire Chief recommended approval of the agreement with the USDA Forest Service.

Pufall moved, Ketring seconded a motion to approve the Modification of Grant or Agreement between the Ashland Fire Department and the USDA Forest Service, Chequamegon-Nicolet National Forest of the Cooperative Fire Protection. The motion passed unanimously by voice vote.

Agenda Item 7J: Approve Application and Award for 2017 WDNR Forest Fire Protection Grant (Fire)

The Ashland Fire Department requested to submit a grant application for the 2017 Forest Fire Protection (FFP) grant. The FFP Grant is available to Wisconsin Fire departments and county/area associations. Grant funding is intended to expand the use of local Fire Departments to augment and strengthen the Department of Natural Resources overall initial attack fire suppression capabilities on forest fires. The FFP program is a 50/50 cost-share reimbursement grant program. Monies from the grant are typically used to off-set expenditures for supplies that are otherwise paid for through the department's annual operating budget, such as; Class A foam. The amount awarded was \$4,375.82.

From the DNR website:

Application Deadline July 3, 2017 for Grant period October 1, 2017 through April 16, 2018

Grant limits

The FFP grant program has differing grant limits depending on the applicant.

Fire departments

Minimum grant: \$750 (\$1,500 total project costs)

Maximum grant: \$10,000 (\$20,000 total project costs)

Eligible activities; The FFP program provides grant funding for the following items and activities:

Personal Protective Equipment (must meet NFPA 1977 standards)

Forest Fire Training

Forest Fire Prevention and Wildland Urban Interface

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Forest Fire Suppression Tools, Equipment, Supplies and Materials (now includes dry hydrant components & supplies for new installations only)

Communication Equipment for Forest Fire Suppression or Protection

Dry Hydrants Installation (costs such as excavation, site preparation, engine pad and signage)

Mapping, GPS

Off-road all-wheel drive vehicles, all-terrain vehicles (ATVs, RTVs, UTVs) up to 5 ton capacity that are used primarily for forest fire suppression (vehicles limited only to individual Fire Department applicants)

Pufall moved, Mettillie seconded a motion to approve the application and award for the 2017 WDNR Forest Fire Protection Grant in the amount of \$4,375.82. The motion passed unanimously by voice vote.

Agenda Item 7K: Approve a Resolution Accepting Workmanship of Ruotsala Construction LLC and Approve the Final Payment on the U.S.H. 2 Water Main Replacement Project (Public Works)

On March 14, 2017, the Council approved to enter into a contract with Ruotsala Construction LLC to replace aging water main along U.S.H. 2 from approximately 20th Avenue East to the westerly Walmart entrance. The City Council approved total expenditures for the work not to exceed \$571,097.50 (includes construction, engineering, admin and testing). The project was substantially completed July 21, 2017, and the final cost came in below the approved funding amount.

Pufall moved, Doersch seconded a motion to approve a Resolution accepting workmanship of Ruotsala Construction LLC and approve the final payment on the U.S. Highway 2 Water Main Replacement Project in the amount of \$48,043.10 to be funded through TIF Funding. The motion passed unanimously by roll call vote. **(File #17413)**

Agenda Item 7L: Approve a Resolution Accepting Workmanship of Northwoods Paving Company and Approve the Final Payment on the 2017 Pavement Resurfacing Project (Public Works)

On April 18, 2017, the Council approved to enter into a contract with Northwoods Paving Company to provide pavement resurfacing services. The City Council approved total expenditures for the work not to exceed \$483,092.84 (includes construction and 5% contingency). The project was substantially completed August 21, 2017, and the final cost came in below the approved funding amount.

Pufall moved, Mettillie seconded a motion to approve a Resolution accepting the workmanship of Northwoods Paving Company and approve the final payment on the 2017 Pavement Resurfacing Project in the budgeted amount of \$28,933.20. The motion passed unanimously by roll call vote. **(File #17414)**

Agenda Item 7M: Approve a Resolution to Ratify Actions Taken Previously by Council at the October 31, 2017 Council Meeting (Mayor)

At the October 31, 2017 Council meeting, the Council took action on the above items with seven Councilors present when it was erroneously believed that a Quorum of the Council was present. On December 5, 2017, staff became aware of the error. In reference to item 7G, legal Counsel from Quarles and Brady, who are advising the Council regarding the Sale of Promissory Notes (item 7G), have advised the City that the lack of a quorum on October 31, 2017 does not affect the legality of the subsequent sale and award of the Notes on

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November 14, 2017. Council is being asked to ratify all previous actions taken at the October 31, 2017 meeting in order to correct the defect in process of an inadequate quorum.

Doersch moved, Moore seconded a motion to approve a Resolution to ratify actions taken previously by Council at the October 31, 2017 Council meeting. The motion passed unanimously by roll call vote. **(File #17415)**

Agenda Item 7N: Approve a 30-Day Extension of the Six-Month Timeframe Established for the Conditional Use Permit Issued to Bay City Rentals, LLC Per Resolution No. 17367, for an Additional 30 Days (Planning)

Earlier in 2017, a Conditional Use Permit (CUP) was issued to Bay City Rentals, LLC, (Resolution 17367) to allow for general warehousing, light manufacturing (of small homes), research and development, and related light manufacturing uses in the City Center District. The CUP was “approved for a period of six months unless renewed.”

This CUP was issued prior to the recent UDO amendment (August, 2017) which established the effective date of CUPs. It was actually after this CUP was issued that it was realized the UDO language was ambiguous as it pertained to the effective date of CUPs, and the amendment was then brought forward. As such, this CUP became effective under the prior ordinance language, meaning it had to be signed and delivered to the applicant to become effective. The Resolution was signed and then provided to the applicant on June 15, 2017. Based on this effective date, the CUP needs to be renewed by December 15, 2017, in order to continue to be in effect for the use of the property.

Staff requested that the Council approve an extension to the original six month timeframe for an additional 30 days to allow the applicant to be present at the Council meeting when this item will be discussed, and to be able to provide a response with regards to the CUP and status of the conditions that were placed on it. The renewal of the CUP would then be placed on the January 9, 2018 Council Agenda for consideration and action. At the January 9th meeting, Council will have an ability to then let the CUP lapse/expire, renew it, or renew it with new deadlines and/or conditions.

Pufall moved, Moore seconded a motion to approve a 30-day extension of the six-month timeframe established for the Conditional Use Permit issued to Bay City Rentals, LLC per Resolution No. 17367, for an additional 30 days beginning the date of this Council meeting, December 12, 2017. Williamson requested a roll call vote be taken. The motion passed 9-1 by roll call vote; opposed was Williamson.

Agenda Item 8: Adjournment

Mettille moved, Doersch seconded a motion to adjourn. The motion passed unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant
City Clerk

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PRESENT: Richard Ketring, Carl Doersch, David Mettillie, Pat Kinney, Charles Ortman, Donna Williamson, Dick Pufall, Jackie Moore

ABSENT: Holly George (excused), Jerry Teague (excused), Joel Langholz (excused)

ALSO PRESENT: Mayor Deb Lewis, City Administrator Mary Garness, City Attorney David Siegler, City Clerk Denise Oliphant, Finance Director Julie Vaillancourt, Public Works Director Dennis Clark, Public Works Administrative Manager Sharon Campbell

Agenda Item 1: Roll Call

Roll call was taken by the Clerk.

Agenda Item 2: Council President's Report

President Kinney deferred giving a report.

Agenda Item 3: City Administrator's Report

City Administrator Mary Garness provided a memo to Council highlighting events and activities taking place. Garness also made a request to remove Agenda Items 5 and 6 from the agenda stating they are relating to personnel issues in which the Human Resources Director should be present for, and she is not. Further, she noted that Items 5 and 6 contained content that should be discussed in closed session only. Mettillie moved, Moore seconded the motion to remove Agenda Items 5 and 6 from the Committee of the Whole agenda. The motion failed 5-6 by a show of hands.

Agenda Item 4: Approval of the Agenda

Ketring requested to remove Agenda Item 8 from the agenda.

Ketring moved, Williamson seconded a motion to approve the agenda with Agenda Item 8 removed as requested. The motion passed unanimously by voice vote.

Agenda Item 5: Discussion and Possible Action Related to Salary Range and Filling of the Utility Superintendent Position (Kinney)

The Utility Superintendent position has been vacant for approximately 15 months. The position was advertised with a salary range of \$67,000 - \$72,000. At a budget meeting in October, the HR Director stated that the salary was not the reason that the City has not been able to fill the position.

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The importance of hiring a qualified Utility Superintendent as soon as possible cannot be overstated. At the October 10, 2017 Council meeting, Council adopted a resolution adopting the 2017 Sanitary, Water and Street Improvements Master Plan by Strand. The plan estimates that approximately 96 million dollars will be needed over the next 30 years.

The agenda bill for the resolution to adopt the Master Plan included:

The main point is that a plan must be developed, the funding must start, and the City's philosophy of improving infrastructure must be a top priority. This investment in the infrastructure and a long term plan will allow Public Works to work efficiently towards solving the inflow and infiltration problem, keep the water and wastewater systems reliable for fire protection and general use, deliver safe and clean drinking water to the rate payers, and address aging roads.

A qualified Utility Superintendent is needed to provide leadership to implement the Master Plan. It is not enough to simply hire someone who can manage the day-to-day activities of the Water and Wastewater Plant. Leadership is needed to address issues that require long term planning and funding.

The challenge of finding sufficient funds to address water and wastewater issues is a serious issue. In the Daily Press article "Great Lakes Report Outlines Challenges " from November 29, 2017, Mayor Lewis when asked about the City of Ashland's Master Plan said, "If the city had enough resources, the plan calls for around \$1.7 million in wastewater improvements next year along with roughly \$600,000 in water updates." The article continues with the Mayor stating that the "plan requires more borrowing than the city is capable of doing".

These statements only reinforce the view that a qualified Utility Superintendent is needed immediately to provide leadership to not only operate the plant efficiently, safely, and to extend the life as long as possible, but also to provide leadership in identifying funding sources and working with the leadership in the City of Ashland to ensure that improvements are made in a timely manner. Doing anything less will only increase long term costs and defer problems to future generations.

A salary range of \$67,000-\$72,000 has not attracted a qualified candidate in the past 15 months.

Kinney requested for Administration to provide a memo to update Council as to the progress of the salary range study.

Ketring requested a report from Administration regarding the status and/or of the reorganization plan from the time of implementation in 2016 to the present.

Agenda Item 6: Discussion and Possible Action Related to Hiring Limited Term Employees in Public Works as Full-Time Employees (Kinney)

In 2017, Public Works (and perhaps other departments) hired Limited Term Employees (LTEs). Council was informed a year ago or so that Public Works wanted to offer compensation that was higher than in the past, at least for some positions. The goal was to attempt to attract LTEs that may be candidates for filling full-time positions that become available. Because of reorganization over the past several years in Public Works and asking (requiring) employees to work on a wider variety of tasks than in the past, it is important that Public Works hires new employees that have the skill set needed to compliment the skills of others in the department.

Council has not been informed how this has worked out. Council was not informed of the policy of how the City would hire an LTE on a permanent basis that is a strong candidate for a position. LTE positions by their very definition come to an end. How is the City transitioning attractive LTE candidates from being an LTE to a full-time position when positions are either currently available or will be fairly soon due to a retirement or other anticipated reasons for a vacancy? If the positions are budgeted, or if there is money in the budget to hire the LTE at the end of their LTE term, is the City doing this and what is the policy? Not hiring an LTE at the end of their LTE term means the LTE must seek other employment and the City risks losing a desirable candidate. Further, if the LTE has a gap in employment from the end of their LTE term to becoming a City employee, does the City have to pay the unemployment benefits? If that is the case, does it make sense to make a determination of which (if any) LTEs to hire as they near the end of their employment as an LTE so that they can continue working for the City and the City not having to pay unemployment compensation?

After much discussion, Pufall moved, Ketring seconded a motion to ask Administration to develop policy and procedures for transitioning LTE employees to full-time positions if the opening were to become available.

Williamson requested from Administration monthly updates regarding the hiring practices of the City and any progress of policy pertaining to this.

The motion passed unanimously by voice vote.

Agenda Item 7: Discussion and Possible Action to Approve of the 2018 Water and Wastewater Utility Budgets (Public Works)

The City of Ashland operates two municipal utilities – a Water Utility and a Wastewater Utility. Both are operated as enterprise funds of the City meaning that they are intended to be stand-alone enterprises that cover the expenditures of operations via user fees (water and wastewater bills). They are not intended to be subsidized by tax dollars. To be able to maintain service, the Public Works and Finance Departments will review the need for a rate increase for both the Water and Wastewater Utilities for 2018.

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ASHLAND WATER UTILITY ENTERPRISE FUND

The Ashland Water Utility is a separate enterprise fund of the City of Ashland. The Utility provides water treatment and distribution services to customers within the City. It is a regulated Utility meaning that it operates under the rates and tariff established by the Public Service Commission of Wisconsin (PSCW). The Wisconsin Department of Natural Resources regulates the Utility on matters of public health.

Since 1997, when the operations of the Utility were reorganized, all activities of the Utility have been managed by the Director of Public Works with operations under the direct supervision of a Utility Superintendent. The Utility Superintendent position has remained vacant since October of 2016. All financial accounting, customer contacts, and meter reading for the Utility are carried out by the City's Finance Department. The accounting records of the Utility are maintained in accordance with the Uniform System of Accounts prescribed by the PSCW. The expenses associated with the Water Utility including those related to meter reading, accounting for Utility expenses and revenues, auditing, payroll, and reporting are paid via utility user fees. The cost to the Water Utility for 2018 is \$149,500 for this service. The Water Utility pays a PILOT fee to the City annually. The PILOT fee is property in lieu of taxes granted by the State to municipalities. The 2018 fee is \$391,530. The Utility operates and maintains a 2 million gallon per day computer automated microfiltration surface Water Plant with 192 filters, elevated tower, standpipe, booster station, and distribution system. The WTP processes approximately 227 million gallons a year.

As water is finished at the plant, it enters the clear well. Then via 3 high service pumps, water is sent to the standpipe (near Lake Superior Elementary School) and elevated tower (Beaser Avenue south of Maple Lane) whereupon it enters the distribution system and flows into the two pressure zones that comprises the City's distribution system. The distribution system components include 59 miles of piping, 1,363 valves, 530 hydrants, 8 distribution pumps, 3 storage facilities, over 3,500 water meters and 3,475 curb stops.

Almost half of the distribution system is nearing 140 years of service which brings some unique issues to the management of the system. Past practices have not allowed rate increase to keep pace with the cost of maintaining this system. Items include lead water services to many of the City's older households. The City has been replacing those portions of lead services within the public right-of-way on capital projects. In 2017, the City was awarded a \$300,000 grant from the Wisconsin DNR for the replacement of lead services on the private side. Approximately 70 homeowners took advantage of the grant. Monies not expended from the 2017 grant will be carried forward and can be used along with the 2018 grant that was awarded to the City. The City has many fire hydrants that are deficient and are on undersized mains. The City has been replacing these ancient hydrants as streets and their accompanying utility infrastructure are replaced. Much needs to be done to provide safe drinking water for the City and provide ample fire protection.

COMMITTEE OF THE WHOLE MEETING

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Products & Services:

- Delivery of potable drinking water to customers that satisfy the requirements of the Wisconsin Department of Natural Resources, Public Service Commission of Wisconsin and federal regulators.
- Operation and maintenance of the Utility’s Water Treatment Plant, distribution system, elevated storage tanks, and booster stations.
- Maintaining adequate fire flows within those portions of the community served by the Utility.
- Reading, maintenance and replacement of meters.
- Monthly billing of water service.

Staffing:

The municipal Utilities of the City have had an authorized staffing level of twelve Operators and one Superintendent. Employees are distributed between the Water and the Wastewater Utilities.

The Water Utility budget provides for five Operators. In addition, the budget provides for 50% of the annual salary of the Utility Superintendent, 20% of the salary of the Public Works Director, 25% of the salary of the Public Works Administrative Manager, and 25% of the wage of the Public Works/ Utility Clerk.

STAFFING FTE POSITIONS	2012	2013	2014	2015	2016	2017	2018 Budget
Utility Superintendent	.5	.5	.5	.5	.5	.5	.5
Utility Operator I	1	1	1	1	1	1	1
Utility Operator II	3	4	2	3	3	4	3
Utility Operator III	1		1				1
Vacant Operator III				1	1		
LTE							.5
TOTAL	5.5*	5.5	4.5	5.5	5.5	5.5	6.0

The 2018 Water budget maintains municipal water service within the utilities service area. The budget does provide for:

- Amortization of the water filters.
- Equipment Replacement
- Facility Improvements
- Valve Replacement
- Tower and Standpipe Inspections

User Rate Studies:

The Public Service Commission of Wisconsin approved overall water revenue increases of 36% in 2013, 3% in 2015, and 18.8% for 2017. The 2018 budget provides for a rate of return of 3.957% which is just under the 5% rate of return allowed by the PSCW.

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ASHLAND WASTEWATER UTILITY ENTERPRISE FUND

The Ashland Wastewater Utility is a separate enterprise fund of the City of Ashland. The Utility provides wastewater collection and treatment service to properties within its service area within the City. The Utility provides service to the Northern Great Lakes Visitors Center in the Town of Eileen under contract.

Since 1997, when the operations of the Utility were reorganized, all activities of the Utility have been managed by the Director of Public Works with operations under the direct supervision of a Utility Superintendent. The Utility Superintendent position has remained vacant since October of 2016. All financial accounting, customer contacts, and meter reading for the Utility are carried out by the City's Finance Department. The expenses associated with the Wastewater Utility including those related to meter reading, accounting for Utility expenses and revenues, auditing, payroll, and reporting are paid via utility user fees. The cost to the Wastewater Utility for 2018 is \$140,417 for this service. The Utility is not regulated by the Public Service Commission of Wisconsin. The Utility operates under the rules and regulations of the Wisconsin Department of Natural Resources. The Wastewater Plant operates under a discharge permit issued by the WDNR. The permit is renewed every five years. The permit was last approved in 2017.

The Utility operates and maintains the Wastewater Treatment Plant and collection system consisting of gravity flow sewers, force mains, and lift stations. The plant is designed to process up to 3.8 million gallons of wastewater each day. As it returns water to the lake, testing has shown the plant's effluent is consistently cleaner than the lake water itself. The current WWTP is 26 years old and is nearing the end of the design life of wastewater plants for several components and structures. Although there is no immediate need to add on to or replace the plant, its operating cost will continue to increase as equipment wears out or requires more frequent repairs and/or replacement. Increasingly stringent requirements placed upon the Plant's wastewater discharge permit (such as increased phosphorous or mercury removal) may require changes in processing equipment, or additions and redesign of the Plant itself in upcoming years.

In 2017, the Common Council approved the Supervisory Control and Data Acquisition (SCADA) system improvement project. This +/- \$2,000,000 project will be used to assist the staff in operation of the wastewater and water systems. It is basically an industrial computer system consisting of both hardware and software components. The operators control processes, monitor both plant operations, and collect data for reporting using the SCADA system that ties all the various sites around the City together.

The collection system is made up of approximately 60 miles of pipe and 12 lift stations. Wastewater is gravity fed to the lift stations and then pumped to the WWTP via force mains. The Utility is attempting to address infiltration and inflow issues as financial resources become available.

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The gravity flow collection system consists of significant sections of vitrified clay pipe that were installed near the end of the First World War, 1918. Past practices have not allowed rate increases to keep pace with the cost of maintaining this system. The aging infrastructure of the collection system is the largest concern management has for the system at present. Excessive inflow and infiltration into the collection system occasionally causes the WWTP to exceed its operating capacity. Much needs to be done to provide reliable wastewater collection for the City and reduce the backup of sewage into basements.

Products & Services:

- Collection of wastewater from properties served within the service area of the Utility
- Treatment of wastewater collected by the Utility to standards required of regulatory agencies
- Treatment of landfill leachate
- Treatment of septage hauled from private on-site waste systems
- Public and private water testing
- Land application of sludge

Staffing:

The 2018 Wastewater Utility budget provides for six Operators and a Laboratory Technician. In addition, the budget provides for 50% of the annual salary of the Utility Superintendent, 20% of the salary of the Public Works Director, 25% of the salary of the Public Works Administrative Manager, and 25% of the wage of the Public Works/Utility Clerk. Currently, there is one vacant position in the Utility:

STAFFING FTE POSITIONS	2012	2013	2014	2015	2016	2017	2018 Budget
Utility Superintendent	.5	.5	.5	.5	.5	.5	.5
Utility Operator I	1	1	1	1	1	1	1
Lab Technician	1	1	1	1	1	1	1
Utility Operator II	3	3	4	4	4	4	3
VACANT	1			1	1	1	0
LTE		1					.5
TOTAL	6.5*	6.5	6.5	7.5	7.5	7.5	6.0

The 2018 Wastewater budget maintains municipal sanitary service within the Utilities service area. The budget does provide for:

- Lift station rehabilitation
- Increase in labor hours and maintenance of the sanitary sewer collection system as permitted by the purchase of the new sewer camera

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User Rate Studies:

Because the Wastewater Utility is not regulated by the PSCW, the Council can adjust the rates of the Utility anytime the need requires. The Council approved a 5.9% increase on May 28, 2013. On May 10, 2016, the Council approved rate increases of 17.8% for 2016 and 4.4% for 2017.

Unlike the Water Utility, the Wastewater Utility maintains an equipment replacement fund pursuant to the covenants contained within the State of Wisconsin Clean Water Fund agreements. This fund is for equipment replacement and major maintenance related to equipment. It does not include building, collection system, and other non-mechanical items. Therefore, the 2018 budget includes a provision for Collection System and Other Asset Replacement.

Finance Director Julie Vaillancourt presented highlights of both budgets and fielded questions from Council. Ortman moved, Mettelle seconded a motion to approve the 2018 Water and Wastewater Utility budgets as presented. The motion passed unanimously by voice vote.

Agenda Item 9: Adjournment

Moore moved, Ortman seconded a motion to adjourn. The motion passed unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant
City Clerk



AGENDA BILL

Ref: 004

COMMITTEE AGENDA:
COUNCIL AGENDA: 5A (01/09/18)

SUBJECT: Mayoral Appointments

Beautification Council

Elaine Peterson Term expires February 15, 2021 (Reappointment)

Ashland Housing Authority

Thomas Mathison Term expires January 11, 2022 (Replacing Ernie Bliss, who resigned)

RECOMMENDATION: Approval

DATE SUBMITTED: January 2, 2018

CLEARANCES: N/A

EXHIBITS: Volunteer Forms

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: N/A

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: N/A

SUMMARY STATEMENT:

The Mayor is recommending the appointments as listed.

OFFER TO VOLUNTEER FORM

Mayor of Ashland, City of Ashland, 601 W. Main St, Ashland, WI 54806
Phone: 715-682-7071 Fax: 715-682-7048 bwhalen@coawi.org

I would like to be considered a nominee for the following Committee or Committees:

Ashland Beautification Council
Other Area Parks; Library; Museum

Brief statement of education and training:

Graduated from HS, studied for certificates in
medical technology/medical transcription; Associate
degree in office administration.

Biography

(Need a sense of who you are as an individual, examples: general background, work history, life experiences, volunteer activities, special interests, special skills, hobbies, personality, people skills, etc)

Worked 24 1/2 yrs in medical transcription / supervisory
at Memorial Medical Center, 1 1/2 yrs dental assistant;
medical technologist at St. Mary's Duluth. Grew up in a family
of 3 (learning the hard work of farming / gardening); married
& raised 2 sons. Have volunteered in church activities / on WTC
advisory board, AHA for Lutheran; excellent typist & special computer

skills; digital photography / compiling photos / packages; enjoy flower
growing / craft of many kinds. Home decorating. Great at
Individual References or Referred by (include phone #):

Sally Fox - 715-765-4553
Helan Hopton - 715-278-3326

Contact Information:

Elaine Peterson 715-682-9655
Name (print) Phone
809 11th Ave West 4/25/13
Address Date
Email: epeterson 3107 @ charter.net

Baking
Walking
Country
skating
Enjoy
Traveling
Reading
Have a
pet

enjoy many friends; Patient & empathetic person
Leader

OFFER TO VOLUNTEER FORM

Mayor Debra Lewis, City of Ashland, 601 Main Street West, Ashland, WI 54806
Phone: 715-682-7071 Fax: 715-682-7048 dlewis@coawi.org

I would like to be considered a nominee for the following Committee or Committees:

ASHLAND HOUSING AUTHORITY BOARD MEMBER

Brief statement of education and training:

2 YRS. COLLEGE, WORKED A VARIETY OF JOBS INCLUDING SALES, SOCIAL SERVICES, AND CONSTRUCTION.

Biography:

(Need a sense of who you are as an individual. Examples: general background, work history, life experiences, volunteer activities, special interests, special skills, hobbies, personality, people skills, etc.)

I AM A PEOPLE PERSON WHO HAS ALWAYS HAD A HEART FOR THE UNDERDOG. I AM A RESIDENT IN BAY TOWERS DUE TO A STROKE IN 2014 AND SOME OTHER

MEDICAL CONDITIONS. I LOVE LIVING HERE! I THINK ^{QUALITY} HOUSING, ESPECIALLY FOR THOSE WHO ARE LOW-INCOME OR HAVE PHYSICAL OR MENTAL CHALLENGES, IS SO IMPORTANT. I ENJOY READING AND

CURRENTLY VOLUNTEERING FOR THE BRICK, WITHIN ACTION, AND THE SALVATION ARMY. BEING OUTSIDE, AND PLAYING WITH MY GRANDKIDS!

- KATHY BEESMA (EXEC. DIRECTOR AHA) - 715-682-7066
- MEGAN (FIA DIRECTOR) - 715-781-4123
- JIM McFETRIDGE - THE BRICK - 715-682-7425

Contact Information: <u>THOMAS MATHISON</u> <u>715-209-2709</u>	
Name (Print)	Phone Number
<u>319 CHAPPLE AVE - APT. #507</u>	
Address <u>ASHLAND, WI 54806</u>	
<u>STAYTHECOURSE11@GMAIL.COM</u>	<u>12/11/17</u>
Email:	Date



AGENDA BILL

Ref: 007

**COMMITTEE AGENDA:
COUNCIL AGENDA: 6A (01/09/18)**

SUBJECT: Operator's Licenses

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

DATE SUBMITTED: January 3, 2018

CLEARANCES: Approved by Police Department

EXHIBITS: N.A.

EXPENDITURES REQUIRED: N.A.

AMOUNT BUDGETED: N.A.

APPROPRIATION REQUIRED: N.A.

TREASURER'S CERTIFICATE: N.A.

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: N.A.

RECOMMENDATION: Motion to approve Operator's Licenses

SUMMARY STATEMENT: The following individuals have applied for an operator's license:

Thomas J. Hmielewski
Ryan M. Lowney

Shelly M. King
Caitlyn L. Severson

Lindsay N. Larson

AGENDA ITEM 1: ROLL CALL

Lloyd Orensten called the Airport Commission meeting to order at 4:30 p.m.

Present: Rick Korpela, Tom Bouchard, Lloyd Orensten

Absent:

Excused: John Coffey & Jerry Teague

Also Present: John Sill, Airport Manager

AGENDA ITEM 1: Roll Call

AGENDA ITEM 2: APPROVAL OF MINUTES (October 31, 2017).

A motion was made by Tom Bouchard, seconded by Rick Korpela, to approve the October 31, 2017 minutes. The motion passed unanimously.

AGENDA ITEM 3: CITIZEN PARTICIPATION PERIOD

None.

AGENDA ITEM 4: COMMISSION ITEMS

→ Mika Hangar – Taxiway Aprons

Sill told the Commissioners that Mika again asked about his hangar taxiway aprons. Sill has talked with the BOA and Becher & Hoppe reps and it is no big deal to add it to the ALP, which will be updated this spring. If the Commission wants to actually do the project they would have to petition for it, just like any other airport project. Then a public notice would be put in the paper, a public hearing/meeting would be held to decide whether to move forward. Sill does not know the cost for the taxiway, what specs might be, etc. But, for example, if the project was \$100,000, the airports portion would be \$5,000. Orensten noted that it is possible, if someone wants to pitch in, money can come from other sources. Commissioners discussed the issue further. Sill noted that reps from Becher & Hoppe will be coming to the Ashland airport on December 14th to get the lay of the land, discuss upcoming projects, ALP, etc. Orensten mentioned that the ALP is just a wish list, doesn't mean that those projects listed will happen, but they need to be there in case opportunity arises.

AGENDA ITEM 5: Airport Manager's Report

Sill will be taking some time off for a medical procedure; will be off for 2-3 weeks. While recovering, Tom Bouchard, Phil Wesner and Dave Skinnes will all assist in running the airport.

Sill thanked Dan Homola from Ashland Public Works for putting in the new front door.

AGENDA ITEM 6: Approval of Bills

The list of bills was presented by Sill. The total amount of the bills came to \$9,262.27.

A motion was made by Bouchard, seconded by Korpela, to pay the bills as presented. The motion passed unanimously.

AGENDA ITEM 7: SET NEXT MEETING DATE

The next Airport Commission meeting will be held December 21, 2017, at 4:30 pm, at the JFK Airport.

AGENDA ITEM 8: ADJOURNMENT

A motion was made by Korpela, seconded by Bouchard, to adjourn. The motion passed unanimously.

Kim Westman

HARBOR COMMISSION MEETING

September 13, 2017

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PRESENT: Thomas Yankee, Paul Gierczic, Tom Grosjean, Paul Gilbertson, Randy Harvey & Dick Pufall

ABSENT:

EXCUSED: Jim Tomczak

ALSO PRESENT: Marina Manager-Scott Stegmann

Dick Pufall called the meeting to order at 5:15 p.m.

Agenda Item 1: Public Comment

None.

Agenda Item 2: Approval of June, 2017 Minutes

A motion was made by Yankee, seconded by Gierczic, to approve the June, 2017, minutes. The motion carried unanimously.

Agenda Item 3: Financial Statement

Commissioners discussed the financial statement.

A motion was made by Grosjean, seconded by Gierczic, to approve the financial statement. The motion carried unanimously.

Agenda Item 4: Unfinished Business

A. Approval of Dock Bid from Shoremaster

Stegmann received one official bid on the dock from Shoremaster; bid was \$265,115.00. Note: This bid is strictly for the dock and does not include assembly. Shoremaster used to do the complete package of assembly and in the water, but no longer does this.

Stegmann did talk with a guy who is with Diversified Dock and Welding and he does dock assembly. To pre-assemble the dock, it would have to be shipped to MN where he would pre-assemble the dock and then bring it here to float it. The cost would be \$32,000 to pre-assemble and \$24,500 to bring it to Ashland to install it in the water, for a total of \$56,500. At this time Stegmann has not put out for bids the dock assembly, but the assembly will have to be bid out.

In addition, these bids do not include electrical and water; Stegmann estimates about \$10,000 for electrical and \$5000 for water.

Total cost for the dock when everything is done would be about \$336,615.

Commissioner's inquired as to what the insurance will be reimbursing the marina for the dock damage; amount is \$134,615.

Harbor Commission would pay a balance of approximately \$202,000.

Commissioners proceeded to discuss the situation.

A motion was made by Yankee, seconded by Gilbertson, to approve the dock bid from Shoremaster to replace A Dock in the amount of \$265,115; contingent upon the dock assembly bid not to exceed \$56,000. The motion carried unanimously.

HARBOR COMMISSION MEETING

September 13, 2017

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Agenda Item 5: New Business

A. Manager's Report

Superfund is claiming they will be done with the mechanical side of dredging the end of this year; plan to finish the project next year.

Tom Perry, Project Manager will give the Harbor Commission 50 yards of quarry rock/stone, Stegmann will find someone to pick it up and move it.

In the boat launch area, Public Works will drop some gravel and pack in the potholes.

The marina is starting to pull boats, 4 boats to be pulled next week.

A motion was made by Gierczic, seconded by Gilbertson to adjourn. The motion carried unanimously. Meeting was adjourned.

Kim Westman

Historic Preservation Commission (HPC)
October 16, 2017
Meeting Minutes

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Present: Stephen G. Schraufnagel, Jeff Muse, Joan Haukaas, Richard Peterson, Dick Pufall, Allen Smiles, April Kroner and Megan McBride

Excused Absence: Magge Ericson

Note: This was the first HPC meeting that Megan McBride has attended. She has replaced Rose Spieler-Sandberg representing the City of Ashland.

Called to Order: 5:05 p.m. Adjourned 6:05 p.m.

Location: Council Chambers on the main level at the Ashland City Hall

Email Addresses: Joan Haukaas hawk722@charter.net, Dick Pufall rpufall@yahoo.com, Richard Peterson cullyskid@gmail.com, Stephen G. Schraufnagel stephenschrauf@gmail.com and stephen@csdesignengineering.com, Allan Smiles ashjewel@cheqnet.net, Magge Ericson magge.e@charter.net, Joe DeRose joe.deroose@wisconsinhistory.org, Sara Chase schase@ashlanddaily.press.net, Jeff Muse jmuse@nwcep.org, Megan McBride mmcbride@coawi.org

Public Input (five minutes max): No comments at this time.

Minutes: The previous meeting minutes of August 7, 2017 were approved as written with the following change: Joe DeRose comments were changed from a *few* examples in Ashland, to a *number* of examples in Ashland. Motion to approve the August 7, 2017 meeting minutes was made by Rich Peterson and seconded by Jeff Muse. **Motion carried.**

Update on Public Hearing for Nominee Listing: The attached list of potential nominees discussed in detail. Megan McBride will go around to each suggested nominee on the list and will take up to four (4) photographs of each house. She will then share that with our group for review of the historic details noted.

Old Business

Final Update on Historic Building Study Grant, which has been completed: April Kroner and Megan McBride have done the final editing work and will be emailing/ mailing their comments to Traci Schnell at Heritage Research. A minimum of 24 **FINAL** printed copies has been requested, along with a CD for reprinting the report and photographs, if necessary.

Update on Royal Theater and Pabst Building: The building owner (Peoples Bank of Hayward) has begun repairing and repainting the front façade of these buildings, at the request of Bob Miller, the City of Ashland Building Inspector.

New Business

Review & Approval of Applications for Certificate of Appropriateness: None at this time.

Update on Plaques and their Placement in the Community: No update at this time.

Compile Future Historic Preservation Nominee Listing: Megan McBride will check into a few of our churches in the area to see if they wanted to be added to the nominee listing.

Discuss Nomination of Fifield Row as a Historic District: The options discussed are listed in the Historic Survey, which was prepared by Heritage Research.

Available Funding to look into the Historic funding for Fifield Row District: The HPC group has asked Megan McBride to check with Traci Schnell to see what funds are available to secure a grant for the Fifield Row District development.

Announcements/Reports/Comments/Questions: The Eleventh Annual Historic Preservation Conference is scheduled for the weekend of October 20, 2017. The conference will be held in La Crosse, WI. At this time, it appears that no one from our group would be in attendance at it.

Set Future Meeting Dates: The next HPC meeting is set for December 18, 2017 @ 5:00 p.m. in the Council Chambers. The following meeting will be held on March 5, 2018, which will be the date of the Public Hearing for proposed nominee listings. The meeting after that will be held on May 21, 2018.

A motion to adjourn this meeting was made by Joan Haukaas. The motion was seconded by Rich Peterson. **Motion carried.**

Respectfully submitted,

Stephen G. Schraufnagel, Architect
Chairman of the City of Ashland
Historic Preservation Commission

City of Ashland- Housing Committee Meeting Minutes

A meeting of the Ashland Housing Committee was held on **Wednesday, November 8, 2017, at 8:30 a.m.** in the **Council Chambers at City Hall, 601 Main St. West**

Committee Members Present: Mayor Lewis, Bob Miller, Ana Tochterman, Mark Hoglund, Jen Lucius, Joel Langholz, Betty Harnisch, Liz Franek

Staff Present: April Kroner, Megan McBride

Attendees: Ginger Nuutinen (replacing Tom Waby as committee member), Sam Ray (representing Liz Seefeldt and The BRICK)

Bob Miller opened the meeting at 8:30 a.m.

Agenda

1) **Consent Agenda**

Motion to approve the agenda by Betty Harnisch. Seconded by Bob Miller. Passed unanimously.

2) **Approval of minutes from September 13th, 2017 and October 11th, 2017**

Ana Tochterman provided two points of correction to the minutes.

Motion to approve minutes with corrections by Liz Franek. Seconded by Ana Tochterman. Passed unanimously.

3) **Citizen Comments**

No citizen comments.

4) **Old business**

a) **Updates**

i. **Update on HIP Program**

Megan McBride provided photos and overall budget numbers for 2017. She will bring the final "after" photo for the project still being worked on to the next meeting.

Mayor Lewis provided an overview of the intent and structure of the program.

April Kroner explained that the amount approved for each project is dependent on the scope and impact of the improvements. She also highlighted some of the ways that the community has gotten involved through volunteer assistance and discounted pricing to help the funding go as far as possible.

Megan McBride discussed plans for future partnership with Crossroads to cut down on project costs and expedite the application process.

April Kroner let the committee know that they can direct any suggestions for future projects located on visible corridors to Megan.

Megan McBride said she would work on compiling a list of potential properties to invite to the program and bring to the committee at a future meeting.

Ginger Nuutinen asked if HIP funds are available for rental property as well.

April Kroner explained that funds are only for single-family residential homes at this time as specified by the program donor.

Ana Tochtermann suggested that sustainability of the program beyond the life of the current funds be considered, such as developing more intentional impact assessment methods for the program and looking into additional funding which could utilize existing funds as leverage.

Megan McBride said she would look into these items.

ii. Update on property maintenance.

Bob Miller provided the following updates:

- 1) 509 Main Street West: He explained that new windows have been ordered, and that Mary McPhetridge from the Chamber of Commerce is working on getting keys from the property new owners to put Christmas decorations in the windows.

Mayor Lewis explained that this property is owned by People's Bank in Hayward which now has a new bank president who is enthusiastic about working with the city on this property.

- 2) 600 Main Street East: He provided the letter of interest provided by the property owner stating he would like to donate the property to the city as is. The next steps in the process will be to bring this item forward to the Planning Commission and City Council.

Betty Harnisch asked for an overview of the conversation about this property at the last meeting.

Mayor Lewis explained that the committee approved accepting the donation to facilitate marketing of the site to developers.

April Kroner said that the city would like to see this property addressed in a timely manner, so the desire for the city to take on the property would be to ensure it is marketed effectively and does not continue to sit in disrepair.

Mayor Lewis added that the property owner has been provided ample time to sell the property, and has been unable to thus far.

Liz Franek pointed out that anyone who takes on the property would have to address the bed bug issue.

Mayor Lewis agreed, and said that most reputable landlords would know how to do so effectively.

Liz Franek asked if any homelessness service providers have expressed interest in the building.

Mayor Lewis said she was not aware of any interest in the building at this point.

Ginger Nuutinen asked if the city has confirmed that the building is structurally sound.

Bob Miller said he does not believe a thorough structural analysis has been done, but the building does not appear to be leaning.

Mayor Lewis suggested that a thorough inspection be done before the item is brought to Plan Commission and Council.

Bob Miller explained that an inspection would be difficult due to the amount of junk that is currently inside of the building.

Mayor Lewis asked if it could be assessed from the outside.

Bob Miller said that many of the potential issues will be found buried behind the walls, but he thinks the building is generally solid though it will require a significant investment to fix it up.

April Kroner said she would like to see the property owner be required to take down the accessory structure before the city would agree to accept the donation.

Bob Miller said he wasn't sure how the city could require him to do so.

April Kroner suggested that the city could refuse to accept the donation if he does not take down the accessory structure.

- 3) 612 6th Street West: Bob Miller explained that this is another property with bed bugs, and the property owner has had issues getting the tenants out of the home. The downstairs tenants had already moved out, and the upstairs tenants would be moving out in the near future. One the building is empty the property manager can begin cleanup of the property.

- 4) 107 N 9th Avenue East: He explained that the property owner is moving out of the home, and has been getting estimates from demolition contractors.

Mayor Lewis asked if anyone had questions for Bob Miller related to property maintenance.

Betty Harnisch asked if there are preventative measures that can be taken to ensure tenants formerly living in a home with bed bugs do not carry bed bugs with them to their next residence.

Bob Miller explained that in the case of the tenants at 612 6th Street East they were asked to leave their belongings as a preventative measure.

Ana Tochterman asked if there is funding available through the county to help with cleanup and treatment related to bed bugs.

Bob Miller said he did not believe so, but mentioned an upcoming training related to bed bugs that Bob Miller and Megan McBride will be attending where they could obtain more information.

iii. Update on Beaser Ave Redevelopment Site

There have been no updates since the last meeting.

iv. Update on CDBG Housing loans

Bob Miller provided budget numbers for the program. He went over a project for which a loan was recently approved for approximately \$42,000 that will be worked on over the winter. He went over an upcoming project on the corner of 16th Ave West and 6th Street West which will be another high profile project and likely cost around \$40,000.

b) Update on discussion with NWCSA regarding possible Home projects on vacant lots in the City.

Ana Tochterman provided updates on a conversation she and Mayor Lewis had with Millie Rounsville from NWCSA, during which time Rounsville explained that funding had not been released yet but that she remained interested in pursuing a partnership with the city to create affordable housing through the Home program.

Mayor Lewis summarized the discussion from a meeting that took place involving Ana Tochterman, Mayor Lewis, Janet Bewley, Millie Rounsville, and Kathy Beeksma. Related to the Home program she clarified that it is a rolling application process with no firm deadline.

Ana Tochterman explained that Kathy Beeksma agreed to reach out to her counterpart in Bayfield with the Housing Authority who has experience with facilitating private-public partnerships using tax credits and would share the information she gains from those discussions. She also said that Senator Bewley

suggested facilitating a tour of a supportive housing program in Duluth that has on-site services for people in recovery.

Mayor Lewis summarized from the discussion that one major gap in services in the city is housing strategically targeted at assisting in substance abuse recovery. This would go beyond "sober housing" to be a supportive housing arrangement with services provided to assist people with recovery. Senator Bewley suggested that the city look into how other communities have successfully implemented similar programs.

5) New business

- a) Review request from Associated Bank to accept reduced repayment on foreclosure of CDBG Loan 017-97

Mayor Lewis explained that the person who received this loan is now in bankruptcy and cannot repay it. An offer has been made for the city to take a reduced payback amount for this loan.

Bob Miller gave his recommendation that the city accept 50% of the sales proceeds or a set dollar amount to repay part of the loan. He explained than an alternative would be to foreclose on the home and have the city take possession and responsibility for maintenance, which is not something the city would like to pursue.

Mayor Lewis agreed that the city would not want to take ownership of the home.

Ginger Nuutinen suggested the city receive 50% of the sales proceeds, no less than a set dollar amount.

Bob Miller pointed out that the benefit of requiring a percentage is that it incentivizes the property owner to get the highest sale price possible.

Mayor Lewis asked what repayment amount was requested by the property owner.

Bob Miller said that the property owner wished to pay as little as possible.

Betty Harnisch agreed that offering 50% would share the cost equally and be a good way to assist the property owner.

Mayor Lewis suggested that the owners be required to weatherize the home.

Bob Miller agreed that he would talk to them about what they should do to weatherize the home.

Motion to approve offer of 50% of the sale price by Liz Franek. Seconded by Betty Harnisch. Passed unanimously.

- b) Update on Landlord Symposium scheduled December 6th. Discuss possible agenda items.

Megan McBride provided a summary of the landlord symposium that took place in 2016, at which several landlords voiced that holding future symposiums would be helpful to them. She reached out to local service providers to compile resources that will be available for landlords at the meeting. She asked for input from the committee on possible agenda items for the upcoming meeting.

April Kroner suggested that a discussion related to property maintenance be included.

Mayor Lewis suggested that having copies of the property maintenance ordinance would be helpful.

April Kroner explained that a resource brochure explaining the property maintenance ordinance exists, which landlords could potentially provide to tenants to help them understand the ordinance as well.

Sam Raye representing the BRICK explained that an issue she sees often with people they help is that they don't have leases, which is required to receive rent assistance. She suggested that the importance of having written leases be emphasized to landlords at the meeting.

Mark Hogle suggested that within the discussion of the property maintenance ordinance there be a conversation about how landlords can hold tenants accountable for violations that landlords have limited control over fixing such as issues with vehicles.

Ginger Nuutinen suggested that language could be included in the lease that holds tenants accountable for property maintenance violations they incur by taking expenses out of their deposit.

Mayor Lewis said that one thing she heard from landlords last year was a desire for a central way to market rental properties in the city and to efficiently make connections between those who are looking for decent housing and landlords with vacant units.

Mark Hogle said that he currently uses Craigslist and Facebook to advertise. He suggested that the city could administer a Facebook page that landlords could advertise through.

Ginger Nuutinen also suggested that there be some way to screen for quality of the rentals as well.

Liz Franek suggested a page could be administered for this through the City of Ashland website.

Mayor Lewis said she didn't think the city would have staff to administer this page.

Ana Tochterman asked why Craigslist doesn't work for landlords.

Mark Høglund said that it does, but that landlords also get a lot of requests by undesirable tenants.

Ana Tochterman asked if Facebook could help with this issue.

Mark Høglund said that Facebook allows the landlord to do some level screening.

Megan McBride brought up the idea of having a discussion related to a voluntary inspection program, and asked if it would be too soon to discuss this idea.

Mark Høglund said he thought it would be too soon.

Ana Tochterman asked what would need to happen to make this type of program palatable to landlords.

Mark Høglund asked how the program would be set up, and specifically if landlords would have to pay for the inspections.

Mayor Lewis explained that the landlord would volunteer to have their property inspected and could then be added to a list that would be marketed through the city.

Ginger Nuutinen suggested that the items that would be included on an inspection checklist would be a good topic to discuss at the upcoming symposium.

Bob Miller said that the Housing Authority has a comprehensive checklist that could be used for this program.

Ginger Nuutinen suggested that the landlords be marketed rather than the properties themselves.

Bob Miller pointed out that not all rentals owned by a landlord would necessarily pass inspection, so they would have to specify by property.

Ginger Nuutinen pointed out that maintaining a list of which units are vacant/occupied would require a lot of time.

Ana Tochterman asked if the program would have to be that complex. If the city just provided a paper certificate the landlord could do the advertising themselves. She suggested that the frequency of inspections be considered to ensure they remain up to code.

Mark Høglund raised the concern of timing, as there is often a limited window of time landlords could schedule the inspection for.

Ginger Nuutinen suggested that this will be a matter of advertising and education about the program so that landlords can schedule their inspections in advance to ensure there aren't these scheduling conflicts.

Mark Hogle pointed out that this type of program would benefit landlords, but would also benefit the city.

Ginger Nuutinen voiced concerns about the time involved in keeping the database up to date when rentals become vacant/occupied.

Bob Miller suggested a simple spreadsheet be posted that can be updated as inspections occur but not according to vacancy.

Megan McBride suggested that this could be linked to the existing rental registration database to provide an easy template to update.

Ginger Nuutinen agreed that this strategy would be more feasible, and she likes the idea of having a checklist available for the landlord to do a self-inspection prior to the Building Inspector's visit.

Bob Miller pointed out that there are different models for this type of program, including self-certification programs. However, he would not want for the city to certify a property that is not actually up to code.

Ginger Nuutinen said that she likes the idea of a checklist being provided to landlords at the upcoming so they can provide feedback on inspection items they would like to see included.

Bob Miller suggested they city come up with a comprehensive checklist that also details state and local requirements prior to rental that could be provided to landlords.

Mark Hogle agreed that having the checklist available for landlords before they schedule an inspection would be helpful so they could be confident they will be certified and not waste time on inspections if they won't pass.

- c) Update, discussion, and possible action on upcoming visit by WHEDA representatives and possible future housing projects

Mayor Lewis gave an update on the governor's conference for economic development that she attended, and the upcoming meetings with WHEDA that will be occurring to discuss possible funding opportunities for future housing projects. She explained that WHEDA offers tax breaks to developers who will provide affordable housing. Projects that have already been mentioned to the WHEDA representatives included the possibility of affordable housing on the upper level of 509 Main Street West and housing options on the Timeless Timber site. WHEDA representatives will be visiting to tour potential sites and discuss funding options for the types of projects being discussed.

- d) Detailed discussion on strategic plan action items to address housing

Postponed for a future meeting.

e) Set next meeting date and discuss possible agenda items

- The next meeting will take place on December 13th
- Updates about the landlord symposium (December 6th) will be given at the next meeting
- Possible work on strategic plan to occur at next meeting

6) Announcements

No additional announcements.

7) Adjournment

Motion to adjourn by Bob Miller. Seconded by Betty Harnisch. Passed unanimously.

Meeting was adjourned at 10:45am. Minutes done by Megan McBride

Minutes of the City of Ashland Plan Commission

A meeting of the Plan Commission was called to order on **Tuesday, October 17th, 2017**
at 6:30 p.m. in the City Hall Council Chambers.

PRESENT: David Mettille, Ernie Bliss, John Beirl, Charmaine Swan

EXCUSED: Mike Amman, Katie Gellatly, Mayor Lewis

STAFF: April Kroner, Megan McBride

OTHERS:

MEETING AGENDA ORDER

1) Call to Order and Roll Call

David Mettille called the meeting to order at 6:30pm.

2) Approval of Agenda

Motion to approve the Agenda by Ernie Bliss. Seconded by John Beirl. Motion passed unanimously.

3) Consent Agenda

John Beirl made a correction to page five of the minutes.

Motion to approve minutes from September 19th with correction by John Beirl. Seconded by Ernie Bliss. Passed unanimously.

4) Public Comment

No public comments.

5) Review and Vote on a Public Art Permit request for the installation of the "Bayfront Mural" on the west elevation of 519 Main St. W (Applicant: Sue Martinsen, Ashland Mural Walk Project)

Megan McBride provided background on the proposed mural installation.

Sue Martinsen, the applicant, provided details about the proposed project which will involve relocating the Bayfront Mural formerly located inside of McDonald's to the west elevation of 519 Main Street West.

Motion to approve by John Beirl. Seconded by Charmaine Swan. Passed unanimously

6) Land Donation to City of Ashland

a) Review and Vote on a land donation, Parcel #201-03597-0000 from Kevin Kege

April Kroner provided background on the proposed land donation.

Ernie Bliss asked if the parcel is landlocked.

April Kroner confirmed that it currently would be considered landlocked, as the parcel is not served by any roads, water or sewer.

Ernie Bliss asked if this parcel is near the former Timeless Timber property and therefore could be useful in redevelopment of that site in the future.

April Kroner clarified that the proposed parcel is located closer to the Industrial Park and Walmart than the Timeless Timber site.

John Beirl asked what the staff recommendation was for this item.

April Kroner said that a staff recommendation was not made, as staff was looking for direction from the Plan Commission on this proposed donation.

John Beirl asked what vision the city could see for this parcel if they were to accept the donation, and what the benefit would be to the city.

April Kroner explained that she doesn't see any direct benefit for the city at this time. She stated that there may be wetlands on the site which would inhibit any future development, and the parcel does not fit into any vision the city currently has for future planning and development.

Charmaine Swan asked what the cost would be for the city to take ownership of this piece of land if they have no intentions of utilizing it in the foreseeable future.

April Kroner explained that the city does not maintain the land in this area in any way, so the only cost would be the yearly property taxes of approximately \$25.

Charmaine Swan asked if there are any models of best practice related to land donations that the Plan Commission should consider in their decision.

April Kroner said she did not have that information to provide, but did explain that another proposed land donation will be brought forward in the near future which is quite different as much of the land is developable and in areas targeted for redevelopment in the Comprehensive plan. She also noted that accepting this donation may send a message that the city will be willing to take similar undeveloped or undevelopable parcels in the future.

John Beirl asked if this could set a precedent.

April Kroner agreed that it could. She pointed out that the proposed parcel for donation is surrounded by city property, which could give the city ownership of the entire block. However, since the city has no current plans to develop this area she questioned how important it would be for the city to own that block.

Charmaine Swan asked how the city came to own the other pieces of land in that area.

April Kroner stated that she was unsure about how or why the city came to be in possession of the other parcels.

Charmaine Swan asked to clarify that there are no roads currently serving the property.

April Kroner explained that there is undeveloped right-of-way which could be developed into a road to access the site in the future, but no road development has occurred near the site to date.

John Beirl pointed out that there have been discussions of the city compiling an inventory of excess property to liquidate, whereas accepting this parcel could indicate the opposite in that the city is willing to take on additional property even if there is no identified use for it in the foreseeable future.

April Kroner agreed that the parcel currently does not hold value for the city as there are no plans for development in this area within our current planning horizon.

Ernie Bliss asked if there was an assumption by staff that the Plan Commission would approve this land donation.

April Kroner explained that there were no assumptions about what the Plan Commission would decide which is why staff did not make a recommendation for this item. She also noted that there are many people in the community who own undeveloped or undevelopable land such as this, and echoed Beirl's concerns about setting a precedent going forwards.

John Beirl pointed out that this piece of land also couldn't be added to the Industrial Park as there is a creek preventing this.

April Kroner noted that there are other private property owners in the area who may be interested in buying the land if the city does not accept the donation. She also explained that while staff is required to bring land donations forward when approached by a property owner, this does not guarantee that the donation will be accepted.

Motion to deny by Ernie Bliss.

John Beirl asked if the motion should be tabled until the property owner attends a meeting to make a case for why the city should accept the donation.

Charmaine Swan suggested that from a staff and policy perspective, perhaps the city should have criteria for consideration that a land donation must meet before it will be brought before committees for approval.

John Beirl agreed that he thought this would be a good idea going forwards.

Ernie Bliss pointed out that even if the donation is denied, the property owner could bring it forwards again at a later date. Therefore, he did not see any value in tabling the motion.

Seconded by John Beirl.

April Kroner said that another property owner has approached the city with an offer to donate several parcels of land, which she would like to bring forwards only if it seems to be of value to the city.

Ernie Bliss agreed that it should be brought forward if there is a need and would fit into our current vision for planning in the city.

David Mettelle concurred that he did not see any potential use to the city for this parcel in the foreseeable future.

April Kroner commented on the policy suggestion made by Swan, and said she would look into our ordinance to determine criteria for evaluation of properties proposed for donation to the city.

David Mettelle suggested that the criteria could be as simple as requiring that the parcel be buildable.

Passed unanimously.

9) Announcements / reports / comments / questions

Motion to adjourn made by John Beirl. Seconded by Charmaine Swan. Passed unanimously.

The meeting was adjourned at 7:20p.m. Minutes by Megan McBride.

City of Ashland, Wisconsin

Department of Planning and Development, Monthly Report

Permit report for the month of December, 2017

Permit type	Commercial-Additions,Remodeling,AI	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6601	David and Julie Pagels	623 Main Street East	Renovate the interior of the building to provide new bathroom and interior space. Install new siding and windows and door.	\$70,000.00	\$350.00	1383	12/5/2017
6602	Lawrence Cicero	2200 Lake Shore Drive West	Interior and exterior renovations to include combining two rooms into one larger suite, exterior windows, siding, new roof.	\$85,000.00	\$425.00	3817	12/7/2017
6608	Lakes Community Health Center	308 Main Street West	Level 3 alteration to provide ne occupational therapy space, behavioral health and dental services per state approved plans.	\$1,018,050.00	\$5,090.00	4276	12/19/2017
Summary for 'Permit type' = Commercial-Additions,Remodeling,Alterations (3 detail records)				\$1,173,050.00	\$5,865.00		
Sum							

Permit type	Commercial-New Construction	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6604	Ashland Cobblestone LLC	818 Main Street West	Construct new 29984 square foot hotel, occupancy A-3, other assembly uses, B business, R-1 transient residential, S-2	\$4,000,000.00	\$7,121.00	203	12/12/2017
Summary for 'Permit type' = Commercial-New Construction (1 detail record)				\$4,000,000.00	\$7,121.00		
Sum							

Permit type	Demolition/Moving	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6605	Tom Malyuk	1512 11TH Ave West	Demolish house and restore site to a clean and level condition.	\$5,000.00	\$25.00	4698.02	12/12/2017
Summary for 'Permit type' = Demolition/Moving (1 detail record)				\$5,000.00	\$25.00		
Sum							

Permit type Electrical

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6599	Justin Gingerich	3612 Lake Park Road	Install new 100 amp electrical service	\$0.00	\$50.00	Check	860 12/5/2017
Summary for 'Permit type' = Electrical (1 detail record)				\$0.00	\$50.00		
Sum					\$50.00		

Permit type Misc Zoning Fees

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6603	NRS Enterprises Inc.	315 Main St. E.	Temporary right of way permit for placement of scaffolding along main street used to replace the wood siding along the	\$4,000.00	\$30.00	Cash	1345 12/11/2017
6609	Lakes Community Health Center	308 Main Street West	Temporary Right of Way permit to place enclosure along Main Street over the winter months and to place a dumpster in the City	\$0.00	\$30.00	Check	4276 12/20/2017
6611	Chapple Investment Group	213 Chapple Avenue	CSM Combination of parcels 201-00763-0000, 201-00762-0000, 201-00761-0000	\$0.00	\$50.00	Check	762 12/21/2017
Summary for 'Permit type' = Misc Zoning Fees (3 detail records)				\$4,000.00	\$110.00		
Sum					\$110.00		

Permit type Plumbing&Heating

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6600	Justin Gingerich	3612 Lake Park Road	Install 4 new plumbing fixtures and new HVAC system.	\$0.00	\$75.00	Check	860 12/5/2017
Summary for 'Permit type' = Plumbing&Heating (1 detail record)				\$0.00	\$75.00		
Sum					\$75.00		

Permit type Residential-Accessory Structures

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6606	Jessica and Brad Campbell	1418 9th St. W.	Remove existing shed from the property and construct new 18' x 28' garage addition on the east side of the house per approved plan.	\$10,000.00	\$25.00	Check	640 12/13/2017

Permit type Residential-Accessory Structures

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
Summary for 'Permit type' = Residential-Accessory Structures (1 detail record)							
Sum				\$10,000.00	\$25.00		

Permit type Residential-Remodeling,Alterations,A

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6607	Nancy Scott	906 Beaser Ave.	Replace existing windows same size as existing. Install vinyl siding with aluminium soffit, fascia and trim	\$36,000.00	\$30.00	Cash 654	12/15/2017
Summary for 'Permit type' = Residential-Remodeling,Alterations,Additions (1 detail record)							
Sum				\$36,000.00	\$30.00		

Permit type Sign

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6597	DFL Properties/ Frank Lipka	1616 Beaser Ave	Permit for the construction of a free standing sign to be placed on the west side of the property along Beaser Avenue		\$50.00	Check 3215	12/1/2017
Summary for 'Permit type' = Sign (1 detail record)							
Sum					\$50.00		

Permit type Wis, State Uniform Dwelling Permit,

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6598	Justin Gingerich	3612 Lake Park Road	Construct new 768 square foot home with 144 sq. ft. porch.	\$75,000.00	\$330.00	Check 860	12/5/2017
Summary for 'Permit type' = Wis, State Uniform Dwelling Permit, New Home (1 detail record)							
Sum				\$75,000.00	\$330.00		

Grand Total

\$5,303,050.00

\$13,681.00

CITY OF ASHLAND, WISCONSIN

Year to Date Permit Evaluation Report

Permit type	Value of work	Total permit fee
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Summary for 'Permit type' = (1 detail record)	\$20.00
Sum	0.03%
Percent	

Commercial-Additions,Remodeling,Alterations

Summary for 'Permit type' = Commercial-Additions,Remodeling,Alterations (28 detail records)	\$10,073.00
Sum	17.14%
Percent	

Commercial-Miscellaneous

Summary for 'Permit type' = Commercial-Miscellaneous (20 detail records)	\$1,528.00
Sum	2.60%
Percent	

Commercial-New Construction

Summary for 'Permit type' = Commercial-New Construction (13 detail records)	\$31,364.60
Sum	53.37%
Percent	

Demolition/Moving

Summary for 'Permit type' = Demolition/Moving (17 detail records)	\$1,435.00
Sum	2.44%
Percent	

Electrical

Summary for 'Permit type' = Electrical (1 detail record)	\$50.00
Sum	0.09%
Percent	

Permit type	Value of work	Total permit fee
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Misc Zoning Fees

Summary for 'Permit type' = Misc Zoning Fees (33 detail records)		
Sum	\$4,200.00	\$3,830.00
Percent	0.01%	6.52%

Plumbing&Heating

Summary for 'Permit type' = Plumbing&Heating (3 detail records)		
Sum	\$20,000.00	\$125.00
Percent	0.04%	0.21%

Residential-Accessory Structures

Summary for 'Permit type' = Residential-Accessory Structures (28 detail records)		
Sum	\$338,900.00	\$987.00
Percent	0.68%	1.68%

Residential-Miscellaneous

Summary for 'Permit type' = Residential-Miscellaneous (21 detail records)		
Sum	\$33,850.00	\$885.00
Percent	0.07%	1.51%

Residential-Remodeling,Alterations,Additions

Summary for 'Permit type' = Residential-Remodeling,Alterations,Additions (131 detail records)		
Sum	\$1,192,405.00	\$5,237.00
Percent	2.40%	8.91%

Sign

Summary for 'Permit type' = Sign (23 detail records)		
Sum		\$2,550.00
Percent		4.34%

Wis, State Uniform Dwelling Permit, New Home

Summary for 'Permit type' = Wis, State Uniform Dwelling Permit, New Home (3 detail records)		
Sum	\$156,000.00	\$685.00
Percent	0.31%	1.17%

Permit type	Value of work	Total permit fee
Grand Total	\$49,769,572.00	\$58,769.60



AGENDA BILL

Ref: 009

**COMMITTEE AGENDA: 7 (12-12-2017)
COUNCIL AGENDA: 6D (01-09-2018)**

SUBJECT: Approval and Possible Discussion of the 2018 Water and Wastewater Utility Budgets

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works Department

DATE SUBMITTED: December 4, 2018

CLEARANCES: Public Works Director

**EXHIBITS: A. 2018 Water Utility Budget
B. 2018 Wastewater Utility Budget**

**EXPENDITURES REQUIRED: \$ 2,041,763. Fund 690 Wastewater Utility Enterprise Fund (including depreciation)
\$2,086,066. Fund 680 Water Utility Enterprise Fund (including depreciation)**

AMOUNT BUDGETED: N/A

**APPROPRIATION REQUIRED: \$ 2,041,763. Fund 690 Wastewater Utility Enterprise Fund (including depreciation)
\$2,086,066. Fund 680 Water Utility Enterprise Fund (including depreciation)**

TREASURER'S CERTIFICATE: The Treasurer's Office has certified that the provisions of Ordinance 923.10 have been complied with.

COMPLIANCE WITH ORDINANCE 51: Passed unanimously by Committee of the Whole on December 12, 2017.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: The budgets of the Ashland municipal utilities are intended to carry out the objectives of Chapter 5 Utilities and Community Facilities of the City's Comprehensive Plan of Record. Goals 1 – To provide a well maintained capital infrastructure that provides for the health, education, telecommunication and safety and security for all residents and visitors; Goal 2 - To provide a cost effective, efficient delivery of community services that can meet the needs of future growth and development; and Goal 4 – Consider environmental and resource sustainability opportunities in decisions made about infrastructure development, maintenance, and improvement.

RECOMMENDATION: Approval of the 2018 Water and Wastewater Utility budgets.

SUMMARY STATEMENT: The City of Ashland operates two municipal utilities – a Water Utility and a Wastewater Utility. Both are operated as enterprise funds of the City meaning that they are intended to be stand-alone enterprises that cover the expenditures of operations via user fees (water and wastewater bills). They are not intended to be subsidized by tax dollars. To be able to maintain service, the Public Works and Finance Departments will review the need for a rate increase for both the Water and Wastewater Utilities for 2018.

ASHLAND WATER UTILITY ENTERPRISE FUND

The Ashland Water Utility is a separate enterprise fund of the City of Ashland. The Utility provides water treatment and distribution services to customers within the City. It is a regulated Utility meaning that it operates under the rates and tariff established by the Public Service Commission of Wisconsin (PSCW). The Wisconsin Department of Natural Resources regulates the Utility on matters of public health.

Since 1997, when the operations of the Utility were reorganized, all activities of the Utility have been managed by the Director of Public Works with operations under the direct supervision of a Utility Superintendent. The Utility Superintendent position has remained vacant since October of 2016. All financial accounting, customer contacts, and meter reading for the Utility are carried out by the City’s Finance Department. The accounting records of the Utility are maintained in accordance with the Uniform System of Accounts prescribed by the PSCW. The expenses associated with the Water Utility including those related to meter reading, accounting for Utility expenses and revenues, auditing, payroll, and reporting are paid via utility user fees. The cost to the Water Utility for 2018 is \$149,500 for this service. The Water Utility pays a PILOT fee to the City annually. The PILOT fee is property in lieu of taxes granted by the State to municipalities. The 2018 fee is \$391,530. The Utility operates and maintains a 2 million gallon per day computer automated microfiltration surface Water Plant with 192 filters, elevated tower, standpipe, booster station, and distribution system. The WTP processes approximately 227 million gallons a year.

As water is finished at the plant, it enters the clear well. Then via 3 high service pumps, water is sent to the standpipe (near Lake Superior Elementary School) and elevated tower (Beaser Avenue south of Maple Lane) whereupon it enters the distribution system and flows into the two pressure zones that comprises the City’s distribution system. The distribution system components include 59 miles of piping, 1,363 valves, 530 hydrants, 8 distribution pumps, 3 storage facilities, over 3,500 water meters and 3,475 curb stops.

Almost half of the distribution system is nearing 140 years of service which brings some unique issues to the management of the system. Past practices have not allowed rate increase to keep pace with the cost of maintaining this system. Items include lead water services to many of the City’s older households. The City has been replacing those portions of lead services within the public right-of-way on capital projects. In 2017, the City was awarded a \$300,000 grant from the Wisconsin DNR for the replacement of lead services on the private side. Approximately 70 homeowners took advantage of the grant. Monies not expended from the 2017 grant will be carried forward and can be used along with the 2018 grant that was awarded to the City. The City has many fire hydrants that are deficient and are on undersized mains. The City has been replacing these ancient hydrants as streets and their accompanying utility infrastructure are replaced. Much needs to be done to provide safe drinking water for the City and provide ample fire protection.

Products & Services:

- Delivery of potable drinking water to customers that satisfy the requirements of the Wisconsin Department of Natural Resources, Public Service Commission of Wisconsin and federal regulators.
- Operation and maintenance of the Utility's Water Treatment Plant, distribution system, elevated storage tanks, and booster stations.
- Maintaining adequate fire flows within those portions of the community served by the Utility.
- Reading, maintenance and replacement of meters.
- Monthly billing of water service.

Staffing:

The municipal Utilities of the City have had an authorized staffing level of twelve Operators and one Superintendent. Employees are distributed between the Water and the Wastewater Utilities.

The Water Utility budget provides for five Operators. In addition, the budget provides for 50% of the annual salary of the Utility Superintendent, 20% of the salary of the Public Works Director, 25% of the salary of the Public Works Administrative Manager, and 25% of the wage of the Public Works/ Utility Clerk.

STAFFING FTE POSITIONS	2012	2013	2014	2015	2016	2017	2018 Budget
Utility Superintendent	.5	.5	.5	.5	.5	.5	.5
Utility Operator I	1	1	1	1	1	1	1
Utility Operator II	3	4	2	3	3	4	3
Utility Operator III	1		1				1
Vacant Operator III				1	1		
LTE							.5
TOTAL	5.5*	5.5	4.5	5.5	5.5	5.5	6.0

The 2018 Water budget maintains municipal water service within the utilities service area. The budget does provide for:

- Amortization of the water filters.
- Equipment Replacement
- Facility Improvements
- Valve Replacement
- Tower and Standpipe Inspections

User Rate Studies:

The Public Service Commission of Wisconsin approved overall water revenue increases of 36% in 2013, 3% in 2015, and 18.8% for 2017. The 2018 budget provides for a rate of return of 3.957% which is just under the 5% rate of return allowed by the PSCW.

ASHLAND WASTEWATER UTILITY ENTERPRISE FUND

The Ashland Wastewater Utility is a separate enterprise fund of the City of Ashland. The Utility provides wastewater collection and treatment service to properties within its service area within the City. The Utility provides service to the Northern Great Lakes Visitors Center in the Town of Eileen under contract.

Since 1997, when the operations of the Utility were reorganized, all activities of the Utility have been managed by the Director of Public Works with operations under the direct supervision of a Utility Superintendent. The Utility Superintendent position has remained vacant since October of 2016. All financial accounting, customer contacts, and meter reading for the Utility are carried out by the City's Finance Department. The expenses associated with the Wastewater Utility including those related to meter reading, accounting for Utility expenses and revenues, auditing, payroll, and reporting are paid via utility user fees. The cost to the Wastewater Utility for 2018 is \$140,417 for this service. The Utility is not regulated by the Public Service Commission of Wisconsin. The Utility operates under the rules and regulations of the Wisconsin Department of Natural Resources. The Wastewater Plant operates under a discharge permit issued by the WDNR. The permit is renewed every five years. The permit was last approved in 2017.

The Utility operates and maintains the Wastewater Treatment Plant and collection system consisting of gravity flow sewers, force mains, and lift stations. The plant is designed to process up to 3.8 million gallons of wastewater each day. As it returns water to the lake, testing has shown the plant's effluent is consistently cleaner than the lake water itself. The current WWTP is 26 years old and is nearing the end of the design life of wastewater plants for several components and structures. Although there is no immediate need to add on to or replace the plant, its operating cost will continue to increase as equipment wears out or requires more frequent repairs and/or replacement. Increasingly stringent requirements placed upon the Plant's wastewater discharge permit (such as increased phosphorous or mercury removal) may require changes in processing equipment, or additions and redesign of the Plant itself in upcoming years.

In 2017, the Common Council approved the Supervisory Control and Data Acquisition (SCADA) system improvement project. This +/- \$2,000,000 project will be used to assist the staff in operation of the wastewater and water systems. It is basically an industrial computer system consisting of both hardware and software components. The operators control processes, monitor both plant operations, and collect data for reporting using the SCADA system that ties all the various sites around the City together.

The collection system is made up of approximately 60 miles of pipe and 12 lift stations. Wastewater is gravity fed to the lift stations and then pumped to the WWTP via force mains. The Utility is attempting to address infiltration and inflow issues as financial resources become available.

The gravity flow collection system consists of significant sections of vitrified clay pipe that were installed near the end of the First World War, 1918. Past practices have not allowed rate increases to keep pace with the cost of maintaining this system. The aging infrastructure of the collection system is the largest concern management has for the system at present. Excessive inflow and infiltration into the collection system occasionally causes the WWTP to exceed its operating capacity. Much needs to be done to provide reliable wastewater collection for the City and reduce the backup of sewage into basements.

Products & Services:

- Collection of wastewater from properties served within the service area of the Utility
- Treatment of wastewater collected by the Utility to standards required of regulatory agencies
- Treatment of landfill leachate
- Treatment of septage hauled from private on-site waste systems
- Public and private water testing
- Land application of sludge

Staffing:

The 2018 Wastewater Utility budget provides for six Operators and a Laboratory Technician. In addition, the budget provides for 50% of the annual salary of the Utility Superintendent, 20% of the salary of the Public Works Director, 25% of the salary of the Public Works Administrative Manager, and 25% of the wage of the Public Works/Utility Clerk. Currently, there is one vacant position in the Utility:

STAFFING FTE POSITIONS	2012	2013	2014	2015	2016	2017	2018 Budget
Utility Superintendent	.5	.5	.5	.5	.5	.5	.5
Utility Operator I	1	1	1	1	1	1	1
Lab Technician	1	1	1	1	1	1	1
Utility Operator II	3	3	4	4	4	4	3
VACANT	1			1	1	1	0
LTE		1					.5
TOTAL	6.5*	6.5	6.5	7.5	7.5	7.5	6.0

The 2018 Wastewater budget maintains municipal sanitary service within the Utilities service area. The budget does provide for:

- Lift station rehabilitation
- Increase in labor hours and maintenance of the sanitary sewer collection system as permitted by the purchase of the new sewer camera

User Rate Studies:

Because the Wastewater Utility is not regulated by the PSCW, the Council can adjust the rates of the Utility anytime the need requires. The Council approved a 5.9% increase on May 28, 2013. On May 10, 2016, the Council approved rate increases of 17.8% for 2016 and 4.4% for 2017.

Unlike the Water Utility, the Wastewater Utility maintains an equipment replacement fund pursuant to the covenants contained within the State of Wisconsin Clean Water Fund agreements. This fund is for equipment replacement and major maintenance related to equipment. It does not include building, collection system, and other non-mechanical items. Therefore, the 2018 budget includes a provision for Collection System and Other Asset Replacement.

City of Ashland
2018 Budget Preliminary
Water Utility Enterprise Fund

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	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 ESTIMATE	2018 BUDGET	PERCENT CHANGE
Operating Revenues:							
Sales of Water	\$1,368,477	\$1,408,861	\$1,425,479	\$1,735,672	\$1,737,700	\$1,737,700	0.12%
Fire Protection Service	604,474	613,351	631,645	662,538	663,320	663,320	0.12%
Other Operating Revenues	20,831	18,060	20,587	14,112	15,930	15,930	12.88%
Estimated Increase in Revenue Stream				0		0	NA
Total Operating Revenues	\$1,993,782	\$2,040,272	\$2,077,711	\$2,412,322	\$2,416,950	\$2,416,950	0.19%
Non-Operating Income (Expense):							
	(\$27,628)	(\$125,145)	\$252,898	(\$205,060)	(\$35,965)	(\$126,213)	NA
Operating Expenses:							
Source of Supply / Pumping							
Maintenance of Intake	\$6,998	\$1,195	\$4,762	\$4,558	\$5,232	\$6,732	47.67%
Power & Fuel for Pumping	59,007	56,669	54,015	63,640	56,750	59,165	-7.03%
Pumping Labor & Expense	34,557	42,450	35,305	33,686	51,195	46,916	39.28%
Misc. Pumping Expenses	2,326	877	727	1,200	650	1,200	0.00%
Maint. of Pumping Buildings & Grounds	4,968	2,308	9,063	4,558	4,003	6,732	47.67%
Maint. of Pumping Equipment	11,724	10,120	15,355	18,146	10,211	88,386	387.08%
Total SOS/Pumping Expense	\$119,580	\$113,619	\$119,227	\$125,789	\$128,041	\$209,131	66.26%
Water Treatment							
Treatment Operation Supervision	\$0	\$0	\$0	\$0	\$0	\$0	NA
Treatment Chemicals	54,697	48,336	47,073	47,994	47,995	49,434	3.00%
Treatment Labor & Expense	73,475	66,555	76,641	73,222	73,595	74,429	1.65%
Treatment Expense - Lead/Copper Testing	121	0	205	0	0	0	NA
Maint. of Treatment Buildings & Grounds	5,538	12,433	21,318	18,146	6,053	19,809	9.16%
Maintenance of Treatment Equipment	49,091	67,830	64,130	102,897	65,416	71,304	-30.70%
Total Treatment Expense	\$182,923	\$195,154	\$209,367	\$242,259	\$193,059	\$214,976	-11.26%
Distribution Operation							
Distribution System Supervision	\$0	\$0	\$0	\$0	\$0	\$0	NA
Storage Facilities Expense	6,093	2,183	3,292	12,575	4,760	8,709	-30.75%
Line Operation Labor & Expense	70,134	76,392	91,964	72,620	84,897	98,041	35.01%
Meter Testing & Setting Expense	1,710	3,802	9,228	8,517	10,155	5,709	-32.97%
Misc. Dist. System Expense	0	0	0	0	0	0	NA
Dist. System Rental Expense	0	0	0	0	0	0	NA
Total Dist. System Operation Expense	\$77,938	\$82,377	\$104,484	\$93,713	\$99,812	\$112,459	20.00%
Distribution Maintenance							
Maint. of Dist. Buildings & Grounds	\$16,866	\$14,694	\$13,757	\$70,224	\$17,756	\$19,891	-71.67%
Maintenance of Storage Reservoirs	1,981	1,986	9	5,250	9	5,250	0.00%
Maintenance of Mains	99,008	123,233	63,864	101,713	73,307	145,905	43.45%
Maintenance of Services	46,710	37,383	33,174	59,197	54,761	78,082	31.90%
Maintenance of Meters	5,854	4,152	5,851	2,238	6,187	13,285	493.51%
Maintenance of Hydrants	31,093	21,779	17,109	28,351	21,102	73,390	158.86%
Maint. of Misc. Distribution Equipment	223	2,523	415	4,338	710	7,232	66.69%
Total Dist. System Maint. Expense	\$201,734	\$205,750	\$134,179	\$271,312	\$173,832	\$343,034	26.44%
Customer Accounts							
Customer Accounts Supervision	\$10,664	\$11,145	\$10,598	\$11,280	\$11,280	\$10,975	-2.70%
Meter Reading Expenses	17,152	17,446	18,209	19,057	18,272	19,230	0.91%
Customer Records & Collection Expense	22,406	24,269	22,701	24,564	24,565	26,295	7.05%
Misc. Customer Service Expense	24,390	25,946	25,752	26,884	26,884	26,805	-0.29%
Total Customer Accounts Expense	\$74,612	\$78,806	\$77,260	\$81,785	\$81,001	\$83,305	1.86%

City of Ashland
2018 Budget Preliminary
Water Utility Enterprise Fund

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	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 ESTIMATE	2018 BUDGET	PERCENT CHANGE
Administrative & General							
Administrative & General Salaries	\$167,758	\$171,745	\$197,946	\$188,249	\$137,382	\$197,820	5.08%
Office Supplies & Expense	8	24	676	1,500	1,000	1,500	0.00%
Outside Professional Services	36,379	62,757	36,222	56,000	24,000	37,500	-33.04%
Property Insurance	6,893	4,108	5,448	7,000	7,000	6,000	-14.29%
Injuries & Damages	6,712	6,822	6,351	9,000	9,000	9,000	0.00%
Employee Benefits	58,149	67,276	78,630	64,570	59,739	64,570	0.00%
Regulatory Commission Expense	1,026	1,061	8,825	1,350	1,150	1,350	0.00%
Misc. General Expense	1,004	2,326	4,289	1,500	2,000	2,000	33.33%
Rents	1,238	1,227	1,237	1,235	1,264	1,270	2.83%
Maintenance of General Plant	0	0	0	0	0	0	NA
Total Admin. & General Expense	279,167	317,346	339,624	330,404	242,535	321,010	-2.84%
Total Direct Operating Expenses	\$935,953	\$993,052	\$984,141	\$1,145,261	\$918,279	\$1,283,914	12.11%
Other Operating Expenses (Credits)							
Joint O&M Charged to AWWU (CR)	\$0	\$0	\$0	\$0	\$0	\$0	NA
Depreciation Expense	392,300	389,476	418,379	452,405	418,379	417,842	-7.64%
Taxes Expense	357,020	341,771	371,337	404,361	406,385	384,310	-4.96%
Total Other Operating Expense	\$749,320	\$731,247	\$789,716	\$856,766	\$824,764	\$802,152	-6.37%
Total Operating Expenses	\$1,685,273	\$1,724,299	\$1,773,857	\$2,002,027	\$1,743,043	\$2,086,066	4.20%
Net Operating Income (Loss)	\$308,509	\$315,973	\$303,855	\$410,295	\$673,907	\$330,884	-19.35%
Net Income (Loss)	\$280,881	\$190,828	\$556,752	\$205,235	\$637,942	\$204,671	-0.28%

Adjust Net Income for Contributions in Aid of Construction - CIAC

CIAC is grant or contribution dollars received from other governmental agencies and other organizations to be used for capital projects.
 CIAC - this contribution adds to revenue in the year received with only a small portion added to depreciation expense.
 The below adjustment removes the CIAC activity for a better comparison of net operations from year to year.

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 ESTIMATE	2018 BUDGET
Net Income (Loss)	\$ 280,881	\$ 190,828	\$ 556,752	\$ 205,235	\$ 637,942	\$ 204,671
Remove-Contribution in aid of construction	(176,736)	(63,334)	(434,101)	(1,350)	(241,000)	(1,350)
Add depreciation on contributed asset	90,332	91,957	96,108	90,500	96,108	96,108
Net Income (Loss) removing CIAC	\$ 196,491	\$ 221,466	\$ 220,775	\$ 296,402	\$ 495,067	\$ 301,447

**CALCULATE THE PSC AUTHORIZED RATE OF RETURN
 AND COMPARE TO ACUTAL/BUDGETED RESULTS**

**Calculate Average Net Investment Base
 and Authorized Net Operating Income**

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 ESTIMATE	2018 BUDGET
Add: Plant In Service- Utility Financed						
Beginning of year	13,935,723	13,969,811	14,006,356	15,915,028	16,007,742	16,207,742
End of year	13,969,811	14,006,356	16,007,742	16,085,028	16,207,742	16,457,742
Average Plant in Service	\$13,952,767	\$13,988,084	\$15,007,049	\$16,000,028	\$16,107,742	\$16,332,742
Add: Materials and Supplies Inventory						
Beginning of year	110,819	115,918	117,441	117,441	117,736	117,736
End of year	115,918	117,441	117,736	117,441	117,736	117,736
Average Materials and Supplies	\$113,369	\$116,680	\$117,589	\$117,441	\$117,736	\$117,736
Less: Accumulated Depreciation- Utility Financed						
Beginning of year	4,671,777	4,982,497	5,285,403	5,266,075	5,564,437	5,886,708
End of year	4,982,498	5,285,403	5,564,437	5,627,980	5,886,708	6,208,442
Average Accumulated Depreciation	\$4,827,138	\$5,133,950	\$5,424,920	\$5,447,028	\$5,725,573	\$6,047,575
Less: Regulatory Liability						
Beginning of year	143,991	129,592	115,193	100,793	100,794	86,395
End of year	129,592	115,193	100,794	86,393	86,395	71,995
Average Regulatory Liability	\$136,792	\$122,393	\$107,994	\$93,593	\$93,595	\$79,195
Calculated Average Net Investment Base	\$9,102,207	\$8,848,421	\$9,591,724	\$10,576,849	\$10,406,311	\$10,323,708
PSC Authorized Rate of Return	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
AUTHORIZED Net Operating Income	\$455,110	\$442,421	\$479,586	\$528,842	\$520,316	\$516,185

**Reconcile Net Operating Income
 to the PSC Annual Report**

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 ESTIMATE	2018 BUDGET
Net Operating Income (Loss)-Utility books	308,509	315,973	303,855	410,295	673,907	330,884
Depreciation on Contributed Assets	90,332	91,957	96,108	90,500	96,108	96,108
Pension amortization - 92600	7,964	7,611	18,891	0	0	0
Water hook-ups	0	0	2,621	1,600	7,172	1,600
Variations	38	(37)	(171)	0	0	0
Net Operating Income for PSC report	\$406,843	\$415,504	\$421,304	\$502,395	\$777,187	\$428,592

Actual / Budgeted Rate of Return Percentage

Calculated Average Net Investment Base	9,102,207	8,848,421	9,591,724	10,576,849	10,406,311	10,323,708
Actual / Budgeted Net Operating Income	406,843	415,504	421,304	502,395	777,187	428,592
Actual/Budget Rate of Return	4.470%	4.696%	4.392%	4.750%	7.468%	4.152%

Net Operating Income Comparison

PSC Authorized Net Operating Income	455,110	442,421	479,586	528,842	520,316	516,185
Utility Actual/Budgeted Net Oper Income	406,843	415,504	421,304	502,395	777,187	428,592
Operating Income UNDER (Over) PSC authorized	\$48,267	\$26,917	\$58,283	\$26,447	(\$256,871)	\$87,593

CALCULATION OF NET INCOME REQUIREMENT FOR DEBT SERVICE PAYMENTS

	2014	2015	2016	2017	2017	2018
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET
<u>Net Operating Inc Adjustments</u>						
Net OPERATING Income (Loss)	308,509	315,973	303,855	410,295	673,907	330,884
Add misc non-operating items	16,927	20,075	14,412	13,018	29,182	25,902
Add general fund loan repayment	13,317	13,314	13,314	13,313	13,313	13,312
Add back depreciation	392,300	389,476	418,379	452,405	418,379	417,842
Add back amortization	55,597	40,047	44,501	44,541	44,501	44,501
Adjusted Net Income	\$786,650	\$778,885	\$794,460	\$933,572	\$1,179,282	\$832,441

Calculation of minimum Net Income Requirement

	2014	2015	2016	2017	2017	2018
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET
Principal and Interest Payments						
1999 Rev Bond-Tower/Booster-Refunded 2017	239,914	239,987	239,991	240,022	163,608	0
2017 Refunding Rev Bonds for 1999 USDA issue	0	0	0	0	45,118	219,826
2001 Revenue Bond-Microfilter	137,711	137,694	137,672	137,651	137,651	137,631
2008 Rev Bond-USH2 Phi & Turner	26,560	26,558	26,555	26,553	26,553	26,551
2009 Rev Bond-USH2 Phase II	21,112	21,110	21,108	21,106	21,106	21,104
2009A GO Refunding Bonds	71,114	64,085	51,253	50,337	50,337	33,501
2009B GO BAB Bonds	134,533	136,948	143,953	142,027	142,027	146,079
2016 USDA-RD Revenue Bond-6th St W	0	0	0	67,335	66,685	66,711
Unfunded Pension Liability	3,223	3,223	3,223	2,868	2,868	0
Total Principal & Interest Payments	\$634,167	\$629,605	\$623,755	\$687,899	\$655,953	\$651,403
Debt Service Coverage Ratio	110%	110%	110%	110%	110%	110%
Minimum Net Income Requirement	\$697,584	\$692,566	\$686,131	\$756,689	\$721,548	\$716,543

Compare minimum Net Income Requirement to Actual / Budgeted Net Income

	2014	2015	2016	2017	2017	2018
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET
Calc. Minimum Net Income Requirement	697,584	692,566	686,131	756,689	721,548	716,543
Adjusted Net Income	786,650	778,885	794,460	933,572	1,179,282	832,441
Adj Net Income Over (Under) requirement	\$89,066	\$86,320	\$108,330	\$176,883	\$457,733	\$115,897
Cash flow available for other purposes	\$89,066	\$86,320	\$108,330	\$176,883	\$457,733	\$115,897
Fixed assest replacement, emergency situations, recouping of negative cash balance, etc.						

**City of Ashland Water Utility Enterprise Fund
2018 Budget Detail**

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				2014	2015	2016	2017	2017 Actual	2017	2018	PERCENT
				ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE
Operating Revenues:											
Sales of Water											
680	46451	4600	UN-METERED/BULK SALES	8,783	2,163	2,228	2,100	2,018	7,900	7,900	276.19%
680	46451	4611	METERED RESIDENTIAL	816,588	812,174	824,284	971,782	469,861	941,775	941,775	-3.09%
680	46451	4612	METERED COMMERCIAL	320,134	337,348	351,392	436,397	203,722	453,400	453,400	3.90%
680	46451	4613	METERED INDUSTRIAL	37,039	63,627	34,567	43,268	22,087	52,030	52,030	20.25%
680	46451	4614	METERED PUBLIC AUTHORITY	57,857	62,320	81,705	103,923	55,302	105,895	105,895	1.90%
680	46451	4615	METERED MULTI-FAMILY	128,076	131,229	131,303	178,202	89,787	176,700	176,700	-0.84%
Total Sales of Water				\$1,368,477	\$1,408,861	\$1,425,479	\$1,735,672	\$842,777	\$1,737,700	\$1,737,700	0.12%
Fire Protection Service											
680	46451	4620	PRIVATE FIRE PROTECTION	34,685	35,424	35,447	50,463	25,380	50,760	50,760	0.59%
680	46451	4630	PUBLIC FIRE PROTECTION	569,790	577,927	596,198	612,075	303,335	612,560	612,560	0.08%
Total Fire Protection				\$604,474	\$613,351	\$631,645	\$662,538	\$328,715	\$663,320	\$663,320	0.12%
Other Operating Revenues											
680	46452	4700	FORFEITED DISCOUNTS	10,773	10,734	12,113	8,752	4,234	8,700	8,700	-0.59%
680	46452	4710	MISC. SERVICE REVENUES	6,711	4,170	5,750	2,660	950	4,530	4,530	70.30%
680	46452	4740	OTHER WATER REVENUES	3,347	3,156	2,724	2,700	0	2,700	2,700	0.00%
Total Other Revenues				\$20,831	\$18,060	\$20,587	\$14,112	\$5,184	\$15,930	\$15,930	12.88%
ESTIMATED INCREASE IN REVENUE STREAM							0			0	N/A
Total Operating Revenues				\$1,993,782	\$2,040,272	\$2,077,711	\$2,412,322	\$1,176,676	\$2,416,950	\$2,416,950	0.19%

Non-Operating Income (Expense):

				2014	2015	2016	2017	2017 Actual	2017	2018	PERCENT
				ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE
											N/A
680	46452	4711	CIAC	176,736	63,334	434,101	1,350	1,992	241,000	1,350	0.00%
680	46453	4150	MERCH, CONTRACT WORK		2,700	0		0	0		N/A
680	46453	4180	NON-OPERATING RENTAL	3,258	3,421	3,592	2,954	0	3,500	3,500	18.48%
680	46453	4190	INTEREST INCOME	3,102	3,463	2,662	3,120	2,001	4,000	4,000	28.21%
680	46453	4191	IRS BAB INTEREST SUBSIDY	8,428	8,900	7,323	5,444	3,207	5,444	3,402	-37.51%
680	46453	4270	INTEREST EXP. ON LT DEBT	(182,451)	(175,964)	(170,032)	(199,664)	(95,807)	(208,948)	(141,737)	-29.01%
680	46453	4280	AMORT. OF DEBT EXP.	0	0			0	0		N/A
680	46453	4300	INTEREST EXP. ON G.O. DEBT	(38,841)	(32,590)	(25,583)	(19,764)	(9,015)	(19,764)	(11,728)	-40.66%
680	46453	4340	MISC. CREDITS TO SURPLUS	0	0		0	(77,435)	(77,435)	0	N/A
680	(2009B reallocation)		TRANSFER TO OTHER FUNDS	0	0		0	0	0	0	N/A
680	48910		INSURANCE DIVIDENDS/MISC	2,139	1,591	835	1,500	16,238	16,238	15,000	900.00%
Total Non-Operating Income/(Exp)				(\$27,628)	(\$125,145)	\$252,898	(\$205,060)	(\$158,819)	(\$35,965)	(\$126,213)	-38.45%

City of Ashland Water Utility Enterprise Fund
2018 Budget Detail

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Operating Expenses:

Source of Supply / Pumping

		2014	2015	2016	2017	2017 Actual	2017	2018	PERCENT
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE
Maintenance of Intake									
680	61300 111	7,484	820	3,030	2,453	1,636	3,500	3,751	52.95%
680	61300 112		0	0	0	0	0	0	N/A
680	61300 151	569	42	235	188	116	235	287	52.95%
680	61300 152	78	56	200	167	109	200	251	50.70%
680	61300 157	16	46	152	154	100	152	231	50.00%
680	61300 154	(1,259)	202	987	950	535	987	1,510	58.93%
680	61300 155	0	1	4	4	3	4	6	46.06%
680	61300 156	51	28	154	143	0	154	195	36.19%
680	61300 400	58	0	0	500	0	0	500	0.00%
Total		\$6,998	\$1,195	\$4,762	\$4,558	\$2,499	\$5,232	\$6,732	47.67%
Power & Fuel for Pumping									
680	62300 222	53,179	50,488	49,530	54,546	25,805	51,750	53,000	-2.83%
680	62300 224	5,638	5,953	4,407	7,889	4,254	5,000	5,500	-30.28%
680	62300 227	0	0	0	430	0	0	430	0.00%
680	62300 342	190	228	78	775	0	0	235	-69.68%
Total		\$59,007	\$56,669	\$54,015	\$63,640	\$30,059	\$56,750	\$59,165	-7.03%
Pumping Labor & Expense									
680	62400 111	23,316	28,477	21,988	19,620	12,678	31,340	27,509	40.20%
680	62400 112	262	3	0	628	119	120	628	0.00%
680	62400 125	0	221	53	0	680	680	0	N/A
680	62400 151	1,748	2,086	1,554	1,549	941	2,100	2,152	38.96%
680	62400 152	1,653	1,608	1,452	1,377	870	2,100	1,885	36.91%
680	62400 157	1,303	1,207	1,321	1,230	681	1,725	1,691	37.50%
680	62400 154	4,884	7,332	7,346	7,603	4,604	10,965	11,076	45.69%
680	62400 155	24	19	29	32	15	40	43	33.89%
680	62400 156	1,022	1,088	1,276	1,147	0	1,850	1,432	24.84%
680	62400 400	346	409	286	500	201	275	500	0.00%
Total		\$34,557	\$42,450	\$35,305	\$33,686	\$20,789	\$51,195	\$46,916	39.28%
Misc. Pumping Expenses									
680	62600 400	2,326	877	727	1,200	364	650	1,200	0.00%
Total		\$2,326	\$877	\$727	\$1,200	\$364	\$650	\$1,200	0.00%
Maint. of Pumping Buildings & Grounds									
680	63100 111	2,130	1,283	5,462	2,453	778	1,250	3,751	52.95%
680	63100 112	93	0	0	0	776	0	0	N/A
680	63100 136	1,044	0	0	0	0	0	0	N/A
680	63100 151	240	110	369	188	113	155	287	52.95%
680	63100 152	225	87	357	167	53	425	251	50.70%
680	63100 157	55	85	247	154	55	95	231	50.00%
680	63100 154	406	328	1,825	950	268	500	1,510	58.93%
680	63100 155	1	2	6	4	2	3	6	46.06%
680	63100 156	142	59	272	143	0	175	195	36.19%
680	63100 400	633	354	525	500	1,228	1,400	500	0.00%
Total		\$4,968	\$2,308	\$9,063	4,558	\$3,273	\$4,003	6,732	47.67%
Maint. of Pumping Equipment									
680	63300 111	4,212	3,535	4,564	6,131	2,531	4,564	6,252	1.97%
680	63300 112	37	0	66	0	0	66	0	N/A
680	63300 151	313	258	320	469	176	320	478	1.97%
680	63300 152	297	240	305	417	165	305	419	0.47%
680	63300 157	54	177	265	384	124	265	384	0.00%
680	63300 154	819	879	1,732	2,376	767	1,732	2,517	5.95%
680	63300 155	1	3	8	10	3	8	10	-2.62%
680	63300 156	185	132	251	359	0	251	326	-9.21%
680	63300 400	5,806	4,896	7,844	8,000	2,486	2,700	78,000	875.00%
Total		\$11,724	\$10,120	\$15,355	18,146	\$6,252	\$10,211	88,386	387.08%
Total SOS/Pumping Expense		\$119,580	\$113,619	\$119,227	\$125,789	\$63,236	\$128,041	\$209,131	66.26%

**City of Ashland Water Utility Enterprise Fund
2018 Budget Detail**

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Water Treatment

Treatment Chemicals

680 64100 410 TREATM' CHEMICALS
Total

2014	2015	2016	2017	2017 Actual	2017	2018	PERCENT
ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE
54,697	48,336	47,073	47,994	19,781	47,995	49,434	3.00%
\$54,697	\$48,336	\$47,073	\$47,994	\$19,781	\$47,995	\$49,434	3.00%

Treatment Labor & Expense

680 64200 111 WAGES
680 64200 112 OVERTIME WAGES
680 64200 131 LONGEVITY
680 64200 125 WAGES TEMPORARY
680 64200 136 CLOTHING REIMB
680 64200 137 CLOTHING ALLOW
680 64200 151 SOCIAL SECURITY
680 64200 152 EMPLOYER RETIREMENT
680 64200 157 HRA DEDUCTIBLE
680 64200 154 MEDICAL & DENTAL INS
680 64200 155 LIFE INSURANCE
680 64200 156 WORKERS COMPENSATION
680 64200 400 NON-LABOR M&S
Total

28,708	25,845	32,888	28,204	21,973	35,000	28,759	1.97%
969	720	809	1,651	450	810	1,651	0.00%
228	500	517	2,106	0	0	2,200	4.45%
0	1,612	925	0	0	0	0	N/A
200	400	1,344	2,250	0	0	2,250	0.00%
0	0	0		0	0		N/A
2,188	2,104	2,645	2,445	1,630	2,500	2,495	2.03%
2,113	1,865	2,345	2,173	1,388	2,200	2,185	0.53%
2,820	1,409	2,251	1,768	947	1,700	1,768	0.00%
13,163	8,909	11,616	10,929	5,964	10,200	11,579	5.95%
49	20	35	46	20	35	45	-2.62%
1,335	1,270	1,752	1,649	0	1,650	1,497	-9.21%
21,703	21,901	19,514	20,000	11,397	19,500	20,000	0.00%
\$73,475	\$66,555	\$76,641	\$73,222	\$43,769	\$73,595	\$74,429	1.65%

Treatment Expense - Lead/Copper Testing

680 64210 400 NON-LABOR M&S
Total

121	0	205	0	0	0	0	N/A
\$121	\$0	\$205	\$0	\$0	\$0	\$0	N/A

Maint. of Treatment Buildings & Grounds

680 65100 111 WAGES
680 65100 112 OVERTIME WAGES
680 65100 125 WAGES TEMPORARY
680 65100 151 SOCIAL SECURITY
680 65100 152 EMPLOYER RETIREMENT
680 65100 157 HRA DEDUCTIBLE
680 65100 154 MEDICAL & DENTAL INS
680 65100 155 LIFE INSURANCE
680 65100 156 WORKERS COMPENSATION
680 65100 400 NON-LABOR M&S
Total

2,592	7,206	12,535	6,131	1,681	2,975	5,002	-18.43%
0	0		0	0	0	0	N/A
0	0	42	0	0	0	0	N/A
197	521	895	469	122	250	383	-18.43%
181	490	827	417	114	250	335	-19.63%
88	421	494	384	30	75	308	-20.00%
259	1,886	4,024	2,376	350	700	2,014	-15.24%
2	8	13	10	1	3	8	-22.10%
113	708	625	359	0	0	260	-27.36%
2,107	1,193	1,863	8,000	208	1,800	11,500	43.75%
\$5,538	\$12,433	\$21,318	\$18,146	\$2,506	\$6,053	\$19,809	9.16%

Maintenance of Treatment Equipment

680 65200 111 WAGES
680 65200 112 OVERTIME WAGES
680 65200 125 WAGES TEMPORARY
680 65200 151 SOCIAL SECURITY
680 65200 152 EMPLOYER RETIREMENT
680 65200 157 HRA DEDUCTIBLE
680 65200 154 MEDICAL & DENTAL INS
680 65200 155 LIFE INSURANCE
680 65200 156 WORKERS COMPENSATION
680 65200 400 NON-LABOR M&S
Total

5,804	8,290	6,812	24,526	4,844	7,400	12,504	-49.02%
0	468	12	465	67	70	465	0.00%
0	74	15	0	0	0	0	N/A
429	635	477	1,912	341	475	992	-48.10%
407	595	451	1,699	334	500	869	-48.87%
140	437	391	1,538	232	325	769	-50.00%
667	2,520	2,375	9,503	1,517	2,200	5,034	-47.02%
3	8	12	40	6	12	20	-51.31%
258	18	330	1,434	0	1,434	651	-54.60%
41,383	54,785	53,255	61,780	28,262	53,000	50,000	-19.07%
\$49,091	\$67,830	\$64,130	\$102,897	\$35,603	\$65,416	\$71,304	-30.70%

Total Treatment Expense

\$182,923	\$195,154	\$209,367	\$242,259	\$101,659	\$193,059	\$214,976	-11.26%
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City of Ashland Water Utility Enterprise Fund
2018 Budget Detail

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Distribution Operation

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 Actual Jan to June	2017 Projected	2018 BUDGET	PERCENT CHANGE
Storage Facilities Expense								N/A
680 66100 111 WAGES	3,769	1,440	2,032	7,358	2,209	3,500	5,002	-32.02%
680 66100 112 OVERTIME WAGES	397	0		0	67		0	N/A
680 66100 151 SOCIAL SECURITY	311	106	146	563	160	146	383	-32.02%
680 66100 152 EMPLOYER RETIREMENT	292	98	134	500	155	134	335	-33.02%
680 66100 157 HRA DEDUCTIBLE	105	39	91	461	65	91	308	-33.33%
680 66100 154 MEDICAL & DENTAL INS	493	294	593	2,851	761	593	2,014	-29.36%
680 66100 155 LIFE INSURANCE	2	1	2	12	2	2	8	-35.08%
680 66100 156 WORKERS COMPENSATION	178	65	102	430	0	102	260	-39.47%
680 66100 400 NON-LABOR M&S	547	140	192	400	72	192	400	0.00%
Total	\$6,093	\$2,183	\$3,292	\$12,575	\$3,491	\$4,760	\$8,709	-30.75%

Line Operation Labor & Expense

680 66200 111 WAGES	40,193	45,284	50,347	41,433	16,635	47,666	55,030	5.63%
680 66200 112 OVERTIME WAGES	196	41	66	66	0	66	66	0.00%
680 66200 125 WAGES TEMPORARY	150	56	142	0	0	142	0	N/A
680 66200 131 LONGEVITY	0	0	315	0	0	315	0	N/A
680 66200 136 CLOTHING REIMB	0	0	450	0	0	450	0	N/A
680 66200 151 SOCIAL SECURITY	2,958	3,306	3,610	3,111	1,160	3,303	4,151	7.61%
680 66200 152 EMPLOYER RETIREMENT	2,751	3,075	3,368	2,787	1,131	2,995	3,667	5.23%
680 66200 157 HRA DEDUCTIBLE	2,398	2,330	3,628	2,590	1,270	19,548	3,390	3.90%
680 66200 154 MEDICAL & DENTAL INS	12,102	14,285	20,495	15,937	6,706	2,023	21,869	10.57%
680 66200 155 LIFE INSURANCE	16	28	87	74	25	90	93	-7.52%
680 66200 156 WORKERS COMPENSATION	1,622	2,165	2,414	2,261	0	3,799	2,776	0.76%
680 66200 400 NON-LABOR M&S	7,748	5,822	7,042	4,362	2,176	4,500	7,000	-14.04%
Total	\$70,134	\$76,392	\$91,964	\$72,620	\$29,103	\$84,897	\$98,041	35.01%

Meter Testing & Setting Expense-Customers

680 66300 111 WAGES	1,646	3,247	8,368	4,905	3,600	8,368	5,002	1.97%
680 66300 112 OVERTIME WAGES	0	0	49	0	58	49	0	N/A
680 66300 151 SOCIAL SECURITY	121	238	599	375	257	599	383	1.97%
680 66300 152 EMPLOYER RETIREMENT	115	221	555	334	248	555	335	0.47%
680 66300 157 HRA DEDUCTIBLE	72	143	393	308	169	393	308	0.00%
680 66300 154 MEDICAL & DENTAL INS	283	886	3,006	1,901	1,374	3,006	2,014	5.95%
680 66300 155 LIFE INSURANCE	1	2	5	8	3	5	8	-2.62%
680 66300 156 WORKERS COMPENSATION	68	147	407	287	0	407	260	-9.21%
680 66300 400 NON-LABOR M&S	1,115	2,720	5,073	7,500	78	6,000	4,500	-40.00%
680 66300 925 INTERDEPARTMENTAL	(1,710)	(3,802)	(9,227)	(7,100)	0	(9,227)	(7,100)	N/A
Total	\$1,710	\$3,802	\$9,228	\$8,517	\$5,787	\$10,155	\$5,709	(\$0)

Total Dist. System Operation Expense

\$77,938	\$82,377	\$104,484	\$93,713	\$38,381	\$99,812	\$112,459	20.00%
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City of Ashland Water Utility Enterprise Fund
2018 Budget Detail

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Distribution Maintenance

				2014	2015	2016	2017	2017 Actual	2017	2018	PERCENT
				ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE
Maint. of Dist. Buildings & Grounds											N/A
680	67100	111	WAGES	11,076	7,366	8,056	34,826	3,131	8,056	8,753	-74.87%
680	67100	112	OVERTIME WAGES	149	199	94	0	1	94	0	N/A
680	67100	125	WAGES TEMPORARY	1,205	2,237	417	11,160	387	4,416	4,320	-61.29%
680	67100	151	SOCIAL SECURITY	923	716	603	3,518	241	603	1,000	-71.57%
680	67100	152	EMPLOYER RETIREMENT	791	514	538	2,368	205	538	586	-75.24%
680	67100	157	HRA DEDUCTIBLE	353	439	500	2,184	128	500	538	-75.35%
680	67100	154	MEDICAL & DENTAL INS	1,618	2,396	2,915	13,494	1,045	2,915	3,524	-73.88%
680	67100	155	LIFE INSURANCE	4	7	10	57	4	10	14	-76.00%
680	67100	156	WORKERS COMPENSATION	560	449	414	2,036	0	414	456	-77.62%
680	67100	400	NON-LABOR M&S	189	371	210	580	14	210	700	20.69%
Total				\$16,866	\$14,694	\$13,757	\$70,224	\$5,156	\$17,756	\$19,891	-71.67%

Maintenance of Storage Reservoirs

680	67200	111	WAGES	0	0	0	0	0	0	0	N/A
680	67200	151	SOCIAL SECURITY	0	0	0	0	0	0	0	N/A
680	67200	152	EMPLOYER RETIREMENT	0	0	0	0	0	0	0	N/A
680	67200	157	HRA DEDUCTIBLE	0	0	0	0	0	0	0	N/A
680	67200	154	MEDICAL & DENTAL INS	0	0	0	0	0	0	0	N/A
680	67200	155	LIFE INSURANCE	0	0	0	0	0	0	0	N/A
680	67200	156	WORKERS COMPENSATION	0	0	0	0	0	0	0	N/A
680	67200	400	NON-LABOR M&S	1,981	1,986	9	5,250	0	9	5,250	0.00%
Total				\$1,981	\$1,986	\$9	\$5,250	\$0	\$9	\$5,250	0.00%

Maintenance of Mains

680	67300	111	WAGES	26,985	43,473	29,763	37,517	10,272	36,592	38,120	1.61%
680	67300	112	OVERTIME WAGES	1,881	3,521	837	988	144	837	988	0.00%
680	67300	125	TEMPORARY LABOR	28	66	216	0	205	2,015	0	N/A
680	67300	151	SOCIAL SECURITY	2,130	3,401	2,181	2,946	739	2,662	2,992	1.57%
680	67300	152	EMPLOYER RETIREMENT	2,021	3,193	2,013	2,618	711	2,464	2,620	0.07%
680	67300	157	HRA DEDUCTIBLE	784	1,925	2,210	1,922	600	2,712	1,922	0.00%
680	67300	154	MEDICAL & DENTAL INS	3,730	12,825	11,049	11,879	3,871	13,645	12,586	5.95%
680	67300	155	LIFE INSURANCE	28	51	62	50	14	62	49	-2.62%
680	67300	156	WORKERS COMPENSATION	1,201	1,984	1,687	1,793	0	1,949	1,628	-9.21%
680	67300	400	NON-LABOR M&S	60,220	52,794	13,846	42,000	2,073	10,370	85,000	102.38%
Total				\$99,008	\$123,233	\$63,864	\$101,713	\$18,629	\$73,307	\$145,905	43.45%

Maintenance of Services

680	67500	111	WAGES	23,413	19,715	16,634	28,204	8,282	16,634	33,761	19.70%
680	67500	112	OVERTIME WAGES	1,383	203	246	907	22	246	907	0.00%
680	67500	125	WAGES TEMPORARY	0	60	98	0	0	98	0	N/A
680	67500	151	SOCIAL SECURITY	1,811	1,432	1,207	2,506	576	1,207	2,652	5.82%
680	67500	152	EMPLOYER RETIREMENT	1,734	1,354	1,115	2,228	558	1,115	2,323	4.26%
680	67500	157	HRA DEDUCTIBLE	654	951	857	1,768	528	857	2,076	17.39%
680	67500	154	MEDICAL & DENTAL INS	2,881	6,552	5,756	10,929	3,150	5,756	13,593	24.38%
680	67500	155	LIFE INSURANCE	12	19	17	46	11	17	53	14.31%
680	67500	156	WORKERS COMPENSATION	1,065	896	831	1,649	0	831	1,758	6.58%
680	67500	400	NON-LABOR M&S	13,757	6,201	6,413	10,960	2,558	28,000	20,960	91.24%
Total				\$46,710	\$37,383	\$33,174	\$9,197	\$15,685	\$54,761	78,082	31.90%

**City of Ashland Water Utility Enterprise Fund
2018 Budget Detail**

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		2014	2015	2016	2017	2017 Actual	2017	2018	PERCENT		
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE		
Maintenance of Meters											
680	67600	111	WAGES	7,898	4,399	6,501	2,453	3,708	6,501	8,753	256.88%
680	67600	112	OVERTIME WAGES	37	0		0	0		0	N/A
680	67600	151	SOCIAL SECURITY	579	319	458	188	256	458	670	256.88%
680	67600	152	EMPLOYER RETIREMENT	556	299	429	167	252	429	586	251.63%
680	67600	157	HRA DEDUCTIBLE	199	155	324	154	197	324	538	250.00%
680	67600	154	MEDICAL & DENTAL INS	1,195	1,305	2,407	950	1,519	2,407	3,524	270.84%
680	67600	155	LIFE INSURANCE	2	2	8	4	5	8	14	240.82%
680	67600	156	WORKERS COMPENSATION	348	201	311	143	0	311	456	217.78%
680	67600	400	NON-LABOR M&S	893	1,624	1,264	500	157	1,600	1,065	113.00%
680	67600	925	INTERDEPARTMENTAL	(5,854)	(4,152)	(5,851)	(2,320)	0	(5,851)	(2,320)	N/A
Total				\$5,854	\$4,152	\$5,851	\$2,238	\$6,094	\$6,187	\$13,285	493.51%

Maintenance of Hydrants											
680	67700	111	WAGES	15,647	10,912	7,748	14,715	4,530	7,748	22,507	52.95%
680	67700	112	OVERTIME WAGES	28	0	34	0	0	34	0	N/A
680	67700	125	WAGES TEMPORARY	444	1,619	1,590	0	110	1,600	0	N/A
680	67700	151	SOCIAL SECURITY	1,187	934	668	1,126	326	668	1,722	52.95%
680	67700	152	EMPLOYER RETIREMENT	1,098	751	515	1,001	307	515	1,508	50.70%
680	67700	157	HRA DEDUCTIBLE	369	585	448	923	268	448	1,384	50.00%
680	67700	154	MEDICAL & DENTAL INS	2,247	2,925	2,676	5,702	1,472	2,676	9,062	58.93%
680	67700	155	LIFE INSURANCE	7	6	8	24	8	8	35	46.06%
680	67700	156	WORKERS COMPENSATION	710	584	405	860	0	405	1,172	36.19%
680	67700	400	NON-LABOR M&S	9,355	3,463	3,017	4,000	3,048	7,000	36,000	800.00%
Total				\$31,093	\$21,779	\$17,109	\$28,351	\$10,069	\$21,102	\$73,390	158.86%

Maint. of Misc. Distribution Equipment												
680	67800	111	WAGES		0		2,453	26,700		3,751	52.95%	
680	67800	112	OVERTIME WAGES		0		0	0		0	N/A	
680	67800	151	SOCIAL SECURITY		0		188	0		287	52.95%	
680	67800	152	EMPLOYER RETIREMENT		0		167	0		251	50.70%	
680	67800	157	HRA DEDUCTIBLE		0		154	0		231	50.00%	
680	67800	154	MEDICAL & DENTAL INS		0		950	0		1,510	58.93%	
680	67800	155	LIFE INSURANCE		0		4	0		6	46.06%	
680	67800	156	WORKERS COMPENSATION		0		143	0		195	36.19%	
680	67800	400	NON-LABOR M&S		223	2,523	415	280	649	710	257.14%	
Total					\$223	\$2,523	\$415	\$4,338	\$27,349	\$710	\$7,232	66.69%

Total Dist. System Maint. Expense						\$201,734	\$205,750	\$134,179	\$271,312	\$82,982	\$173,832	\$343,034	26.44%
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City of Ashland Water Utility Enterprise Fund
2018 Budget Detail

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Customer Accounts

Customer Accounts Supervision

680 90100 925 INTERDEPARTMENTAL CHARGES
Total

2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 Actual Jan to June	2017 Projected	2018 BUDGET	PERCENT CHANGE
\$10,664	\$11,145	\$10,598	\$11,280	\$5,640	\$11,280	\$10,975	N/A
\$10,664	\$11,145	\$10,598	\$11,280	\$5,640	\$11,280	\$10,975	-2.70%

Meter Reading Expenses

680 90200 400 NON-LABOR M&S
680 90200 925 INTERDEPARTMENTAL CHARGES
Total

2,902	1,893	2,345	2,500	1,716	1,715	2,500	0.00%
14,250	15,553	15,864	16,557	8,279	16,557	16,730	1.04%
\$17,152	\$17,446	\$18,209	\$19,057	\$9,995	\$18,272	\$19,230	0.91%

Customer Records & Collection Expense

680 90300 925 INTERDEPARTMENTAL CHARGES
Total

22,406	24,269	22,701	24,564	12,282	24,565	26,295	7.05%
22,406	24,269	22,701	24,564	12,282	24,565	26,295	7.05%

Misc. Customer Service Expense

680 90500 400 NON-LABOR M&S
680 90500 925 INTERDEPARTMENTAL CHARGES
Total

466	323	1,173	1,000	0	1,000	1,000	0.00%
23,924	25,623	24,579	25,884	12,942	25,884	25,805	-0.31%
\$24,390	\$25,946	\$25,752	\$26,884	\$12,942	\$26,884	\$26,805	-0.29%

Total Customer Accounts Expense

\$74,612	\$78,806	\$77,260	\$81,785	\$40,859	\$81,001	\$83,305	1.86%
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Administrative & General

Administrative & General Salaries

680 92000 111 WAGES
680 92000 112 OVERTIME WAGES
680 92000 125 TEMPORARY LABOR
680 92000 131 LONGEVITY
680 92000 138 ADMIN/GENERAL ACCR SICK/VAC
680 92000 151 SOCIAL SECURITY
680 92000 152 EMPLOYER RETIREMENT
680 92000 157 HRA DEDUCTIBLE
680 92000 154 MEDICAL & DENTAL INS
680 92000 155 LIFE INSURANCE
680 92000 156 WORKERS COMPENSATION
680 92000 190 POST-EMPLOYMENT HEALTH INS
680 92000 400 ADMIN/GENERAL MATERIALS
680 92000 925 INTERDEPARTMENTAL CHARGES
Total

2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 Actual Jan to June	2017 Projected	2018 BUDGET	PERCENT CHANGE
60,019	62,703	69,286	76,302	21,062	41,818	82,072	7.56%
0	0	100	0	276	275	0	N/A
0	352	609		0	0		N/A
428	481	374	519		420	531	2.31%
415	511	(9)		0	0		N/A
4,302	4,504	5,027	5,662	1,552	3,000	6,108	7.87%
4,345	4,276	3,907	5,224	1,451	2,900	5,534	5.95%
3,345	3,540	3,310	3,600	1,053	2,200	3,600	0.00%
18,866	19,708	17,217	19,640	4,614	8,500	20,650	5.14%
323	374	337	444	102	225	472	6.33%
1,724	2,257	2,886	2,864	0	2,750	2,853	-0.39%
0	0	25,313		0	0		N/A
6,070	7,969	5,593	6,500	3,845	7,800	6,500	0.00%
67,923	65,070	63,996	67,494	33,747	67,494	69,500	2.97%
\$167,758	\$171,745	\$197,946	\$188,249	\$67,702	\$137,382	\$197,820	5.08%

Office Supplies & Expense

680 92100 400 OFFICE SUPPLIES MATERIALS
680 92100 925 INTERDEPARTMENTAL CHARGES
Total

8	24	676	500	175	200	500	0.00%
0	0	0	1,000	661	800	1,000	0.00%
\$8	\$24	\$676	\$1,500	\$836	\$1,000	\$1,500	0.00%

Outside Professional Services

680 92300 210 PROFESSIONAL SERVICES
680 92300 295 INTERDEPARTMENTAL CHARGES
Total

30,194	60,356	32,560	50,000	11,013	18,000	31,500	-37.00%
6,185	2,401	3,662	6,000	0	6,000	6,000	0.00%
\$36,379	\$62,757	\$36,222	\$56,000	\$11,013	\$24,000	\$37,500	-33.04%

Property Insurance

680 92400 511 LOCAL GOVT. PROP INS FUND
Total

6,893	4,108	5,448	7,000	5,499	7,000	6,000	-14.29%
\$6,893	\$4,108	\$5,448	\$7,000	\$5,499	\$7,000	\$6,000	-14.29%

Injuries & Damages

680 92500 513 LIABILITY INSURANCE
Total

6,712	6,822	6,351	9,000	3,141	9,000	9,000	0.00%
\$6,712	\$6,822	\$6,351	\$9,000	\$3,141	\$9,000	\$9,000	0.00%

City of Ashland Water Utility Enterprise Fund
2018 Budget Detail

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Administrative & General Continued:

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 Actual Jan to June	2017 Projected	2018 BUDGET	PERCENT CHANGE
Employee Benefits								
680 92600 131 LONGEVITY	0	0	0	1,570	0	0	1,570	0.00%
680 92600 133 RETIREMENT PAYOUT			0		0	0		N/A
680 92600 152 PENSION	7,964	7,611	18,891	0	0	0	0	N/A
680 92600 157 HRA DEDUCTIBLE	0	0		0	0		0	N/A
680 92600 154 HEALTH/DENTAL	48,685	55,665	56,739	60,000	31,437	56,739	60,000	0.00%
680 92600 191 POST -EMPLOYMENT HRA	1,500	4,000	3,000	3,000	1,500	3,000	3,000	0.00%
680 92600 400 MATERIALS				0	0			N/A
Total	\$58,149	\$67,276	\$78,630	\$64,570	\$32,937	\$59,739	\$64,570	0.00%

Regulatory Commission Expense

680 92800 210 REGULATORY COMMISSION EXP	0	0	0	200	0	0	200	0.00%
680 92800 400 REGULATORY COMMISSION EXP	1,026	1,061	8,825	1,150	530	1,150	1,150	0.00%
Total	\$1,026	\$1,061	\$8,825	\$1,350	\$530	\$1,150	\$1,350	0.00%

Misc. General Expense

680 93000 400 NON-LABOR M&S	1,004	2,326	4,289	1,500	294	2,000	2,000	33.33%
Total	\$1,004	\$2,326	\$4,289	\$1,500	\$294	\$2,000	\$2,000	33.33%

Rents

680 93100 539 RENTALS/LEASES	1,238	1,227	1,237	1,235	1,264	1,264	1,270	2.83%
Total	\$1,238	\$1,227	\$1,237	\$1,235	\$1,264	\$1,264	\$1,270	2.83%

Total Admin. & General Expense

\$279,167	\$317,346	\$339,624	\$330,404	\$123,216	\$242,535	\$321,010	-2.84%
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Other Operating Expenses (Credits)

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 Actual Jan to June	2017 Projected	2018 BUDGET	PERCENT CHANGE
Depreciation Expense								N/A
680 40300 000 DEPRECIATION- UTILITY FINANCED	327,704	313,566	338,066	378,237	165,275	338,066	338,066	-10.62%
680 40300 471 DEPRECIATION ON CONTRIBUTED	90,332	91,957	96,108	90,500	49,759	96,108	96,108	6.20%
680 40300 925 INTERDEPARTMENTAL CHARGES	(25,736)	(16,047)	(15,795)	(16,332)	(7,898)	(15,795)	(16,332)	N/A
Total	\$392,300	\$389,476	\$418,379	\$452,405	\$207,136	\$418,379	\$417,842	-7.64%

Taxes Expense

680 40800 0000 PROPERTY TAX EQUIVALENT	363,509	348,183	378,282	411,957	188,052	413,330	391,530	-4.96%
680 40800 925 INTERDEPARTMENTAL CHARGES	(6,489)	(6,412)	(6,945)	(7,596)	0	(6,945)	(7,220)	N/A
Total	\$357,020	\$341,771	\$371,337	\$404,361	\$188,052	\$406,385	\$384,310	-4.96%

Total Other Operating Expense

\$749,320	\$731,247	\$789,716	\$856,766	\$395,188	\$824,764	\$802,152	-6.37%
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Total Operating Expenses

\$1,685,273	\$1,724,299	\$1,773,857	\$2,002,027	\$845,521	\$1,743,043	\$2,086,066	4.20%
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Net Operating Income (Loss)

\$308,509	\$315,973	\$303,855	\$410,295	\$331,155	\$673,907	\$330,884	-19.35%
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Net Income (Loss)

\$280,881	\$190,828	\$556,752	\$205,235	\$172,336	\$637,942	\$204,671	-0.28%
280,881	190,828	556,752	205,235	172,336			

City of Ashland Water Utility Enterprise Fund
2018 Budget Detail

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WATER UTILITY EXPENSE
ANALYSIS BY OBJECT CODE

			2014	2015	2016	2017	2017 Actual	2017	2018	PERCENT
			ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE
680	111	WAGES	264,891	273,995	286,014	339,684	146,250	262,912	350,277	3.12%
	112	OVERTIME WAGES	5,433	5,155	2,313	4,704	1,980	2,667	4,704	0.00%
	125	TEMPORARY WAGES	1,828	6,297	4,107	11,160	1,382	8,951	4,320	-61.29%
	131	LONGEVITY	655	981	1,206	4,195	0	735	4,300	2.52%
	133	RETIREMENT PAYOUT	0	0	0	0	0	0	0	N/A
	136	CLOTHING REIMBURSEMENT	1,244	400	1,794	2,250	0	450	2,250	0.00%
	138	ACCR SICK/VAC	415	511	(9)	0	0	0	0	N/A
	151	SOCIAL SECURITY	20,004	20,712	20,994	27,402	8,706	18,681	27,421	0.07%
	152	EMPLOYER RETIREMENT	26,621	26,333	37,402	23,810	8,051	17,625	23,943	0.56%
	157	HRA DEDUCTIBLE / H.S.A.	12,755	13,889	16,882	19,675	6,447	31,410	19,675	0.00%
	154	MEDICAL & DENTAL INS	111,037	138,897	152,758	178,919	69,954	125,544	185,587	3.73%
	155	LIFE INSURANCE	473	551	643	869	224	532	886	2.02%
	156	WORKERS COMPENSATION	10,580	12,051	14,117	17,703	0	16,482	16,371	-7.52%
	190	POST -EMPLOYMENT	0	0	25,313	0	0	0	0	N/A
	191	POST -EMPLOYMENT H.S.A.	1,500	4,000	3,000	3,000	1,500	3,000	3,000	0.00%
		TOTAL LABOR EXPENSE	\$457,437	\$503,772	\$566,534	\$633,370	\$244,494	\$488,987	\$642,735	1.48%
										N/A
	210	PROFESSIONAL SERVICES	30,194	60,356	32,560	50,200	11,013	18,000	31,700	-36.85%
	222	ELECTRICITY	53,179	50,488	49,530	54,546	25,805	51,750	53,000	-2.83%
	224	NATURAL GAS	5,638	5,953	4,407	7,889	4,254	5,000	5,500	-30.28%
	227	PROPANE	0	0	0	430	0	0	430	0.00%
	295	ENGINEERING SERVICES	6,185	2,401	3,662	6,000	0	6,000	6,000	0.00%
	342	GAS/DIESEL FOR FUEL GENERATOR	190	228	78	775	0	0	235	-69.68%
	400	MATERIALS/R&M	181,986	175,655	144,601	189,462	61,531	151,781	337,725	78.25%
	410	CHEMICALS	54,697	48,336	47,073	47,994	19,781	47,995	49,434	3.00%
	511	LOCAL GOVT PROP INS FUND	6,893	4,108	5,448	7,000	5,499	7,000	6,000	-14.29%
	513	LIABILITY INSURANCE	6,712	6,822	6,351	9,000	3,141	9,000	9,000	0.00%
	539	RENTALS/ LEASES	1,238	1,227	1,237	1,235	1,264	1,264	1,270	2.83%
	925	INTERDEPARTMENTAL CHARGES	131,605	133,706	122,660	137,359	73,551	131,502	140,885	2.57%
		TOTAL OTHER EXPENSES	\$478,516	\$489,280	\$417,607	\$511,891	\$205,839	\$429,292	\$641,179	25.26%
										N/A
		SUBTOTAL	\$935,953	\$993,052	\$984,141	\$1,145,261	\$450,333	\$918,279	\$1,283,914	12.11%
										N/A
40300	0000	DEPRECIATION	392,300	389,476	418,379	452,405	207,136	418,379	417,842	-7.64%
40800	0000	TAXES	357,020	341,771	371,337	404,361	188,052	406,385	384,310	-4.96%
		TOTAL OPERATING EXPENSES	\$1,685,273	\$1,724,299	\$1,773,857	\$2,002,027	\$845,521	\$1,743,043	\$2,086,066	4.20%

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City of Ashland
2018 Budget Preliminary
Wastewater Utility Enterprise Fund

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	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 ESTIMATE	2018 BUDGET	Percent Change
Operating Revenues:							
Bulk Waste Treatment	\$157,012	\$61,362	\$63,497	\$59,500	\$62,792	\$62,000	4.20%
Metered Customer Revenues	1,677,168	1,677,948	1,842,894	2,041,439	2,053,380	2,053,380	0.58%
Other Operating Revenues	40,433	46,384	67,004	37,000	54,150	37,000	0.00%
Estimated Increase in Revenue Stream	0	0	0	0	0	0	0.00%
Total Operating Revenues	\$1,874,613	\$1,785,694	\$1,973,395	\$2,137,939	\$2,170,322	\$2,152,380	0.68%

Non-Operating Income (Expense):

	(\$20,159)	(\$7,161)	\$896,193	(\$1,153)	\$259,948	\$9,414	-916.48%
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Operating Expenses:

Collection System

Collection System Supervision	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Collection Operation Labor & Expense	82,244	67,413	60,058	46,179	49,274	44,528	-3.58%
Power & Fuel for Lift Stations	66,754	48,530	61,405	61,995	58,079	60,300	-2.73%
Misc. Collection System Expense	12,264	14,142	16,425	11,650	18,000	18,000	54.51%
Maint. of Collection System	77,486	37,879	19,093	188,298	80,830	107,494	-42.91%
Maint. of Lift Stn. Buildings & Grounds	9,308	11,328	10,480	46,797	7,170	6,036	-87.10%
Maint. of Lift Stn Equipment	21,084	44,916	33,018	30,772	20,919	21,537	-30.01%
Maint. of Misc. Collection Equipment	5,783	6,710	3,756	5,614	7,030	5,135	-8.55%
Total Collection System Expense	\$274,923	\$230,918	\$204,235	\$391,306	\$241,302	\$263,029	-32.78%

Wastewater Treatment

Treatment Operation Supervision	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Treatment Operation Labor & Expense	131,477	130,826	99,281	145,587	94,900	148,292	1.86%
Power & Fuel for WWTP	121,730	95,709	101,140	124,139	103,600	105,000	-15.42%
Laboratory & Testing Expense	98,211	108,257	106,463	111,040	102,235	121,161	9.11%
Sludge Treatment/Disposal Expenses	38,899	34,095	50,904	47,716	22,791	49,021	2.74%
Misc. Treatment Plant Expense	41,036	41,889	58,855	39,165	59,850	54,779	39.87%
Disinfection Expense	1,433	1,040	2,588	19,588	2,572	14,760	-24.65%
Maint. of Treatment Buildings & Grounds	32,192	37,838	35,073	29,515	39,759	26,899	-8.86%
Maintenance of Treatment Equipment	95,563	107,430	83,681	62,028	58,198	56,875	-8.31%
Maint. of Misc. Plant Equipment	10,991	11,172	10,253	13,604	28,526	13,699	0.70%
Utility Locates	0	0	0	23,571	18,472	23,956	1.63%
Total Wastewater Treatment Expense	\$571,531	\$568,255	\$548,238	\$615,953	\$530,903	\$614,441	-0.25%

Customer Accounts

Customer Billing & Accounting	\$68,951	\$67,906	\$61,485	\$70,177	\$67,905	\$67,491	-3.83%
Meter Reading Expenses	\$13,759	\$13,775	12,143	12,782	12,667	12,804	0.17%
Uncollectible Accounts Expense	\$0	\$0	0	0	0	0	0.00%
Joint Meter Expenses	\$14,675	\$14,574	21,881	17,064	15,000	17,064	0.00%
Total Customer Accounts Expense	\$97,385	\$96,255	\$95,509	\$100,023	\$95,572	\$97,358	-2.66%

City of Ashland
2018 Budget Preliminary
Wastewater Utility Enterprise Fund

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	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 ESTIMATE	2018 BUDGET	Percent Change
Administrative & General							
Administrative & General Salaries	\$161,248	\$183,868	\$181,767	\$174,930	\$148,234	\$185,725	6.17%
Office Supplies & Expense	1,382	640	1,551	1,087	1,200	1,200	10.40%
Outside Professional Services	43,501	13,230	51,212	49,300	31,690	27,700	-43.81%
Property Insurance	13,703	12,817	14,937	19,675	14,937	19,675	0.00%
Injuries & Damages	19,033	19,941	16,764	21,000	15,000	21,000	0.00%
Employee Benefits	63,536	58,789	74,828	53,000	49,654	53,000	0.00%
Regulatory Expense	7,614	8,355	8,460	7,299	8,000	8,000	9.60%
Misc. General Expense	0	517	0	390	0	390	0.05%
Maintenance of General Plant	2,725	2,800	2,868	2,685	2,800	2,685	0.00%
Rents	1,238	1,227	1,237	1,227	1,237	1,227	0.00%
Total Admin. & General Expense	\$313,979	\$302,184	\$353,624	\$330,593	\$272,752	\$320,602	-3.02%
Clearing accounts balance	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Total Direct Operating Expenses	\$1,257,818	\$1,197,612	\$1,201,606	\$1,437,874	\$1,140,529	\$1,295,431	-9.91%
Other Operating Expenses (Credits)							0.00%
Depreciation Expense	\$738,417	\$735,244	\$742,217	\$746,332	\$746,332	\$746,332	0.00%
Taxes Expense	0	0	0	0	0	0	0.00%
Total Other Operating Expense	\$738,417	\$735,244	\$742,217	\$746,332	\$746,332	\$746,332	0.00%
Total Operating Expenses	\$1,996,235	\$1,932,856	\$1,943,823	\$2,184,206	\$1,886,861	\$2,041,763	-6.52%
Net Operating Income (Loss)	(\$121,622)	(\$147,162)	\$29,572	(\$46,267)	\$283,461	\$110,617	-339.08%
Net Income (Loss)	(\$141,781)	(\$154,323)	\$925,765	(\$47,420)	\$543,409	\$120,031	-353.12%

Adjust Net Income for Contributions in Aid of Construction - CIAC							
<p>CIAC is grant or contribution dollars received from other governmental agencies and other organizations to be used for capital projects.</p> <p>CIAC - this contribution adds to revenue in the year received with only a small portion added to depreciation expense.</p> <p>The below adjustment removes the CIAC activity for a better comparison of net operations from year to year.</p>							
	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 ESTIMATE	2018 BUDGET	
Net Income (Loss)	(141,781)	(154,323)	925,765	(47,420)	543,409	120,031	-353.12%
Remove-Contribution in aid of construction	(6,555)	(14,966)	(807,100)	(22,500)	(276,740)	(22,500)	0.00%
Depreciation on CIAC not available	0	0	0	0	0	0	0.00%
Net Income (Loss) removing CIAC	(\$148,336)	(\$169,289)	\$118,665	(\$69,920)	\$266,669	\$97,531	-239.49%

Calculation of Adjusted Net Income available for Debt Service Payments & Capital Assets

Calculate Adjusted Net Income Available for Debt Service & Capital Assets

	2014	2015	2016	2017	2017	2018	Percent
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET	Change
Gross Operating Revenues	\$1,874,613	\$1,785,694	\$1,973,395	\$2,137,939	\$2,170,322	\$2,152,380	16.83%
Add: Interest/Dividend Revenues	15,040	15,043	128,481	13,387	17,515	12,416	-30.78%
Less: Operating Expenses	(1,996,235)	(1,932,856)	(1,943,823)	(2,184,206)	(1,886,861)	(2,041,763)	0.00%
Add: Depreciation	738,417	735,244	742,217	746,332	746,332	746,332	12.93%
Add: Amortization	0	0	0	0	0	0	-100.00%
Add: Amorz of unfunded pension liability	10,490	9,134	28,730	0	0	0	0.00%
Subtotal - Cash Flow	642,325	612,259	929,000	713,452	1,047,308	869,365	0.00%
Less: Debt Payments	(310,400)	(314,846)	(332,707)	(356,216)	(338,951)	(363,457)	14.76%
Less: Provision-Collection sys/Other Assets	(200,000)	(200,000)	(259,000)	(259,000)	(259,000)	(259,000)	0.00%
Less: Equipment Replacement Reserve fund	(130,000)	(130,000)	(135,000)	(140,000)	(140,000)	(150,000)	14.68%
Adjusted Cash Flow Income (Loss)	\$1,925	(\$32,587)	\$202,293	(\$41,764)	\$309,357	\$96,908	0.00%

Calculation of Debt Service Payments using debt ratio of 110%

	2014	2015	2016	2017	2017	2018	Percent
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET	Change
Principal and Interest Payments							
2014 CWF Bonds - Force Main	\$0	\$10,605	\$38,434	\$38,932	\$38,932	\$38,924	-0.02%
1998/99 Clean Water Fund Bonds	168,854	168,801	168,746	168,690	168,690	168,633	-0.03%
2009A GO Refunding Bonds	73,384	66,130	52,889	51,943	51,943	34,570	-33.45%
2009B GO BAB Bonds	63,917	65,065	68,393	67,477	67,477	69,403	2.85%
2016 CWF Bonds - 6th St W	0	0	0	15,988	8,133	10,927	-31.65%
USDA-RD for 2017 SCADA(estimate)				9,410	0	41,000	335.71%
Unfunded Pension Liability	4,245	4,245	4,245	3,776	3,776	0	-100.00%
Total Principal and Interest Payments	\$310,400	\$314,846	\$332,707	\$356,216	\$338,951	\$363,457	2.03%
Debt Service Coverage Ratio	110%	110%	110%	110%	110%	110%	
Calculated Minimum Net Income	\$341,440	\$346,331	\$365,978	\$391,838	\$372,846	\$399,803	2.03%

Compare Adjusted Net Income Calculation to Debt Service Payments @110%

	2014	2015	2016	2017	2017	2018	Percent
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET	Change
Adjusted Net Income available for debt payments	642,325	612,259	929,000	713,452	1,047,308	869,365	0.00%
Calculated Minimum Debt Coverage Net Income	(341,440)	(346,331)	(365,978)	(391,838)	(372,846)	(399,803)	14.76%
Adj Net Income Over minimum calculated	\$300,885	\$265,928	\$563,022	\$321,614	\$674,461	\$469,562	0.00%

City of Ashland
 2018 Detail
 Wastewater Utility Enterprise Fund

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Operating Revenues:

Waste Treatment

690	46411	4600	UN-METERED/BULK TREATMENT
690	46411	4611	METERED RESIDENTIAL
690	46411	4612	METERED COMMERCIAL
690	46411	4613	METERED INDUSTRIAL
690	46411	4614	METERED PUBLIC AUTHORITY
690	46411	4615	METERED SUBURBAN
			Metered Revenue

2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 Actual Jan to June	2017 Yr End Estimate	2018 BUDGET	PERCENT CHANGE
157,012	61,362	63,497	59,500	31,396	62,792	62,000	4.20%
922,268	874,054	945,496	1,262,648	508,732	1,030,630	1,030,630	-18.38%
636,917	685,001	762,503	636,308	397,929	862,790	862,790	35.59%
28,700	29,698	33,729	35,549	19,740	40,920	40,920	15.11%
74,908	74,288	83,429	90,638	44,234	101,710	101,710	12.22%
14,375	14,907	17,737	16,296	6,301	17,330	17,330	6.35%
1,677,168	1,677,948	1,842,894	2,041,439	976,936	2,053,380	2,053,380	0.58%
\$1,834,181	\$1,739,310	\$1,906,391	\$2,100,939	\$1,008,332	\$2,116,172	\$2,115,380	0.69%

Total Waste Treatment

Other Operating Revenues

690	46412	4700	FORFEITED DISCOUNTS
690	46412	4710	MISC. SERVICE REVENUES

7,074	7,406	8,919	7,000	3,905	7,810	7,000	0.00%
33,358	38,978	58,085	30,000	23,170	46,340	30,000	0.00%
\$40,433	\$46,384	\$67,004	\$37,000	\$27,075	\$54,150	\$37,000	0.00%

Total Other Revenues

ESTIMATED INCREASE IN REVENUE STREAM

						0	N/A
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Total Operating Revenues

\$1,874,613	\$1,785,694	\$1,973,395	\$2,137,939	\$1,035,407	\$2,170,322	\$2,152,380	0.68%
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Non-Operating Income (Expense):

690	46412	4711	CIAC
690	46413	4190	INTEREST INCOME
690	46413	4270	INTEREST EXP. ON LT DEBT
690	46413	4280	AMORT. OF DEBT EXP.
690	46413	4300	INTEREST EXP. ON G.O. DEBT
690	46413	4301	INTEREST SUBSIDY
690	46413	4340	MISC. CREDITS TO SURPLUS
690	48910	0000	INSURANCE DIVIDENDS/MISC
			Total Non-Operating Income/(Exp)

2014 ACTUAL	2015 ESTIMATE	2016 ACTUAL	2017 BUDGET	2017 Actual to June	2017 Yr End Estimate	2018 BUDGET	PERCENT CHANGE
6,555	14,966	807,100	22,500	21,933	276,740	22,500	0.00%
7,713	8,480	7,788	7,700	2,014	4,028	7,700	0.00%
(18,465)	(26,836)	(24,678)	(25,908)	(11,404)	(23,175)	(19,192)	-25.92%
0	0	0	0	0	0	0	N/A
(23,289)	(19,134)	(14,710)	(11,132)	(5,067)	(11,132)	(6,310)	-43.32%
4,339	4,228	3,478	2,587	1,524	2,587	1,616	-37.53%
	8,800	0	0	0	0	0	N/A
2,988	2,335	117,215	3,100	10,900	10,900	3,100	0.00%
(\$20,159)	(\$7,161)	\$896,193	(\$1,153)	\$19,900	\$259,948	\$9,414	-916.48%

City of Ashland
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Wastewater Utility Enterprise Fund

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Operating Expenses:

Collection System

				2014	2015	2016	2017	2017 Actual	2017 Yr End	2018	PERCENT
				ACTUAL	ESTIMATE	ACTUAL	BUDGET	to June	Estimate	BUDGET	CHANGE
<u>Collection Operation Labor & Expense</u>											
690	82100	111	WAGES	44,222	38,654	37,285	24,295	16,480	34,000	25,042	3.08%
690	82100	112	OVERTIME WAGES	98	50	66	831	0		831	0.00%
690	82100	125	WAGES/TEMP	142	46	469	0	0	432	0	N/A
690	82100	136	CLOTHING ALLOWANCE	0	0	445					N/A
690	82100	151	SOCIAL SECURITY	3,228	2,800	2,811	1,922	1,208	2,000	1,979	2.97%
690	82100	152	EMPLOYER RETIREMENT	3,124	2,630	2,256	1,709	1,120	1,500	1,734	1.46%
690	82100	157	HSA CONTRIBUTION	3,896	2,174	1,630	1,348	803	975	1,228	-8.90%
690	82100	154	MEDICAL & DENTAL INS	18,012	10,645	8,483	6,938	4,063	4,250	6,848	-1.29%
690	82100	155	LIFE INSURANCE	47	35	34	34	6	10	39	13.96%
690	82100	156	WORKERS COMPENSATION	1,953	1,973	2,097	1,643	0	1,607	1,325	-19.31%
690	82100	290	SERVICES	0	0	0	0	0	0	0	N/A
690	82100	400	NON-LABOR M&S	7,524	8,406	4,482	7,459	1,993	4,500	5,500	-26.26%
Total				\$82,244	\$67,413	\$60,058	\$46,179	\$25,673	\$49,274	\$44,528	-3.58%

Power & Fuel for Lift Stations

690	82200	222	ELECTRICITY	57,686	40,549	53,217	52,000	20,957	51,356	52,000	0.00%
690	82200	224	NATURAL GAS	8,435	7,430	7,324	8,495	4,897	6,723	7,500	-11.71%
690	82200	342	GAS & DIESEL FUEL	632	551	864	1,500	0	0	800	-46.67%
Total				\$66,754	\$48,530	\$61,405	\$61,995	\$25,854	\$58,079	\$60,300	-2.73%

Misc. Collection System Expense

690	82300	400	NON-LABOR M&S	12,264	14,142	16,425	11,650	10,058	18,000	18,000	54.51%
Total				\$12,264	\$14,142	\$16,425	\$11,650	\$10,058	\$18,000	\$18,000	54.51%

Maint. of Collection System

690	82500	111	WAGES	26,960	19,086	8,267	53,146	7,619	23,000	46,015	-13.42%
690	82500	112	OVERTIME WAGES	313	404	171	67	125	155	67	0.00%
690	82500	125	WAGES/TEMP	1,398	30	614	17,280	815	625	12,960	-25.00%
690	82500	151	SOCIAL SECURITY	2,066	1,421	669	5,393	623	550	4,517	-16.24%
690	82500	152	EMPLOYER RETIREMENT	2,004	1,328	557	3,618	526	435	3,087	-14.67%
690	82500	157	HSA CONTRIBUTION	1,116	886	283	2,949	500	220	2,257	-23.48%
690	82500	154	MEDICAL & DENTAL INS	6,208	4,577	1,503	15,177	2,307	1,125	12,584	-17.09%
690	82500	155	LIFE INSURANCE	37	33	6	75	8	5	72	-4.27%
690	82500	156	WORKERS COMPENSATION	1,187	1,014	495	3,594	0	3,515	2,436	-32.23%
690	82500	400	NON-LABOR M&S	36,197	9,100	6,528	87,000	2,625	51,200	23,500	-72.99%
Total				\$77,486	\$37,879	\$19,093	\$188,298	\$15,148	\$80,830	\$107,494	-42.91%

Maint. of Lift Stn. Buildings & Grounds

690	82600	111	WAGES	5,239	6,543	6,389	3,037	1,006	3,000	3,130	3.08%
690	82600	112	OVERTIME WAGES	0	0	66	67	121	65	67	0.00%
690	82600	125	WAGES/TEMP	298	394	405	0	0	405	0	N/A
690	82600	151	SOCIAL SECURITY	403	511	511	237	81	520	245	3.01%
690	82600	152	EMPLOYER RETIREMENT	385	445	426	211	77	430	214	1.50%
690	82600	157	HSA CONTRIBUTION	263	297	210	169	63	210	154	-8.90%
690	82600	154	MEDICAL & DENTAL INS	1,065	1,358	1,048	867	328	1,035	856	-1.29%
690	82600	155	LIFE INSURANCE	5	5	4	4	1	5	5	13.96%
690	82600	156	WORKERS COMPENSATION	227	357	424	205	0	0	166	-19.31%
690	82600	400	NON-LABOR M&S	1,423	1,418	997	42,000	3	1,500	1,200	-97.14%
Total				\$9,308	\$11,328	\$10,480	\$46,797	\$1,680	\$7,170	\$6,036	-87.10%

**City of Ashland
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Collection System

				2014	2015	2016	2017	2017 Actual	2017 Yr End	2018	PERCENT
				ACTUAL	ESTIMATE	ACTUAL	BUDGET	to June	Estimate	BUDGET	CHANGE
Maint. of Lift Stn Equipment											
690	82700	111	WAGES	11,197	15,485	16,063	9,111	3,516	5,500	9,391	3.08%
690	82700	112	OVERTIME WAGES	575	109	221	226	67	375	226	0.00%
690	82700	125	WAGES/TEMP	144	158	360	0	0	360	0	N/A
690	82700	151	SOCIAL SECURITY	854	1,140	1,230	714	266	1,295	736	3.00%
690	82700	152	EMPLOYER RETIREMENT	833	1,061	1,073	635	244	1,130	644	1.49%
690	82700	157	HSA CONTRIBUTION	497	846	532	506	70	528	461	-8.90%
690	82700	154	MEDICAL & DENTAL INS	2,517	3,821	3,140	2,602	631	4,100	2,568	-1.29%
690	82700	155	LIFE INSURANCE	16	20	14	13	2	15	15	13.96%
690	82700	156	WORKERS COMPENSATION	490	772	1,064	616	0	616	497	-19.31%
690	82700	400	NON-LABOR M&S	3,960	21,504	9,321	16,350	5,293	7,000	7,000	-57.19%
Total				\$21,084	\$44,916	\$33,018	\$30,772	\$10,089	\$20,919	\$21,537	-30.01%

Maint. of Misc. Collection Equipment

690	82800	111	WAGES	3,444	4,256	2,203	3,037	600	3,800	3,130	3.08%
690	82800	112	OVERTIME WAGES	0	50	0	0	69	0	0	N/A
690	82800	125	TEMPORARY WAGES	246	11	428	0	0	430	0	N/A
690	82800	151	SOCIAL SECURITY	269	316	196	232	48	200	239	3.08%
690	82800	152	EMPLOYER RETIREMENT	258	293	145	207	46	150	210	1.56%
690	82800	157	HSA CONTRIBUTION	145	159	119	169	55	125	154	-8.90%
690	82800	154	MEDICAL & DENTAL INS	714	987	397	867	232	420	856	-1.29%
690	82800	155	LIFE INSURANCE	2	2	3	4	1	5	5	13.96%
690	82800	156	WORKERS COMPENSATION	153	226	155	205	0	200	166	-19.31%
690	82800	400	NON-LABOR M&S	552	410	110	893	0	1,700	375	-58.02%
Total				\$5,783	\$6,710	\$3,756	\$5,614	\$1,051	\$7,030	\$5,135	-8.55%

Total Collection System Expense

\$274,923	\$230,918	\$204,235	\$391,306	\$89,553	\$241,302	\$263,029	-32.78%
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Wastewater Treatment

				2014	2015	2016	2017	2017 Actual	2017 Yr End	2018	PERCENT
				ACTUAL	ACTUAL	ACTUAL	BUDGET	to June	Estimate	BUDGET	CHANGE
Treatment Operation Labor & Expense											
690	83100	111	WAGES	50,652	42,504	34,669	53,905	11,822	22,000	55,563	3.08%
690	83100	112	OVERTIME WAGES	1,393	583	888	1,609	400	800	1,609	0.00%
690	83100	125	TEMPORARY WAGES	248	347	910	0	71	900	0	N/A
690	83100	131	LONGEVITY PAY	0	0	0	2,206	0	0	2,246	1.79%
690	83100	136	CLOTHING ALLOWANCE	232	200	529	0	66	800	0	N/A
690	83100	151	SOCIAL SECURITY	3,827	3,154	2,728	4,416	896	3,000	4,545	2.94%
690	83100	152	EMPLOYER RETIREMENT	3,239	2,939	2,112	3,925	835	2,285	3,981	1.43%
690	83100	157	HSA CONTRIBUTION	2,318	2,009	1,722	2,991	685	1,900	2,725	-8.90%
690	83100	154	MEDICAL & DENTAL INS	13,313	12,424	7,027	15,394	3,505	7,600	15,195	-1.29%
690	83100	155	LIFE INSURANCE	88	37	29	76	9	30	86	13.96%
690	83100	156	WORKERS COMPENSATION	1,954	2,310	2,213	3,645	0	3,585	2,941	-19.31%
690	83100	400	NON-LABOR M&S	8,844	8,167	11,961	9,920	4,041	7,000	10,900	9.88%
690	83100	410	TREATMENT CHEMICALS: ALUM	45,369	56,152	34,493	47,500	21,893	45,000	48,500	2.11%
Total				\$131,477	\$130,826	\$99,281	\$145,587	\$44,223	\$94,900	\$148,292	1.86%

Power & Fuel for WWTP

690	83200	222	ELECTRICITY	82,223	70,482	82,606	80,200	33,445	79,600	78,500	-2.12%
690	83200	224	NATURAL GAS	39,161	24,875	18,241	43,439	19,487	24,000	26,200	-39.69%
690	83200	342	GAS & DIESEL FUEL/GENERATOR	346	352	293	500	0	0	300	-40.00%
690	83200	400	POWER FOR WWTP	0	0	0	0	0	0	0	N/A
Total				\$121,730	\$95,709	\$101,140	\$124,139	\$52,932	\$103,600	\$105,000	-15.42%

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Wastewater Treatment

Laboratory & Testing Expense

	2014	2015	2016	2017	2017 Actual	2017 Yr End	2018	PERCENT
	ACTUAL	ACTUAL	ACTUAL	BUDGET	to June	Estimate	BUDGET	CHANGE
690 83300 111 WAGES	56,928	61,800	61,782	53,905	34,246	61,500	64,171	19.05%
690 83300 112 OVERTIME WAGES	3	66	0	1,476	0	0	1,476	0.00%
690 83300 131 LONGEVITY	480	488	681	0	496	690	0	N/A
690 83300 136 CLOTHING ALLOWANCE	200	200	450	0	0	0	0	N/A
690 83300 151 SOCIAL SECURITY	4,366	4,728	4,759	4,237	2,587	4,650	5,022	18.54%
690 83300 152 EMPLOYER RETIREMENT	4,036	4,248	4,159	3,766	2,362	4,050	4,398	16.79%
690 83300 157 HSA CONTRIBUTION	1,845	2,106	2,203	2,991	1,866	2,100	3,147	5.21%
690 83300 154 MEDICAL & DENTAL INS	6,480	8,824	8,280	15,394	10,026	8,400	17,549	14.00%
690 83300 155 LIFE INSURANCE	57	51	55	77	31	55	100	29.54%
690 83300 156 WORKERS COMPENSATION	2,219	3,279	3,748	3,645	0	3,565	3,396	-6.81%
690 83300 213 OUTSIDE SERVICES	4,042	5,665	4,193	4,500	1,065	3,725	4,500	0.00%
690 83300 400 NON-LABOR M&S	17,555	16,802	16,153	21,050	6,616	13,500	17,400	-17.34%
Total	\$98,211	\$108,257	\$106,463	\$111,040	\$59,295	\$102,235	\$121,161	9.11%

Sludge Treatment/Disposal Expenses

690 83400 111 WAGES	14,504	13,637	10,932	24,646	4,486	10,930	25,206	2.27%
690 83400 112 OVERTIME WAGES	215	29	56	452	0	56	452	0.00%
690 83400 125 TEMPORARY WAGES	0	0	1,377	0	0	0	0	N/A
690 83400 151 SOCIAL SECURITY	1,065	992	918	1,920	333	915	1,963	2.23%
690 83400 152 EMPLOYER RETIREMENT	1,030	929	725	1,707	305	725	1,719	0.73%
690 83400 157 HSA CONTRIBUTION	610	315	421	1,011	81	420	921	-8.90%
690 83400 154 MEDICAL & DENTAL INS	3,651	3,249	2,028	5,204	950	2,030	5,136	-1.29%
690 83400 155 LIFE INSURANCE	24	8	8	26	0	10	29	12.29%
690 83400 156 WORKERS COMPENSATION	614	710	729	1,232	0	1,205	994	-19.31%
690 83400 400 NON-LABOR M&S	4,783	5,570	20,713	3,518	880	2,000	8,300	135.91%
690 83400 410 PRESS CHEMICALS: POLYMER	12,403	8,656	12,997	8,000	0	4,500	4,300	-46.25%
Total	\$38,899	\$34,095	\$50,904	\$47,716	\$7,035	\$22,791	\$49,021	2.74%

Misc. Treatment Plant Expense

690 83500 111 WAGES	12,203	11,338	11,391	9,111	7,407	13,000	9,391	3.08%
690 83500 112 OVERTIME WAGES	66	0	0	0.00	0	0	0.00	N/A
690 83500 125 TEMPORARY WAGES	269	0	2,029	0.00	0	2000	0.00	N/A
690 83500 151 SOCIAL SECURITY	901	814	996	697	540	950	718	3.08%
690 83500 152 EMPLOYER RETIREMENT	883	771	753	620	504	700	629	1.56%
690 83500 157 HSA CONTRIBUTION	455	674	412	506	294	415	461	-8.90%
690 83500 154 MEDICAL & DENTAL INS	2,471	3,359	2,185	2,602	1,899	2,175	2,568	-1.29%
690 83500 155 LIFE INSURANCE	13	14	8	14	4	7	15	4.27%
690 83500 156 WORKERS COMPENSATION	527	585	725	616	0	603	497	-19.31%
690 83500 400 NON-LABOR M&S	23,247	24,334	40,356	25,000	26,155	40,000	40,500	62.00%
Total	\$41,036	\$41,889	\$58,855	\$39,165	\$36,803	\$59,850	\$54,779	39.87%

Disinfection Expense

690 83600 111 WAGES	510	657	754	3,037	925	1,900	3,130	3.08%
690 83600 151 SOCIAL SECURITY	36	47	56	232	68	100	239	3.08%
690 83600 152 EMPLOYER RETIREMENT	36	45	50	207	63	100	210	1.56%
690 83600 157 HSA CONTRIBUTION	50	15	9	169	25	10	154	-8.90%
690 83600 154 MEDICAL & DENTAL INS	155	241	144	867	164	260	856	-1.29%
690 83600 155 LIFE INSURANCE	0	0	0	4	0	1	5	13.96%
690 83600 156 WORKERS COMPENSATION	22	35	46	205	0	201	166	-19.31%
690 83600 400 NON-LABOR M&S	623	0	1,529	14,867	0	0	10,000	-32.74%
Total	\$1,433	\$1,040	\$2,588	\$19,588	\$1,245	\$2,572	\$14,760	-24.65%

Maint. of Treatment Buildings & Grounds

690 83700 111 WAGES	14,681	15,203	13,243	7,592	7,616	11,750	7,826	3.08%
690 83700 112 OVERTIME WAGES	33	0	0	0.00	4	0	0.00	N/A
690 83700 125 WAGES/TEMP	6,088	4,037	2,033	2,520	429	2,180	0	N/A
690 83700 151 SOCIAL SECURITY	1,532	1,410	1,129	774	575	1,100	599	-22.61%
690 83700 152 EMPLOYER RETIREMENT	1,187	1,034	874	516	505	850	524	1.56%
690 83700 157 HSA CONTRIBUTION	355	684	537	421	228	566	384	-8.90%
690 83700 154 MEDICAL & DENTAL INS	1,595	3,840	2,589	2,168	1,769	2,780	2,140	-1.29%
690 83700 155 LIFE INSURANCE	5	20	19	10	10	20	12	21.64%
690 83700 156 WORKERS COMPENSATION	873	1,001	900	513	0	513	414	-19.31%
690 83700 400 NON-LABOR M&S	5,842	10,609	13,749	15,000	15,113	20,000	15,000	0.00%
Total	\$32,192	\$37,838	\$35,073	\$29,515	\$26,249	\$39,759	\$26,899	-8.86%

City of Ashland
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Wastewater Treatment

		2014	2015	2016	2017	2017 Actual	2017 Yr End	2018	PERCENT		
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Estimate	BUDGET	CHANGE		
Maintenance of Treatment Equipment											
690	83800	111	WAGES	53,132	58,920	49,366	27,332	17,080	27,000	28,173	3.08%
690	83800	112	OVERTIME WAGES	199	101	339	1,170	67	340	1,170	0.00%
690	83800	125	WAGES/TEMP	1,194	278	3,091	0	0	3,800	0	N/A
690	83800	131	LONGEVITY	516	524	524	0	0	1,050	0	N/A
690	83800	136	CLOTHING ALLOWANCE	200	0	450	2,700	0	0	2,700	0.00%
690	83800	151	SOCIAL SECURITY	3,888	4,199	3,958	2,180	1,246	3,950	2,245	2.95%
690	83800	152	EMPLOYER RETIREMENT	3,868	4,047	3,345	1,938	1,166	3,300	1,966	1.44%
690	83800	157	HSA CONTRIBUTION	2,839	3,556	2,285	1,517	1,072	3,400	1,382	-8.90%
690	83800	154	MEDICAL & DENTAL INS	16,487	19,023	10,423	7,805	4,519	5,400	7,704	-1.29%
690	83800	155	LIFE INSURANCE	101	146	106	37	54	110	44	18.36%
690	83800	156	WORKERS COMPENSATION	2,291	3,096	3,251	1,848	0	1,848	1,491	-19.31%
690	83800	400	NON-LABOR M&S	10,848	13,540	6,543	15,500	4,944	8,000	10,000	-35.48%
Total				\$95,563	\$107,430	\$83,681	\$62,028	\$30,148	\$58,198	\$56,875	-8.31%

Maint. of Misc. Plant Equipment

690	83900	111	WAGES	5,963	7,057	6,370	7,592	4,316	17,469	7,826	3.08%
690	83900	112	OVERTIME WAGES	0	0	0	0	67	13	0	N/A
690	83900	125	WAGES/TEMP	1,262	115	165	0	0	3,020	0	N/A
690	83900	151	SOCIAL SECURITY	527	529	486	581	316	1,503	599	3.08%
690	83900	152	EMPLOYER RETIREMENT	506	480	420	516	298	1,157	524	1.56%
690	83900	157	HSA CONTRIBUTION	215	220	276	421	141	293	384	-8.90%
690	83900	154	MEDICAL & DENTAL INS	1,181	1,360	1,094	2,168	1,381	3,716	2,140	-1.29%
690	83900	155	LIFE INSURANCE	11	4	5	10	0	18	12	21.64%
690	83900	156	WORKERS COMPENSATION	300	363	397	513	0	513	414	-19.31%
690	83900	400	NON-LABOR M&S	1,026	1,044	1,040	1,802	0	825	1,800	-0.12%
Total				\$10,991	\$11,172	\$10,253	\$13,604	\$6,519	\$28,526	\$13,699	0.70%

Utility Locates

690	88300	111	WAGES				30,369	10,034	22,250	31,303	3.08%
690	88300	112	OVERTIME WAGES				751	0	131	751	0.00%
690	88300	151	SOCIAL SECURITY				2,381	714	1,650	2,452	3.00%
690	88300	152	EMPLOYER RETIREMENT				2,116	661	1,560	2,148	1.49%
690	88300	157	HSA CONTRIBUTION				1,685	642		1,535	-8.90%
690	88300	154	MEDICAL & DENTAL INS				8,673	3,467	8,200	8,561	-1.29%
690	88300	155	LIFE INSURANCE				43	72	50	49	13.96%
690	88300	156	WORKERS COMPENSATION				2,053	0	2,009	1,657	-19.31%
690	88300	400	NON-LABOR M&S					13	1,122		N/A
		925	INTERDEPARTMENTAL -WATER				(24,500)		(18,500)	(24,500)	0.00%
Total				\$0	\$0	\$0	\$23,571	\$15,603	\$18,472	\$23,956	1.63%

Total Wastewater Treatment Expense

\$571,531	\$568,255	\$548,238	\$615,953	\$280,052	\$530,903	\$614,441	-0.25%
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City of Ashland
2018 Detail
Wastewater Utility Enterprise Fund

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Customer Accounts

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 Actual Jan to June	2017 Yr End Estimate	2018 BUDGET	PERCENT CHANGE
Customer Billing & Accounting								
690 84000 925 INTERDEPARTMENTAL CHARGES	68,951	67,906	61,485	70,177	35,089	67,905	67,491	-3.83%
Total	\$68,951	\$67,906	\$61,485	\$70,177	\$35,089	\$67,905	\$67,491	-3.83%

Meter Reading Expenses

690 84200 925 INTERDEPARTMENTAL CHARGES	13,759	13,775	12,143	12,782	6,391	12,667	12,804	0.17%
Total	\$13,759	\$13,775	\$12,143	\$12,782	\$6,391	\$12,667	\$12,804	0.17%

Joint Meter Expenses

690 84400 925 INTERDEPARTMENTAL CHARGES	14,675	14,574	21,881	17,064	0	15,000	17,064	0.00%
Total	\$14,675	\$14,574	\$21,881	\$17,064	\$0	\$15,000	\$17,064	0.00%

Total Customer Accounts Expense

\$97,385	\$96,255	\$95,509	\$100,023	\$41,480	\$95,572	\$97,358	-2.66%
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Administrative & General

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 Actual Jan to June	2017 Yr End Estimate	2018 BUDGET	PERCENT CHANGE
690 85000 111 WAGES	60,374	70,770	67,857	76,827	28,058	53,500	82,072	6.83%
690 85000 112 OVERTIME WAGES	0	0	43	0	0	43	0	N/A
690 85000 125 WAGES/TEMP	0	231	231	0	0	375	0	N/A
690 85000 131 LONGEVITY	428	481	374	519	0	750	531	2.31%
690 85000 136 CLOTHING ALLOWANCE	0	0	65	0	0	0	0	N/A
690 85000 138 ACCR SICK/VACATION	483	2,410	1,874	0	0	0	0	N/A
690 85000 151 SOCIAL SECURITY	4,322	5,220	5,009	5,703	2,035	5,500	6,108	7.11%
690 85000 152 EMPLOYER RETIREMENT	4,431	4,574	4,273	5,259	1,908	4,200	5,534	5.23%
690 85000 157 HSA CONTRIBUTION	2,607	3,708	3,626	3,600	1,449	3,500	3,600	0.00%
690 85000 154 MEDICAL & DENTAL INS	14,322	21,230	16,943	19,640	6,476	16,200	20,650	5.14%
690 85000 155 LIFE INSURANCE	242	384	356	476	123	350	498	4.55%
690 85000 156 WORKERS COMPENSATION	1,791	2,276	3,218	3,316	0	3,316	2,853	-13.96%
690 85000 190 POST-EMPLOYMENT HEALTH INS	10,402	16,684	18,579	1,541	0	0	1,541	0.00%
690 85000 295 ADMIN ENGINEERING	0	0	0	0	0	0	0	N/A
690 85000 400 NON-LABOR M&S	1,870	2,755	3,328	2,631	5,034	8,000	2,631	0.00%
690 85000 925 INTERDEPARTMENTAL CHARGES	59,976	53,145	55,991	55,419	27,709	52,500	59,707	7.74%
Total	\$161,248	\$183,868	\$181,767	\$174,930	\$72,792	\$148,234	\$185,725	6.17%

Office Supplies & Expense

690 85100 925 INTERDEPARTMENTAL CHARGES								N/A
690 85100 400 NON-LABOR M&S	1,382	640	1,551	1,087	225	1,200	1,200	10.40%
Total	\$1,382	\$640	\$1,551	\$1,087	\$225	\$1,200	\$1,200	10.40%

Outside Professional Services

690 85200 213 AUDIT FEES	0	1,959	0	2,700	0	2,690	2,700	
690 85200 210 ATTORNEY & ENGINEERING STUDIES	39,578	9,117	47,534	41,600	15,056	22,000	20,000	-51.92%
690 85200 213 PROFESSIONAL SERV ENGINEERING	3,922	2,154	3,678	5,000	6,661	7,000	5,000	0.00%
Total	\$43,501	\$13,230	\$51,212	\$49,300	\$21,717	\$31,690	\$27,700	-43.81%

Property Insurance

690 85310 511 LOCAL GOVT. PROP INS FUND	12,944	11,897	13,917	18,000	13,873	13,917	18,000	0.00%
690 85310 514 OTHER CARRIERS	759	920	1,020	1,675	0	1,020	1,675	0.00%
Total	\$13,703	\$12,817	\$14,937	\$19,675	\$13,873	\$14,937	\$19,675	0.00%

Injuries & Damages

690 85320 513 LIABILITY INSURANCE	19,033	19,941	16,764	21,000	10,678	15,000	21,000	0.00%
690 85320 158 UNEMPLOYMENT COMP.								N/A
690 85320 369 OTHER CLAIMS/DEDUCTIBLES								N/A
Total	\$19,033	\$19,941	\$16,764	\$21,000	\$10,678	\$15,000	\$21,000	0.00%

City of Ashland
2018 Detail
Wastewater Utility Enterprise Fund

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			2014	2015	2016	2017	2017 Actual	2017 Yr End	2018	PERCENT	
			ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Estimate	BUDGET	CHANGE	
Employee Benefits											
690	85400	131	LONGEVITY	0		0	2,144		0	N/A	
690	85400	133	RETIREMENT PAYOUT	0	0	0			0	N/A	
690	85000	138	ACCR SICK/VACATION	0		0			0	N/A	
690	85400	152	PENSION	10,490	9,134	28,730			0	N/A	
690	85400	157	HSA CONTRIBUTION		0	0			0	N/A	
690	85400	154	RETIREE HEALTH/DENTAL	53,046	49,655	46,098	53,000	25,027	49,654	53,000	0.00%
690	85400	155	LIFE	0						N/A	
690	85400	158	RETIREE'S HRA	0						N/A	
690	85400	190	POST EMPLOYMENT	0						N/A	
690	85400	400	MATERIALS	0						N/A	
Total			\$63,536	\$58,789	\$74,828	\$53,000	\$27,171	\$49,654	\$53,000	0.00%	

			2014	2015	2016	2017	2017 Actual	2017 Yr End	2018	PERCENT	
			ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Estimate	BUDGET	CHANGE	
Regulatory Expense											
690	85500	210	PROFESSIONAL SERVICES								
690	85500	400	NON-LABOR M&S	7,614	8,355	8,460	7,299	8,010	8,000	8,000	9.60%
Total			\$7,614	\$8,355	\$8,460	\$7,299	\$8,010	\$8,000	\$8,000	9.60%	

			2014	2015	2016	2017	2017 Actual	2017 Yr End	2018	PERCENT	
			ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Estimate	BUDGET	CHANGE	
Misc. General Expense											
690	85600	400	NON-LABOR M&S	0	517	0	390	0	0	390	0.05%
690	85600	930	MISC. GEN TRANS TO OTHER FUNDS								N/A
Total			\$0	\$517	\$0	\$390	\$0	\$0	\$390	0.05%	

			2014	2015	2016	2017	2017 Actual	2017 Yr End	2018	PERCENT	
			ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Estimate	BUDGET	CHANGE	
Maintenance of General Plant											
690	85700	400	NON-LABOR M&S								
690	85700	925	INTERDEPARTMENTAL CHARGES	2,725	2,800	2,868	2,685	0	2,800	2,685	
Total			\$2,725	\$2,800	\$2,868	\$2,685	\$0	\$2,800	\$2,685		

			2014	2015	2016	2017	2017 Actual	2017 Yr End	2018	PERCENT	
			ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Estimate	BUDGET	CHANGE	
Rents											
690	85800	539	RENTALS/LEASES	1,238	1,227	1,237	1,227	1,264	1,237	1,227	0.00%
690	85800	925	INTERDEPARTMENTAL CHARGES								N/A
Total			\$1,238	\$1,227	\$1,237	\$1,227	\$1,264	\$1,237	\$1,227	0.00%	

Total Admin. & General Expense			\$313,979	\$302,184	\$353,624	\$330,593	\$155,730	\$272,752	\$320,602	-3.02%
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			2014	2015	2016	2017	2017 Actual	2017 Yr End	2018	PERCENT	
			ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Estimate	BUDGET	CHANGE	
Other Operating Expenses (Credits)											
Depreciation Expense											
690	40300		DEPRECIATION ON PLANT	712,681	719,197	726,422	730,000	365,811	730,000	730,000	0.00%
690	40300		INTERDEPARTMENTAL CHARGES	25,736	16,047	15,795	16,332	7,899	16,332	16,332	0.00%
Total			\$738,417	\$735,244	\$742,217	\$746,332	\$373,710	\$746,332	\$746,332	0.00%	

			2014	2015	2016	2017	2017 Actual	2017 Yr End	2018	PERCENT
			ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Estimate	BUDGET	CHANGE
Taxes Expense										
690	40800	151	SOCIAL SECURITY							N/A
690	40800	925	INTERDEPARTMENTAL CHARGES							N/A
Total			\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A

Total Other Operating Expense			\$738,417	\$735,244	\$742,217	\$746,332	\$373,710	\$746,332	\$746,332	0.00%
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Total Operating Expenses			\$1,996,235	\$1,932,856	\$1,943,823	\$2,184,206	\$940,525	\$1,886,861	\$2,041,763	-6.52%
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Net Operating Income (Loss)			(\$121,622)	(\$147,162)	\$29,572	(\$46,267)	\$94,882	\$283,461	\$110,617	-339.08%
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Net Income (Loss)			(\$141,781)	(\$154,323)	\$925,765	(\$47,420)	\$114,782	\$543,409	\$120,031	-353.12%
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(141,781) (154,323) 925,767 (47,420) (114,782)



AGENDA BILL

Ref: 010

**COMMITTEE AGENDA:
COUNCIL AGENDA: 7A (01-09-2018)**

SUBJECT: Presentation and Discussion Regarding the Ashland Fire Department Community Paramedic Program

RECOMMENDATION: N/A

DEPARTMENT OF ORIGIN: Fire Department

DATE SUBMITTED: 01/02/2018

CLEARANCES: Mayor, City Administrator

EXPENDITURES REQUIRED: TBD

AMOUNT BUDGETED: \$0

APPROPRIATION REQUIRED: TBD

SUMMARY STATEMENT: Informational presentation by AFD

The Ashland Fire Department is partnering with Memorial Medical Center to offer Mobile Integrated Health Care to residents. Lt. Stuart Matthias and Lt. Joe Belany (Ret.) will provide information on Community Paramedicine and the training already completed to position the Ashland Fire Department at the forefront of cost effective health care in Wisconsin. The preliminary plan to help reduce health care costs for residents will be presented, as will information on the evolving state of Community Paramedicine in Wisconsin.



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AGENDA BILL

Ref: 002

COMMITTEE AGENDA:
COUNCIL AGENDA: 7B (01-09-2018)

SUBJECT: Approve a Resolution to Proclaim the Third Weekend in May as the Observed International Migratory Bird Day in Ashland, Wisconsin

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN:	Parks & Recreation Department Planning and Development Department
DATE SUBMITTED:	12/20/2017
CLEARANCES:	City Administrator Parks and Recreation Department
EXHIBITS:	Proposed Resolution "Why Being a Bird City is Great"
EXPENDITURES REQUIRED:	NA
AMOUNT BUDGETED:	NA
APPROPRIATION REQUIRED:	NA
COMPLIANCE WITH ORDINANCE 51:	N.A.

RECOMMENDED MOTION: Council approval of the resolution to proclaim the third weekend in May as the observed International Migratory Bird Day in Ashland, WI and approval to reapply to become a Bird City Wisconsin.

SUMMARY STATEMENT:

The Ashland Parks and Recreation Department is seeking the approval of the Resolution to Proclaim the Third Weekend in May as the Observed International Migratory Bird Day (IMBD) in Ashland, WI.

With the help of Ryan Brady, Wisconsin DNR Research Scientist, the City of Ashland is reapplying to become a Bird City Wisconsin for a fifth year. Being recognized as a Bird City has many benefits including tourism dollars, habitat conservation information and networking. Bird Watching is the one of the fastest growing form of outdoor recreation in the US.

This year marks the 11th Annual Chequamegon Bay Birding and Nature Festival in Ashland, WI, May 17-19, 2018. This festival happens each year on the third weekend in May and brings in birders from all over the U.S. Ashland's observance of IMBD will nicely coincide with the birding celebration and encourage even more visitors to our beautiful area.

A donation is covering the cost of the application process.

RESOLUTION

No. _____

A RESOLUTION TO PROCLAIM THE THIRD WEEKEND IN MAY AS THE OBSERVED INTERNATIONAL MIGRATORY BIRD DAY IN ASHLAND, WISCONSIN

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that share our communities, and many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring; *and*

WHEREAS, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; *and*

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes, making public awareness and concern a crucial component of migratory bird conservation; *and*

WHEREAS, since 1993, International Migratory Bird Day (IMBD) has become a primary vehicle for focusing public attention on the nearly 350 bird species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S.; *and*

WHEREAS, while IMBD officially is held each year on the second Saturday in May, Ashland, WI will celebrate its observance on the third weekend in May as part of the Chequamegon Bay Birding and Nature Festival; *and*

WHEREAS, IMBD is not only a day to foster appreciation for wild birds and to celebrate, but also support migratory bird conservation.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland to recognize this observance and support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

Councilperson

PASSED: January 9, 2018

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

David Siegler, City Attorney

Why Being a Bird City is Great

From Bird City Wisconsin

MISSION

Bird City Wisconsin works hard to implement its mission:

To encourage all communities in Wisconsin to implement sound bird conservation practices by offering public recognition to those that succeed in (a) enhancing the environment for birds and (b) educating the public about the interactions between birds and people and about the contributions birds make to a healthy community.

RATIONALE

While bird watchers and nature lovers understand the importance of protecting birds and creating healthy urban habitat, many others need a little convincing. For those people we offer the top 10 reasons to become a Bird City:

COMMUNITY PRIDE: Present the positive image that people want for the place where they live and conduct business.

CONSERVATION REPUTATION: Promote and grow your community's environmental reputation by participating in a state-wide conservation program and by displaying our beautiful Bird City Wisconsin signs in your community.

SAVE MONEY: without birds we would have to spend more money on pest control and keeping natural systems in balance.

MAKE MONEY: In 2011, the U.S. Fish & Wildlife Service estimate that spending by birders generated \$107 billion in industry output, 666,000 jobs, and \$13 billion in tax revenue!

ECOSYSTEM HEALTH: Sustain healthy natural ecosystems by helping to maximize the number of native species in your community.

FAMILY & EXERCISE: Birding and spending time in nature gets the whole family outside for fresh air, exercise, and relaxation!

UNDERSTAND NATURE: Birds teach us about the interconnectedness of humans and nature and show how vulnerable wildlife can be to human actions.

IMPROVE THE ENVIRONMENT: Managing green space to benefit birds creates not only better habitat for birds but also improves conditions for a host of other species... including people!

DO IT FOR PEOPLE: Build community spirit, foster new public-private sector partnerships, and make your community a nicer place to live.

DO IT FOR BIRDS: Conservation actions combat population declines in Wisconsin's birds and the other species that use the same habitats.



AGENDA BILL

Ref: 006

COMMITTEE AGENDA:
COUNCIL AGENDA: 7C (01-09-2018)

SUBJECT: Approve 2018 Property Insurance Carrier and 2018 General Liability, Linebacker, Law Enforcement Liability, Data Compromise, Government Crime/Fidelity ISO, Business Auto, Workers Compensation and Commercial Umbrella Insurance Carrier

RECOMMENDATIONS: Approval

DEPARTMENT OF ORIGIN: City Clerk

DATE SUBMITTED: 01-02-2018

CLEARANCES: City Clerk
City Administrator

EXHIBITS: A. Insurance Renewal Quotes with MPIC and Spectrum Insurance
B. Insurance Renewal Quotes with EMC and Great Lakes Insurance

TREASURER CERTIFICATION: The Treasurer's Office has certified that the provisions of Ordinance 923 have been complied with.

EXPENDITURES REQUIRED:

Property	\$ 58,840.00
General Liability	<u>\$333,898.00</u>
	\$392,738.00

AMOUNT BUDGETED: \$ 392,738.00 included in 2018 Budget approved by Council

COMPLIANCE WITH ORDINANCE 51: Ordinance 51 (Council Rules) permits the Mayor and/or Clerk to schedule items directly for Council action when a timely decision is needed by the City. The City Clerk has elected to consent to allow for this agenda item to be scheduled directly for Council action pursuant to the authority granted to her in Section 51.26 (b)(8) of Ashland City Ordinances. The City Clerk has also consulted with the City Administrator and has received approval for placement of this item on the Council agenda.

RECOMMENDATION: Approval of 2018 property insurance coverage with the Municipal Property Insurance Company through Spectrum Insurance, and 2018 General Liability, Linebacker, Law Enforcement Liability, Data Compromise, Government Crime/Fidelity ISO, Business Auto, Workers Compensation and Commercial Umbrella Insurance with EMC Insurance through Great Lakes Insurance Agency.

SUMMARY STATEMENT: The City Clerk received a quote from Great Lakes Insurance Agency representing EMC Insurance for general liability, auto, government crime, law enforcement liability, workers compensation, and linebacker and umbrella insurance coverage. After much research, Great

Lakes Insurance Agency was unable to provide a property insurance quote that included pier and wharf at a comparable rate. As noted below, there was a considerable decrease in the workers compensation premium.

Premium quotes from EMC Insurance:

	<i>2018 Premium</i>	<i>2017 Premium</i>	<i>Comparison</i>
General Liability	\$ 22,573.00	\$ 21,808.00	\$ 765.00
Business Auto	\$ 51,818.00	\$ 49,242.00	\$ 2,576.00
Government Crime/ISO	\$ 593.00	\$ 593.00	0.00
Law Enforcement Liability	\$ 8,230.00	\$ 7,103.00	\$ 1,127.00
Workers Compensation	\$226,234.00	\$259,257.00	-\$ 33,023.00
Linebacker	\$ 6,872.00	\$ 6,698.00	\$ 174.00
Commercial Umbrella	\$ 17,578.00	\$ 16,431.00	\$ 1,147.00
Total Premium Cost	\$333,898.00	\$361,132.00	-\$ 27,234.00

The City Clerk also received quotes from Spectrum Insurance representing Municipal Property Insurance Company. In 2017, there have been incidents of property damage resulting in less than \$10,000 in damages, though seeking insurance coverage was fruitless as we were carrying a \$10,000 deductible per event. In an effort to reduce the City's deductible, MPIC was able to provide a considerably similar premium rate at a significantly lower deductible.

Premium quotes from MPIC:

	2018 Premium / Deductible	2017 Premium / Deductible	Comparison
Buildings, Personal Property & PITO	\$ 49,418.00 / \$2,500	\$44,706.00 / \$10,000	\$ 4,712.00
Contractors Equipment	\$5,796.00 / \$5,000	\$5,827.00 / \$500	-\$ 31.00
Monies & Securities	\$95.00 / \$2,500	\$166.00 / \$500	-\$ 71.00
Pier & Wharf	\$3,531.00 / \$2,500	\$3,611.00 / \$500	-\$ 80.00
Total Premium Cost	\$58,840.00	\$54,310.00	\$ 4,530.00

The City Clerk recommends approval of the policy renewals with EMC and MPIC for the City's insurance coverages.



MUNICIPAL PROPERTY INSURANCE COMPANY

9701 Brader Way, Suite 301, Middleton, WI 53562 - (608) 821-6303

DECLARATIONS

Policy # 5000094-3

Replaces Policy # 5000094-2WMPC

Agent Larry Passint

Item I. Named Insured and Principal Address: Contact:

City of Ashland Denise Oliphant
 City Hall 715-682-7071
 601 West Main
 Ashland, WI 54806

Item II. Policy Period:

This Policy takes effect at 12:01 A.M., 01/01/2018, and expires at 12:01 A.M., 01/01/2019.

These effective and expiration times are based upon the local times at the principal address of the first named insured stated in Item I. above.

Item III. Coverages:

Coverage	Deductible	TIV	Rate	Annual Premium
Buildings, Personal Property & Property in the Open	2,500	78,430,809	0.063	49,418
Contractors Equipment	5,000	3,331,091	0.174	5,796
Monies & Securities Schedule Attached	2,500	20,000	0.475	95
Pier & Wharf Schedule Attached	2,500	6,789,483	0.052	3,531
Total Annual Premium		\$58,840	Billed to Insured	

Item IV. Forms and Endorsements made part of this policy at time of issue:

Form	Edition Date	Description
MPIC-001	01-2018	Municipal Property Insurance Company Policy
MPIC-004	06-2016	Statement of Values
MPIC-004 CE	06-2016	Contractor's Equipment
MPIC-004 PITO	06-2016	Property in the Open
MPIC-201	06-2016	Monies & Securities Endorsement
MPIC-202	06-2016	Pier and Wharf Additional Coverage Endorsemen
MPIC-300	06-2016	Contractor's Equipment Endorsement
MPIC-500	06-2016	Joint Loss Agreement Endorsement
MPIC-502	06-2016	Cap on Losses From Certified Acts of Terrorism

Item V. Loss Payees:

Item VI. Variable Coverage Schedules:

Pier & Wharf	
Site 12 - "A" Dock	323,127
Site 12 - "B" Dock	281,700
Site 12 - "C" Dock	397,695
Site 12 - Fuel Dock Fuel and Pumpout	24,626
Site 12 - Lift Well - lifting equipment attached to pier	53,747
Site 45 - KIYI Dock - 300' x 40' with Electric Service	1,791,576
Site 16 - Fixed Dock	98,456
Site 44 - Ore Dock	3,818,556
	6,789,483
Monies & Securities	
City Hall	20,000
	20,000

EMC Milwaukee Branch
16455 W. Bluemound Rd. | Brookfield, WI 53005-5976
P.O. Box 327 | Brookfield, WI 53008-0327
262.717.3900 | 855.495.1800
www.emcins.com



THIS IS NOT A BILL

Your bill will be mailed at a later date.

DECEMBER 22, 2017

It's Time to Renew your Policies

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GREAT LAKES INSURANCE AGENCY
715-682-2086

CITY OF ASHLAND
601 MAIN ST W
ASHLAND WI 54806-1537



AGENDA BILL

Ref: 008

**COMMITTEE AGENDA:
COUNCIL AGENDA: 7D (01-09-2018)**

SUBJECT: Approve a Resolution to Combine Wards and Establish Polling Places for the February 20, 2018 Primary Election and Establish Polling Places for the April 3, 2018 Spring Election

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

DATE SUBMITTED: 01/03/2018

CLEARANCES: NA

EXHIBITS: Proposed Resolution

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

The Primary Election will be held on February 20, 2018, and the Spring Election will be held on April 3, 2018.

The City Council is required to pass a Resolution for combining wards and establishing polling places.

RESOLUTION

No. _____

RESOLUTION TO COMBINE WARDS AND ESTABLISH POLLING PLACES FOR THE FEBRUARY 20, 2018 PRIMARY ELECTION AND ESTABLISH POLLING PLACES FOR THE APRIL 3, 2018 SPRING ELECTION

WHEREAS, the City of Ashland will hold a Primary Election on February 20, 2018 and a Spring Election on April 3, 2018; and

WHEREAS, the Council must establish official polling places for elections; and

WHEREAS, combining wards whenever possible will reduce election costs;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland that Wards shall be combined and Polling Places shall be designated as follows for the February 20, 2018 Primary Election:

Combined Wards

- 1, 4, 5
- 2, 3, 6, 7
- 8, 9, 10, 11

Polling Places

- Bretting Center, 400 4th Avenue West
- Bretting Center, 400 4th Avenue West
- Bretting Center, 400 4th Avenue West

Polling places shall be designated as follows for the April 3, 2018 Spring Election:

Separate Wards

- 1, 3, 4, 5
- 2, 6
- 7, 8, 9, 10, 11

Polling Places

- WITC, 2100 Beaser Avenue
- Senior Community Center, 400 Chapple Avenue
- Bretting Center, 400 4th Avenue West

Councilperson

PASSED: January 9, 2018

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

David Siegler, City Attorney



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AGENDA BILL

COMMITTEE AGENDA:
COUNCIL AGENDA: 7E (01-09-2017)

Ref: 001

SUBJECT: Approve Resolution to Replace Ward 3 and Ward 4 City Councilor Vacancies

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

DATE SUBMITTED: 12-22-2017

CLEARANCES: City Clerk, City Administrator

EXHIBITS:
A. Proposed Resolution
B. Notice of Vacancy for Ward 3 and Ward 4

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

COMPLIANCE WITH ORDINANCE 51: The Mayor and City Clerk have approved the placement of this Agenda item on the Council agenda due to the need for timely action.

RECOMMENDATION: Approval of proposed resolution to replace Ward 3 and Ward 4 City Councilor vacancies.

SUMMARY STATEMENT: The Ward 3 Council seat has become vacant as current Councilor Jerry Teague has declared his retirement as of December 1, 2017. The election to fill this vacancy is scheduled to be held on April 3, 2018 which will leave the seat unoccupied until then. The City Clerk recommends publishing a Ward 3 vacancy notice requesting a letter of interest from residents of Ward 3, to be due to the Clerk's office on Monday, February 5, 2018 at 4:00 p.m. Any letters received would be forwarded to the Council at the Tuesday, February 13, 2018 Council meeting for consideration and to appoint a person to fill the vacancy until after the Spring Election on April 3, 2018.

The Ward 4 Council seat has become vacant upon the retirement of Joel Langholz as of December 1, 2017. The election to fill his vacancy is not scheduled until April, 2019, leaving his seat unoccupied for greater than one year. To fill this seat, the City Clerk recommends publishing a Ward 4 Vacancy requesting letters of interest from residents of Ward 4. The suggested deadline for submission of a letter of interest is Monday, February 5, 2018 at 4:00 p.m. Any letters received would be forwarded to the Council at the Tuesday, February 13, 2018 Council meeting for consideration and to appoint a person to fill the Ward 4 seat.

In forethought, the Council may wish to begin a discussion about the feasibility of a long-term re-districting plan for the City of Ashland to coincide with the 2020 Census.

RESOLUTION

No. _____

**RESOLUTION TO REPLACE WARD 3 AND WARD 4 CITY COUNCILOR
VACANCIES**

WHEREAS, the Ward 3 and Ward 4 seats to the Common Council are vacant as of December 1, 2017; and,

WHEREAS, Wisconsin Statutes provide that the vacancy is filled by the Council until the next April election (2018), when a special election would be held to fill the remainder of the term, "unless otherwise ordered by the Common Council"; and,

WHEREAS, the City Council will choose a replacement for Ward 3 to be appointed at the February 27, 2018 City Council meeting until the time of the normal Spring Election of April 3, 2018; and,

WHEREAS, the City Council will choose a replacement for Ward 4 to be appointed at the February 27, 2018 City Council meeting; and,

WHEREAS, the Ward 3 Councilor vacancy will be filled by election on April 3, 2018, and the Ward 4 Councilor vacancy will be filled by election in April of 2019.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council for the City of Ashland, Wisconsin hereby agrees that the candidates chosen at the February 27, 2018 Common Council meeting shall serve a term ending on their respective ward election dates.

PASSED: January 9, 2018

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

David Siegler, City Attorney

City of Ashland

Ward #3 and Ward #4 Council Vacancies

The City Clerk of the City of Ashland is accepting letters of interest from Ward #3 and Ward #4 residents who wish to be considered to fill the vacancy of Ward 3 and Ward 4 Councilors due to retirements.

The individual appointed by the Council to fill the vacancy for Ward 3 will be a qualified elector of Ward #3 and will serve until the April 3, 2018 election.

The individual appointed by the Council to fill the vacancy for Ward 4 will be a qualified elector of Ward #4 and will serve until the April 2019 election.

Letters of interest in filling the Ward #3 and Ward #4 Council vacancies must be received by the Ashland City Clerk by 4:00 p.m., Monday, February 5, 2018:

City Clerk
Ashland City Hall
601 Main Street West
Ashland, WI 54806

All letters of interest will be forwarded to the Ashland Common Council for consideration.

Applicants must attend the February 13, 2018, meeting of the Common Council for consideration.

PUBLISH BOX AD, CITY SEAL LOGO ON: January 20, 2018
January 27, 2018



AGENDA BILL

Ref: 003

COMMITTEE AGENDA:
COUNCIL AGENDA: 7F (01-09-2018)

SUBJECT: Approve a Resolution to Renew the Conditional Use Permit to Allow General Warehousing, Light Manufacturing (of Small Homes), Research & Development, and Related Light Manufacturing Uses in the City Center (CC) District, Parcel # 201-01925-0000, Applicant: Bay City Rentals, LLC

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Department of Planning and Development

DATE SUBMITTED: 1/02/2018

CLEARANCES: City Attorney

EXHIBITS: Proposed Resolution
Resolution No. 17367

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE: N/A

COMPLIANCE WITH ORDINANCE 51:N/A

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

The proposed development conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan. The Plan identifies that it is difficult to pinpoint exact future uses, and that the process can take time to achieve the desired future use. Therefore, land use decisions should be made that result in a progression from the current situation to the desired uses when possible. While the proposed change in use of the existing building from heavy manufacturing to light manufacturing does not achieve the ultimate city center land use vision for this site, it does result in the progression of changing the use to one that is more compatible with its surroundings, and is a step closer to the desired use of this site. In addition, the new uses may include some office/commercial uses which are desired in the City Center.

SUMMARY STATEMENT:

Earlier in 2017, a Conditional Use Permit (CUP) was issued to Bay City Rentals, LLC, (see Resolution 17367) to allow for general warehousing, light manufacturing (of small homes), research and development, and related light manufacturing uses in the City Center District. The CUP was "approved for a period of six months unless renewed." At the December 12, 2017 City Council meeting, a 30 day extension to the 6 month approval period was granted, with an understanding this item would be placed on the January 9, 2018 Council Agenda for review and consideration.

Planning and Development staff asked the applicant to provide a status update as to the conditions that were placed on the CUP, and obtained supporting documentation to verify.

The following is the current status of the conditions listed on Resolution 17367:

- a. All three properties owned by Bay City Rentals, LLC (201-01925-0000, 201-01932-0000, and 201-01927-0100) must be combined to one property. **Complete per County.**
- b. The applicant must obtain approval from the City's Fire Department for the types of materials to be stored on-site and for the placement of materials in the building. **Complete per Fire Dept.**
- c. Only those uses specifically identified with this conditional use permit (or that are permitted uses in the City Center District) should be allowed to occur on the site. Any other light manufacturing uses proposed will be required to obtain a new conditional use permit. **Not aware of any other uses occurring on the site. Light Manufacturing of small homes is *not* occurring on the site.**
- d. No outdoor storage of materials or equipment shall be permitted on the site. This includes a provision that semi-trailers or other trailers/storage containers not be permitted to be parked/stored on-site. **This has been complied with. There have been semi-trailers in the loading dock for loading/unloading, but this is allowed.**
- e. If there is not currently an easement in place that allows the residents to the north to go through the public alley and then across the subject property to access 3rd Avenue East, such easement shall be created to retain the residents ability to use this means of ingress and egress, which is also needed for city services to be provided such as waste collection. **Property owner is working with an attorney to establish an easement for the benefit of the residential properties to the north, and for the City to provide services.**
- f. No overhead doors should be allowed to be constructed along the north side of the building as that would result in the potential for noise, odor, and visual implications for the residential properties. **No overhead doors have been constructed along the north side of the building.**
- g. Vehicles are not allowed to park across the sidewalk in front of the building. On-street parking should be addressed with the Planning & Development and Public Works Departments to find a solution to allowing on-street parking while not blocking pedestrian access on the sidewalk. **The parking that was occurring along 3rd Avenue East in front of the Bay City Rentals building and blocking pedestrian access of the sidewalk has been resolved. Signage was removed from the front of the building that identified the area for parking, and Carlson Building Supply was approached about employees parking in this location and they have resolved that by having their employees park elsewhere/on their own property.**
- h. Off-street parking areas, loading spaces, and access drives are to be paved with concrete or bituminous pavement within 6 months of issuance of this CUP. **Mr. Larson had contacted Northwoods Paving in early May of 2017 to inquire about doing the pavement required for this site. Northwoods was not able to get the project completed in 2017, and indicated they would be able to get to this paving project in the start of the 2018 paving season with a June/July timeframe. I have received copies of this communication, and the total cost is estimated to be around \$116,000.**
- i. To allow general warehousing, light manufacturing (of small homes), research and development, and related light manufacturing uses in the City Center to include allowance for operation of a winding machine at the facility, Parcel # 201-01925-0000, for this CUP to be reviewed by Council prior to expiration in six months, and the CUP will terminate in

six months from the date signed unless reviewed and renewed. The applicant agreed to work with the Planning Department to address any noise/sound issues. **Since the issuance of the CUP, the Planning Department has not received any complaints from neighboring property owners/occupants regarding noise/sound or any other items with regards to the operations within the building,**

- j. Installation of sidewalks to the property lines along 3rd Avenue East are to be completed within 6 months of issuance of CUP. **See Item H above.**

RESOLUTION

No. _____

RESOLUTION TO RENEW THE CONDITIONAL USE PERMIT TO ALLOW GENERAL WAREHOUSING, LIGHT MANUFACTURING (OF SMALL HOMES), RESEARCH & DEVELOPMENT, AND RELATED LIGHT MANUFACTURING USES IN THE CITY CENTER (CC) DISTRICT, PARCEL # 201-01925-0000 APPLICANT: BAY CITY RENTALS, LLC

WHEREAS, the Common Council of the City of Ashland approved Resolution 17367 on May 30, 2017 authorizing the issuance of a Conditional Use Permit (CUP) to allow general warehousing, light manufacturing (of small homes), research & development, and related light manufacturing uses in the city center (cc) district, parcel # 201-01925-0000, for a period of six months, unless renewed;

WHEREAS, on December 12, 2017, the Common Council approved a 30 day extension to the 6 month approval period;

WHEREAS, the CUP was approved with the following conditions:

- a. All three properties owned by Bay City Rentals, LLC (201-01925-0000, 201-01932-0000, and 201-01927-0100) must be combined to one property.
- b. The applicant must obtain approval from the City’s Fire Department for the types of materials to be stored on-site and for the placement of materials in the building.
- c. Only those uses specifically identified with this conditional use permit (or that are permitted uses in the City Center District), should be allowed to occur on the site. Any other light manufacturing uses proposed will be required to obtain a new conditional use permit.
- d. No outdoor storage of materials or equipment shall be permitted on the site. This includes a provision that semi-trailers or other trailers/storage containers not be permitted to be parked/stored on-site.
- e. If there is not currently an easement in place that allows the residents to the north to go through the public alley and then across the subject property to access 3rd Avenue East, such easement shall be created to retain the residents ability to use this means of ingress and egress, which is also needed for city services to be provided such as waste collection.
- f. No overhead doors should be allowed to be constructed along the north side of the building as that would result in the potential for noise, odor, and visual implications for the residential properties.
- g. Vehicles are not allowed to park across the sidewalk in front of the building. On-street parking should be addressed with the Planning & Development and Public Works Departments to find a solution to allowing on-street parking while not blocking pedestrian access on the sidewalk.
- h. Off-street parking areas, loading spaces, and access drives are to be paved with concrete or bituminous pavement within 6 months of issuance of this CUP.
- i. To allow general warehousing, light manufacturing (of small homes), research and development, and related light manufacturing uses in the City Center to include allowance for operation of a winding machine at the facility, Parcel # 201-01925-0000, for this CUP to be reviewed by Council prior to expiration in six months, and the CUP will terminate in six months from the date signed unless reviewed and renewed. The applicant agreed to work with the Planning Department to address any noise/sound issues.
- j. Installation of sidewalks to the property lines along 3rd Avenue East are to be completed within 6 months of issuance of CUP.

RESOLUTION

No. _____

WHEREAS, for good reason, the applicant was unable to complete the conditions established in items e, h, and j within the allotted timeframe.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland that the Conditional Use Permit is in accordance with the Ashland Unified Development Ordinance, and is hereby renewed through August 15, 2018 to allow for completion of items e, h, and j, unless renewed.

PASSED: January 9, 2018

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

David Siegler, City Attorney

RESOLUTION

No. 17367

REPEAL RESOLUTION NO. 17366 AND RECREATE A RESOLUTION TO ISSUE A CONDITIONAL USE PERMIT PER CHAPTER 781, ASHLAND CITY ORDINANCES, TO ALLOW GENERAL WAREHOUSING, LIGHT MANUFACTURING (OF SMALL HOMES), RESEARCH & DEVELOPMENT, AND RELATED LIGHT MANUFACTURING USES IN THE CITY CENTER (CC) DISTRICT, PARCEL # 201-01925-0000 APPLICANT: BAY CITY RENTALS, LLC

WHEREAS, Resolution No. 17366 is repealed and is hereby recreated as follows:

WHEREAS, the Common Council of the City of Ashland is authorized to issue Conditional Use Permits;

WHEREAS, the applicant has requested a Conditional Use Permit per Chapter 781, Ashland City Ordinances, to allow general warehousing, light manufacturing (of small homes), research & development, and related light manufacturing uses in the city center (cc) district, parcel # 201-01925-0000;

WHEREAS, the Plan Commission held a Public Hearing on May 2, 2017, and has recommended approval of a Conditional Use Permit per Chapter 781, Ashland City Ordinances, to allow general warehousing, light manufacturing (of small homes), research & development, and related light manufacturing uses on parcel # 201-01925-0000 with the following conditions:

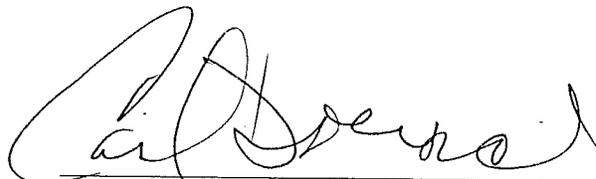
- a. All three properties owned by Bay City Rentals, LLC (201-01925-0000, 201-01932-0000, and 201-01927-0100) must be combined to one property.
- b. The applicant must obtain approval from the City’s Fire Department for the types of materials to be stored on-site and for the placement of materials in the building.
- c. Only those uses specifically identified with this conditional use permit (or that are permitted uses in the City Center District), should be allowed to occur on the site. Any other light manufacturing uses proposed will be required to obtain a new conditional use permit.
- d. No outdoor storage of materials or equipment shall be permitted on the site. This includes a provision that semi-trailers or other trailers/storage containers not be permitted to be parked/stored on-site.
- e. If there is not currently an easement in place that allows the residents to the north to go through the public alley and then across the subject property to access 3rd Avenue East, such easement shall be created to retain the residents ability to use this means of ingress and egress, which is also needed for city services to be provided such as waste collection.
- f. No overhead doors should be allowed to be constructed along the north side of the building as that would result in the potential for noise, odor, and visual implications for the residential properties.
- g. Vehicles are not allowed to park across the sidewalk in front of the building. On-street parking should be addressed with the Planning & Development and Public Works Departments to find a solution to allowing on-street parking while not blocking pedestrian access on the sidewalk.
- h. Off-street parking areas, loading spaces, and access drives are to be paved with concrete or bituminous pavement within 6 months of issuance of this CUP.
- i. To allow general warehousing, light manufacturing (of small homes), research and development, and related light manufacturing uses in the City Center to include allowance for operation of a winding machine at the facility, Parcel # 201-01925-0000, for this CUP to be reviewed by Council prior to expiration in six months, and the CUP will terminate in six months from the date signed unless reviewed and renewed. The applicant agreed to work with the Planning Department to address any noise/sound issues.
- j. Installation of sidewalks to the property lines along 3rd Avenue East are to be completed within 6 months of issuance of CUP.

RESOLUTION

No. 17367

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland that the Conditional Use Permit is in accordance with the Ashland Unified Development Ordinance and is hereby approved for a period of six months unless renewed.

PASSED: May 30, 2017



Councilperson

ATTEST: Denise Oliphant
Denise Oliphant, City Clerk

Debra S. Lewis
Debra S. Lewis, Mayor

APPROVED AS TO FORM:

David Siegler
David Siegler, City Attorney



AGENDA BILL

Ref: 005

COMMITTEE AGENDA:
COUNCIL AGENDA: 76 (01-09-2018)

SUBJECT: Approve a Resolution to Select a Site Plan for a New Police Facility and Authorization to Direct C&S Design and Engineering, Inc. to Proceed with Architectural Plans for the Site Chosen

At Either of the Following Locations:

1. Selecting 11th Avenue West site plan as recommended by Police Dept. Internal Planning Team; or,
2. Selecting 3rd Avenue East Site Plan

RECOMMENDATIONS: Approval of resolution to select a site plan for a new police facility and authorization to direct C&S Design and Engineering, Inc. to proceed with architectural plans for the site chosen

DEPARTMENT OF ORIGIN: City Administrator
Mayor
Police Chief

DATE SUBMITTED: January 2, 2018

CLEARANCES: City Administrator
Mayor
Police Chief

EXHIBITS: -Agenda and/or Minutes of Police Department Small Group Planning Meetings held on Sept. 28, October 6, November 2, and December 7, 2017
-Proposed Resolution
-Exhibit of Drawings for Possible Police Station Sites Prepared by C&S Design and Engineering, Inc.

EXPENDITURES REQUIRED: None at this time

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: \$0

RECOMMENDED MOTION: Approval of resolution to select a site plan for a new police facility and authorization to direct C&S Design and Engineering, Inc. to proceed with architectural plans for the site chosen.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: The Authentic Ashland Comprehensive Plan approved by the City Council on February 16, 2017 contains 4 Planning Principles to be used to make decisions. Principle 4 on page 21 of part 1 states: "Ashland Must be Spatially Reorganized for the 21st Century. We understand that the city's population has

shrunk and the infrastructure, buildings, and open space must be properly scaled and arranged to match Ashland's 21st century economic and demographic realities. We will focus public resources and concentrate existing and new demand into areas that will increase vibrancy and economic strength. By creating critical mass in a smaller spatial footprint—instead of spreading public investment and private development thinly around the city—Ashland can adjust to market realities and maintain the feeling of a vital small town. Strong connections between the areas of activity will keep the city feeling like a physically coherent community.”

SUMMARY STATEMENT: For several years, the City of Ashland Police Department has functioned within the confines of City Hall. Police Department patrol operations are housed in the basement level of City Hall, and administrative services, including customer service and investigation, are housed on the third floor of City Hall. The functionality of the operation of the Police Department on two floors of City Hall does not meet the needs of the department and offers inadequate facilities for a professional police force. On numerous occasions, the patrol operations office areas in the basement have become flooded due to heavy rain events. Space is inadequate, especially when outside agencies (i.e.; the FBI, State of WI DCI, and others) are brought in on joint collaborative operations. Separate restrooms and shower facilities for men and women are not available. Relocation of police operations into a modern facility will allow for increased efficiency of operations and provide for a professional work environment for all employees of the department. Further, employee morale is proven to increase when the conditions of the work environment improve.

On September 29, 2015, the City Council approved the 2016-2020 Strategic Plan of the City. One of the strategic priorities includes facility improvements to City Hall, Police, and Vaughn Public Library.

In 2016, Ashland County had begun a process of exploring the option of adding on to the existing Ashland County Law Enforcement facility located on 6th Street East to expand law enforcement space, relocate court operations, and relocate human services and other operations of the County. The original plan was for Ashland County to start construction in 2018 if plans proceeded as expected. Late in 2016, City Administration and the Ashland Police Department believed that this presented a prime opportunity to explore the possibility of moving the City's facilities to the new expanded law enforcement center.

On September 8, 2016, the County Administrator, County Sheriff, County Board Chair, Mayor, City Administrator, Police Chief and Police Captain met to have a preliminary discussion on the possibility of collaborating with Ashland County to move the City's Police Department to the expanded facility. The Ashland Police Department and the Ashland County Sheriff were agreeable with exploring a “joint” facility of this nature because it would enable closer collaboration on law enforcement as well as be more sustainable because of the opportunity for shared resources.

On February 7, 2017, the Law Enforcement Committee for the Ashland County Board voted not to move forward with previous plans to expand the County law enforcement center at the existing site, but rather seek to secure land to build a large county building at non-centrally located potential sites, outside the core areas of the City of Ashland identified in the Comprehensive Plan as high priority for development. The County is unlikely at this time to meet their original timetable for completion of a new or remodeled facility. The desire to collaborate with the County, while noble and well-intentioned, on closer analysis, no longer appears to be in the best interest of the City of Ashland. The Ashland Police Department strongly believes that the new police facility should be located in the core of the city to provide the most effective service to the citizens of Ashland.

Due to the change in the County's direction and the likely remote location of a new County facility, as well as great uncertainty as to the City of Ashland's future cost in a potential joint venture, the City Administrator, Mayor and the Police Chief recommended and the Council agreed that the needs of the Ashland Police Department for long term permanence would not be likely to be met through a joint venture with the County Sheriff Department.

At the March 14, 2017 Committee of the Whole meeting, a motion was made by Teague, seconded by George to direct the City Administrator to prepare an RFP to secure an architectural firm to prepare up to three options as to how to proceed to develop a sustainable Ashland Police Department located centrally in the City of Ashland. The motion carried unanimously by voice vote. At the March 28, 2017 Council meeting, Moore moved, George seconded a motion to proceed with the development of a Police Department building. The motion carried unanimously on a roll call vote.

At the September 26, 2017 Council meeting, George moved, Doersch seconded a motion to approve awarding a contract to C&S/Bray for the architectural and design work for the new Police station. The final roll call vote was taken on the motion made to approve awarding the contract to C&S Design & Engineering/Bray Architects for design work of a new Police station and directing the City Administrator and Mayor to execute the required contractual documents. The motion passed 6-4 by roll call vote; Ketring, Kinney, Williamson, and Pufall opposed.

After award of contract in September, 2017, the Police Department Internal Planning team met on September 28, October 6, November 2, and December 7 with members of the C&S Design team. Tours arranged by C&S Design were taken in October, 2017 of the following police facilities by members of the committee: DeForest, Mount Pleasant, St. Francis, and Mount Horeb. The facilities selected for the tour were located in communities similar in size to Ashland and were designed by Bray Associates Architects, Inc. A space needs analysis was conducted by Ashland Police Chief Jim Gregoire and Captain Bill Hagstrom in association with Bray Associates Architects, Inc. and C&S Design, Inc.

In addition to the space needs analysis, members of the internal committee have toured potential sites in Ashland and a data and field investigation for each site has been conducted by C&S Design. Seven site options in the core City of Ashland area have been studied and preliminary designs and cost estimates have been prepared. After careful consideration of pros and cons for each site, the Police Department Internal Planning Team voted unanimously to recommend that the 11th Avenue West site plan be selected as the most viable site for the new police facility. The 3rd Avenue East site was chosen as a secondary option by the group. Next steps remaining in the process include:

- Design Development
 - Approval of schematic design
 - Design development improvements
 - Development and approval of design documents
- Construction Documents Phase
 - Formulation of construction documents, drawings, and specifications

C&S Design & Engineering, Inc.

803 Lake Shore Drive West
P.O. Box 636
Ashland, Wisconsin 54806
Tel (715) 682 - 0330
Fax (715) 682 - 4308
Toll-free 1-800-723-0451
E-mail: csdesign@ncis.net
www.csdesignengineering.com

STEPHEN G. SCHRAUFNAGEL, AIA
Registered Architect, LEED® Accredited Professional
Certified Commercial Building Inspector
Registered Home Inspector

JESSE T. SAMARZIYA, PE
Professional Engineer

LAUREN E. DUCHARME, RA
Registered Architect
ICC Certified Building Inspector

TREVOR L. PROVOST
Building Designer

AMBER D. ERICKSEN, NCARB
Registered Architect

BRIANNA L. WERHANOWICZ
Interior Designer

MITCHELL A. TROMBERG
Building Designer

BRIAN J. HAGSTROM
Building Designer

Kick-off Meeting Agenda / Minutes

Date: September 28, 2017 – 3:00 p.m.
Project: City of Ashland Police Station

Discussion Items:

1. Sign-in Sheet (attached as "Exhibit A")

Present: Stephen G. Schraufnagel, Architect – C&S Design & Engineering, Inc.
Jim Gregoire, Police Chief – City of Ashland Police Department
Bill Hagstrom, Police Captain – City of Ashland Police Department
Debra Lewis, Mayor – City of Ashland

Note: Along with the individuals that are present at this meeting, the following individuals will also receive an emailed copy of our meeting minutes: Matt Wolfert, Bray Architects; Mike Hacker, Bray Architects; Brianna Werhanowicz, C&S Design & Engineering, Inc.; Trevor Provost, C&S Design & Engineering, Inc.; Dennis Clark, City of Ashland; Holly George, City of Ashland; Mary Garness, City of Ashland

2. Introductions

- All attendees had prior introductions.

3. Review and Sign Agreement

- The Architect (Stephen G. Schraufnagel) signed all of the documents in his capacity.
- The Mayor signed all of the documents in her capacity.
- Additional required signatures will be needed from other administrative officials.
- An executed document will be available early next week.

4. Review of Program

- The RFP will be followed regarding the Pre-design & Space needs, as called for on page 10.

- Stephen G. Schraufnagel review the program requirements that the owner must furnish the Design Team, such as Police Department needs number of existing staff members, average activity within the Department within the past month, year, etc.
- The Department furnished the Design Team with a monthly count of offenses known to the Police Department. The packet of material covered the timeframe from 2012 through 2016. See the attached ("Exhibit B") for your reference.
- The Design Team will put together a design program within the next 10 days for the owner's review.

5. Site Possibilities:

- Discussion was held on what were some possibilities for available sites to construct a new Police Department Station on.
 - a. Available Property centrally located in Ashland
 - Discussion was held on the sale and relocation of the existing Chequamegon Bay Group (CBG) building.
 - Stephen G. Schraufnagel will review the dimensions of the City owned property to see if a one story building will fit properly on it.
 - Also discussed was the possibility of constructing a two story building with a 4500 lb. capacity elevator in this location.
 - Stephen G. Schraufnagel will review with Bray Architects on the feasibility of a more compact two story building and how the building footprints would work on the CBG site.
 - b. Remodel Chequamegon Bay Group Building w/Addition (tour of existing building)
 - The Design Team would like to tour the existing CBG building within the next 10 days.
 - The City will provide the Team with a tour on a prearranged time/date.
 - The Design will review the earlier plans for an addition added to this building. Copies will be sent out under a separate email. The original copy should be returned to the Mayor's office.
 - c. Remodel Chequamegon Clinic
 - Stephen G. Schraufnagel will contact Scott Brown (715-292-2420, cell) with Coldwell Banker for information on the Chequamegon Clinic and will obtain existing floor plans of the 24,000 sq. ft. facility. The northern portion of the building contains 6,000 sq. ft. and the clinic portion contains 18,000 sq. ft.
 - An obtained copy of the floor plan is attached as "Exhibit C".

d. Remodel Other Existing Building

- Stephen G. Schraufnagel will contact a few of the local realtors to see what might be on the market that would fit the City's needs.

e. New Construction

- Discussion was held mentioning how strongly the remarks from the City councilors were to go with new construction. All attendees were in agreement on the issue.

6. Miscellaneous

- Stephen G. Schraufnagel will approach Zipper's Storage regarding if there is an interest in selling one of their storage buildings if more site space is required.
- A suggested site that was called into Stephen G. Schraufnagel by the Mayor on 10/3/17 to check out is attached as "Exhibit D". The location is the old Chicago Iron location between 4th and 5th West and to the east of 11th Avenue West.
- Stephen G. Schraufnagel will organize a tour of two of Bray's recently completed Police Department Stations. The two sites are just south of Milwaukee in the cities of St. Francis and Mt. Pleasant. A one-day tour of both sites are tentatively schedules for October 17th, 18th, or 19th. Steve will looking into conveyance for this trip.

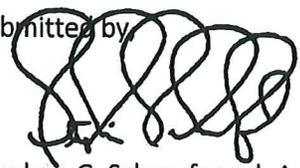
7. Date of Next Meeting – T.B.D.

8. Close

- The meeting ended at 4:20 p.m.

If there are any corrections or additions to be made to these minutes, please email them to stephen@csgdesignengineering.com within 3 business days.

Submitted by



Stephen G. Schraufnagel, Architect
C&S Design & Engineering, Inc.

Small Group Meeting Minutes- Ashland Police Dept. Project

Date: October 6, 2017

Present: Mayor Lewis, Chief Gregoire, Steve Schraufnagel

Discussed:

1/ Proposed field trip south to St. Francis and Mt. Pleasant to tour police facilities designed by Bray in those communities. Proposed dates: October 23-25, 2017

2/ Factors going into space needs analysis:

Stable arrest number trends for City of Ashland P.D.

Staff projections going forward are stable in the vicinity of 20-25 officers

Likely will need 8-9 thousand square foot building and 4200 Sq ft for Sally Port and parking areas

3/ Discussed future plans for following potential sites: 11th Avenue West, 6th Street West, and 3rd Street East on the north side of fire station.

Plan: Steve will arrange tour of Chequamegon Bay Engineering and Chequamegon Clinic sites early next week; will also arrange field trip to visit southern sites near Milwaukee on Oct. 24-25. Will let other members of the committee know of the dates for the field trips.

C&S Design & Engineering, Inc.

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 P.O. Box 636
 Ashland, Wisconsin 54806
 Tel (715) 682 - 0330
 Fax (715) 682 - 4308
 Toll-free 1-800-723-0451
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STEPHEN G. SCHRAUFNAGEL
 Registered Architect
 LEED Accredited Professional
 Registered Home Inspector
 JESSE T. SAMARZIYA
 Professional Engineer
 TREVOR L. PROVOST
 Building Designer
 AMBER D. ERICKSEN
 Building Designer
 BRIANNA L. WERHANOWICZ
 Interior Designer
 MITCHELL A. TROMBERG
 Building Designer
 BRIAN J. HAGSTROM
 Building Designer

Small Group Meeting Minutes

Date: November 2, 2017 – 9:30 a.m.
 Project: City of Ashland Police Station

Discussion Items:

1. Sign-in Sheet (attached as "Exhibit A")

Present: Stephen G. Schraufnagel, Architect – C&S Design & Engineering, Inc.
 Brianna Werhanowicz, Building Designer – C&S Design & Engineering, Inc.
 Jim Gregoire, Police Chief – City of Ashland Police Department
 Bill Hagstrom, Police Captain – City of Ashland Police Department
 Debra Lewis, Mayor – City of Ashland, Mayor
 Holly George – City of Ashland, Council

Note: Along with the individuals that are present at this meeting, the following individuals will also receive an emailed copy of our meeting minutes: Matt Wolfert, Bray Architects; Mike Hacker, Bray Architects; Trevor Provost, C&S Design & Engineering, Inc.; Dennis Clark, City of Ashland; Mary Garness, City of Ashland

2. Review of Debriefing of our Milwaukee police station tours:

- Stephen G. Schraufnagel gave a brief review of the visits to Mt. Pleasant and St. Francis police stations. He also discussed his stops at the Marshfield and DeForest police stations prior to the Milwaukee area tours.
- Jim Gregoire gave his thoughts on items he felt were important to include in the Ashland Police station including solid surface countertops at patrol work areas, wider hallways and protected corners, and a soft interview room adjacent to the lobby.

3. Review of Programming at Bray's office:

- Copies of the programming sheet were distributed and line items noting rooms and typical sizes were reviewed. It was noted that this condensed list had already been significantly reduced from what was originally presented by

Bray Architects. The St. Francis police station was used as a base line as they had a similar community population size and number of sworn officers on the police force.

- Some of the rooms/areas removed from the original program included a sally port and a detention area.
- The total square footage for the office/patrol area was estimated at 10,308 sq. ft. and the garage was estimated at 5,515 sq. ft. for a total building area of 15,823 sq.ft.

4. Tours of local buildings over the last month:

- Stephen G. Schraufnagel gave a short report of the findings at several local buildings that were visited over the last month including the Chequamegon Bay Group building on 6th Street, Chequamegon Clinic, and the current Police Station.
- The Chequamegon Bay Group building is too small for the needs of the police station and is not a viable option for developing. It has also been closed up for too long and the smell of mildew is present throughout.
- The Chequamegon Clinic building is too large for the needs of the police station and a portion of the building would remain as rentable space. The building will need significant remodeling to fit the spatial needs of the police station and to address the maintenance issues present. The option of leasing, with the developer handling the upfront costs of remodeling, is an attractive feature for this property in regards to finances, but does not create a permanent home for the police station after the lease period is over.
- The existing City of Ashland police station was toured and photographed to get a better understanding of the current work environment. These photos and findings were shared with Bray Architects via email.

5. Review of Plans for Site Possibilities:

- Handouts of the five possible site locations were distributed.
- The 11th Avenue West site (former Chicago Iron) provides the most available building area. Using this property for the police station takes a brown field site that is currently owned by the City of Ashland and utilizes it in the best way possible. The contamination of the site reduces the chance of any future sale of the property and hinders the possibility of becoming a taxable piece of land in the future.
- A quick discussion on the possibility of utilizing the Printing Plus building on 9th Avenue West (owned by Gary Lapean) for the police station determined that there is currently a deal in the works to use the building for a child care center.

- Remodeling the Chequamegon Bay Group building has been determined to not be a practical solution. The building would need to be razed or sold/relocated. The property size will be a challenge to fit the required building and site amenities within the buildable area of the property.
 - Significant remodeling the Chequamegon Clinic facility would be required. A lease agreement would need to be put together with the owner/developer. This could be a term lease or a lease to own agreement, with the owner/developer bearing the remodeling costs up front, helping the City of Ashland with obtaining financing in the near future.
 - The group had a quick discussion on financing options for the project. The mayor is pursuing several avenues for financing and will continue to investigate all available options.
 - Two other properties within the city of Ashland were reviewed for the possibility of new construction. These included the current Our Lady of the Lake convent and gymnasium properties along Lake Shore Drive East and a portion of the existing Roffer's site along Beaser Avenue. After a quick discussion, it was determined that neither of these properties would be a good fit for a new police station.
6. Visit C&S Design & Edward Jones offices:
- Stephen G. Schraufnagel invited the meeting attendees to tour the C&S Design and Edward Jones offices to get a better feel for a 4,000 sq. ft. office space. Jim Gregoire and Bill Hagstrom went through these offices with Steve Schraufnagel after the meeting.
7. Miscellaneous:
- The plans for the site possibilities will be updated by C&S Design.
 - The updated plans for the site possibilities will be shared with the City Council at an upcoming meeting.
 - A quick vote was taken as to which site the small group recommends. All in attendance are in favor of recommending the 11th Avenue (former Chicago Iron) site.
8. Date of Next Meeting – T.B.D.
9. Close
- The meeting ended at 10:50 a.m.

If there are any corrections or additions to be made to these minutes, please email them to stephen@csdesignengineering.com within 3 business days.

Submitted by,

Stephen G. Schraufnagel, Architect
C&S Design & Engineering, Inc.

PRESENT AT THE MEETING

	(NAME)	(COMPANY)
1.	Neil Lewis	City of Ashland / Mayor
2.	Jan [unclear]	Police
3.	Bill [unclear]	Police
4.	Bonnie Werhanowicz	CS
5.	Stephen G. Schraufnager	CS
6.	Holly George	Council
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Signature of Project Architect

C&S Design & Engineering, Inc.

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 P.O. Box 636
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 E-mail: csdesign@ncis.net
 www.csdesignengineering.com

STEPHEN G. SCHRAUFNAGEL
 Registered Architect
 LEED Accredited Professional
 Registered Home Inspector

JESSE T. SAMARZIYA
 Professional Engineer

TREVOR L. PROVOST
 Building Designer

AMBER D. ERICKSEN
 Building Designer

BRIANNA L. WERHANOWICZ
 Interior Designer

MITCHELL A. TROMBERG
 Building Designer

BRIAN J. HAGSTROM
 Building Designer

Small Group Meeting Minutes

Date: December 7, 2017 – 10:00 a.m.
 Project: City of Ashland Police Station

Discussion Items:

1. Sign-in Sheet (attached as "Exhibit A")

Present: Stephen G. Schraufnagel, Architect – C&S Design & Engineering, Inc.
 Brianna Werhanowicz, Building Designer – C&S Design & Engineering, Inc.
 Jim Gregoire, Police Chief – City of Ashland Police Department
 Bill Hagstrom, Police Captain – City of Ashland Police Department
 Debra Lewis, Mayor – City of Ashland, Mayor
 Mary Garness – City of Ashland, City Administrator
 Holly George – City of Ashland, Council

Note: Along with the individuals that are present at this meeting, the following individuals will also receive an emailed copy of our meeting minutes: Matt Wolfert, Bray Architects; Mike Hacker, Bray Architects; Trevor Provost, C&S Design & Engineering, Inc.; Dennis Clark, City of Ashland

2. Review of Plans and Budgets for Site Possibilities:

- Stephen G. Schraufnagel gave a brief review of the previous meetings discussions on the site possibilities, noting that a new site had been added since the last meeting. Third Avenue East, to the north of the fire station, has been added as the sixth site option. Other items that have been changed on the plan set include additional information on existing infrastructure and updated project costs.
- The Third Avenue East site was suggested by the Planning and Zoning Department as a property to look into as another potential police station location.
- Deb Lewis, Mayor, noted that she had briefly spoken with the owners of the Third Avenue East property to get a feeling for their interest in selling the

property. This potential sale will be explored further by the Mayor and Mary Garness, City Administrator.

- Different suggestions for the layout of the Third Avenue East site were explored. One suggestion was to shift the building to the east to create a staff parking lot/driveway on the west side of the property in order to accommodate the fire department with truck access from the north side of their building and additional parking. Another suggestion was to possibly share building amenities (conference room, work out space, etc.) by adjoining the buildings in a way as to not interrupt the work flow of either department.

3. Review of Letter from Gian Sud regarding Chequamegon Clinic Location:

- Steve Schraufnagel had spoken with Gian Sud, current owner/developer for the Chequamegon Clinic property on November 20, 2017 and a follow-up letter was received regarding their conversation (see attached "Exhibit B").
- The Sud Family Limited Partnership (S-FLP) is interested in working with the City of Ashland to pursue the possibility of renovating the building for the police station. Terms of a lease agreement would need to be discussed with the developer.
- Overall consensus from the small group is that although the lower upfront costs may seem enticing, the overall financial picture is not in the best interest of the City (higher operating costs, less grant availability, etc.).

4. Miscellaneous:

- The plans for the site possibilities will be presented to the City Council at the upcoming January 9, 2018 meeting.
- The Mayor and City Administrator will contact the owners of the Third Avenue East site to determine its viability in the list of property options.
- All in attendance are in favor of recommending the 11th Avenue West (former Chicago Iron) site, with the Third Avenue East site as an additional option if it is available.

5. Date of Next Meeting – T.B.D.

6. Close

- The meeting ended at 11:00 a.m.

If there are any corrections or additions to be made to these minutes, please email them to stephen@csdesignengineering.com within 3 business days.

Submitted by

A handwritten signature in black ink, appearing to be 'S.G. Schraufnagel', written over the text 'Submitted by'.

Stephen G. Schraufnagel, Architect
C&S Design & Engineering, Inc.

RESOLUTION

No. _____

RESOLUTION TO SELECT A SITE PLAN FOR A NEW POLICE FACILITY AND AUTHORIZATION TO DIRECT C&S DESIGN AND ENGINEERING, INC. TO PROCEED WITH ARCHITECTURAL PLANS FOR THE SITE CHOSEN

WHEREAS, at the September 29, 2015 Council meeting, the City Council approved the 2016-2020 Strategic Plan of the City with strategic priorities including facility improvements to Police Department facilities; and,

WHEREAS, at the March 28, 2017 Council meeting, the City Council voted unanimously on a roll call vote to proceed with the development of a Police Department building; and,

WHEREAS, at the September 26, 2017 Council meeting, the City Council voted 6-4 by roll call vote to award a contract to C&S Design & Engineering/Bray Architects for the architectural and design work for the new Police station and directed the City Administrator and Mayor to execute the required contractual documents; and,

WHEREAS, after award of the contract in September, 2017, the Police Dept. Internal Planning team met on September 28, October 6, November 2, and December 7, 2017 with members of the C&S/Bray Design team, tours were taken in October, 2017 of the following police facilities: DeForest, Mount Pleasant, St. Francis, and Mount Horeb, and a space needs analysis was conducted in association with Bray Associates Architects, Inc. and C&S Design; and,

WHEREAS, in addition to the space needs analysis, members of the internal committee have toured potential sites in Ashland and a data and field investigation for each site has been conducted by C&S Design. Seven site options in the core City of Ashland area have been studied and preliminary designs and cost estimates have been prepared. After careful consideration of pros and cons for each site, the Police Dept. Internal Planning Team voted unanimously to recommend that the 11th Avenue West site plan be selected as the most viable site for the new police facility.

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of Ashland has determined that improvements to Police Department facilities are a top priority, and directs that the following steps are taken to ensure that City Administration continues to move forward with this initiative:

- Design Development be undertaken for the site at 11th Avenue West;
- Final approval of design shall be given by Council prior to preparation of construction documents.

PASSED: January 9, 2018

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

David Siegler, City Attorney

PROS:

1. This site is presently owned by the City of Ashland and is readily available to construct on.
2. All existing overhead electrical lines and poles could very easily be removed and the lines buried for an unobstructed view of the proposed new building.
3. This site was properly closed out with the WDNR as being contamination controlled.
4. Construction at this site would be an impetus for the residential development of the former Roffert's site.
5. There is plenty of room for expansion in the future at the site. This site is just under 2 acres.
6. The existing bituminous paving with a curb on 11th Avenue West is in good condition.
7. All of the required utilities are adjacent to, or are located on, the site.
8. There is room on the site for snow storage and a detention pond.

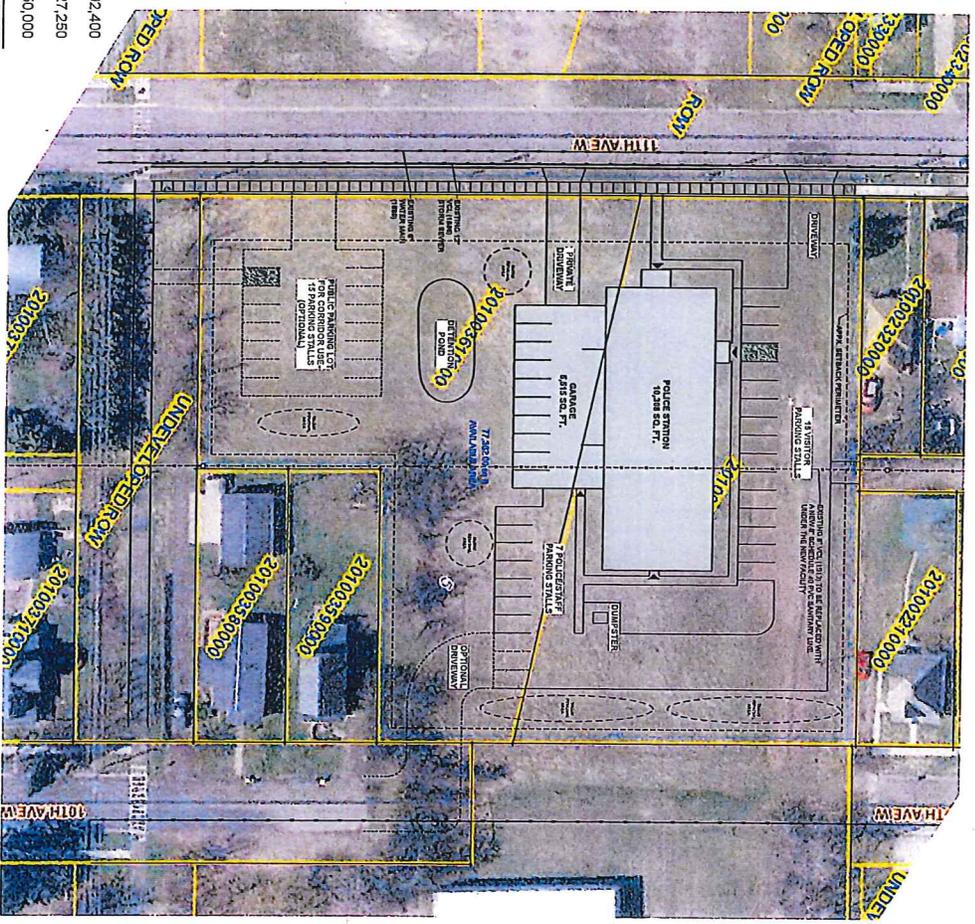
CONS:

1. The site is not quite as centrally located as is preferred by the Ashland Police Department.
2. The digging depth is limited (approx. 2 ft.) due to the contamination layer below that line.
3. This location provides less visibility for the Police Department and is two blocks away from a City Emergency Route.
4. A government center facility is not obtained at this location.
5. Replacement of the existing sanitary pipe would be required on the site.

PROJECT COSTS:

POLICE STATION	10,308 SQ. FT. @ \$300/SQ. FT.	= \$3,092,400
GARAGE	5,515 SQ. FT. @ \$150/SQ. FT.	= \$ 827,250
SITE IMPROVEMENTS/SOIL TESTING		= \$ 450,000
ESTIMATED TOTAL		= \$4,369,650*

*The above budget does not include the public parking lot on the southwest corner of the property.



11TH AVENUE WEST SITE PLAN

SCALE: 1" = 30'

PROPOSED POLICE STATION FOR:
CITY OF ASHLAND
 Project Address TBD, ASHLAND, WI 54806

11TH AVENUE WEST SITE PLAN

Design & Engineering, Inc.
 202 Lake Shore Drive West
 Ashland, Wisconsin 54806
 Telephone (715) 682-0330
 Fax (715) 682-4322
 E-Mail csdesign@ncis.net
www.cdesignengineering.com

APPROVED: 11/16/17

DATE: 11/16/17

PROJECT: 17-3145

DESIGNER: [Signature]

PROJECT NO: 17-3145

DATE: 11/16/17

PROJECT: 17-3145

DESIGNER: [Signature]

PROJECT NO: 17-3145

DATE: 11/16/17

PROJECT: 17-3145

DESIGNER: [Signature]

PROS:

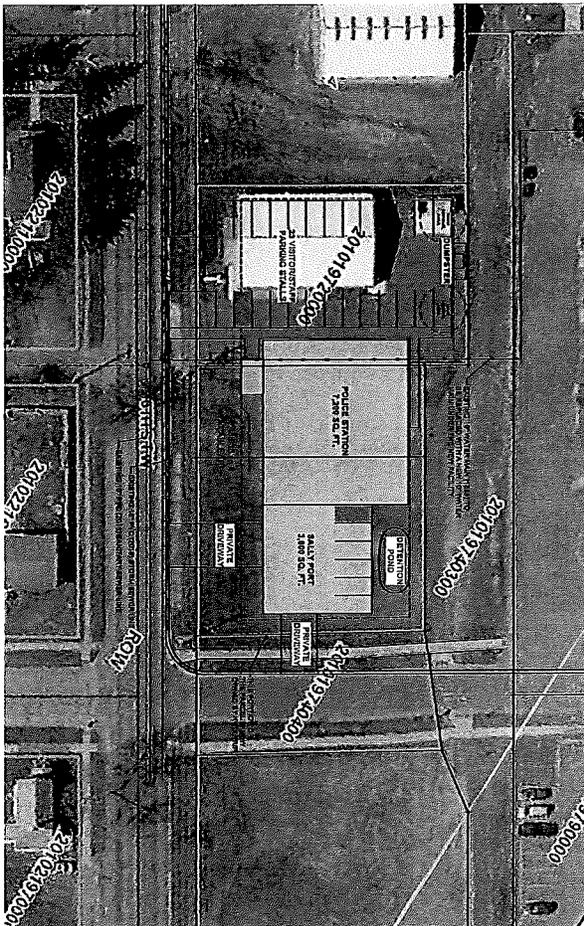
1. This site is partially owned by the City of Ashland and contains a single story 3,456 sq. ft. building.
2. This site is centrally located and highly visible as preferred by the Police Department.
3. This site is located on a City Emergency Route.
4. The existing bituminous paving with curb on 6th Street West is newly installed and in good condition.
5. All of the required utilities are connected to the existing building with main lines running adjacent to the site.

CONS:

1. The eastern portion of this site is owned by Kwik Trip and would need to be purchased from them.
2. This site allows for only 68% of the program space requirements determined by the concept design phase.
3. The site is restricted in size, limiting the possibility of expansion in the future. This site is approximately 1/2 acre.
4. The obstruction of overhead electrical lines and telephone poles will always be imprudent for years to come for the aesthetics of a new police station.
5. The existing single story building on the site would need to be removed/relocated. Presently, it is not suited for occupancy as a police station due to its limited size and poor air quality within the structure.
6. Snow storage placement and the possibility of a detention pond are limited on this site due to its size.
7. Replacement of the existing water main with new pipe would be required on this site.

PROJECT COSTS:

POLICE STATION	7,200 SQ. FT. @ \$300/SQ. FT.	= \$2,160,000
GARAGE	3,600 SQ. FT. @ \$150/SQ. FT.	= \$ 540,000
SITE IMPROVEMENTS / PURCHASE PROPERTY		= \$ 425,000
RAZE/RELOCATE EXISTING BUILDING		= \$ 100,000
ESTIMATED TOTAL		= \$3,225,000



6TH STREET WEST SITE PLAN

SCALE: 1" = 30'

PROPOSED POLICE STATION FOR:
CITY OF ASHLAND
 Project Address TBD, ASHLAND, WI 54106
6TH STREET WEST SITE PLAN

Design & Engineering, Inc.
 802 Lake Shore Drive West
 Ashland, Wisconsin 54806
 Telephone (715) 682-0330
 Fax (715) 682-4303
 E-Mail: esd@designeng.com
 www.esdesignengineering.com

DATE: 11/16/17

DESIGNED BY: S.C.D.
 CHECKED BY: T.L.W. & T.L.P.
 PROJECT AS NOTED
 DATE: 11/16/17

PROJECT NO.: 17-3145

SHEET NO.: A-3
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PROS:

1. This site is not Owned by the City of Ashland, but is available for sale or lease by the present owner. A lease could be put together to build out the interior to fit the needs of the Police Department and then lease it back to the City of Ashland for a 10-15 year period.
2. This location helps the City of Ashland financially by not having to come up with a large expenditure of investment capital to begin the project.
3. The site is centrally located and highly visible as preferred by the Police Department.
4. This site is located 1/2 block off of the City Emergency Route.
5. There is an approximately 24,000 sq. ft. building currently in place on this site. Interior remodeling would need to be completed to make the building fit the needs of the police station.
6. All of the required utilities are existing on site. All utility lines are buried; there are no overhead electrical lines to detract from the building's appearance.
7. There is adequate parking around the entire building for visitors and employees.

CONS:

1. The City of Ashland does not currently own this property and would need to negotiate with the current owner/developer to satisfy their long term needs.
2. The existing building has more square footage than the Police Department needs. At 24,000 sq. ft., the Police Department would utilize approximately 65% of that space.
3. The existing building is in need of a new roofing system and has poor perimeter storm water drainage in place. This poses a long term problem with the life of the building.
4. Due to the building upgrades required by the Police Department needs, the lease terms may not be beneficial to the City of Ashland.
5. Future tenants within the building, adjacent to the Police Station, would have to be properly screened for compatibility.

PROJECT COSTS:

POLICE STATION (REMODEL)	10,308 SQ. FT. @ \$200/SQ. FT.	= \$2,061,600
GARAGE (REMODEL)	5,515 SQ. FT. @ \$300/SQ. FT.	= \$1,654,500
SITE IMPROVEMENTS		= \$ 125,000
ESTIMATED TOTAL		= \$3,841,100



CHEQUAMEGON CLINIC SITE PLAN
SCALE: 1" = 30'

PROPOSED POLICE STATION FOR:
CITY OF ASHLAND
Project Address TBD, ASHLAND, WI 54809

CHEQUAMEGON CLINIC SITE PLAN

DESIGN & ENGINEERING, Inc.
803 Lake Shore Drive West
Ashland, Wisconsin 54805
Telephone (715) 682-4350
Fax (715) 682-4309
E-Mail: esdesign@nets.net
www.codeanddesignengineering.com

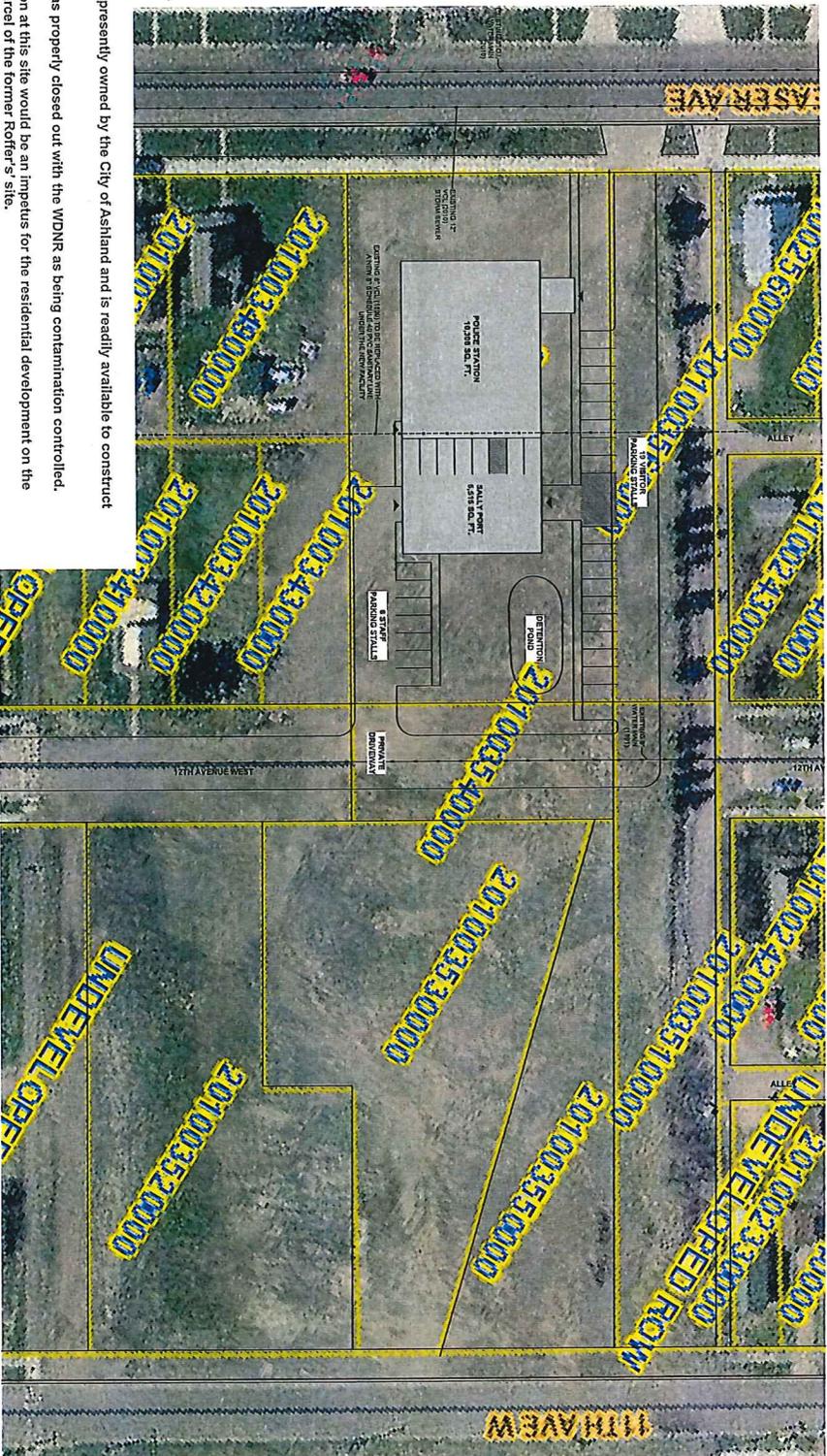
APPROVED:
11/16/17

DESIGNED BY:
17-3145

PROJECT NO.
17-3145

DATE PLOTTED:
11/16/17

PROJECT NO.
17-3145



BEASER AVENUE SITE PLAN

SCALE: 1" = 30'

PROS:

1. This site is presently owned by the City of Ashland and is readily available to construct on.
2. This site was properly closed out with the WDNR as being contamination controlled.
3. Construction at this site would be an impetus for the residential development on the adjacent parcel of the former Roffer's site.
4. There is plenty of room for expansion in the future at the site.
5. The existing bituminous paving with a curb on Beaser Avenue is in good condition.
6. All of the required utilities are adjacent to the site.
7. There is room on the site for snow storage and a detention pond.

CONS:

1. The site is not quite as centrally located as is preferred by the Police Department, but is highly visible and located on a City Emergency Route.
2. The opportunity for this site to become a taxable property would be eliminated if it was retained by the City of Ashland.
3. Replacement of the existing sanitary sewer line would be required at this site.

PROJECT COSTS:

POLICE STATION	10,308 SQ. FT. @ \$300/SQ. FT. =	\$3,092,400
GARAGE	5,515 SQ. FT. @ \$150/SQ. FT. =	\$ 827,250
SITE IMPROVEMENTS	=	\$ 400,000
ESTIMATED TOTAL	=	\$4,319,650

PROPOSED POLICE STATION FOR:
CITY OF ASHLAND
 Project Address TBD, ASHLAND, WI 54806
BEASER AVENUE SITE PLAN

CS Design & Engineering, Inc.
 803 Lake Shore Drive West
 Ashland, Wisconsin 54805
 Telephone (715) 682-0330
 Fax (715) 652-4202
 E-Mail csdesign@ncls.net
 www.csdesignengineering.com

DATE: 11/16/17
 PROJECT: 17-3145
 DRAWN BY: AS NOTED
 CHECKED BY: AS NOTED
 DATE: 11/16/17

SCALE: AS SHOWN
 DRAWN BY: AS NOTED
 CHECKED BY: AS NOTED
 DATE: 11/16/17
 PROJECT NO.: 17-3145
 SHEET NO.: A-6
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PROS:

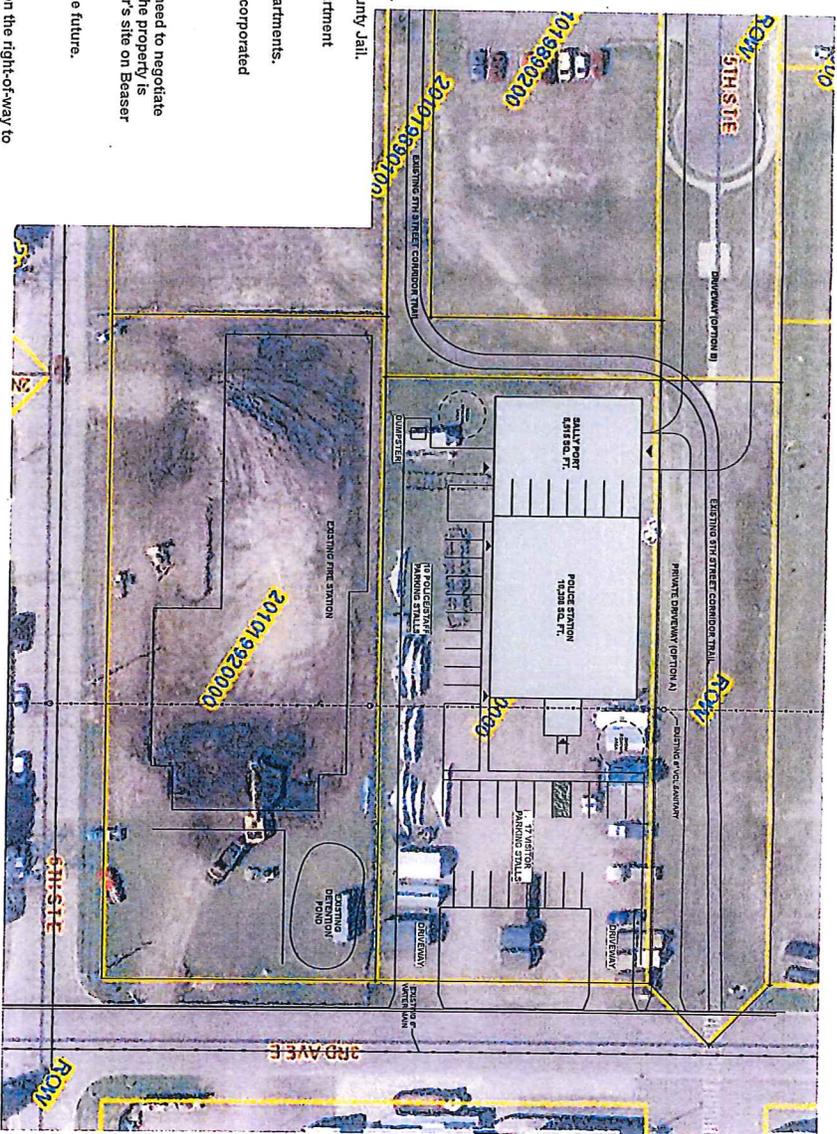
1. This site is centrally located as preferred by the Police Department.
2. This site is located less than one block from a City Emergency Route.
3. This site is in close proximity to the Fire Department and Ashland County Jail.
4. There is a detention pond on the northeastern corner of the Fire Department property that could be utilized for both properties.
5. Some shared space could be utilized by both the Police and Fire Departments.
6. Access to the Fire Departments northwest overhead door could be incorporated into this scheme.

CONS:

1. The City of Ashland does not currently own this property and would need to negotiate with the current owner to secure the property. The current owner of the property is working with the City of Ashland on purchasing a portion of the Roffer's site on Beaser Avenue and a possible trade of properties could be negotiated.
2. The site is restricted in size, limiting the possibility of expansion in the future.
3. Snow storage placement is limited on this site due to its size.
4. A secondary exit/driveway from the garage would need to be placed on the right-of-way to the north of the property as there is not enough room within the property limits for an additional private driveway.
5. The existing 5th Street Corridor trail may need to be adjusted for this facility to be constructed on this site.

PROJECT COSTS:

POLICE STATION	10,308 SQ. FT. @ \$300/SQ. FT. =	\$3,092,400
GARAGE	5,515 SQ. FT. @ \$150/SQ. FT. =	\$827,250
SITE IMPROVEMENTS / PROPERTY PURCHASE:	=	\$ 500,000
ESTIMATED TOTAL	=	\$4,419,650



THIRD AVENUE EAST SITE PLAN
SCALE: 1" = 30'

PROPOSED POLICE STATION FOR:
CITY OF ASHLAND
Project Address TBD, ASHLAND, WI 54806

THIRD AVENUE EAST SITE PLAN

Design & Engineering, Inc.
803 Lake Shore Drive West
Ashland, Wisconsin 54806
Telephone: (715) 682-4300
Fax: (715) 682-4303
E-Mail: cedesign@dncts.net
www.cedesignandengineering.com

DATE: 11/16/17

PROJECT NO: 17-3145

DATE: NOVEMBER 2017

DESIGNED BY: BLM & TLP

CHECKED BY: ADH

SCALE: 1" = 30'

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