

1. Packet

Documents:

[JANUARY 30, 2018 COUNCIL PACKET.PDF](#)

2. Supporting Meeting Documents

Documents:

[JANUARY 30, 2018 COUNCIL PACKET ATTACHMENT 8B.PDF](#)

ASHLAND CITY COUNCIL MEETING  
Tuesday, January 30, 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 January 9, 2018 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**

**Board of Canvass**

Carol Larson	Term expires January 1, 2020
Virginia Quay	Term expires January 1, 2020
Eric Erickson, Alternate	Term expires January 1, 2020

**2018-2019 Election Inspector**

Madeleine Lee

**B. Recognition of Service by Retiring City Councilors Jerry Teague and Joel Langholz**

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

- A. Operator's Licenses
- B. Miscellaneous Minutes

**7. OLD BUSINESS**

- A. Request Under Ordinance 51 of a Reconsideration of the Agenda Item From January 9, 2018 for Approval of 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 (*Councilor Ketring*)

**8. New Business**

- A. Approval of Design Details for the 6<sup>th</sup> Street East Project Recommended by the Public Works Department (*Public Works*) **Roll**

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- B. Approval of Resolution for the Wisconsin Department of Transportation – Transportation Alternative Program Grant Application (*Parks & Rec*) **Voice**
- C. Approval of Taxicab License Application for Sarah Bowker and Jamie Nelson for Ashland Drives Taxi at 522 Willis Avenue (*Clerk*) **Voice**
- D. Approval of a Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement (*Administrator*) **Voice**
- E. Approve Habitat for Humanity Gratis Lease Renewal (*Clerk*) **Voice**
- F. Approve a Resolution to Issue a Conditional Use Permit to Operate a Child Care Facility in the Mixed Residential/Commercial (MRC) District, Parcel #201-00364-0000, Applicant: Gary LaPean (*Planning and Development*) **Voice**
- G. Approve a Resolution to Issue a Conditional Use Permit to Allow Light Manufacturing in the City Center (CC) District, Parcels #201-01925-0000, 201-01932-0000, 201-01927-0100, Applicant World Class Precision Products (*Planning and Development*) **Voice**
- H. Approve a Resolution to Issue a Conditional Use Permit to Operate a Parking Lot as a Principal Use in the City Center (CC) District, Parcel #201-00008-0000, Applicant: Deepwater Grille (*Planning and Development*) **Voice**

**9. CLOSED SESSION**

- A. Closed Session per Wisconsin Statute 19.85 (1)(e)  
 “Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.” (*Revised Settlement Agreement and Release for the Full and Final Settlement of the Welch/Bretting (Bayfront, LLC) Claims in 2008 Highway 2 Sewer Reconstruction Lawsuit*) (*Mayor*) **(Roll)**
- B. Closed Session per Wisconsin Statute 19.85(1)(b) and (1)(c): “Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person,” and “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” (*Reporting to the City Council on disciplinary action taken by City Administration with regard to a*

*City employee; not an evidentiary hearing. The Council will not be asked to take any final action.) (Administrator) (Roll)*

**C. RETURN TO OPEN SESSION**

**D. ACTION AND/OR REPORTING ON CLOSED SESSION DISCUSSION AND ACTION**

**10. ADJOURNMENT**

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

*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:** Holly George, Richard Ketring, Carl Doersch, David Mettill, Pat Kinney, Charles Ortman, Donna Williamson, Dick Pufall, Jackie Moore

**ABSENT:** None (Councilors Jerry Teague and Joel Langholz have resigned their positions)

**ALSO PRESENT:** Mayor Deb Lewis, City Administrator Mary Garness, City Attorney David Siegler, City Clerk Denise Oliphant, Fire Chief Wayne Chenier, Fire Captains Scott Thimm and Stuart Matthias, Police Chief Jim Gregoire, Public Works Director Dennis Clark, Planning & Development Director April Kroner, Other 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, George seconded a motion to approve the agenda as presented. The motion carried unanimously by voice vote.

**Agenda Item 3: Approval of Minutes of the December 12, 2017, Council and Committee of the Whole Meetings**

Pufall moved, George seconded a motion to approve the minutes of the December 12, 2017 Council and Committee of the Whole minutes. The motion carried unanimously by voice vote.

**Agenda Item 4: Citizen Participation Period**

Kathy Allen, 810 MacArthur Avenue, spoke to invite all to a Friends of the Library Fundraiser to be held on January 25<sup>th</sup> to celebrate recent changes and welcome the new Library Director.

Zygmund Jablonski, 916 6<sup>th</sup> Avenue West, spoke in reference to the 6<sup>th</sup> Street West construction and resulting poor surface, and requested an update as to means of repairing.

**Agenda Item 5: Mayor's Report**

Mayor Lewis began by wishing everyone a Happy New Year. Lewis gave an update to the Superfund site and work to develop a lakebed lease and gaining a new access agreement with NSP. A pinning ceremony was held earlier today for new Police Department staff and recent promotions in light of recent retirements. Lewis also recognized new Fire Department hires and retirements, and noted the Fire Department had a record number of calls in 2017.

**Agenda Item 5A: Appointments**

**Beautification Council**

Elaine Peterson Term expires February 15, 2021

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**Ashland Housing Authority**

Thomas Mathison Term expires January 11, 2022

Moore moved, Mettillie seconded a motion to approve the appointments. The motion carried unanimously by voice vote.

**Agenda Item 6: Consent Agenda**

**Agenda Item 6A: Operator’s Licenses**

Thomas J. Hmielewski, Shelly M. King, Lindsay N. Larson, Ryan M. Lowney, Caitlyn L. Severson

**Agenda Item 6B: Miscellaneous Minutes**

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

**Agenda Item 6D: Approval and Possible Discussion of the 2018 Water and Wastewater Utility Budgets**

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 reviewed 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

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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.

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<b>STAFFING FTE POSITIONS</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018 Budget</b>
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
<b>TOTAL</b>	<b>5.5*</b>	<b>5.5</b>	<b>4.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>6.0</b>

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

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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

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**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:

<b>STAFFING FTE POSITIONS</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018 Budget</b>
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
<b>TOTAL</b>	<b>6.5*</b>	<b>6.5</b>	<b>6.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>6.0</b>

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

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

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**Agenda Item 7: New Business**

**Agenda Item 7A: Presentation and Discussion Regarding the Ashland Fire Department Community Paramedic Program (Fire Department)**

The Ashland Fire Department partnered with Memorial Medical Center to offer Mobile Integrated Health Care to residents. Lt. Stuart Matthias and Lt. Joe Belany (Retired) provided information on Community Paramedicine and the training was 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 was presented as was information on the evolving state of Community Paramedicine in Wisconsin.

**Agenda Item 7B: Approve a Resolution to Proclaim the Third Weekend in May as the Observed International Migratory Bird Day in Ashland, WI (Parks & Rec)**

The Ashland Parks and Recreation Department sought 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 reapplied 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 one of the fastest growing form of outdoor recreation in the US.

This year marked the 11<sup>h</sup> 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 covered the cost of the application process.

Doersch moved, Moore seconded a motion to approve the Resolution to proclaim the third weekend in May as the observed International Migratory Bird Day in Ashland, WI. The motion carried unanimously by voice vote. **(File #17416)**

**Agenda Item 7C: 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)**

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.

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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
<b>Total Premium Cost</b>	<b>\$333,898.00</b>	<b>\$361,132.00</b>	<b>- \$ 27,234.00</b>

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:

	<b>2018 Premium / Deductible</b>	<b>2017 Premium / Deductible</b>	<b>Comparison</b>
Buildings, Personal Property & PITO	49,418.00 / 2500	44,706.00 / 10,000	4,712.00
Contractors Equipment	5,796.00 / 5000	5,827.00 / 500	- 31.00
Monies & Securities	95.00 / 2500	166.00 / 500	- 71.00
Pier & Wharf	3,531.00 / 2500	3,611.00 / 500	- 80.00
<b>Total Premium Cost</b>	<b>\$58,840.00</b>	<b>\$54,310.00</b>	<b>\$ 4,530.00</b>

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

George moved, Pufall seconded a motion to approve the 2018 property insurance carrier as Spectrum Insurance Group, LLC, and 2018 general liability, linebacker, law enforcement liability, data compromise, government crime/fidelity ISO, business auto, workers compensation and commercial umbrella insurance carrier as Great Lakes Insurance Agency. The motion carried unanimously by voice vote.

**Agenda Item 7D: 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)**

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

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

Williamson moved, Pufall seconded a motion to approve the 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. The motion carried unanimously by voice vote. **(File #17417)**

**Agenda Item 7E: Approve a Resolution to Replace Ward 3 and Ward 4 City Councilor Vacancies (Clerk)**

The Ward 3 Council seat became vacant as Councilor Jerry Teague 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 recommended 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 became 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 recommended 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.

Mettille moved, Moore seconded a motion to approve a Resolution to replace Ward 3 and Ward 4 City Councilor vacancies. The motion carried 7-2 by voice vote; opposed were Ketring and Williamson. **(File #17418)**

**Agenda Item 7F: 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)**

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 was the status of the conditions listed on Resolution 17367:

- 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.*
- 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.*
- 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.*
- 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.*
- 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 3<sup>rd</sup> 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.*
- 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.*
- 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 3<sup>rd</sup> 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.*
- 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. Copies of this communication was received, and the total cost is estimated to be around \$116,000.*
- 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

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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.*

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

Ketring requested Public Works to consider replacing the previous curb along this particular stretch of avenue in the future.

Pufall moved, Ortman seconded a motion to approve a Resolution to renew the Conditional Use Permit to allow general warehousing, light manufacturing (of small homes), research and development, and related light manufacturing uses in the City Center (CC) District, Parcel # 201-01925-0000 for applicant Bay City Rentals, LLC through August, 2018. The motion carried 8-1 by voice vote; Williamson opposed. **(File #17419)**

**Agenda Item 7G: 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 11<sup>th</sup> Avenue West site plan as recommended by Police Dept. Internal Planning Team; or 2. Selecting 3<sup>rd</sup> Avenue East Site Plan (Mayor)**

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 6<sup>th</sup> 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

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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

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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 11<sup>th</sup> Avenue West site plan be selected as the most viable site for the new police facility. The 3<sup>rd</sup> 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

After a presentation by Steve Schraufnagel of C&S Design, questions by Council, and much discussion, Doersch called the question, seconded by Williamson. The motion carried 7-2 by voice vote; opposed were Kinney and Ketring.

Ortman moved, George seconded a motion to approve a Resolution to select the 11<sup>th</sup> Avenue West 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 recommended by the Police Department Internal Planning Team. The motion carried 7-2 by roll call vote; opposed were Kinney and Pufall. **(File #17420)**

**Agenda Item 8: Adjournment**

Moore moved, George seconded a motion to adjourn. The motion carried unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant  
City Clerk

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**PRESENT:** Holly George, Richard Ketring, Carl Doersch, David Mettill, Pat Kinney, Charles Ortman, Donna Williamson, Dick Pufall, Jackie Moore

**ABSENT:** None (Wards 3 and 4 are vacant)

**ALSO PRESENT:** Mayor Deb Lewis, City Administrator Mary Garness, City Attorney David Siegler, City Clerk Denise Oliphant, Public Works Director Dennis Clark

**Agenda Item 1: Roll Call**

Roll call was taken by the Clerk.

**Agenda Item 2: Council President's Report**

Council President Pat Kinney deferred a report.

**Agenda Item 3: City Administrator's Report**

City Administrator Mary Garness provided a memo to Council.

**Agenda Item 4: Approval of the Agenda**

George moved, Ketring seconded a motion to approve the agenda as presented. The motion carried unanimously by voice vote.

**Agenda Item 5: Discussion and Possible Action on Preliminary Design Details for the 6<sup>th</sup> Street East Project (Public Works)**

After notice of securing funds through the CDBG Grant Program, City staff began working on design for the full reconstruction of 6<sup>th</sup> Street East with the goal of a project start scheduled for late spring early summer of 2018.

In order to move forward with final design of this project, Public Works staff needed direction from Council on certain design elements. In reviewing the scope of work for this reconstruction project, the City needed to ensure the following requirements are met or exceeded:

1. Create value for the City
2. Follow good engineering practices
3. Adhere to mandated regulations
4. Incorporate the experience of the Utility and Public Works staff
5. Discuss and include value engineering suggestions.

The design cost estimate for this project is roughly \$1,454,270. This includes a 5% contingency (\$65,000). Funding for this project includes a \$500,000 CDBG Grant. Initial project scope and cost

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estimates required a City match of \$800,000 for a total project cost of \$1,300,000. After further review and design of the project, estimates show that there is a funding gap of \$154,270. The following options have been identified to change project scope that will allow for anticipated savings if the Council desires:

1. The City sidewalk design standard specifies a 5 foot wide requirement. The sidewalk from 2<sup>nd</sup> Avenue to 5<sup>th</sup> Avenue East on the south side is only 4 feet wide, but is in good condition and does not need to be replaced. There is light pedestrian traffic on this section and projected growth plans do not indicate that this would change. A savings of \$16,100 is achieved if this section of sidewalk was not replaced.
2. The City sidewalk policy map indicates that sidewalk should be installed on both sides of the street. Prior to the sidewalk policy, if sidewalks were installed on only one side of the street, it would be the north side. The north side of 6<sup>th</sup> Street East currently does not have sidewalk from 3<sup>rd</sup> Avenue East to 7<sup>th</sup> Avenue East. Pedestrian traffic in this area appears to be light and projected growth plans do not indicate that this would change. A savings of \$31,740 could be realized if this stretch of sidewalk was not installed.
3. 6<sup>th</sup> Street is 36 feet wide and allows for parking on one side while still accommodating 2 way traffic. Unlike 6<sup>th</sup> Street West, most of 6<sup>th</sup> Street East is residential. The posted speed is 25 mph. It appears that the residential areas utilize the avenues for parking rather than 6<sup>th</sup> Street. The pavement width could be reduced in width by 2 to 4 feet in the residential area and still provide for parking on one side and two way traffic. A 2 foot reduction from 3<sup>rd</sup> Avenue East to 7<sup>th</sup> Avenue East would provide a savings of \$13,290.

If items 1 and 2 with, regard to sidewalk questions, were included in the project, there would be no need for a sidewalk special assessment, including the necessity of a public hearing, staff time to prepare all the documents and mail out letters, tracking the work for special assessment costs, and invoicing for special assessments.

Public Works staff recommends approval to proceed with the project and include all three of the suggested savings in the project for a total savings of \$61,130.

The requested bids will include an option to provide a pavement finish coat the same year or delay one year with the finish coat to be applied after the first winter season hoping to capture any settlement issues.

Public Works Director Dennis Clark was present for discussion and to answer questions for Council. A motion was made by Kinney to extend the meeting after the 9:15 timeline in order to finish discussion of this agenda item. The motion carried unanimously by voice vote.

After much debate, Doersch moved to: 1. Reduce the width of 6<sup>th</sup> Street East by two feet from 3<sup>rd</sup> Avenue East to 7<sup>th</sup> Avenue East as proposed by Clark; 2. Install sidewalks on both the North and South sides of 6<sup>th</sup> Street East; 3. Refer to the Bike Plan already passed by Council in reference to bike paths

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along and/or near 6<sup>th</sup> Street East. George seconded the motion and the motion carried 8-1 by voice vote; Ortman opposed.

**Agenda Item 10: Adjournment**

Williamson moved, Ketring seconded a motion to adjourn. The motion carried unanimously by voice vote.

Respectfully Submitted;

Denise Oliphant  
City Clerk



# AGENDA BILL

**Ref:** 020

**COMMITTEE AGENDA:**  
**COUNCIL AGENDA: 5A (01/30/18)**

**SUBJECT: Mayoral Appointments**

**Board of Canvass**

Carol Larson	Term expires January 1, 2020 (reappointment)
Virginia Quay	Term expires January 1, 2020 (fills vacant position)
Eric Erickson, Alternate	Term expires January 1, 2020 (replaces Matt MacKenzie)

**2018-2019 Election Inspector**

Madeleine Lee

**RECOMMENDATION:** Approval

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**DATE SUBMITTED:** January 22, 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 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:

Board of Canvass

**Brief statement of education and training:**

Graduated from Northland College thru Degree Completion Program  
Numerous work-related trainings: municipal law, elections, human resources

**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.)

10 years Deputy City Clerk / 12 years City Clerk / Personnel  
Director for the City of Ashland ; 8 years Human  
Resources Manager for Sawyer County. Currently  
enjoying every minute of retirement and spending  
more time with my granddaughter.

**Individual References or Referred by (include phone #):**

Kim Westman > 715 682 7071  
Pati Ekstrom

<b>Contact Information:</b>	CAROL A. LARSON	715 682 8881
	Name (Print)	Phone Number
	614 17th Ave W. Ashland, WI 54806	
	Address	
	bolarson682@yahoo.com	6/8/16
	Email:	Date

## Board of Canvass Volunteer Application

I would like to be considered a nominee for the Board of Canvass, Ashland, WI.

### Education, training and biography:

- Mother of triplets.
- Elementary school secretary in Ames, IA and Boulder, CO. (12 years)
- Administrative secretary, Agricultural Extension, Iowa State University (2 years)
- Graduated from Iowa State University with BA in self-designed degree: Long Term Health Care Administration. Graduated with Distinction at age 43.
- Lifestyle Program Director, Edina Park Plaza, in upscale, market-rate Independent Senior Living with Services building of 200 apartments in Edina, MN. (23 years)
  - Worked with residents, Food Services Dept., Housekeeping, Marketing, and Support Services to provide programming to meet and enhance residents' lifestyle experiences. Two particular efforts might be of interest: 1) I conducted annual Flu Shot Clinics for our residents with Bloomington, MN, Department of Health, and 2) I worked with Edina election official oversight to register eligible residents to vote, along with absentee balloting as appropriate.
- Global Volunteer experience in Guatemalan small town to assist in well drilling to provide potable water.
- Tonka Talkers Toastmaster president in Wayzata, MN for a period of time.
- Presbyterian Ruling Elder (Boulder) and Deacon (Ames).
- Roads Scholar experience on the Olympic Peninsula in Washington – nature program.

Moved to Ashland, WI, September 2014: Daughter lives here.

- Volunteered at Superior Elementary School in reading program, and with reading computer skills in Learning Disabilities Room for a year or so.
- 2017-18: Secretary of League of Women Voters of Ashland and Bayfield Counties.
- Interests: Reading, hiking, bird watching, gardening, swimming.

### Character References:

- Dianne Judd, Co-President of League of Women Voters of Ashland and Bayfield Counties: 651-341-9724
- Joyce Neumann: 715-682-8201
- Tammy Keniry: 715-209-7316 (H) and 715-682-0631 x 225 (B)

Virginia Quay "Ginger"  
715-682-0275  
923 9<sup>th</sup> Avenue West, Ashland, Wisconsin, 54806  
[giner.way@gmail.com](mailto:giner.way@gmail.com)

Signature: 

Date: *January 11, 2018*

# 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:

Board of Canvass & Elections

Brief statement of education and training:

Assoc. Degree in Marketing

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.)

President A.B.C. Raceway.

Serve on Park & Rec. Committee

Past President Ashland Main St

Individual References or Referred by (include phone #):

Kurt Beckema 715-292-0567

Contact Information:	Eric Erickson	715-209-2102
	Name (Print)	Phone Number
	1000- 6 <sup>th</sup> Ave W.	
	Address	
	EricErickson970@yahoo.com	
	Email:	Date
		1-24-18



# AGENDA BILL

**Ref: 021**

**COMMITTEE AGENDA:  
COUNCIL AGENDA: 6A (01/30/18)**

**SUBJECT: Operator's Licenses**

**RECOMMENDATION: Approval**

**DEPARTMENT OF ORIGIN: City Clerk**

**DATE SUBMITTED: January 22, 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:**

Jeffrey H. McMullen  
Jacob B. Anderson

Jessica E. Sorenson

**Minutes of the City of Ashland Plan Commission**

A meeting of the Plan Commission was called to order on **Tuesday, December 5th, 2017** at 6:30 p.m. in the City Hall Council Chambers.

- PRESENT:** Mayor Lewis, David Mettille, Ernie Bliss, John Beirl, Mike Amman, Katie Gellatly
- EXCUSED:** Charmaine Swan
- STAFF:** April Kroner, Megan McBride
- OTHERS:**

**MEETING AGENDA ORDER**

**1) Call to Order and Roll Call**

Mayor Lewis called the meeting to order at 6:30pm.

**2) Approval of Agenda**

Motion to approve the Agenda by David Mettille. Seconded by Ernie Bliss. Passed unanimously.

**3) Consent Agenda**

Motion to approve minutes from October 17<sup>th</sup> by Ernie Bliss. Seconded by Mike Amman. Passed unanimously.

**4) Public Comment**

No public comments.

**5) Review and Vote on the discontinuance of a portion of undeveloped City Right-of-Way**

Megan McBride provided background on the proposed vacation. She explained that city maps indicated a portion of this undeveloped right-of-way had previously been vacated. However, county maps disagreed because the vacation was not recorded with the county at the time. Therefore, vacating this portion of undeveloped right-of-way would eliminate the mapping inconsistency.

Mayor Lewis asked what the purpose of this vacation would be for the city.

April Kroner explained that the city map already showed the majority of this section as vacated, but was never officially vacated with the county. The site plan allowing a garage to be located in a portion of this undeveloped right-of-way as part of the adjacent multi-family development was approved prior to identification of this inconsistency.

John Beirl asked when this was identified as an issue.

April Kroner explained that the mapping inconsistency was identified in the process of working out utility easements for the multi-family development at 1616 Beaser Avenue. The city and county currently maintain separate maps, so work will need to be done moving forwards to address similar discrepancies.

John Beirl pointed out that there has been quite a bit of recent development in this area, and asked if the city sees any potential benefit to extending 12<sup>th</sup> Avenue West in the future.

April Kroner explained that 12<sup>th</sup> Avenue West runs into school property just beyond where the multi-family units will be built. Therefore, the city does not plan to extend the avenue in the future.

Motion to approve by David Mettille. Seconded by Katie Gellatly.

Mike Amman suggested that it would be helpful for staff to develop a map to identify areas of anticipated future growth to determine which portions of undeveloped right-of-way should be preserved for future development and which can be vacated.

April Kroner said that this is intended to be a project for 2018.

Passed unanimously.

**6) Announcements / reports / comments / questions**

- a) The bandshell relocation project will not be moving forwards.
- b) The next meeting will take place on January 16, 2018.

**7) Adjournment**

Motion to adjourn made by Katie Gellatly. Seconded by Mike Amman. Passed unanimously.

*The meeting was adjourned at 7:02p.m. Minutes by Megan McBride.*

POLICE AND FIRE COMMISSION MEETING  
FIRE DEPARTMENT CONFERENCE ROOM  
SEPTEMBER 11, 2017

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1. **Call to Order**

The meeting was called to order at 5:15 by Gordon Gilbertson

2. **Roll Call**

Present: Gordon Gilbertson, Ed Monroe, Sarah Granley, Matt Horning

Excused: Gail Fox-Anderson

Also Present: Police Chief James Gregoire, Fire Chief Wayne Chenier, Recording Secretary Barb Henry, Mayor Deb Lewis

3. **Approval of Agenda**

A motion was made by Ed Monroe, seconded by Matt Horning to approve the agenda items. The motion passed unanimously.

4. **Approval of Minutes from 7/10/17 and 8/9/17 meetings**

A motion was made by Sarah Granley, seconded by Ed Monroe to approve the minutes. The motion passed unanimously.

5. **Police Department Business**

a. **Administrative Report**

Chief Gregoire provided a handout detailing the Department's events from June 30, 2017 through August 31, 2017.

The squad cars were damaged due to bad fuel. The fuel company agreed to pay for the damages which amounted to approximately \$5,000.

The Department will have training in October in the administration of Narcan. This drug will be used to stop an overdose to opioids in a person. After much research, the Chief was able to obtain the narcan for free. This is a very expensive drug.

Chief Gregoire advised that the Department is looking into new building options. They have 3 alternatives; one being the building the City already owns on 6<sup>th</sup> Street, another being the Chequamegon Clinic Building, and the other being new construction. The cost of the architect is \$186,000. The Mayor advised that a space analysis would need to be completed along with community input. We would also need to borrow for the project so it doesn't increase taxes. The option chosen must be centrally located and be a long term facility. The Department hopes to bring the matter to the next City Council meeting on 9/12/17.

6. **Fire Department Business**

a. **Administrative Report:**

Chief Chenier provided a handout detailing the Department's events from June 28, 2017 through September 5, 2017.

The Department responded to a fire call in the Town of Kelly.

EMS calls have kept the Department busy. Some days they have 14 to 15 calls.

The Ice Angel is currently at Frasier Shipyard in Superior getting a new engine and propeller drive. The Chief met with Ashland County administration and the Sheriff's

Department to go over the Mutual of Understanding agreement indicating that Ashland County is responsible for the repairs and expenses of the Ice Angel.

The Department had a pinning ceremony for Ryan Dunn and Tim Schmidtke. Both of the EMT's would like to go to paramedic class. This will be done on their own time and at their own expense.

Superior Sauna is donating an infrared sauna which will be used by firefighters after they come back from a fire to help detoxify their bodies. Omer Nelson Electric is donating their services for the installation hookup. The Chief provided a handout outlining how the sauna can be a benefit to firefighter health. Matt Horning had issue with the handout. He felt there is no medical evidence, which he is aware of, to support the benefit to humans from infrared saunas.

The owners of the Cobblestone properties have offered the Department an opportunity to go into the houses that will be torn down for use as fire training.

The Department, along with Human Service and the City's Building Assessor & Planning Department are coming up with solutions to take care of the bed bug house. More education is needed to help the public understand and prevent bed bugs.

**7. Next Meeting Date**

The next meeting of the Police & Fire Commission will be Monday, November 6, 2017 at 5:15pm at the Fire Department Conference Room.

**8. Closed Session as authorized by Wisconsin Statute 19.85(1)(c) to discuss: Eligibility list and approval of hiring process and procedure for the Police Dept.; Update on probation and approval to full time status. Eligibility list and approval of hiring process and procedure for the Fire Dept.**

A motion was made by Ed Monroe, seconded by Sarah Granley to go into Closed Session. The motion passed unanimously.

**9. Return to Open Session**

A motion was made by Matt Horning, seconded by Ed Monroe to return to open session. The motion passed unanimously.

**10. Report Action Taken in Closed Session**

A motion was made by Matt Horning to accept Chief Gregoire's hiring procedure as printed and to place it on file. The motion was seconded by Ed Monroe. The motion passed unanimously.

A motion was made by Ed Monroe, seconded by Sarah Granley to take Officer Goodlet off probation status and make him a full time Police Officer effective 9/20/17, pending any unforeseen circumstance in the meantime. The motion passed unanimously.

A motion was made by Sarah Granley, seconded by Matt Horning to approve Chief Chenier's hiring process and to place it on file. The motion passed unanimously.

**11. Adjournment**

A motion was made by Ed Monroe, seconded by Sarah Granley to adjourn. The meeting adjourned at 6:15 pm.

Respectfully submitted,  
Barbara Henry – Recording Secretary

**POLICE AND FIRE COMMISSION  
SPECIAL MEETING  
FIRE DEPARTMENT CONFERENCE ROOM  
OCTOBER 10, 2017**

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1. **Call to Order**  
The meeting was called to order at 5:14 by Gordon Gilbertson
  
2. **Roll Call**  
Present: Gordon Gilbertson, Ed Monroe, Sara Lehr  
Excused: Sarah Granley, Matthew Horning  
Also Present: Fire Chief Wayne Chenier, Recording Secretary Barb Henry
  
3. **Approval of Agenda**  
A motion was made by Ed Monroe, seconded by Sara Lehr to approve the agenda items. The motion passed unanimously.
  
4. **Closed Session as authorized by Wisconsin State Statute 19.85(1)(c) to consider the Fire Chief's appointment of one probationary employee, and to approve the other interviewed applicants to remain on the eligibility list.**  
A motion was made by Ed Monroe, seconded by Sara Lehr to go into Closed Session. The motion passed unanimously.
  
5. **Return to Open Session**  
A motion was made by Ed Monroe, seconded by Sara Lehr to return to open session. The motion passed unanimously.
  
6. **Report Action Taken in Closed Session**  
A motion was made by Ed Monroe to approve Chief Chenier's recommendation to offer employment to the second candidate on the eligibility list, as the first candidate on the list declined the offer. The offer of employment is made contingent upon successful completion of the psychological, physical and drug exams. The third candidate will remain on the eligibility list. The motion was seconded by Sara Lehr. The motion passed unanimously.
  
7. **Adjournment**  
A motion was made by Sara Lehr and seconded by Ed Monroe to adjourn. The meeting adjourned at 5:31 pm.

Respectfully submitted

Barbara Henry  
Recording Secretary

**POLICE AND FIRE COMMISSION MEETING  
ASHLAND FIRE DEPT MEETING ROOM**

**November 6, 2017**

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**1. Call to Order**

The meeting was called to order at 5:16 p.m. by Gordon Gilbertson.

**2. Roll Call**

Present: Gordon Gilbertson, Ed Monroe, and Sarah Nelson Granley

Absent: Sara Lehr

Excused-Absence: Matthew Horning

Also present: Police Chief Jim Gregoire, Fire Chief Wayne Chenier and Mayor Deb Lewis

**3. Approval of Agenda Items**

A motion was made by Ed Monroe, seconded by Sarah Nelson Granley, to approve the agenda items. The motion passed unanimously.

**4. Approval/Review of Minutes from 9/11/2017 and 10/10/2017**

A motion was made by Sarah Nelson Granley, seconded by Ed Monroe, to approve the minutes from September 11, 2017 and October 10, 2017 as written. The motion passed unanimously.

**5. Police Department Report**

**A. Administrative Report**

Chief Gregoire reviewed his report with the following highlights:

- Stated it's been an active 2 months for the PD, with burglaries and shooting
- Shooting occurred on Oct 23 and is still under investigation by DCI, should be complete within 30 days
- October 30 burglar was caught on camera, suspect identified and arrest followed the next day
- Toured two police departments with C & S Design
- Officers trained in administering NARCAN to overdose victims
- Started hiring process for two positions vacated by two sergeants upcoming retirements, down to eight applicants, testing completed, top 3 or 4 will be interviewed.
- Two Heroes Among Us Awards were given out to local citizens
- Gerard Randall and Matt Albertus finished FTO training just in time for upcoming new hires

A motion was made by Ed Monroe, seconded by Sarah Nelson Granley to approve the Police Department report. The motion passed unanimously.

**7. Fire Department Report**  
**A. Administrative Report**  
**B. Hiring Update**

Chief Chenier reported the following:

- Reviewed stats, averaging 9-10 calls per day, Critical care transports are up
- AFD awarded grant from DNR Forest Fire Protection Program. Funds will be used for offsetting cost for foam to use on structure fires and new radios
- Sea trials continue for Ice Angel, so far, impressive
- 50 new bikes to be donated to AFD for toy drive
- A Certified Child Passenger Safety Car Seat Clinic was held
- Infrared sauna installed last week, article in AFD report by Captain David Wegener
- Good Shepherd Lutheran Church honored local law enforcement and Fire/EMS personnel with a dinner on October 22.
- Miscellaneous – hose testing, stringing garland and training for self-rescue in a vacated house donated by Scott Bretting

A motion was made by Ed Monroe, seconded by Sarah Nelson Granley to approve the Fire Department Report presented by Chief Chenier. The motion passed unanimously.

**7. Next Meeting Date**

The next regular meeting for the Police and Fire Commission was scheduled for Monday, January 8, 2018, at 5:15 p.m. at the AFD meeting room.

**8. Adjournment**

A motion was made by Ed Monroe, seconded by Sarah Nelson Granley to adjourn. The motion passed unanimously and the meeting adjourned at 5:50 p.m.

Respectfully Submitted,

Kathy Holevatz,  
Recording Secretary

**POLICE AND FIRE COMMISSION  
SPECIAL MEETING  
November 27, 2017**

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**1. Call to Order**

The meeting was called to order by Gordon Gilbertson at 5:24 p.m. at the Ashland Fire Department.

**2. Roll Call:** Present: Gordon Gilbertson, Ed Monroe, Matthew Horning, Sara Lehr

Excused: Sarah Nelson Granley

Also present: Police Chief Jim Gregoire, Captain Bill Hagstrom, Sgts. Michelle Tutor, JoDeanne Janecek and Ty Juoni

**3. Approval of Agenda Items**

A motion was made Matthew Horning, seconded by Ed Monroe to approve the agenda items. The motion passed unanimously.

**4. Closed Session as authorized by Wisconsin State Statute 19.85(1)(c) to discuss part-time positions for APD and interview candidates for two Police Officer positions, and create a ranked eligibility list**

A motion was made by Ed Monroe, seconded by Sara Lehr to go into closed session as authorized by Wisconsin State Statute 19.85 (1) (c) to discuss personnel matters – Part-time positions for APD and interview patrol officer candidates. The motion passed unanimously.

**5. Return to Open Session**

A motion was made by Ed Monroe, seconded by Matt Horning to return to Open Session. The motion passed unanimously.

**6. Report action taken in closed Session**

A motion was made by Matthew Horning, seconded by Sara Lehr to approve the Chief's recommendation to proceed with looking into the possibility of part-time employees for the APD. The motion passed 3 to 1 with Monroe opposed.

A motion was made by Matthew Horning, seconded by Sara Lehr to approve the Chief's selection/recommendation to hire Brandon Marten to start as entry level patrol officer as soon as possible, and hire Lance Uselman to start in January, 2018, contingent upon candidates hired passing medical, psychological testing and a background check, and place Krystal Snyder and Jonathan Kroll on an eligibility list, in that order, which will remain in effect for one year, expiring November 27, 2018. The motion passed unanimously.

**7. Adjournment**

A motion was made by Sara Lehr, seconded by Matthew Horning to adjourn. The motion passed unanimously. The meeting adjourned at 7:16 p.m.

Respectfully Submitted,

Kathy Holevatz,  
Recording Secretary  
Police and Fire Commission



# AGENDA BILL

Ref: 022

**COMMITTEE AGENDA:**  
**COUNCIL AGENDA: 7G (01-09-2018)**  
**7A (01-30-2018)**

**SUBJECT: Request Under Ordinance 51 of a Reconsideration of the Agenda Item from January 9, 2018 for Approval of 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 11<sup>th</sup> Avenue West site plan as recommended by Police Dept. Internal Planning Team; or,**
- 2. Selecting 3<sup>rd</sup> 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:** Councilor Ketring

**DATE SUBMITTED:** January 2, 2018

**CLEARANCES:** City Administrator  
Mayor

**EXHIBITS:** A-Resolution Passed January 9, 2018  
B-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 21<sup>st</sup> 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 21<sup>st</sup> century economic and demographic realities. We will focus public resources and

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:** Councilor Ketring has requested an opportunity, pursuant to Ordinance 51.24(a) to bring a Motion to Reconsider the Council Action Taken on January 9, 2018 to Approve a Resolution to Select 11<sup>th</sup> Avenue West as Recommended by Police Dept. Internal Planning Team for a New Police Facility and Authorization to Direct C&S Design and Engineering, Inc. to Proceed with Architectural Plans for the Site Chosen

Ordinance 51.24(a) states:

(a) Motion to reconsider. Except for those motions which under parliamentary procedure are not subject to reconsideration, it shall be in order for any member who voted in the majority to move a reconsideration of such vote at the same or next succeeding regular meeting of the Council (if the action to be reconsidered was taken at a Council meeting) or at the same or next succeeding regular meeting of the Committee of the Whole (if the action to be reconsidered was taken at a meeting of the Committee of the Whole). A motion to reconsider having been lost shall not be again in order.

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 6<sup>th</sup> 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 11<sup>th</sup> Avenue West site plan be selected as the most viable site for the new police facility. The 3<sup>rd</sup> 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

At the January 9, 2018, City Council meeting, Ortman moved, George seconded a motion to approve a Resolution to select the 11<sup>th</sup> Avenue West 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 recommended by the Police Department Internal Planning Team. The motion carried 7-2 by roll call vote; opposed were Kinney and Pufall.

**RESOLUTION**

**No.** 17420

**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,

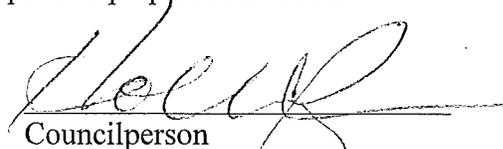
*WHEREAS*, after award of the contract in September, 2017, the Police Dept. Internal Planning team met on September 28, October 6, November 2, and December 7, 2017 with members of the C&S/Bray Design team, tours were taken in October, 2017 of the following police facilities: DeForest, Mount Pleasant,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

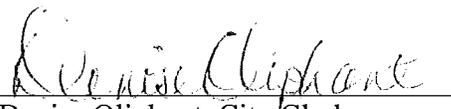
*WHEREAS*, in addition to the space needs analysis, members of the internal committee have toured potential sites in Ashland and a data and field investigation for each site has been conducted by C&S Design. Seven site options in the core City of Ashland area have been studied and preliminary designs 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 11<sup>th</sup> Avenue West site plan be selected as the most viable site for the new police facility.

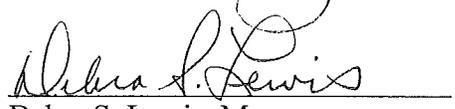
***NOW, THEREFORE, BE IT RESOLVED*** that the Common Council for the City of Ashland has determined that improvements to Police Department facilities are a top priority, and directs that the following steps are taken to ensure that City Administration continues to move forward with this initiative:

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

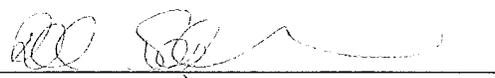
PASSED: January 9, 2018

  
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 Roffer'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.

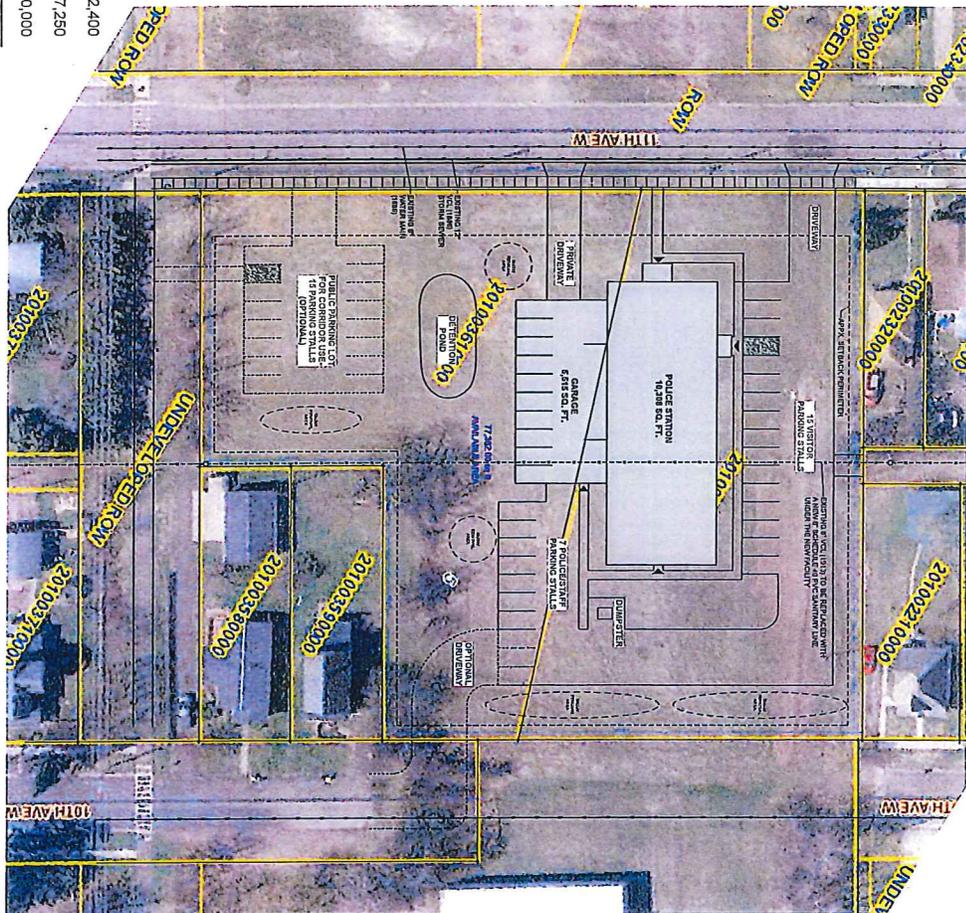
**CONS:**

1. The site is not quite as centrally located as is preferred by the Ashland Police Department.
2. The digging depth is limited (appx. 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
<b>ESTIMATED TOTAL</b>		<b>= \$4,369,650*</b>

\*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.**  
 609 Lake Shore Drive West  
 Ashland, Wisconsin 54806  
 Telephone (715) 682-4300  
 Fax (715) 682-4303  
 E-Mail: [csdesign@nets.net](mailto:csdesign@nets.net)  
[www.csdesignengineering.com](http://www.csdesignengineering.com)

APPROVED: 11/16/17

OWNER: S.O.S.  
 DESIGNER: D.L.W. & T.L.A.  
 SCALE: AS NOTED  
 DATE: NOVEMBER 2017

PROJECT NO: 17-3145

DATE: 11/16/17

**A-2**

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**PROS:**

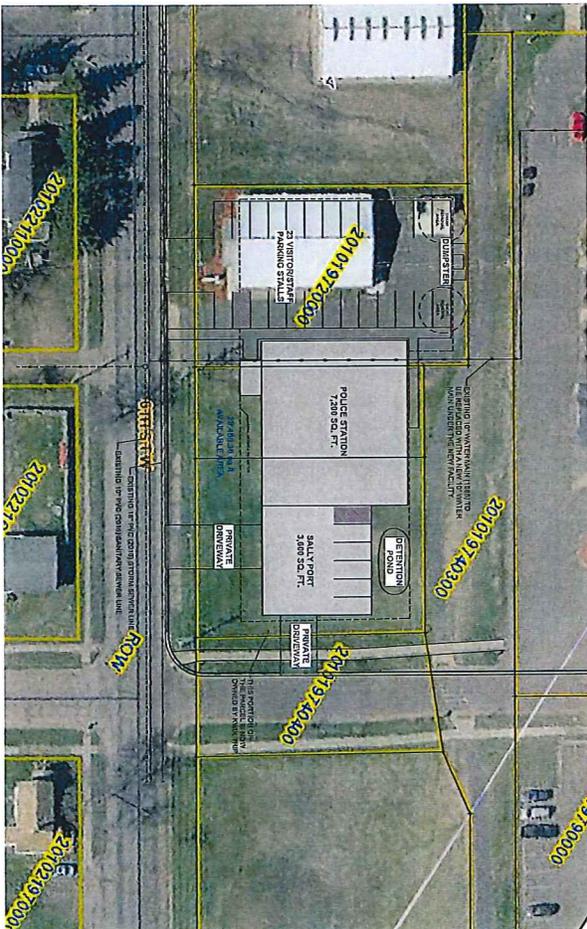
1. This site is partially owned by the City of Ashland and contains a single story 3,456 sq. ft. building.
2. This site is centrally located and highly visible as preferred by the Police Department.
3. This site is located on a City Emergency Route.
4. The existing bituminous paving with curb on 6<sup>th</sup> 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
<b>ESTIMATED TOTAL</b>		<b>= \$3,225,000</b>



**6TH STREET WEST SITE PLAN**

SCALE: 1" = 30'

PROPOSED POLICE STATION FOR:

**CITY OF ASHLAND**

Project Address TBD, ASHLAND, WI 54808

**6TH STREET WEST SITE PLAN**

**Design & Engineering, Inc.**  
 803 Lake Shore Drive West  
 Ashland, Wisconsin 54806  
 Telephone (715) 682-4339  
 Fax (715) 682-4308  
 E-Mail: [cedesign@incie.net](mailto:cedesign@incie.net)  
[www.codedesignengineering.com](http://www.codedesignengineering.com)

DATE: 11/16/17

SHEET NO. 17-3145

A-3

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 PROJECT: 17-3145



**PROS:**

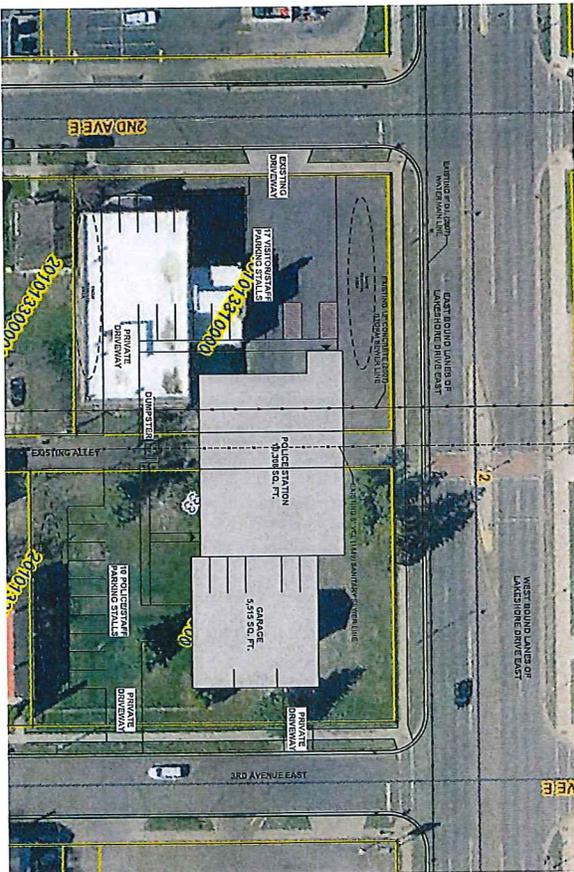
1. This site is not Owned by the City of Ashland, but is available for sale by the present owner.
2. This site is centrally located and highly visible as preferred by the Police Department.
3. This site is located on a City Emergency Route.
4. The existing paving with curb off of 2nd Avenue East and Lakeshore Drive East is in good condition.
5. All of the required utilities are connected to the existing building(s) with main lines running adjacent to the site.
6. There is some room for expansion in the future at the site, if the adjacent gymnasium building is demolished and the north end of the alley abandoned.

**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.
2. The site is restricted in size, limiting the possibility of expansion in the future if the adjacent gymnasium building is not removed.
3. The existing building(s) on the site would need to be removed. Presently, it is not suited for occupancy as a police station.
4. Snow storage placement and the possibility of a detention pond are limited on this site due to its size.
5. Replacement of the sanitary sewer line would be required 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		= \$ 350,000
RAZE EXISTING BUILDINGS/PROPERTY PURCHASE		= \$ 450,000
<b>ESTIMATED TOTAL</b>		<b>= \$4,719,650</b>



**LAKESHORE DRIVE EAST SITE PLAN**

SCALE: 1" = 30'

PROPOSED POLICE STATION FOR:  
**CITY OF ASHLAND**  
 Project Address TBD, ASHLAND, WI 54808

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**LAKESHORE DRIVE EAST SITE PLAN**

**Design & Engineering, Inc.**  
 503 Lake Shore Drive West  
 Ashland, Wisconsin 54808  
 Telephone 715-832-0300  
 Fax 715-832-4308  
 E-Mail: [cadesign@nctc.net](mailto:cadesign@nctc.net)  
[www.designingwiseeng.com](http://www.designingwiseeng.com)

APPROVED:  
 11/16/17

DATE: 11/16/17

PROJECT NO.: 17-3145

DATE: 11/16/17



**PROS:**

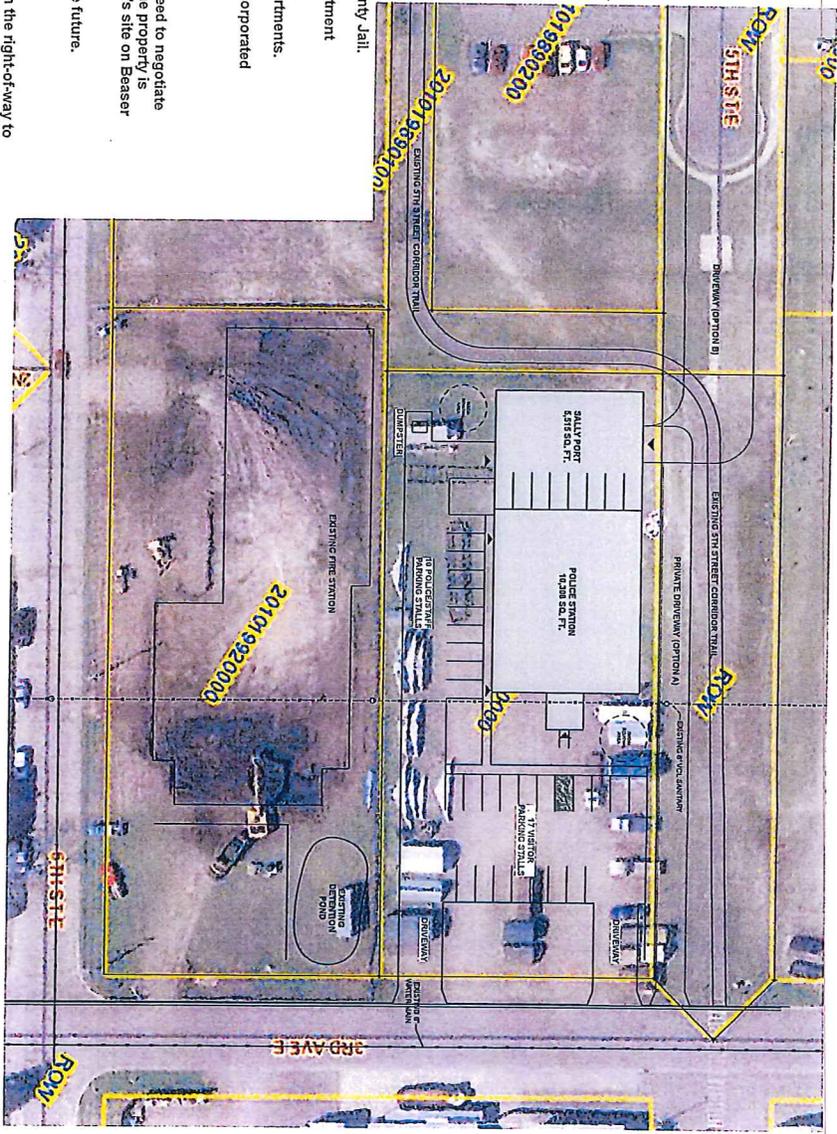
1. This site is centrally located as preferred by the Police Department.
2. This site is located less than one block from a City Emergency Route.
3. This site is in close proximity to the Fire Department and Ashland County Jail.
4. There is a detention pond on the northeastern corner of the Fire Department 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
<b>ESTIMATED TOTAL</b>	<b>=</b>	<b>\$4,419,650</b>



**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.**  
303 Lake Shore Drive West  
Ashland, Wisconsin 54806  
Telephone (715) 682-0330  
Fax (715) 655-4504  
E-Mail: cedesign@ncs.net  
www.cedesignengineering.com

DATE: 11/16/17

DESIGNED: SCA  
DRAWN: BLM, & TLA  
SCALE: AS NOTED  
DATE: NOVEMBER 2017

PROJECT NO: 17-3145

SHEET NO: A-7  
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# AGENDA BILL

**Ref: 023**

**COMMITTEE AGENDA: 5 (01-09-2018)**  
**COUNCIL AGENDA: 8A (01-30-2018)**

**SUBJECT:** **Approval of Design Details for the 6<sup>th</sup> Street East Project**  
**Recommended by the Public Works Department** *(Passed by Committee of the Whole 8-1)*

**RECOMMENDATION:** Approval to Proceed

**DEPARTMENT OF ORIGIN:** Public Works Department

**DATE SUBMITTED:** January 2, 2018

**CLEARANCES:** Public Works and Engineering Staff

**EXHIBITS:** A. Minutes of Committee of the Whole January 9, 2018 Meeting

**EXPENDITURES REQUIRED:** NA

**AMOUNT BUDGETED:** NA

**APPROPRIATION REQUIRED:** NA

**TREASURER'S CERTIFICATE:** NA

**COMPLIANCE WITH ORDINANCE 51:** Ordinance requirements will be followed.

**STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:** Yes

**RECOMMENDATION:** Discussion and possible action on preliminary design details for the 6<sup>th</sup> Street East Project.

**SUMMARY STATEMENT:** After notice of securing funds through the CDBG Grant Program, City staff began working on design for the full reconstruction of 6<sup>th</sup> Street East with the goal of a project start scheduled for late spring early summer of 2018.

In order to move forward with final design of this project, Public Works staff needs direction from Council on certain design elements. In reviewing the scope of work for this reconstruction project, the City needs to ensure the following requirements are met or exceeded:

1. Create value for the City
2. Follow good engineering practices
3. Adhere to mandated regulations
4. Incorporate the experience of the Utility and Public Works staff
5. Discuss and include value engineering suggestions.

The design cost estimate for this project is roughly \$1,454,270. This includes a 5% contingency (\$65,000). Funding for this project includes a \$500,000 CDBG Grant. Initial project scope and cost

estimates required a City match of \$800,000 for a total project cost of \$1,300,000. After further review and design of the project, estimates show that there is a funding gap of \$154,270. The following options have been identified to change project scope that will allow for anticipated savings if the Council desires:

1. The City sidewalk design standard specifies a 5 foot wide requirement. The sidewalk from 2<sup>nd</sup> Avenue to 5<sup>th</sup> Avenue East on the south side is only 4 feet wide, but is in good condition and does not need to be replaced. There is light pedestrian traffic on this section and projected growth plans do not indicate that this would change. A savings of \$16,100 is achieved if this section of sidewalk was not replaced.
2. The City sidewalk policy map indicates that sidewalk should be installed on both sides of the street. Prior to the sidewalk policy, if sidewalks were installed on only one side of the street, it would be the north side. The north side of 6<sup>th</sup> Street East currently does not have sidewalk from 3<sup>rd</sup> Avenue East to 7<sup>th</sup> Avenue East. Pedestrian traffic in this area appears to be light and projected growth plans do not indicate that this would change. A savings of \$31,740 could be realized if this stretch of sidewalk was not installed.
3. 6<sup>th</sup> Street is 36 feet wide and allows for parking on one side while still accommodating 2 way traffic. Unlike 6<sup>th</sup> Street West, most of 6<sup>th</sup> Street East is residential. The posted speed is 25 mph. It appears that the residential areas utilize the avenues for parking rather than 6<sup>th</sup> Street. The pavement width could be reduce in width by 2 to 4 feet in the residential area and still provide for parking on one side and two way traffic. A 2 foot reduction from 3<sup>rd</sup> Avenue East to 7<sup>th</sup> Avenue East would provide a savings of \$13,290.

If items 1 and 2 with, regard to sidewalk questions, were included in the project, there would be no need for a sidewalk special assessment, including the necessity of a public hearing, staff time to prepare all the documents and mail out letters, tracking the work for special assessment costs, and invoicing for special assessments.

Public Works staff recommends approval to proceed with the project and include all three of the suggested savings in the project for a total savings of \$61,130.

The requested bids will include an option to provide a pavement finish coat the same year or delay one year with the finish coat to be applied after the first winter season hoping to capture any settlement issues.

**COMMITTEE OF THE WHOLE MEETING**  
**Tuesday, January 9, 2018**  
**Ashland City Hall Council Chambers**  
**Page 1**

**PRESENT:** Holly George, Richard Ketring, Carl Doersch, David Mettille, Pat Kinney, Charles Ortman, Donna Williamson, Dick Pufall, Jackie Moore

**ABSENT:** None

**ALSO PRESENT:** Mayor Deb Lewis, City Administrator Mary Garness, City Attorney David Siegler, City Clerk Denise Oliphant, Public Works Director Dennis Clark

**Agenda Item 1: Roll Call**

Roll call was taken by the Clerk.

**Agenda Item 2: Council President's Report**

Council President Pat Kinney deferred a report.

**Agenda Item 3: City Administrator's Report**

City Administrator Mary Garness provided a memo to Council.

**Agenda Item 4: Approval of the Agenda**

George moved, Ketring seconded a motion to approve the agenda as presented. The motion carried unanimously by voice vote.

**Agenda Item 5: Discussion and Possible Action on Preliminary Design Details for the 6th Street East Project (Public Works)**

After notice of securing funds through the CDBG Grant Program, City staff began working on design for the full reconstruction of 6<sup>th</sup> Street East with the goal of a project start scheduled for late spring early summer of 2018.

In order to move forward with final design of this project, Public Works staff needed direction from Council on certain design elements. In reviewing the scope of work for this reconstruction project, the City needed to ensure the following requirements are met or exceeded:

1. Create value for the City
2. Follow good engineering practices
3. Adhere to mandated regulations
4. Incorporate the experience of the Utility and Public Works staff
5. Discuss and include value engineering suggestions.

**COMMITTEE OF THE WHOLE MEETING**  
**Tuesday, January 9, 2018**  
**Ashland City Hall Council Chambers**  
**Page 2**

The design cost estimate for this project is roughly \$1,454,270. This includes a 5% contingency (\$65,000). Funding for this project includes a \$500,000 CDBG Grant. Initial project scope and cost estimates required a City match of \$800,000 for a total project cost of \$1,300,000. After further review and design of the project, estimates show that there is a funding gap of \$154,270. The following options have been identified to change project scope that will allow for anticipated savings if the Council desires:

1. The City sidewalk design standard specifies a 5 foot wide requirement. The sidewalk from 2<sup>nd</sup> Avenue to 5<sup>th</sup> Avenue East on the south side is only 4 feet wide, but is in good condition and does not need to be replaced. There is light pedestrian traffic on this section and projected growth plans do not indicate that this would change. A savings of \$16,100 is achieved if this section of sidewalk was not replaced.
  
2. The City sidewalk policy map indicates that sidewalk should be installed on both sides of the street. Prior to the sidewalk policy, if sidewalks were installed on only one side of the street, it would be the north side. The north side of 6<sup>th</sup> Street East currently does not have sidewalk from 3<sup>rd</sup> Avenue East to 7<sup>th</sup> Avenue East. Pedestrian traffic in this area appears to be light and projected growth plans do not indicate that this would change. A savings of \$31,740 could be realized if this stretch of sidewalk was not installed.
  
3. 6<sup>th</sup> Street is 36 feet wide and allows for parking on one side while still accommodating 2 way traffic. Unlike 6<sup>th</sup> Street West, most of 6<sup>th</sup> Street East is residential. The posted speed is 25 mph. It appears that the residential areas utilize the avenues for parking rather than 6<sup>th</sup> Street. The pavement width could be reduced in width by 2 to 4 feet in the residential area and still provide for parking on one side and two way traffic. A 2 foot reduction from 3<sup>rd</sup> Avenue East to 7<sup>th</sup> Avenue East would provide a savings of \$13,290.

If items 1 and 2 with, regard to sidewalk questions, were included in the project, there would be no need for a sidewalk special assessment, including the necessity of a public hearing, staff time to prepare all the documents and mail out letters, tracking the work for special assessment costs, and invoicing for special assessments.

Public Works staff recommends approval to proceed with the project and include all three of the suggested savings in the project for a total savings of \$61,130.

The requested bids will include an option to provide a pavement finish coat the same year or delay one year with the finish coat to be applied after the first winter season hoping to capture any settlement issues.

Public Works Director Dennis Clark was present for discussion and to answer questions for Council. A motion was made by Kinney to extend the meeting after the 9:15 timeline in order to finish discussion of this agenda item. The motion carried unanimously by voice vote.

**COMMITTEE OF THE WHOLE MEETING**

**Tuesday, January 9, 2018**

**Ashland City Hall Council Chambers**

**Page 3**

51

After much debate, Doersch moved to: 1. Reduce the width of 6<sup>th</sup> Street East by two feet from 3<sup>rd</sup> Avenue East to 7<sup>th</sup> Avenue East as proposed by Clark; 2. Install sidewalks on both the North and South sides of 6<sup>th</sup> Street East; 3. Refer to the Bike Plan already passed by Council in reference to bike paths along and/or near 6<sup>th</sup> Street East. George seconded the motion and the motion carried 8-1 by voice vote; Ortman opposed.

**Agenda Item 10: Adjournment**

Williamson moved, Ketring seconded a motion to adjourn. The motion carried unanimously by voice vote.

Respectfully Submitted;

Denise Oliphant  
City Clerk



# AGENDA BILL

Ref: 025

COMMITTEE AGENDA:  
COUNCIL AGENDA: 8B (01-30-2018)

**SUBJECT:** Approval of Resolution for the Wisconsin Department of Transportation – Transportation Alternative Program Grant Application

**RECOMMENDATION:** Approval

**DEPARTMENT OF ORIGIN:** Parks and Recreation Department

**DATE SUBMITTED:** January 15, 2018

**CLEARANCES:** Finance Director  
City Administrator

**EXHIBITS:** Proposed Resolution  
Wisconsin Department of Transportation – Transportation Alternative Program Grant Application (*will be distributed at the meeting*)

**EXPENDITURES REQUIRED:**

Estimates:	
Waterfront Trail Repair	= \$ 800,000
5 <sup>th</sup> St Corridor Repair	= \$ 140,000
<u>Bay City Creek Trail Design</u>	<u>= \$ 60,000</u>
Total	= \$1,000,000

**AMOUNT BUDGETED:**

\$32,396.00	= CIP
<u>\$42,396.00</u>	<u>= DNR Stewardship/Recreation Trails Grant</u>
\$74,792.	= Total

**APPROPRIATION REQUIRED:** -0-

**COMPLIANCE WITH ORDINANCE 51:** The Mayor has consented to placement of this agenda item on the Council agenda as timely action is needed to pursue the grants.

**RECOMMENDED MOTION:** Approve a Resolution for Wisconsin Department of Transportation – Transportation Alternative Program Grant Program.

**SUMMARY STATEMENT:** The City of Ashland is requesting assistance from the Wisconsin Department of Transportation - Transportation Alternatives Program for the Ashland Rails to Trails System (ARTS) Expansion and Repair and possible installation of bike lanes on reconstruction of US Hwy. 112 in 2019.

The Waterfront Trail and 5<sup>th</sup> Street Corridor are known as the Ashland Rails to Trails System, or ARTS. Monies from the grant will be used to fix the Waterfront Trail severely damaged during the October 27, 2017 storm as well as repaving sections of the aging 5<sup>th</sup> Street Corridor Trail, and the creation of design documents for the future Bay City Creek Trail that would run from the Ore Dock to the School District using old railroad corridors, ROWs and other public lands.

Transportation Alternative Program project costs are funded with a maximum of 80% federal and a minimum of 20% local funds, and will be from 2018 to 2022.

**RESOLUTION**

No. \_\_\_\_\_

**RESOLUTION FOR THE WISCONSIN DEPARTMENT OF TRANSPORTATION –  
TRANSPORTATION ALTERNATIVE PROGRAM GRANT APPLICATION**

*WHEREAS*, the City of Ashland is interested in local transportation enhancements as described in the application; and

*WHEREAS*, financial aid is required to carry out the project.

*THEREFORE, BE IT RESOLVED*, that the City of Ashland has budgeted a sum sufficient to complete the project; and

*HEREBY AUTHORIZES* Sara Hudson, Director for the City Parks and Recreation, to act on behalf of the City of Ashland to:

- Submit an application to the State of Wisconsin Department of Transportation for any financial aid that may be available;
- Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;
- Submit signed documents;
- Take necessary action to undertake, direct and complete the approved project.

*BE IT FURTHER RESOLVED* that the City of Ashland will comply with State or Federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Transportation approval in writing before any change is made in the use of the project site.

PASSED: January 30, 2018

\_\_\_\_\_  
Councilperson

ATTEST: \_\_\_\_\_  
Denise Oliphant, City Clerk

\_\_\_\_\_  
Debra S. Lewis, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
David Siegler, City Attorney



# AGENDA BILL

Ref: 019

**COMMITTEE AGENDA:**  
**COUNCIL AGENDA: 8C (01-30-2018)**

**SUBJECT: Approval of Taxicab License Application for Sarah Bowker and Jamie Nelson for Ashland Drives Taxi at 522 Willis Avenue**

**RECOMMENDATION:** Approval contingent upon receipt of Certificate of Insurance

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**DEPARTMENT OF ORIGIN:** City Clerk

**DATE SUBMITTED:** January 9, 2018

**CLEARANCES:** Approved by Police Department and Treasurer

**EXHIBITS:** Application

**EXPENDITURES REQUIRED:** N/A

**AMOUNT BUDGETED:** N/A

**APPROPRIATION REQUIRED:** N/A

**TREASURER'S CERTIFICATE:** N/A

**COMPLIANCE WITH ORDINANCE 51:** The Clerk has consented to placing this agenda item directly on the Council agenda due to the timely manner in which the City would like to act on this matter.

**RECOMMENDED MOTION:** Approval of Taxicab License Application for Sarah Bowker and Jamie Nelson for Ashland Drives Taxi at 522 Willis Avenue contingent upon receipt of Certificate of Insurance

**SUMMARY STATEMENT:**

Sarah Bowker and Jamie Nelson have applied for a license to operate a taxicab business known as Ashland Drives Taxi at 522 Willis Avenue. The Police Department and Treasurer have approved this license request. Approval of this license is recommended contingent upon receiving the Certificate of Insurance.

APPLICATION FOR LICENSE TO OPERATE TAXICAB IN CITY OF ASHLAND

55

\$25.00 Per Taxicab

Date: 12-28-17

I hereby make application under the provisions of Ordinance 911 ((2016-1871) for a license to operate a taxicab service in the City of Ashland effective Jan 31, 2018 to June 30, 2018.

I will use 1 taxicab(s) in the service which are described as follows:

Make Chassis	Body	Year Mfg.	Date Purchased	New or Used	Serial No.	License No.
Mercury	Monterey	09/03	1/1/18	Used	2MRDA202X4BJ01365	204-XXZ

The equipment will be stored at 522 Willis Ave Ashland, WI 54806

and the Central office from which it will be dispatched is at 522 Willis Ave Ashland, WI 54806

I submit herewith insurance policies or Certificate of Insurance from the Nemic Insurance company in the following amounts:

- For the injury or death of any one person, a maximum of \$ 1 million
- For property damage in any one accident, a maximum of \$ 1 million
- For injury death of any number of persons in any one accident, a maximum of \$ 1 million

I hereby certify that I am the owner of said vehicle(s) and that my business address is:

522 Willis Ave Ashland WI 54806

Name of Business: Ashland Drives Taxi

Applicant's Signature: [Signature] Print Applicant's Name: Sarah Bowker/Jamie Nelson

Business Phone Number: 715 730 0094

APPROVAL FOR INSPECTION BY POLICE DEPARTMENT

I have examined the above described vehicle(s) and I find that they meet the requirements of Ordinance 911 (2016-1871) and I recommend approval of license.

By: [Signature] Date: 1-9-18

Applicant Approved by Police Chief of Designee: [Signature] 1-9-18

License # (p directory, licenses, Taxicab Application)

Barbara Clement Treasurer 1/9/18



# AGENDA BILL

**Ref: 026**

**COMMITTEE AGENDA:  
COUNCIL AGENDA: 8D (01/30/2018)**

**SUBJECT: Approval of a Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement**

**RECOMMENDATION:** Council Approval

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**DEPARTMENT OF ORIGIN:** City Administrator

**DATE SUBMITTED:** January 24, 2018

**CLEARANCES:** City Administrator

**EXHIBITS:** Proposed Resolution

**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:**

**RECOMMENDATION:** Approval of Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement.

**SUMMARY STATEMENT:** In June of 2017, the City Administrator filed a grant application with the Safe Drinking Water Program and has since received confirmation that the City will receive an additional \$300,000 in 2018 under this program. In order to authorize the City Administrator to sign the DNR Principal Forgiven Financial Assistance Agreement, a Resolution needs to be approved establishing who is authorized to sign this agreement. The Principal Forgiven Financial Assistance Agreement will contain standard terms and conditions of the SDWLP award. Under the agreement, the City will be required to appropriately manage and track financial information as required by the DNR and expend funds within a three year time period.

The City Administrator is recommending approval of the attached Resolution designating the Mayor and City Administrator as authorized representatives to sign the Principal Forgiven Financial Assistance Agreement.

**RESOLUTION**

No. \_\_\_\_\_

**RESOLUTION AUTHORIZING EXECUTION OF THE DEPARTMENT OF NATURAL RESOURCES PRINCIPAL FORGIVEN FINANCIAL ASSISTANCE AGREEMENT**

*WHEREAS*, the City of Ashland wishes to undertake a project to replace private lead service lines at residences, pre k-12 schools and licensed day care centers, identified as DNR Project #4759-12; and

*WHEREAS*, the City of Ashland has applied to the Safe Drinking Water Loan Program (the "SDWLP") for financial assistance in the form of a loan made by the SDWLP to the City of Ashland of which all the principal will be forgiven at the time that loan disbursements are made to the City of Ashland, pursuant to the DNR Financial Assistance Agreement; and

*WHEREAS*, the SDWLP has determined that it can provide a loan with principal forgiveness in an amount up to \$300,000 where it has identified as being eligible for SDWLP funding.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Ashland that Mayor Debra Lewis and City Administrator Mary Garness are authorized by and on behalf of the City of Ashland to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the SDWLP award for the Project.

\_\_\_\_\_  
Councilperson

PASSED: January 30, 2018

ATTEST: \_\_\_\_\_  
Denise Oliphant, City Clerk

\_\_\_\_\_  
Debra S. Lewis, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
David Siegler, City Attorney



# AGENDA BILL

**Ref: 027**

**COMMITTEE AGENDA:  
COUNCIL AGENDA: 8E (01-30-2018)**

**SUBJECT: Approve Habitat for Humanity Gratis Lease Renewal**

**RECOMMENDATIONS: Council Approval**

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**DEPARTMENT OF ORIGIN:** City Clerk

**DATE SUBMITTED:** January 24, 2018

**CLEARANCES:** City Administrator

**EXHIBITS:** NA

**EXPENDITURES REQUIRED:** NA

**AMOUNT BUDGETED:** N/A

**APPROPRIATION REQUIRED:** NA

**STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:** NA

**SUMMARY STATEMENT:**

Habitat for Humanity is requesting to renew the lease for office space 309 on the third floor of the Vaughn building. The City donates this space on a year-to-year basis in support of Habitat for Humanity's efforts to broaden access to affordable housing and shelter. The retail value of this donation is \$2,168. Including Habitat for Humanity, Vaughn third floor office space occupancy is presently 100%.



# AGENDA BILL

**Ref: 016**

**COMMITTEE AGENDA:  
COUNCIL AGENDA: 8F (01-30-2018)**

**SUBJECT: Approve a Resolution to Issue a Conditional Use Permit to Operate a Child Care Facility in the Mixed Residential/Commercial (MRC) District, Parcel #201-00364-0000, Applicant: Gary LaPean (*Approved Unanimously by Plan Commission 01/16/2018*)**

**RECOMMENDATION:** Approval

**DEPARTMENT OF ORIGIN:** Department of Planning and Development

**DATE SUBMITTED:** 1/22/2018

**CLEARANCES:** Department of Planning & Development  
Plan Commission (*Approved Unanimously 01/16/2018*)

**EXHIBITS:** A-Proposed Resolution  
B-Plan Commission Staff Report and Attachments  
C-Public Hearing Comments and Staff Responses

**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 Comp Plan emphasizes economic development through promotion of entrepreneurialism and other forms of workforce development. Providing consistent, affordable child care will strengthen Ashland's workforce. Additionally, the plan recommends finding ways to attract young families to the area to address Ashland's steadily shrinking and aging population. Quality, affordable child care can become an important tool in recruiting young families to the area.

**SUMMARY STATEMENT:**

See attached staff reports for information.

**RESOLUTION**

No. \_\_\_\_\_

**RESOLUTION TO ISSUE A CONDITIONAL USE PERMIT TO OPERATE A CHILD CARE FACILITY IN THE MIXED RESIDENTIAL/COMMERCIAL (MRC) DISTRICT, PARCEL # 201-00364-0000, APPLICANT: GARY LAPEAN**

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

*WHEREAS*, the applicant has requested a Conditional Use Permit per Chapter 781, Ashland City Ordinances, to operate a child care facility in the Mixed Residential/Commercial (MRC) district; and

*WHEREAS*, the Plan Commission held a Public Hearing on January 16, 2018, and has recommended approval of a Conditional Use Permit per Chapter 781, Ashland City Ordinances, to operate a child care facility on #201-00364-0000, and recommended approval with the following conditions:

- a. Applicant shall submit plan for review and approval by Planning & Development staff including main entrance relocation, parking lot design, and location of dumpsters and associated enclosure.

**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.

PASSED: January 30, 2018

\_\_\_\_\_  
Councilperson

ATTEST: \_\_\_\_\_  
Denise Oliphant, City Clerk

\_\_\_\_\_  
Debra S. Lewis, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
David Siegler, City Attorney

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\*Applicant understands and accepts the conditions of approval indicated in this Resolution  
\*Applicant was provided notice of the approval by Common Council within 5 business days of such approval

*Find yourself next to the water*

# ASHLAND

*City of Ashland, Wisconsin*  
601 Main Street West — Ashland, WI 54806 — www.co.wi.org

DEPARTMENT OF  
PLANNING &  
DEVELOPMENT

601 Main Street West  
Ashland, WI 54806

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## STAFF REPORT

Plan Commission – January 16th, 2018

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**Agenda Item # 5b:** Conditional Use Permit Request to operate a Child Care Facility

**Zoning District:** Mixed Residential/Commercial (MRC)

**Property Address:** 417 9<sup>th</sup> Avenue West

**Parcel #:** 201-00364-0000

**Applicant:** Gary LaPean

**Staff Contact:** April Kroner & Megan McBride

### Background

Gary LaPean is proposing to repurpose the currently vacant (formerly Printing Plus) building located at 417 9<sup>th</sup> Avenue West into a child care/preschool facility. The facility would accommodate up to 100 children under the age of 5 years old, including 16 infants. The facility will employ up to 20 staff. The hours of operation will be from 6:00am to 6:00pm Monday through Friday.

The existing building will undergo interior renovations to create appropriate room spaces and bathroom facilities to accommodate the new use. Specific plans relate to parking and drop off are still being worked out by the applicant, and will require Planning & Development approval for main entrance relocation, parking lot design, and locations and associated screening of dumpsters. Two outdoor fenced-in play areas will be added to the site, one on the north side of the property for older children totaling 8,500 square feet (85' x 100'), and the other on the south side of the building for younger children totaling 2,000 square feet (40' x 50').

Total space to be used by the child care center is approximately 9,000 square feet, leaving the remaining 7,000 square feet of the building available for a future renter. There is another building located on the property that is currently used for general storage and is not associated with the proposed child care facility.

### Standards for Conditional Use Review

The City of Ashland's Unified Development Ordinance Section 3.9 (C) Conditional Use Permit – Approval Criteria (and all subsections thereof), create the legal framework to regulate, administer, and enforce the conditional use standards for the City of Ashland. The following decision criteria were used to review the submitted conditional use:

- 1. Consistency with Comprehensive Plan.** The proposed development conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan. The Comp Plan emphasizes economic development through promotion of entrepreneurialism and other forms of workforce development. Providing consistent, affordable child care will strengthen Ashland's workforce. Additionally, the plan recommends finding ways to attract young families to the area to address Ashland's steadily shrinking and aging population. Quality, affordable child care can become an important tool in recruiting young families to the area.

2. **Compatibility.** Staff views this location as compatible for the operation of a child care facility, with existing development within 500 feet of the site including single- and multi-family residential development.
3. **Importance of Services to the Community.** Child care has been identified as a significant need in our community through the Comprehensive Planning process as well as through the SOARs forum held in 2015. This development would significantly add to the current child care capacity in the community.
4. **Neighborhood Protections.** Staff does not anticipate any neighborhood protections will be needed for this use. It is expected that the proposed new use will be an improvement for nearby property owners from the former operation of light industrial/printing on the site.
5. **Conformance with Other Requirements:** The applicant will need to conform to all UDO standards, including (but not limited to):
  - Applicant shall obtain a fence permit from the Building Inspector
  - Applicant shall obtain a building permit from the Building Inspector
  - Applicant shall obtain a sign permit for any new signage from Planning & Development staff
  - Applicant shall obtain a right-of-way permit from Public Works for any alterations to access drives or other work in the right-of-way

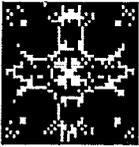
**Review Recommendation**

Staff recommends APPROVAL of the Conditional Use Permit contingent on:

- a. Applicant shall submit plan for review and approval by Planning & Development staff including main entrance relocation, parking lot design, and location of dumpsters and associated enclosure

Additionally, as a Public Hearing is scheduled for the proposed Conditional Use Permit, the Plan Commission should hear all input from the public prior to making a decision.

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



**GARY LAPEAN  
COMMERCIAL  
RENTALS**

**P. O. Box 408/417 9<sup>th</sup> Ave West  
Ashland, WI 54806  
715 209-0465**

**December 26, 2017**

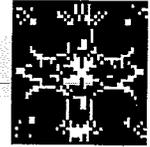
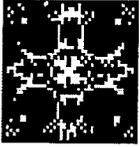
**Ms April Kroner, AICP  
Planning & Development Director  
City of Ashland, 601 Main Street West  
Ashland, WI 54806**

**Dear Ms Kroner,**

This letter will serve as the Cover Letter for our request for a Conditional Use Permit for our currently vacant commercial property located at 417 9<sup>th</sup> Avenue West, Ashland. This location already operates with a Conditional Use Permit. For over 35 years, this building was used with a Zoning designation Light Industrial/Printing publishing newspapers and advertising publications along with a complete commercial printing operation under the name Printing Plus.

In the past, we have employed as many as 75 on staff. The future use of this building if negotiations go as planned is that of a "Child Care/Preschool" featuring room for up to 16 infants and another 84 youngsters up to public school age of five years. In addition, staff of up to 20 adults.

The new plans for this approximately 16,000 square foot main building will require the reconstruction of new interior walls creating appropriate room spaces to accommodate the 100 youngsters mentioned above. As well as an appropriate number of bathrooms. Total space to be used by the Child Learning Center is approximately 9,000 square foot. That will allow another renter to occupy the remaining unused 7,000 square feet. Therefore, I will need flexible zoning in the future, which must be compatible with this Learning Center. An exterior fenced-in play area will be developed on both the north and south side of the building. The main entry will be relocated



off a redone north side parking lot.

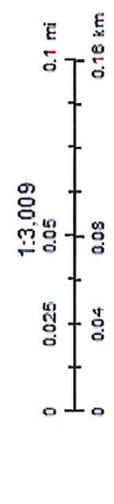
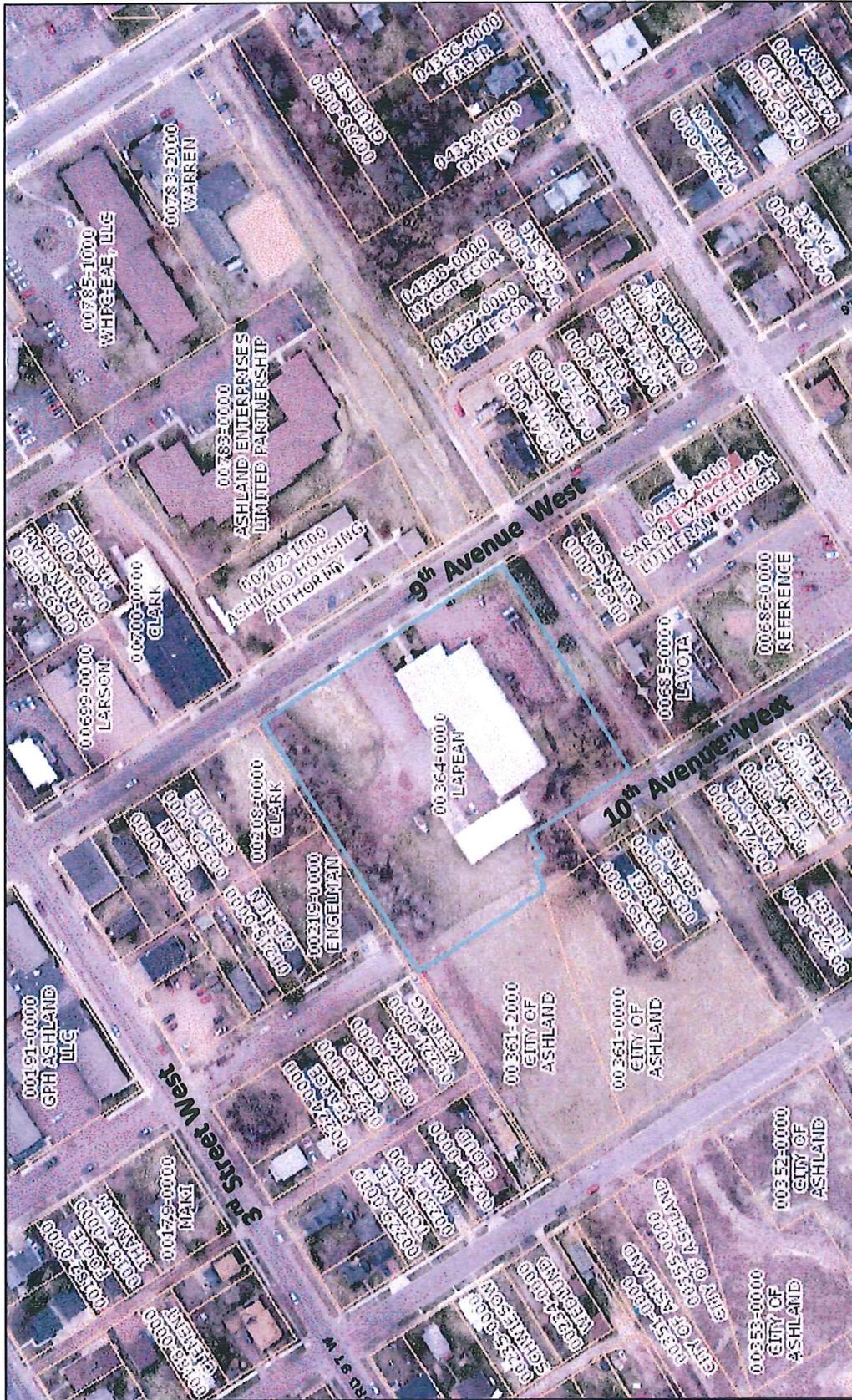
This new projected use of the property is certainly compatible with other structures nearby. Across the street is a multi family residential apartment structure, which houses a number of developmentally disabled residents. The somewhat elevated machine noise of the past Conditional Use in no way was found to be incompatible. Therefore, this new planned use will be just fine with what exists. As can be seen, the general property size the building sits on exceeds a square City block, which is more than a comfortable space for this new use. The hours of operation will be 6am to 6pm daily, Monday through Friday.

AADC will be the primary sponsor of this Child Learning Center, with community support from CEP and other organizations.

Sincerely,

**Gary A. LaPean, Property Manager**

# Aerial: 417 9th Ave W



December 21, 2017  
Parcel Labels  
Parcel Mapping

City of Ashland Public Works Department, GIS Division  
Copyright City of Ashland Public Works Department, GIS Division

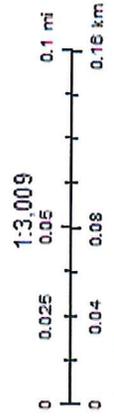
Printed from City of Ashland GIS Web Mapping

# Zoning: 417 9th Ave W



December 21, 2017

- Mixed Residential Commercial (MRC) Zoning
- Single and Two Family Residential (R-2) Zoning



1:3,009  
 City of Ashland Public Works Department, GIS Division  
 City of Ashland Public Works and Planning Department

Printed from City of Ashland GIS Web Mapping

# 417 9th Ave W Playground Placement

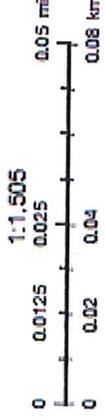


January 12, 2018

Parcel Labels



Parcel Mapping



1:1,505  
 City of Ashland Public Works Department, GIS Division  
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Plan Commission Meeting 1-16-18  
Public Hearing Comments\*

a. **Public Hearing and Consideration of a Conditional Use Permit request to operate a child care facility at 417 9th Ave W, zoned Mixed Residential/Commercial (MRC). Applicant: Gary LaPean**

Kathy Beeksma, director of the City of Ashland Housing Authority (the adjacent property owner), provided comments prior to the meeting in support of the child care facility.

Gary LaPean explained the proposed project, contextualizing that the identified need for child care in combination with the vacancy of his building were factors that prompted his involvement. He provided preliminary design plans for the interior lay out of the building for the Plan Commission. He explained that details related to parking and traffic flow are still being worked out with the architect, but the design plans are being guided by city and state codes to ensure compliance. He stated that AADC is supporting the project, and will be underwriting the responsibility of the lease for three years until the facility can generate cash flow.

Betsey Harries explained that the AADC board is very supportive of this project as a means of addressing the significant shortage of childcare in the area, particularly for infants. AADC will be the fiscal agent which will make them eligible for grant funding as a non-profit to help with startup costs.

Mike Amman asked what the viability of this project is, and if the startup is reliant upon certain grant funding coming through.

Betsey Harries explained that they will primarily utilize grant funding for these costs, as well as fundraising. AADC has committed to making sure this project happens. She said that a feasibility study and business plan have been completed, funded by a technical assistance grant. The feasibility study indicates that this will be a viable project. Once the child care facility becomes stable and sustainable it will become its own non-profit.

Mayor Lewis asked what the anticipated opening date would be.

Betsey Harries said that they are hoping to open this fall.

Gary LaPean highlighted the collaboration between himself, AADC, and the Northwest Wisconsin Workforce Investment Board. He also said that new regulations can deter people from starting private child care centers, further limiting the number of available child care providers in the area.

Mari Kay-Nabozny explained that they reached out to local child care providers to determine needs and ensure that the new facility would not compete with private businesses. She noted that several providers they spoke with said that they would be retiring from child care in the next few years, which would increase the current shortage. Therefore, they'd like to get the center going prior to this. The property also provides opportunity for future expansion if needed.

Gary LaPean emphasized the issue of lack of available infant care in the area, which creates challenges for new parents. He also explained that he will be actively seeking a tenant for the unused portion of

the building, and if it still available when the center considers expanding the remainder of the building will be offered to the EverGrow facility.

Ernie Bliss expressed concern about an active business going into the back portion of the building and creating traffic that could compromise the safety of children.

Gary LaPean explained that parking could be restored on the south side of the building to direct traffic away from areas where children will be.

Megan McBride went through the evaluation of approval criteria detailed in the staff report, leading staff to recommend approval with the condition that the applicant submit a final parking plan to staff for review.

Mayor Lewis brought up a concern that was expressed to her about the traffic that will be generated, particularly at peak drop-off times.

Gary LaPean explained that he had as many as seventy-five people working on the site, as well as semis coming and going and customers, and never experienced issues with traffic flow.

April Kroner explained that the reason staff recommended the parking plan be submitted for staff review is to ensure that traffic can flow most efficiently through the site.

Gary LaPean assured that they want this project to go through and will work with staff to ensure their plan meets all standards.

Dale Kupczyk expressed that he is strongly in favor of this project. He also pointed out that drop off times will likely be staggered for parents who work in various job sectors, which should help mitigate traffic impacts.

Betsey Harries highlighted the collaboration and cooperation that has occurred beyond the work done by AADC and Northwest Wisconsin Workforce Investment Board, as New Day Shelter and UW Extension have also been involved in partnering to make this project happen.

*\*All Public Hearings were published with the legally required Public Hearing notice, and letters were sent to property owners within 200 feet*



# AGENDA BILL

**Ref: 018**

**COMMITTEE AGENDA:**  
**COUNCIL AGENDA: 8G (01-30-2018)**

**SUBJECT:** Approve a Resolution to Issue a Conditional Use Permit to Allow Light Manufacturing in the City Center (CC) District, Parcels #201-01925-0000, 201-01932-0000, 201-01927-0100, Applicant World Class Precision Products (*Approved Unanimously by Plan Commission 01/16/2018*)

**RECOMMENDATION:** Approval

**DEPARTMENT OF ORIGIN:** Department of Planning and Development

**DATE SUBMITTED:** 1/22/2018

**CLEARANCES:** Department of Planning & Development  
Plan Commission (*Approved Unanimously 01/16/2018*)

**EXHIBITS:** A-Proposed Resolution  
B-Plan Commission Staff Report and Attachments  
C-Public Hearing Comments and Staff Responses

**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 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.

**SUMMARY STATEMENT:**  
See attached staff reports for information.

**RESOLUTION**

No. \_\_\_\_\_

**RESOLUTION TO ISSUE A CONDITIONAL USE PERMIT TO ALLOW LIGHT MANUFACTURING IN THE CITY CENTER (CC) DISTRICT, PARCELS #201-01925-0000, 201-01932-0000, 201-01927-0100, APPLICANT: WORLD CLASS PRECISION PRODUCTS**

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

*WHEREAS*, the applicant has requested a Conditional Use Permit per Chapter 781, Ashland City Ordinances, to allow light manufacturing in the City Center (CC) district; and

*WHEREAS*, the Plan Commission held a Public Hearing on January 16, 2018, and has recommended approval of a Conditional Use Permit per Chapter 781, Ashland City Ordinances, to allow light manufacturing on parcels #201-01925-0000, 201-01932-0000 and 201-01927-0100, and recommended approval with the following conditions:

- a. 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.
- b. All traffic to and from the business shall be instructed to use the Ellis Avenue/6<sup>th</sup> Street West route to and from the site.
- c. Vehicles are not allowed to park across the sidewalk in front of the building on 3<sup>rd</sup> Avenue East.
- d. The applicant and property owner must submit a site plan for the parking lot (and associated loading/drive access areas) to the Planning & Development Department for staff review and approval, and to ensure such parking/loadings conforms to the requirements in the UDO.

**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.

PASSED: January 30, 2018

\_\_\_\_\_  
Councilperson

ATTEST: \_\_\_\_\_  
Denise Oliphant, City Clerk

\_\_\_\_\_  
Debra S. Lewis, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
David Siegler, City Attorney

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\*Applicant understands and accepts the conditions of approval indicated in this Resolution  
\*Applicant was provided notice of the approval by Common Council within 5 business days of such approval

*Find yourself next to the water*

# ASHLAND

*City of Ashland, Wisconsin*

601 Main Street West Ashland, WI 54806 www.coawl.org

## DEPARTMENT OF PLANNING & DEVELOPMENT

601 Main Street West  
Ashland, WI 54806

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### STAFF REPORT

Plan Commission – January 16<sup>th</sup>, 2018

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**Agenda Item # 5d: Public Hearing and Consideration of a Conditional Use Permit to allow Light Manufacturing**

**Zoning District: City Center (CC)**

**Property Address: 419 3<sup>rd</sup> Ave E**

**Parcel #: 201-01925-0000**

**Applicant: World Class Precision Products**

**Staff Contact: April Kroner**

#### Background

The subject property is zoned City Center, which covers the city's downtown (city center) area. This district provides a mix of traditional downtown uses including retail, entertainment, offices, services, government facilities and mixed residential. It is recognized that this district also includes various industrial uses, some of which may not be compatible with the vision for the district. If an industrial use in this district ceases to exist, the intent of the district is to encourage the parcel to transition to a use that is consistent with the vision for this area. However, the UDO identifies 'Special Requirements' regarding standards for industrial uses in this district. These standards identify that existing industrial uses are allowed to continue where they exist, and that expansion or improvements may be considered via the conditional use permit process, with special consideration given to the impact of the uses on the neighborhood. *In addition, the UDO recognizes that while new industrial uses are not anticipated in the City Center District, there are unique situations in which it may be found that it is in the best interest of the neighborhood and overall community to allow the replacement of existing, more intense industrial uses with more appropriate light manufacturing, research and development, or similar industrial uses that will have less of an adverse impact on the surrounding area.* This is one of those unique situations.

In 2017, Eagle Forge & Machine moved out of the 68,000 square foot building at 419 3<sup>rd</sup> Ave East, which they had occupied for numerous years. The forging process was classified as a heavy manufacturing use and causes concern for the neighboring residential neighborhood due to the noise and vibrations that resulted from the forging process. Bay City Rentals, LLC then purchased the former Eagle Forge building and occupied a portion of the building with warehousing for Delco Plastics, along with operation of a small winding machine, and research and development for another entity. The new uses were classified as light manufacturing uses, which resulted in a decrease in intensity of use at the site, and a more appropriate use of the site which is located adjacent to single and two-family residential uses on one side. There have not been any concerns with the new light manufacturing/warehouse operations on the site reported to the Planning and Development Department since it was instituted.

## **Conditional Use Request**

World Class Precision Products (WCPP) is a division of The World Class Manufacturing Group, which is headquartered in Weyauwega, Wisconsin. The company produces and supplies machined parts and assemblies to customer's specifications with high precision tolerances and automotive cosmetics. This is achieved using computer numerically controlled (CNC) machines. The process is considered a light manufacturing use. World Class Manufacturing Group incorporated in 1993 with six employees, and today there are over 125 employees at the two locations. Three-year sales projections for the company are set to 20% increases per year. The existing northern location for WCPP (Bayfield, WI) was completed in 2008, comprising 25,000 square feet.

In December of 2017, the City was approached by the subject property owner, along with WCPP, about the potential for WCPP to occupy the remainder of the former Eagle Forge building. For a variety of reasons, the company has determined their northern operations can be more successful if located in Ashland.

The following are the key components of proposed use:

- Primary Use: Light Manufacturing.
- Approximately 20 employees at time of relocation with ability to add more.
- Plant operations are done in two 10-hour shifts. The majority work is on the first shift, which operates from 5:00 am – 3:00 pm, Monday – Thursday. There are currently five employees on the second shift, which operates from 3:00 pm – 1:00 am, Monday – Thursday. As needed, overtime hours occur on Friday and Saturday. Associated office operations are standard M-F typical business hours.
- Employment base primarily comes from Ashland and surrounding areas mostly south.
- Employee pay is competitive for the industry, and they offer a full benefit package to the employees. Hourly wages range from \$12.00 entry level to \$25.00 + for experienced employees; pay is very dependent on the individual and the skillset they offer for the company.
- The business typically has one – five truck deliveries/shipments per day, which are typically via flatbed trucks. Delivery loading and unloading generally occurs between the hours of 7:00 am and 4:00 pm, and will only take place at the existing loading dock areas.
- There will be no outdoor storage of materials, including semi-trailers used for storage, on the site.

## **Standards for Conditional Use Review**

The City of Ashland's Unified Development Ordinance Section 3.9 (C) Conditional Use Permit – Approval Criteria (and all subsections thereof), create the legal framework to regulate, administer, and enforce the conditional use standards for the City of Ashland. The following decision criteria were used to review the submitted conditional use:

1. **Consistency with Comprehensive Plan.** The proposed development conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan. The Plan identifies 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.
2. **Compatibility.** The proposed use is compatible with that that of existing development within 200 feet of the site, and within 500 feet along the same street, and with anticipated future development in the vicinity; it is an area comprised of a mix of uses. The nature of the business is a light manufacturing use with all operations taking place within the building. This site is located across the street from and adjacent to Carlson's Building Products which includes retail sale of building supplies, and also includes a lumber yard, equipment rentals, and storage area for sheds/garages and building supplies. Commercial businesses are located to the west along Ellis Avenue. Other uses in the vicinity include the City's Fire Station and County Jail facility. There are existing single-family residential homes located to the north/northeast.

3. **Importance of Services to the Community.** The relocation of the business to Ashland is important to the local economy, and will provide new good-paying job opportunities in the community. In addition, the company will be able to work with WITC and the Ashland High School for training opportunities and opportunities for these students. Also, the City of Ashland lacks existing buildings for light manufacturing uses. There are few, if any, vacant spaces that exist within the City limits to accommodate light manufacturing use such as what is proposed here. There is a significant cost to building new, and the process takes some time, which is not always conducive to business needs. This building offers an opportunity for light manufacturing uses to be housed more quickly that may not otherwise be able to locate in Ashland. The building is in good condition and has a lot of useful life remaining, and to allow the use of light manufacturing here fills a void that currently exists in the Ashland marketplace.

4. **Neighborhood Protections.** The proposed use will not have negative impacts to the surrounding neighborhood. The company has indicated they fully expect their operation will cause little or no disruption to the existing neighborhood, noting their operation is quiet and clean. However, there are some conditions that should be placed on the proposed uses to ensure the neighborhood is protected from what could be potential nuisances in the future if not addressed. The items that should be considered as conditions of approval include (but are not limited to) the following:

- The company has indicated that all traffic to and from the business will be instructed to use the Ellis Avenue/6<sup>th</sup> Street route. This protection is being placed so as to not impact traffic in the residential portion north of the site with the truck deliveries, employees, or visitors.
- 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.

5. **Conformance with Other Requirements:** The development must conform to all other provisions of the UDO. There are other items that need to be addressed to bring the site into conformance with some of the UDO requirements. These items include the following:

- Vehicles are not allowed to park across the sidewalk in front of the building as has been occurring over the past years, as it blocks pedestrian traffic.
- Off-street parking areas, loading spaces, and access drives will be paved with concrete or bituminous pavement by the property owner. The company and property owner will need to work with Planning & Development staff to determine parking needs and parking lot design, to ensure conformance with the UDO.

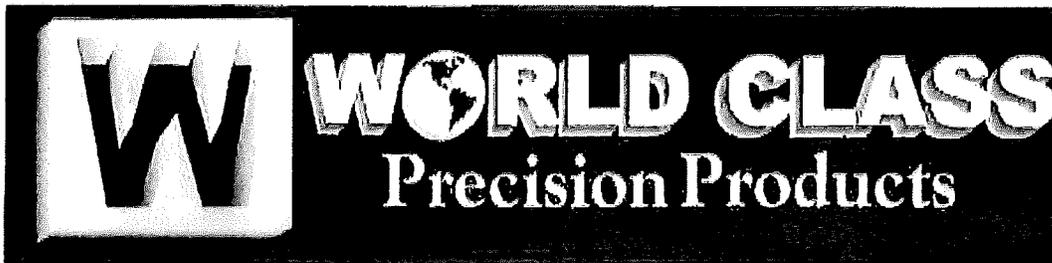
**Review Recommendation**

Staff recommends APPROVAL of the Conditional Use Permit contingent on:

- a. 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.
- b. All traffic to and from the business shall be instructed to use the Ellis Avenue/6<sup>th</sup> Street West route to and from the site.
- c. Vehicles are not allowed to park across the sidewalk in front of the building on 3<sup>rd</sup> Avenue East.
- d. The applicant and property owner must submit a site plan for the parking lot (and associated loading/drive access areas) to the Planning & Development Department for staff review and approval, and to ensure such parking/loadings conforms to the requirements in the UDO.

Additionally, as a Public Hearing is scheduled for the proposed Conditional Use Permit, the Plan Commission should hear all input from the public prior to making a decision.

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



January 12, 2018

April Kroner  
City of Ashland  
Department of Planning and Development  
601 W. Main Street  
Ashland, WI 54806

Dear Ms. Kroner,

World Class Precision Products is requesting a Conditional Use Permit for the property owned by Randy Larson at 419 3<sup>rd</sup> Ave E in Ashland, WI. The relocation from Bayfield to Ashland will allow for growth of our business and expanded employment opportunities for the Ashland area. Current operating hours for our business are 5:00 AM to 1:00 AM Monday through Thursday. As needed we have overtime hours on Friday and Saturday. The facility will provide employment for approximately 20 existing employees at the time of relocation, with the ability to add more employees in the future.

The nature of our business is light manufacturing. World Class Precision Products produces machined components from metals. We fully expect our operation will cause little to no disruption for the neighborhood. We are quiet, clean, and the existing facility will house our shop well. All work will take place indoors. Traffic to deliver and pickup material will vary from 1-5 trucks per day based on our current work flow. Loading and unloading generally occurs between the hours of 7:00 AM and 4:00 PM and will take place at existing loading docks. All traffic to and from the business will be instructed to use the Ellis/6<sup>th</sup> Street route. Parking will take place on the south side of the building off-street.

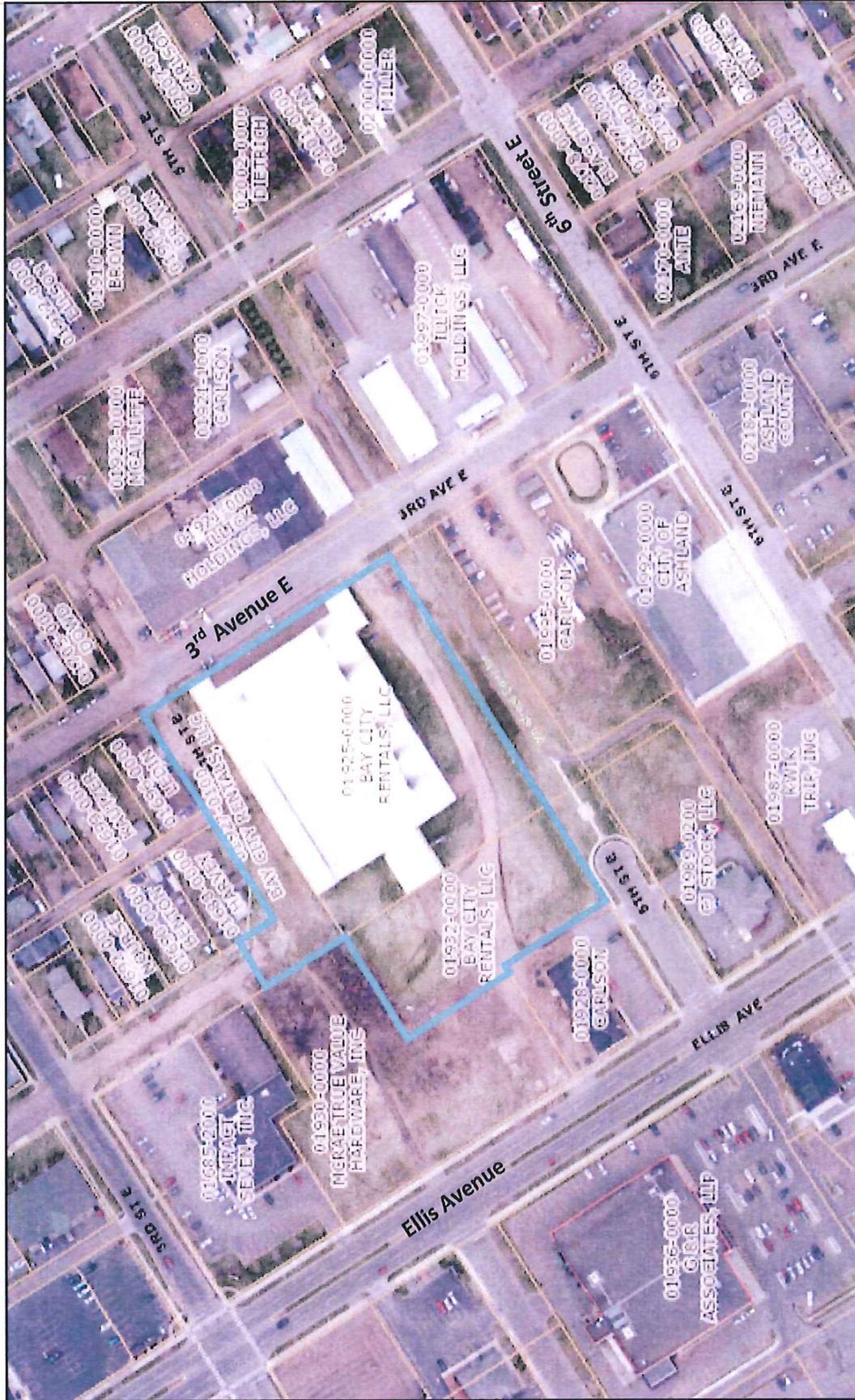
World Class Precision Products will be a good addition to the community in Ashland. Our plans are compatible with the existing facility and near-by neighbors. We look forward to working with the community to make a success of our business and employees in Ashland.

Thank you for your consideration.

Sincerely,

  
Joni Lindros  
CFO, The World Class Manufacturing Group, Inc.  
36600 County Road J North, Bayfield, WI 54814

# Aerial: 419 3rd Ave E



January 11, 2018

Parcel Labels

Parcel Mapping

1:3,009



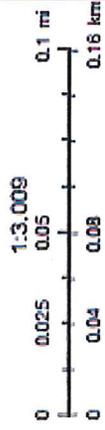
City of Ashland Public Works Department, GIS Division  
 Copyright City of Ashland Public Works Department, GIS Division

# Zoning: 419 3rd Ave E



January 11, 2018

-  City Center (CC) Zoning
-  Single and Two-Family Residential (R-2) Zoning
-  Public Institutional (PI) Zoning



City of Ashland Public Works Department, GIS Division  
City of Ashland Public Works and Planning Department

# World Class Precision Products



January 12, 2018

Parcel Mapping

1:2,390  
0 0.0275 0.055 0.11 mi  
0 0.045 0.09 0.18 km

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Plan Commission Meeting 1-16-18  
Public Hearing Comments\*

**b. Public Hearing and Consideration of a Conditional Use Permit to allow Light Manufacturing at 419 3rd Ave E, zoned City Center (CC). Applicant: World Class Precision Products**

Randy Larson explained that the tiny home project previously approved as a conditional use on this site likely will not happen, and had conversations with the owner of World Class to discuss the possibility of them utilizing the remaining space. He also noted that this would provide opportunities for future expansion of his business in the industrial park.

Bob Peltonen, owner of World Class Precision Products, explained the type of light manufacturing that would occur on site and explained that there are some complications with their current locations in Bayfield that has promoted them to explore other options. He said that this site is by far the best option for them.

Charles Beedlow with World Class Precision Products explained that logistically this location is highly suitable for their needs, particularly in retaining and growing their labor force. Many of their current employees commute from the Ashland area, and the smaller population in Bayfield poses challenges for employee recruitment. He noted that the shift in this neighborhood from heavy to light manufacturing is in line with Ashland's Comprehensive Plan and would greatly reduce noise in the neighborhood. To avoid any traffic concerns for neighbors, trucks will utilize the Ellis and 6<sup>th</sup> Street entries and would not utilize any on-street parking.

Mayor Lewis asked if there would be any emissions from the site.

Bob Peltonen said that there will be no emissions and no hazardous materials are utilized.

April Kroner said that during her tour of the facility she observed that the machinery is very quiet, allowing for normal conversation within the building. Therefore she does not see any potential noise issues for neighbors.

Katie Gellatly asked if there will still be semis coming to the property.

Charles Beedlow explained that they receive approximately five deliveries per day, the traffic from which would be directed to utilize the Ellis entrance to the site.

Mayor Lewis pointed out that 6<sup>th</sup> Street East will be reconstructed this summer.

April Kroner said that the Ellis entrance could be used during this time.

Bob Peltonen said that he does not have any concerns about this. He also noted that the company has a strong customer base, and that the light manufacturing they do is predominately for recreational equipment. He said that they will have a much better chance of attracting employees from the surrounding Ashland area to meet their workforce needs.

Charles Beedlow explained that they also have an established relationship with WITC's machine operation program.

April Kroner went through the evaluation of approval criteria detailed in the staff report, leading staff to recommend approval with the proposed conditions.

Betsey Harries spoke in favor of this proposed use, stating that it exemplifies the type of light manufacturing that is beneficial to the local economy without negative environmental or neighborhood impacts.

Dale Kupczyk seconded comments made by Betsey Harries, and stated his support for the proposed use.

*\*All Public Hearings were published with the legally required Public Hearing notice, and letters were sent to property owners within 200 feet*



# AGENDA BILL

**Ref: 017**

**COMMITTEE AGENDA:  
COUNCIL AGENDA: 8H (01-30-2018)**

**SUBJECT: Approve a Resolution to Issue a Conditional Use Permit to Operate a Parking Lot as a Principal Use in the City Center (CC) District, Parcel #201-00008-0000, Applicant: Deepwater Grille (Approved 5-2 by Plan Commission 01/16/2018)**

**RECOMMENDATION:** Approval

**DEPARTMENT OF ORIGIN:** Department of Planning and Development

**DATE SUBMITTED:** 1/22/2018

**CLEARANCES:** Department of Planning & Development  
Plan Commission (*Approved 5 in favor, 2 opposed 01/16/2018*)

**EXHIBITS:** A-Proposed Resolution  
B-Plan Commission Staff Report and Attachments  
C-Public Hearing Comments and Staff Responses

**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 of the site as a parking lot *does not* conform to the goals and community values identified in the City of Ashland's Comprehensive Plan. The Plan identifies that Ashland's downtown area has an abundance of parking, and that the challenge for downtown Ashland is not parking or accessibility, but rather it is to create a reason to be there both day and night. The Plan identifies that there are significant parking opportunities both on the street and within City-owned lots; there are over 600 public parking spaces available and over 800 private spaces. The Plan also indicates that a targeted revitalization zone should be established in the downtown in the area between 9<sup>th</sup> Avenue West and Ellis Avenue, where infill development, historic preservation, and new business and mixed-use opportunities should be encouraged. The use of a parking lot along the Main Street is not consistent with redevelopment efforts that are encouraged by the Comprehensive Plan, and the Plan has identified there is a significant amount of parking available in the downtown. In addition, the Project Plan for TID #10 identifies this area for redevelopment/infill opportunity to generate the highest and best use of the site.

**SUMMARY STATEMENT:**

Upon the Public Hearing and discussion, the Plan Commission voted (5-2) to recommend approval of the Conditional Use Permit with the following condition:

- Applicant shall submit a site design for Plan Commission review and approval that meets all UDO requirements, avoids an additional curb cut on Main Street, and addresses egress on the north side of the site

**RESOLUTION**

No. \_\_\_\_\_

**RESOLUTION TO ISSUE A CONDITIONAL USE PERMIT TO OPERATE A PARKING LOT AS A PRINCIPAL USE IN THE CITY CENTER (CC) DISTRICT, PARCEL # 201-00008-0000**  
**APPLICANT: DEEPWATER GRILLE**

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

*WHEREAS*, the applicant has requested a Conditional Use Permit per Chapter 781, Ashland City Ordinances, to operate a parking lot as a principal use in the City Center (CC) district; and

*WHEREAS*, the Plan Commission held a Public Hearing on January 16, 2018, and has recommended approval of a Conditional Use Permit per Chapter 781, Ashland City Ordinances, to operate a parking lot as a principal use on #201-00008-0000, and recommended approval with the following conditions:

- a. Applicant shall submit a site design for Plan Commission review and approval that meets all UDO requirements, avoids an additional curb cut on Main Street, and addresses egress on the north side of the site.

**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.

PASSED: January 30, 2018

\_\_\_\_\_  
Councilperson

ATTEST: \_\_\_\_\_  
Denise Oliphant, City Clerk

\_\_\_\_\_  
Debra S. Lewis, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
David Siegler, City Attorney

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\*Applicant understands and accepts the conditions of approval indicated in this Resolution

\*Applicant was provided notice of the approval by Common Council within 5 business days of such approval

*Find yourself next to the center.*

# ASHLAND

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

## DEPARTMENT OF PLANNING & DEVELOPMENT

601 Main Street West  
Ashland, WI 54806

### STAFF REPORT

Plan Commission – January 16<sup>th</sup>, 2018

- Agenda Item # 5c:** Public Hearing and Consideration of a Conditional Use Permit Request to Allow a Parking Lot as a Principal Use
- Zoning District:** City Center (CC)
- Property Address:** 717 Main St W
- Parcel #:** 201-00008-0000
- Applicant:** Mark Gutteter
- Staff Contact:** April Kroner

#### Background

The subject site previously had a two-story building on it which housed Scott & AR's Bar and Angels Among Us Antique Shop. In the spring of 2015 there was a fire which destroyed the building, and the site was restored to a grass base as required. The property was then purchased by Mark Gutteter. The site is approximately 50' wide (Main Street frontage) x 150' deep (7,500 sf).

The subject property is zoned City Center (CC), which covers the city's downtown area. This district provides a mix of traditional downtown uses including retail, entertainment, offices, services, government facilities and mixed residential. The UDO identifies that a parking lot as a principal use in the CC requires a conditional use permit be obtained (Ord. 750, 4.17, B, 2, g, 3). The subject property is also located within the boundary of Tax Increment District #10, which was created in 2017. The intent of the TID is to provide financial incentives and public improvements to encourage redevelopment/revitalization of this area of the downtown, thus generating new tax base and an enhanced downtown experience.

#### Conditional Use Request

Mark Gutteter is requesting to use the site for a new parking lot which would be used as off-site parking for employees and guests of the Deepwater Grille and Cobblestone Inn & Suites (under construction). The applicant has indicated that the Deepwater Grille has been short on parking for years, and the additional of the hotel and associated parking lot will not make it better. He identified that a large percentage of people that come into the restaurant (downtown) arrive by car and need to have a place to park.

The following are the key components of proposed use:

- A concept sketch of the proposed parking lot design has been provided; the project would be subject to a complete site plan review and approval by the Plan Commission if approved (which would address items such as snow storage, storm water drainage, lighting, specific landscaping, buffer requirements and other technical standards).
- 18 parking stalls, 10' x 20'

- A new 14' drive entrance into the site from Main Street (14' drive aisle through lot).
- Traffic flow would be one-way (north) with angled parking stalls provided on both side of the drive aisle. It is proposed vehicles would then exit the site on the north end where the property terminates and then turn left or right to leave the site.
- Plantings are proposed in the form of two triangular areas along the drive entrance along Main Street.

The applicant stated that the parking lot site is flanked by parking on the west side and also across Main Street to the south. He would match the greenspace elements that have been implemented at the Co-Op parking area across the street.

### **Standards for Conditional Use Review**

The City of Ashland's Unified Development Ordinance Section 3.9 (C) Conditional Use Permit – Approval Criteria (and all subsections thereof), create the legal framework to regulate, administer, and enforce the conditional use standards for the City of Ashland. The following decision criteria were used to review the submitted conditional use:

1. **Consistency with Comprehensive Plan.** The proposed development of the site as a parking lot *does not* conform to the goals and community values identified in the City of Ashland's Comprehensive Plan. The Plan identifies that Ashland's downtown area has an abundance of parking, and that the challenge for downtown Ashland is not parking or accessibility, but rather it is to create a reason to be there both day and night. The Plan identifies that there are significant parking opportunities both on the street and within City-owned lots; there are over 600 public parking spaces available and over 800 private spaces. The Plan also indicates that a targeted revitalization zone should be established in the downtown in the area between 9<sup>th</sup> Avenue West and Ellis Avenue, where infill development, historic preservation, and new business and mixed-use opportunities should be encouraged. The use of a parking lot along the Main Street is not consistent with redevelopment efforts that are encouraged by the Comprehensive Plan, and the Plan has identified there is a significant amount of parking available in the downtown. In addition, the Project Plan for TID #10 identifies this area for redevelopment/infill opportunity to generate the highest and best use of the site.
2. **Compatibility.** The proposed use is compatible with that of existing development within 200 feet of the site, and within 500 feet along the same street, and with anticipated future development in the vicinity. However while parking is a compatible use in this area, there is a substantial amount of parking already available in the project vicinity, both at the hotel/restaurant site, on-street in the blocks surrounding, and other private parking spaces that could be shared/leased with other properties. To the east of the site are existing older mixed-use properties which are also identified within the TID #10 plan for revitalization, to the west is a one-row parking lot area and two-way drive aisle for McDonald's, north is McDonald's Restaurant, and to the south across Main Street is the Chequamegon Food Co-op and associated parking lot for 25 vehicles. The commercial uses in the vicinity have parking lots that often have vacant spaces, as they were developed at a time when there were minimum parking space requirements for commercial uses in the downtown, and thus were overbuilt.
3. **Importance of Services to the Community.** As is indicated in the City's Comprehensive Plan, there is ample parking in the downtown area. The addition of more parking spaces into an area that already has more than enough parking available would not result in the highest and best use of the property, nor provide a needed service/benefit to the community or the City's downtown core.
4. **Neighborhood Protections.** The proposed use would result in the need for adjacent property owners to provide access easements for the vehicular traffic to be diverted onto the neighboring private properties, including two properties to the west and five to the east. In addition, the parking layout that was submitted would result in cars parking up against the neighboring building to the east, and along the property edge to the west where there is a drive lane for the existing McDonald's parking. The Public Works department has expressed concerns about adding a new drive entrance off of Main Street for this site when there is another drive access approximately 20' to the west which could result in hazardous traffic impacts along Main Street having accesses so close together. In addition, it is intended that curb cuts be minimized along Main Street, and that access be provided off of the side streets when possible.
5. **Conformance with Other Requirements:** The development must conform to all other provisions of the UDO. There are items in the UDO that the proposed development does not conform with or that are unknown at this time, including the following:
  - a. The exact area for development of the parking lot is not known. While the property is 50' in width, based on the City GIS maps the 50' includes encroachment of the building on the east side, and that the existing grass area for development is approximately 45'. Based on the minimum parking space and drive aisle

dimensions as set forth in the UDO, a minimum of 46' in width is needed for two rows of parking at a 30 degree angle with a one-way drive aisle; a minimum of 50' is needed for parking at a 45 degree angle. In addition, there are requirements in the UDO that identify a minimum 5' setback is required between any new or reconstructed parking lot and any interior side parcel line. This would also need to be accounted for in the layout. As proposed, the parking lot layout does not conform to the minimum standards as established in the UDO.

- b. The UDO states an intent of the ordinance is to strike a balance between the need to provide parking based on the current and conventional use of motor vehicles in the City, with the City's desire to move toward sustainable development practices. The parking section is intended to promote efficient and cost-effective use of land by requiring and allowing no more parking than necessary. The additional proposed parking spaces are not necessary to serve the development as there are other options for parking available in the vicinity. Note that patrons may need to park and walk a few blocks, however the downtown is intended to encourage and promote pedestrian traffic.
- c. Shared parking is encouraged to promote the efficient use of land and resources. This can be accommodated when a business doesn't fully utilize all of its off-street parking capacity, or when businesses/uses have differing operating hours or peak hours. There is potential for shared parking opportunities to be explored with other businesses in the vicinity, such as the Chequamegon Food Co-op, Sears, Bureau of Indian Affairs, Shell Gas Station, and Arbys. In addition, the property owner also owns a parking lot across 9<sup>th</sup> Ave W that can be used for guests/employees. If additional spaces are desired, it is recommended that the applicant work with nearby property owners to share parking spaces.

### **Review Recommendation**

Staff recommends DENIAL of the Conditional Use Permit for a Parking Lot as a Principal Use on parcel # 201-00008-0000 based upon the decision criteria findings.

Additionally, as a Public Hearing is scheduled for the proposed Conditional Use Permit, the Plan Commission should hear all input from the public prior to making a decision.

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

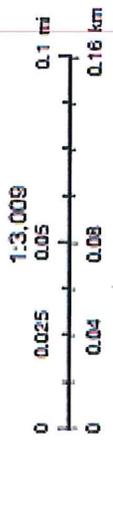


# Zoning: Proposed Parking Lot Location



January 11, 2018

- City Center (CC) Zoning
- Public Park (PP) Zoning
- Waterfront Commercial (W-C) Zoning

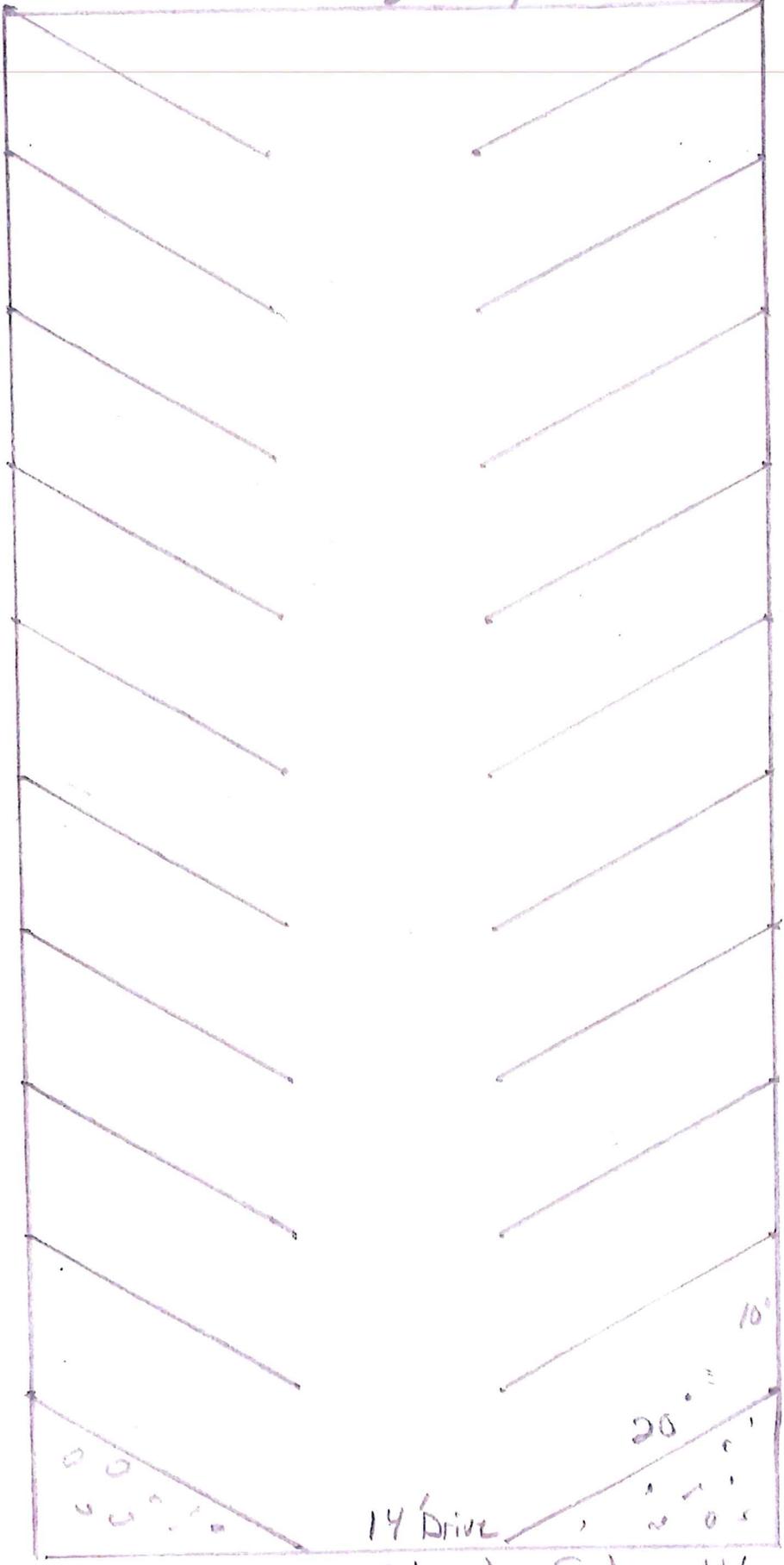


City of Ashland Public Works Department, GIS Division  
 City of Ashland Public Works and Planning Department

Printed from City of Ashland GIS Web Mapping

Existing City

Proposed  
Parking  
lot

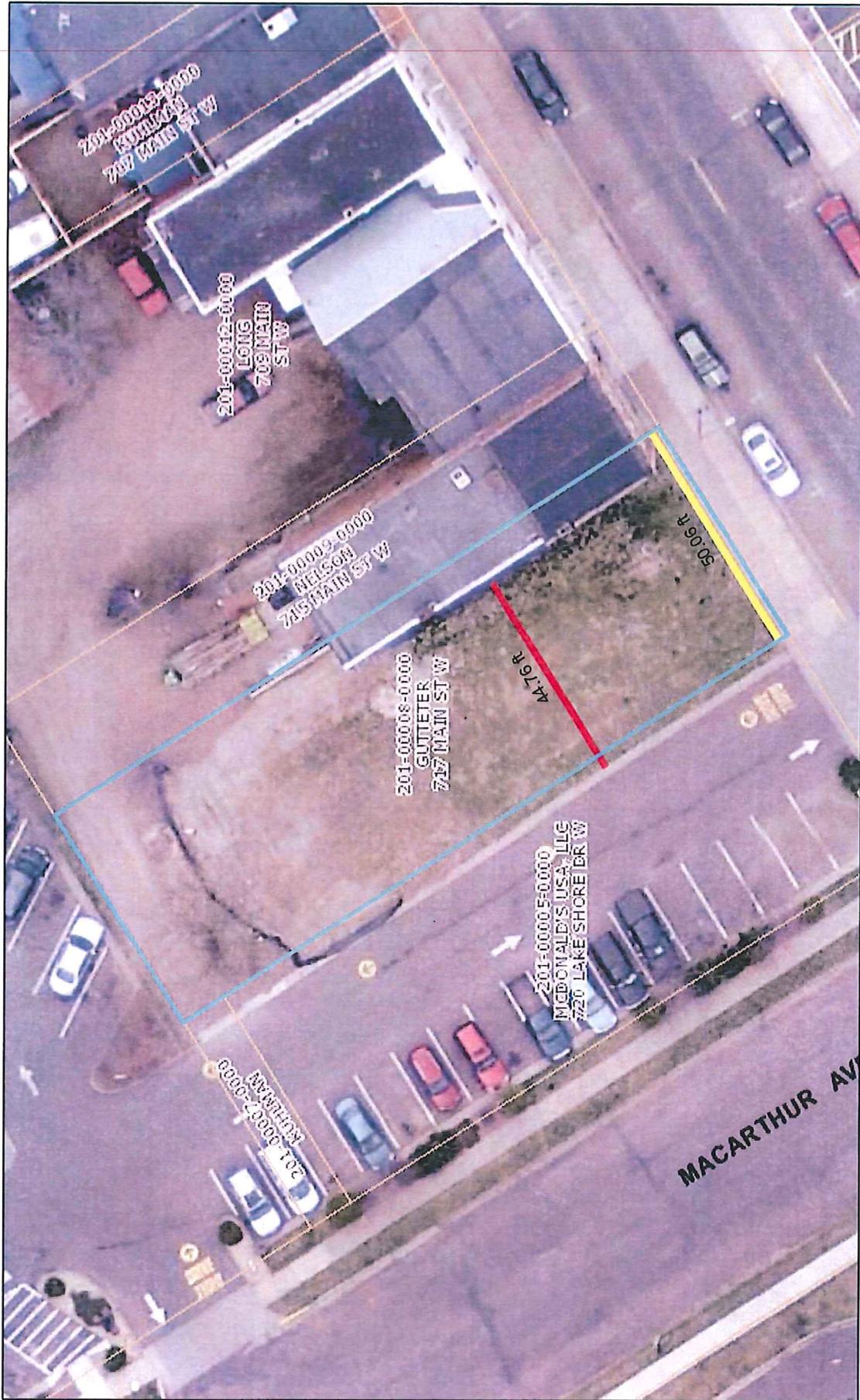


lot is  
 50' x 150'  
 This area  
 is the  
 North  
 100'  
 Stalls  
 are  
 10' x 20'  
 may  
 want to  
 Increase  
 Angle to  
 a 45°  
 Angle

14 Drive  
 Main Street Sidewalk

plantings  
 ←

# City Base map



January 12, 2018

- Parcel Labels
- Parcel Mapping

• parcel boundary in blue.  
• 50' wide, but grass/developable only approx. 45'

Plan Commission Meeting 1-16-18  
Public Hearing Comments\*

**b. Public Hearing and Consideration of a Conditional Use Permit request to operate a parking lot as a principal use at 717 Main St W, zoned City Center (CC). Applicant: Deepwater Grille**

Mark Gutteter explained the need for additional parking, particularly in our northern climate. The Deepwater Grille already experiences shortage of parking, which will be intensified with the addition of the new hotel. He said that the construction of a parking lot on this site does not inhibit it from future development into something that is more in line with the city's vision for the downtown. He has considered tearing down the Hair Affair building to create additional parking, but this would create another empty lot on Main Street and remove affordable housing for the tenants who currently reside there. At this time he believes that a parking lot is the highest and best use of this lot and will ultimately help downtown Ashland.

April Kroner went through the evaluation of approval criteria detailed in the staff report, leading staff to recommend denial of the proposed parking lot based on the priorities and vision of the Comprehensive Plan and the inclusion of this lot in the TIF district in hopes of incentivizing the highest and best use of the property.

John Beirl acknowledged that the Comprehensive Plan identifies ample parking in our downtown, and asked if the Planning Administrator personally feels there is ample parking in that area of the downtown.

April Kroner said she does, explaining that the intent of a downtown is to be walkable and pedestrian oriented. Part of the challenge will be shifting behavior and expectations that people will always be able to park adjacent to their destination and promote the walkability of our downtown.

John Beirl pointed out that our climate does not always facilitate the walkability of our downtown.

Ernie Bliss said that practicality must also be considered, particularly for residents who have difficulties walking and during winter months. This is particularly an issue when sidewalks are not cleared of snow in a timely manner.

April Kroner identified potential opportunities for shared parking, and highlighted the on street parking in the vicinity of the restaurant. Additionally, the Hair Affair parking lot is currently underutilized, but could be a good location for employees or guests to park. Our current Comprehensive Plan recommends promoting walkability and not locating additional parking lots directly on Main Street. She also explained that the plan for the parking lot that was submitted to staff for review does not take into account the encroachment from the adjacent property, required setbacks and other UDO standards, and would add an additional curb cut directly adjacent to the McDonald's entrance which Public Works staff recommended against doing for traffic and safety concerns.

Katie Gellatly asked if there is currently a curb separating the proposed lot from the McDonald's parking lot, expressing concerns of the fronts of cars hanging out into the existing McDonald's lot.

Mark Gutteter confirmed that there is a curb separating the McDonald's lot from his lot. He also said that he does not believe McDonald's would agree to shared parking. He said that he did approach the Co-op to attempt to work out a parking agreement, which has not yet happened though Deepwater customers frequently utilize the Co-op parking lot. He said that he is not concerned about parking shortages in the summer, but for events such as Book Across the Bay or other winter events when the hotel will be full and restaurant will be busy this new parking lot will be necessary. His concern is that lack of parking will deter people from coming to the restaurant.

Charmaine Swan asked if the Comprehensive Plan identified locations in our downtown where we may have parking shortages even if our downtown as a whole has sufficient parking. She also asked if public comments were received related to parking during the Comprehensive Planning process.

April Kroner said that a parking analysis was done which typically focuses on the numbers and does not include input about perceptions related to parking.

Mark Gutteter clarified that the conceptual design for the parking lot that was submitted to staff was very preliminary because he did not want to invest significant amounts of money in formal plans if the use would not be approved. He said that he would work with an architect and city staff to develop a plan that promotes efficiency and safety. He also suggested that a buffer could be placed along Main Street such as a small square park with seating to ensure that the site is still attractive.

April Kroner explained that the staff recommendation for denial is based on the principals of our Comprehensive Plan, and that the Plan Commission can go along with the recommendation or recommend approval with the condition that the parking lot be designed to meet UDO standards and be submitted for approval by staff or Plan Commission.

Dale Kupczyk spoke in favor of the proposed parking lot, explaining that it would help the Deepwater and be a positive for both local and visiting customers. He also pointed out that many people will not park in a lot owned by another business or know to do so.

Randy Larson spoke in favor of the proposed parking lot, saying that particularly for hotel patrons who will be carrying bags nearby parking is important.

April Kroner clarified that there are seventy parking spaces that will be built as part of the hotel project.

Betsey Harries expressed support for the proposed project. She noted that parking needs in our downtown are not uniform, nor are the areas that are thriving and create greater parking demand. This area is one that has been growing and received more interest and activity. She said that the Comprehensive Plan should guide our planning practices, but also leave room for thoughtful decision-making for special circumstances such as this.

*\*All Public Hearings were published with the legally required Public Hearing notice, and letters were sent to property owners within 200 feet*



## WisDOT 2018-2022

### Transportation Alternatives Program (TAP) Application

<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/tap.aspx>

Review and utilize TAP guidelines and application instructions when completing this document.

As discussed in the WisDOT TAP Guidelines, this application will go through a two step process. The first step will be an assessment by the region as to eligibility and whether or not the project will be able to meet the rigorous, statutorily mandated commencement deadline. The second step will be an assessment of the relative merits of the application compared to other eligible applications. **Applicants will be notified if their application is found ineligible.**

#### Application Type

Select one and only one box for the application type. Please note that projects which are within the boundaries of a TMA will need to either compete locally within the MPO or as part of the Statewide solicitation. Refer to this map (<http://wisconsindot.gov/Documents/doing-bus/local-gov/plning-orgs/map.pdf>) for more information about the TMA areas.

- Appleton Area Metropolitan Planning Organization (MPO) –
- Green Bay MPO
- Madison Area MPO
- Southeastern Wisconsin Regional Planning Commission (Milwaukee and Round Lake Beach)

If none of the above, project application is from:

- Area with population between 5,000 and 200,000
- Area with population of 5,000 or less
- Region-wide:           % of population within a TMA area  
  % of population between 5000 and 200,000, &  
  % of population between 5000 and 200,000

#### Project Applicant

##### Name, Location of Public Sponsor and Sponsor Type:

Sponsor Name: **City of Ashland**

Sponsor Type (Check appropriate box):

- Local government (check one):  County     City     Village     Town
- Regional transportation authority     Transit agency
- State or federal natural resource/public land agency
- School district or school(s)     Tribal Nation

Project Title: **City of Ashland Pedestrian and Bike Improvement Proposal**

Describe location, boundaries and length of the project: **The project would cover the ARTS which is an 11 mile pedestrian trail comprised of the Water front trail that parallels Lake Superior and US Highway 2, and the 5<sup>th</sup> St Corridor that runs thru the center of the City of Ashland. And bike lanes for 1.08 miles along STH 112/Sanborn Avenue from USH 2 to Maple Lane in the City of Ashland.**

County: **Ashland**

Street Address of Project (if located on a highway or road): **US Highway 2 and 5<sup>th</sup> S, Stuntz Ave and US Hwy 2, and STH 112/Sandborn Ave**

**Note: For infrastructure projects, attach a project location map on one sheet of paper, size 8½ by 11.**

### Project Contact

#### Primary Public Sponsor Agency Contact Information:

Name: **Sara Hudson** Title: **Director Parks and Recreation** Street Address: **400 4<sup>th</sup> Ave W**  
Phone: **(715)682-7059** Municipality: **City of Ashland** State: **WI** Zip: **54806**  
E-mail: **shudson@coawi.org**

#### Public Sponsor Agency or Private Organization Contact Information (if applicable):

Organization / Agency Name:

Name:                      Title:                      Street Address:                      Phone : (    ) -  
Municipality:                      State: **WI**      Zip:  
E-mail:

#### Head of the Local Public Sponsor Agency or Private Organization Contact Information:

Organization / Agency Name: **City of Ashland**

Name: **Mary Garness** Title: **City Administrator** Street Address: **601 Main St W**  
Phone : **(715) 682-7904** Municipality: **City of Ashland** State: **WI** Zip: **54806**  
E-mail: **mgarness@coawi.org**

### MPO, if applicable

Select one, if applicable,

- Bay Lake RPC (Sheboygan),
- Brown County Planning Commission (Green Bay)
- Chippewa-Eau Claire MPO (WCWRPC – Eau Claire)
- Dubuque Metropolitan Area Planning Study
- Duluth/Superior Metropolitan Interstate Committee (Superior)
- East Central Wisconsin RPC (Appleton, Oshkosh)
- Fond du Lac MPO (Fond du Lac)
- Janesville MPO (Janesville)
- La Crosse Area Planning Committee (La Crosse)
- Madison Area MPO (Madison)
- Marathon County MPO (Wausau)
- Southeastern Wisconsin RPC (SEWRPC - Waukesha)
- Stateline Area Transportation Study (Beloit)

Refer to this map (<http://wisconsin.gov/Documents/doing-bus/local-gov/plning-orgs/map.pdf>) for more information about the TMA areas.

### MPO Project Prioritization

If an MPO is submitting more than one project in an urbanized area within an MPO, the sponsor must rank each project in priority order, e.g., 1 (highest priority) to 5 (lowest), for the local priority among five projects. Local ranking will be used as a guide in project selection. **Project Priority:**

**Please Note: MPO Project Prioritization is due by April 20, 2018.**

### Project Activity

#### TAP Eligibility Category:

Indicate which ONE of below categories best identifies the proposed project:

- Bicycle-Pedestrian Facilities: construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists and other non-motorized forms of transportation (**this category includes on-road bicycle lanes, sidewalks, etc.**)
- Safe routes for non-drivers, including children, older adults, and individuals with disabilities
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users
- Construction of turnouts, overlooks, and viewing areas
- Historic preservation and rehabilitation of historic transportation facilities
- Safe Routes to School (SRTS) (this category includes infrastructure and non-infrastructure activities)  
NOTE: Applicants proposing a project within the SRTS eligibility category **MUST** complete the 'School Demographics' and 'Safe Routes to School Plan' sections on page A-5 below.

**Project Summary** (400 words or less). Please copy and paste your response from a Word Document. Applicants must fill out the project summary field below. This summary is also the first question in the narrative section.

The City of Ashland is seeking funding for two related projects: 1) to repair and expand Ashland Rails to Trails System (ARTS) and 2) installation of bike lanes from US Hwy 2 to Maple Lane during the reconstruction of State Highway 112

The ARTS is a pedestrian looped trail that is 11.5 miles long constructed on old railroad corridors in the City of Ashland. The ARTS trail is broken into two four sections: Waterfront Trail, the 5th St. Corridor, Prentice Park and the Spur Trail. The City would like to add another section of trail with the Bay City Creek Trail which uses an old railroad grade, trestle and right of way property to connect the pedestrians from the Ashland Ore Dock to the 5th St Corridor and the Ashland School District. Along the Waterfront Trail, most of the existing shoreline is has been protected by a wide variety of rock sizes, shapes and material. High water levels and increased frequency of storms that bring high winds and wave action have eroded away large sections of the shoreline and are undermining the existing waterfront trail. The 5th St Corridor is over 10 years old is and in need of repairs to fix failing asphalt, crossings and drainage issues.

As part of the WisDOT Resurfacing Project of STH 112 in Ashland, the City would like to include bicycle infrastructure as recommended in the City's recently-adopted Bicycle Plan (attached). The project will include: 1) paving the road shoulder 5' wide from 6th Street to Maple Lane to accommodate bicycles. It will likely be achieved through use of a cold-in-place recycle treatment to the existing pavement and a 2" overlay. A 645' segment of distressed pavement will likely be addressed with a 4" mill and 4" overlay. 2) Marking of bike lanes and associated pavement markings along the length of the project area, from USH 2 to Maple Lane. 3) Design costs associated with this project as charged by the WisDOT, to be completed in 2018. Construction work is to be completed in 2019 as part of the WisDOT resurfacing project.

### Project Benefit

Check all applicable project benefits, then describe in application narrative:

**X ENVIRONMENTAL**

- X Increases likelihood of modal shift to biking, walking or transit from utilitarian car travel.
- X Increases access and connection to the natural environment.

X **PUBLIC HEALTH** - Project would have a demonstrable impact upon public health of applicant community.

X **ECONOMIC JUSTICE** - Project would go beyond community enhancement to address a specific "communities of concern," including elderly, disabled, minority, and low income population? The project within ½ mile of affordable housing complex(s). The project improves low income access to transit, jobs, education, and essential services.

X **SAFETY** - Project addresses a specific safety concern. The project contains or addresses:

- Collision data
- Lack of adequate safe crossing or access
- Lack of separated facility
- High speed/volume
- Provides sidewalk or pathway, with curb-cuts
- X Provides bike lanes, markings, and signage
- Implements traffic calming measures
- Signage and/or markings directed to safety concern
- Provides crosswalk enhancement (striping, refuge island, signal, etc.)

For SRTS Projects there is:

- Documented bike/pedestrian crash involving school age children or crossing guard at arrival/dismissal times near the school.
- Crossings of state highways, main arterial roads or other high speed or high traffic volume roads.
- Lack of bicycle and pedestrian facilities or lack of connectivity of facilities that do exist.
- High level of parental concern documented in survey data.
- Few or no children who live within 1 mile walk or bike. Busing may be offered to everyone because of documented hazards.
- Children are walking but application shows that unsafe conditions exist.

X **HISTORICAL AND/OR PRESERVATION SIGNIFICANCE** – Project would have strong historical or preservation benefit.

X **ECONOMIC DEVELOPMENT** – Project facilitates economic development by increasing bicycle/pedestrian traffic in commercial corridors or by creating a destination that will help retail.

**Local Resolution of Support**

There is or there will be a local resolution of support for the proposed project, executed by a governing body that has the authority to make financial commitment on behalf of the project sponsor (i.e., County Board, City Council, or Regional Planning Commission Policy Board).

X Yes  No

Please note that a resolution **will be required** for an application to be eligible, which means a **copy of the resolution** should be submitted to the **Region Local Program Manager** no later than **5:00 PM April 20, 2018**.

**WisDOT History of the Project Area**

Is the proposed project on a State/ Connecting Highway X County Highway  Local Road

Name of Roadway: STH 112/Sanborn Ave

Does the proposed project intersect a State/ Connecting Highway X County Highway  Local Road

Name of Roadway: STH 137, USH 2, STH 13, Maple Lane, City Heights Rd, Lindstrom Drive, Fellman Drive, 6th Street W, 5th Street W, Junction Road, 3rd Street W, and Main Street.

Has there been or will there be a road improvement project in this project area?  Yes  No

If yes, year: 2019 Project ID: 8727-00-70

If yes, describe project:  State Highway Project  STP  Local Bridge  LRIP  Other  
 Pavement Replacement  Reconstruction  New Construction

Roadway Project Scope: Mill and overlay

**Existing Facilities & Projects that Impact the Proposed Project**

Rail Facilities:

Does a railroad facility exist within 1,000 feet of the project limits?  Yes  No

If yes, specify: **SELECT**

If yes, does the project physically cross a rail facility?  Yes  No

Will an easement from OCR be required?  Yes  No

Is the proposed project location in an area with known safety issues?  Yes  No

If yes, specify: and (consider applying for Highway Safety Improvement Program (HSIP) funds if applicable)

Is this project on or parallel to a local road or street?  Yes  No

If Yes, provide the name of the road or street: **STH 112, USH 2, Stuntz Ave, 5<sup>th</sup> St**

Does this project cross a state or federal highway?  Yes  No

Does this project run parallel to a state or federal highway?  Yes  No

If Yes to any of these questions attach an existing typical cross-section of the roadway, showing right of way, travel lanes, shoulder and sidewalk (if applicable). Examples are available in [FDM15-1-5](#) attachment [5.3](#) of the WisDOT facilities Development Manual.

Will this project be constructed as part of another planned road project?  Yes  No

If Yes, specify if this is a state, county, or local project and when the road project is scheduled for construction:

Will any exceptions to standards be requested?  Yes  No

If Yes, provide a brief description of the exceptions that may be requested:

**Real Estate (RE) /Right of Way (ROW)**

Was any real estate acquired or transferred in anticipation of this project?  Yes  No

If yes, please explain.

List any other funding (past or present) used within the proposed project limits (i.e. DNR Stewardship)

**In 2010, the City received funding for two addition segments of the ARTS trail to be added, connecting the ARTS trail to the Waterfront Trail on the West and East sides of Ashland.**

**The City has received funding from DNR Stewardship Recreation Trails to help with the repair of the Waterfront Trail.**

Is the project on an existing right of way (ROW)?  Yes  No

**(NOTE: It is recommended that local funds be used to acquire right of way)**

If Yes, have you obtained a permit from the WisDOT Regional Office Maintenance Section to conduct work on the right of way?  Yes  No

**Check all boxes that apply to ROW acquisition for this project:**

<input type="checkbox"/> None	<input type="checkbox"/> Less than ½ acre	<input type="checkbox"/> More than ½ acre
<input checked="" type="checkbox"/> Parklands	<input type="checkbox"/> Large parcels	<input type="checkbox"/> Temporary interests

List any other funding (past or present) used within the proposed project limits (i.e. DNR Stewardship)

If right of way was acquired in anticipation of this project, attach a detailed list of available, completed project and parcel acquisition documentation. Refer to Section 11.2, Records Management, found in the *LPA MANUAL for RIGHT OF WAY ACQUISITION*

<http://wisconsin.gov/dtsdManuals/re/lpa-manual/lpa-manual-ch11.pdf>

If right of way was acquired in anticipation of this project, did the acquisition contain any buildings or relocation?  Yes  No

If yes, Please read Section 6.2, Relocation Assistance, found in the *LPA MANUAL for RIGHT OF WAY ACQUISITION* to determine if relocation assistance was properly offered and documented

<http://wisconsin.gov/dtsdManuals/re/lpa-manual/lpa-manual-ch6.pdf>

If right of way is required, acquisition will occur through a transfer of an adequate interest in real property.  Yes  No

FHWA has determined that an adequate real property interest excludes licensing agreements (LA), which agreements will not be considered.

For real estate questions, please contact Kerry Paruleski, WisDOT Local Public Agency Real Estate Statewide Facilitator, at (414) 220-5461 or [kerry.paruleski@dot.wi.gov](mailto:kerry.paruleski@dot.wi.gov).

### Environmental/Cultural Issues

Agriculture	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			
Archaeological sites	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Investigated
Comments:			
Historical sites	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Investigated
Comments: <b>The Bay City Creek Trail would be built on an old railroad corridor using an existing tressle.</b>			
Designated Main Street area	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			
Lakes, waterways, floodplains	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments: <b>The Waterfront Trail is in a floodplain</b>			
Wetland	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			
Stormwater management	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Investigated
Comments:			
Hazardous materials sites	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Investigated
Comments:			
Hazardous materials on existing structure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Investigated
Comments:			
Upland habitat	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Investigated
Comments:			
Endangered/threatened/migratory species	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Investigated
Comments:			
Section 4(f)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Investigated
Comments:			
Section 6(f)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Investigated
Comments:			
Through/adjacent to tribal land	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			

**Miscellaneous Issues**

**Construction Schedule Restrictions** (trout, migratory bird, local events): **NA**

**Local Force Account (LFA):** Will the proposed project utilize municipal employees to complete any portion of the construction activities?  Yes  No

If yes, explain the desired LFA portion of the project. **The City of Ashland public works employees may do such work as pavement markings (labor), placement of rock for the revetment of shore (labor and equipment), and site prep (labor and equipment).**

NOTE: LFA work must include labor, equipment and materials. The purchase of materials only is not considered to be a legitimate project.

NOTE: Please review WisDOT TAP Guidelines for restrictions on certain LFA work as of July 1, 2015.

**Maintenance** (only complete this section if project application involves a trail project):

Will the facility be snowplowed in the winter?  Yes  No

Comment:

If no to the above question, will the trail allow snowmobile use in the winter?  Yes  No

Comment: **The 5<sup>th</sup> St Corridor currently allows snowmobiles as it is part of the Tri County Corridor.**

**Allowance of snowmobiles on the The Bay City Creek Trail TBD**

Anticipated fee for trail use:  Yes  No

Comment:

Anticipated equestrian use on trail:  Yes  No

Comment:

**Other Funding Sources:** Has the municipality anticipated, requested or been approved for other federal or state funding from WisDOT for the improvement?  Yes  No

If yes, please indicate all of the other funding sources that are anticipated, have been requested or approved with the associated project ID(s):

Highway Safety Improvement Program (HSIP)	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
Local Roads Improvement Program (LRIP)	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
Railroad Programs	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
Surface Transportation Program – Rural	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
Surface Transportation Program - Urban	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
CMAQ	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
Transportation Enhancements Program			Approved ID:
Bicycle & Pedestrian Facilities Program			Approved ID:
Safe Routes to School			Approved ID:
Transportation Economic Assistance Program	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
Flood Damage Aids	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
State Funding (Describe):	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
Other:	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:

Is project identified in a long-range transportation plan?  Yes  No If Y, link to plan:

Is project identified in a bicycle-pedestrian plan?  Yes  No If Y, link to plan:

[www.coawi.org](http://www.coawi.org)

Is project identified in an outdoor recreation plan?  Yes  No If Y, link to plan:

[www.coawi.org](http://www.coawi.org)

Is project identified in a comprehensive plan?  Yes  No If Y, link to plan:

Is project identified in any other planning document?  Yes  No If Y, link to plan:

**Other Concept Notes:** Provide any additional relevant project information that has not been covered in another section of the application.

**School Demographics** (Complete ONLY if submitting a project within the SRTS Programming / Planning eligibility category)

What are the name(s) and demographics for each school affected by the proposed program or project?

**Optional:** Alternatively, SRTS project applicants may submit a narrative response/attachment 1 detailing school demographics provided that all fields below are answered in such attachment.

School name: School population: Grades of students at school:

Estimated number of students currently walking to school (if known):

Estimated number of students currently biking to school (if known):

Does the school have any policies related to walking or biking?

Distance eligibility for riding a bus: Number of children not eligible for busing:

Number of students eligible for busing because of a hazard situation:

Percentage of students living within one mile of the school:

Percentage of students living within two miles of the school:

Percentage of students eligible for free or reduced-cost school meals:

Community(s) served by school: Community(s) population:

**Safe Routes to School Infrastructure** (Complete ONLY if submitting a project within the SRTS eligibility category)

Does your school or community have a Safe Routes to School plan?  Yes  No

If yes, can it be viewed online?  Yes, the website address is  No, it is attached with the application.

If no, please describe, in no more than 400 words, any SRTS-related planning efforts undertaken by the school or community .

**CONFIDENTIAL INFORMATION**

**Project Costs, Priorities, and State Fiscal Years:**

**NOTE: do not include pages A-7 and A-8 in the Concept Definition Report (CDR) for approved TAP projects.**

Complete the table below for the appropriate fiscal years of the application/project cycle (2018-2022). If a sponsor proposes to construct a project in phases throughout multiple years, schedule the project costs as appropriate and provide further details in the project description.

In addition to the table below, **attach a detailed breakdown of project costs in Microsoft Excel**. This detailed breakdown must clarify assumptions made in creating the budget such that a third party reviewer would be able to substantiate the assumptions.

Submit a separate application and budget for each project or stand-alone project segment for which you are willing to accept funding, or for a bike trail section that could function as a separate facility. Project requests are not considered for partial funding.

Applicants may work with the Local Program Manager within their region for assistance to more accurately estimate costs. All estimates will be reviewed by WisDOT Region staff for consistency with current practices and approaches. Also, WisDOT Region staff may revise estimates in these categories due to the complexity of the project or other factors. WisDOT will notify the sponsor of any changes to estimates within the application and determine whether the sponsor wishes to continue with the application with the revised estimate.

**NOTE: Requesting design and construction projects in the same fiscal year is not allowed.**

**Project Prioritization**

If a sponsor is submitting more than one project the sponsor must rank each project in priority order, e.g., 1 (highest priority) to 5 (lowest), for the local priority among five projects. Local ranking will be used as a guide in project selection.

**Project Priority: Waterfront Trail Repair = 1, STH 112 Bike Lanes = 2, 5<sup>th</sup> St Corridor Repair = 3 and Bay City Creek Trail = 4**

**X Construction:**

**Basis for Construction Estimate:**  Itemized  Per Square Foot  Past Projects  
 Other, please specify:

**Schedule Preference:**  FY 2021  FY 2022

**Construction:**

Federal Share of the Participating Construction Cost (80%)	<b>\$800,000</b>
Local Share of the Participating Construction Cost (20%)	<b>\$200,000</b>
Non-Participating Construction Cost (100% Local)	<b>\$0</b>
<b>A. Subtotal Construction Costs</b>	<b>\$1,000,000</b>
<b>B. State Review for Construction</b> (Contact WisDOT Region)      Percentage: <b>25 %</b>	<b>\$200,000</b>
<b>Construction with State Review Cost Estimate</b> (sum lines A and B)	<b>\$1,200,000</b>

**X Design:**

100% Locally Funded (state review is required to be included as 100% locally funded) **OR**  
 80% Federally Funded ("state review only" projects are not allowed)

FY 2019  FY 2020

<b>A. Plan Development</b> (Contact WisDOT Region)      Percentage: <b>80 %</b>	<b>\$80,000</b>
<b>B. State Review for Design</b> (Contact WisDOT Region)      Percentage: <b>25 %</b>	<b>\$20,000</b>
<b>Design with State Review Cost Estimate</b> (sum lines A and B)	<b>\$100,000</b>

**Real Estate:** (Recommend funding with local funds.)

FY 2019  FY 2020  FY 2021  FY 2022

**Total Real Estate Cost** (round to next \$1,000) **\$**

**X Utility:** (Compensable utility costs must be \$50,000 minimum per utility.)

Recommend funding with local funds.

FY 2019  FY 2020  FY 2021  FY 2022

Total Utility Cost (round to next \$1,000)

\$19,500

Other: (Planning or SRTS Programming):

FY 2019     FY 2020     FY 2021     FY 2022

Total Other Cost (round to next \$1,000)

\$

NOTE: WisDOT Policy link: <http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/rdwy/default.aspx>.

NOTE: WisDOT Region staff may revise estimates in the Plan Development, State Review for Design, and State Review for Construction categories based on the complexity of the project or other factors.

### Narrative Response

Provide a narrative response attachment answering questions 1 through 3, making sure to provide information in response to each sub-question. Please limit the response to (6) six pages, using a minimum 11-point font size.

#### 1. PROJECT DESCRIPTION AND OVERVIEW.

This is the summary from page A-3 of the application. It is a general overview of the project, including type of facility or project, location (please attach a location map or maps) and any other information about the project. It is brief. Limited to about 400 words.

#### 2. PROJECT PLANNING & PREPARATION & LOCAL SUPPORT

Describe the degree to which this project was planned for and the local support and commitment for the project. If this project is part of a plan, describe that plan and the project's priority in that plan. If this is a planning project describe how this project will be integrated into other efforts. For SRTS projects, describe walk/ bike audits, parent surveys and data on crashes that support the selection of this project.

#### 3. HISTORY OF SPONSOR SUCCESS, DELIVERABILITY AND COMMITMENT TO MULTIMODAL

How will the project be implemented on time? What obstacles or problems must be overcome to implement this project, and in light of project obstacles, describe how the project sponsor will comply with state law and policy requiring project commencement within four years of the award date, and project completion within approximately six years? Please describe prior experience with other multimodal projects and success in delivering those projects in the year in which they were scheduled. For example, were you able to deliver the project in the year it was programmed? Have you ever had to turn back awarded federal funds? Please explain. If problems were experienced in the past, what will be done on this project to ensure successful completion? Describe the project sponsor's commitment to multimodal programs and facilities generally like a complete streets ordinance, advisory committees, or inclusion of multimodal accommodations in any other local program projects.

#### 4. PROJECT UTILITY & CONNECTIVITY

##### For Infrastructure Projects

Describe the degree to which this project serves utilitarian rather than recreational purposes and how, if at all, the project adds connectivity to the state's multi-modal transportation network, including bicycle, pedestrian and transit facilities. Describe how, if at all, the proposed project would connect to these existing land uses: park, school, library, public transit, employment and/or retail centers, residential

areas, other. Describe how this project fills a multimodal gap or serves as a backbone to a local multimodal network.

#### **For Planning Projects**

Implementation of plan would serve a broad geographic area and adds connectivity to the state's multimodal transportation network. Describe how this project fills a multimodal gap or serves as a backbone to a local multimodal network.

#### **For Safe Routes to School Programming Projects**

Will the project get a higher percentage of children walking and biking to school - addresses clear safety problems for children already walking/biking. Address the following desired outcomes: reduction in parent concerns that keep them from allowing children to walk/bike; potential for changes in hazard busing; change in policy limiting walking/biking to school; increased school commitment to promoting walking/biking; improved driver behaviors in the school zone; making it more appealing for children to walk/bike; more law enforcement participation in walking/biking issues

#### **5. PROJECT BENEFIT- ENVIRONMENTAL, LIVABILITY, ECONOMIC JUSTICE, PUBLIC HEALTH, HISTORICAL PRESERVATION, & SAFETY**

*NOTE: A TAP project should contribute to a community benefit. No applicant's project is expected to contribute to all the benefits listed on A-3 of the application, but a project that contributes to more than one benefit or has significant impact on a particular benefit will receive more points.*

Describe the benefits likely derived from the proposed project, this description should correspond to the project benefit section on page A-3.

#### **6. PROJECT CAPITALIZES ON, SUPPLEMENTS OR AUGMENTS AN EXISTING ROAD IMPROVEMENT PROJECT** **There is a way to tie the multimodal project to an existing road improvement project that allows the project sponsor to take advantage of the resources of a larger project.**

- For SRTS projects: The project addresses safety and education issues of walking and biking to school due to a recent or anticipated road improvement project.

#### **Key Program Requirements Confirmation**

Please confirm your understanding of the following project condition by **typing your name, title and initials** at the bottom of this section. **A Head of Government/Designee with fiscal authority for the project sponsor must initial this section and sign this application. Sponsor consultant(s) should not initial or sign project applications.**

**WisDOT will deem ineligible any application that does not provide confirmation to this section.**

- a. The project sponsor or private partner must provide matching dollar funding of at least 20% of project costs.
- b. This is a reimbursement program. The project sponsor must finance the project until federal reimbursement funds are available.
- c. The project sponsor will pay to the state all costs incurred by the state in connection with the improvement that exceed federal financing commitments or other costs that ineligible for federal reimbursement. In order to guarantee the project sponsor's foregoing agreements to pay the state, the project sponsor, through its duly executed officers or officials, agrees and authorized the state to set off and withhold the required reimbursement amount as determined by the state from any monies otherwise due and payable by the state to the municipality.

- d. The project sponsor must not incur costs for any phase of the project until that phase has been authorized for federal charges and the WisDOT Region has notified the sponsor that it can begin incurring costs. Otherwise, the sponsor risks incurring costs that will not be eligible for federal funding.
- e. The project sponsor will follow the applicable federal and state regulations required for each phase of the project. Some of these are described in the Guidelines. The requirements include, but are not limited to, the following: a Qualifications Based Selection (QBS) process for design and engineering services (Brooks Act); real estate acquisition requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments; competitive procurement of construction services; Davis-Bacon wage rates on federal highway right-of-way projects; WisDOT FDM & Bicycle Facilities Handbook; ADA regarding accessibility for the disabled; MUTCD regarding signage; U.S. Department of the Interior standards for historic buildings. Each WisDOT Region can provide copies of the current *Sponsor's Guide to Non-Traditional Transportation Project Implementation*, and references for sections of the Facilities Development Manual (FDM) and other documents necessary to comply with federal and state regulations. **Applicants who plan to implement their projects as Local Let Contracts using the Sponsor's Guide must become certified that they are capable of undertaking these projects.**
- f. If applying for a bicycle facility, it is understood that All Terrain Vehicles (ATVs) are not allowed. Snowmobile use is only allowable by local ordinance. Trail fees may only be charged on a facility if the fees are used solely to maintain the trail. WisDOT reserves the right to require that facilities be snowplowed as part of a maintenance agreement where year round use by bicyclists and pedestrians is expected.
- g. The project sponsor agrees to maintain the project for its useful life. Failure to maintain the facility, or sale of the assets improved with FHWA funds prior to the end of its useful life, will subject the sponsor to partial repayment of federal funds or additional stipulations protecting the public interest in the project for its useful life.
- h. If the project sponsor should withdraw the project, it will reimburse the state for any costs incurred by the state on behalf of the project.
- i. The project sponsor agrees to state delivery and oversight costs by WisDOT staff and their agents. These costs include review of Design and Construction documents for compliance with federal and state requirements, appropriate design standards, and other related review. These costs will vary with the size and complexity of the project. The sponsor agrees to add these costs to the project under the same match requirements 80% / 20% match requirements.
- j. Projects that are fully or partially federally funded must be designed in accordance with all applicable federal design standards, even if design of the project was 100% locally funded.
- k. As the project progresses, the state will bill the project sponsor for work completed that is ineligible for federal reimbursement. Upon project completion, a final audit will determine the final division of costs as between the state and the project sponsor. If reviews or audits reveal any project costs that are ineligible for federal funding, the project sponsor will be responsible for any withdrawn costs associated with the ineligible work.
- l. \*\*\*For 100% locally-funded design projects, costs for design plan development and state review for design are 100% the responsibility of the local project sponsor. Project sponsors may not seek federal funding only for state review of design projects.
- m. The project sponsor acknowledges that the requisite project commencement requirement and that failure to comply with the applicable commencement deadline will jeopardize federal funding. Commencement is within four years of the date of the project award. The project must be commenced within four (4) years of the project award date according to Sec. 85.021, Wis. Stats. For construction projects, a project is commenced when construction is begun. For planning projects, a planning project is commenced when the planning study is begun. For non-infrastructure projects that do not fall within any of the above categories, a project is considered commenced on the date that WisDOT receives the first reimbursement request from the project sponsor, as noted on form DT1713 in the 'Date Received' field.

- o. The project sponsor acknowledges that the requisite project completion timeline for approved TAP projects will be memorialized in a state-municipal agreement, and failure to comply with the applicable project timeline will jeopardize federal funding.
- p. Federally-funded transportation construction projects, with the exception of sidewalks, are likely improvements that benefit the public at large. Improvements of this type cannot generally be the basis of levying a special assessment pursuant to Wis. Stat. § 66.0703. Municipalities who wish to obtain project funding via special assessment levied against particular parcels should seek advice of legal counsel. See Hildebrand v. Menasha, 2011 WI App. 83.

Please confirm your understanding of the following project condition by typing your name, title and initials at the bottom of this section. A Head of Government/Designee with fiscal authority for the project sponsor must initial this section and sign this application. Sponsor consultant(s) should not initial or sign project applications.

I confirm that I have read and understand project conditions (a) through (o) above:

Name: Sara AH Hudson Title: Director City of Ashland Parks & Recreation

Accepted (please initial here): SAHH

**Fiscal Authorization and Signature**

Application prepared by a consultant?  Yes  No

If yes, consultant information and signature required below.

Consultant Company Name: \_\_\_\_\_ Company Location (City, State): \_\_\_\_\_

**Consultant Signature (electronic only):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTE:** On Local Program projects, it is not permissible for a consultant to fill out applications gratis (or for a small fee) for a municipality and then be selected to do the design work on a project. A municipality could start their consultant selection process early enough and make the application part of the scope of services with the understanding that all costs incurred prior to authorization will be the responsibility of the local municipality. See FDM [8-5](#) for additional information.

Sponsor Agency: **City of Ashland**

Contact Person: **Sara Hudson** (Note: must be Head of Government or Designee)

Title: **City of Ashland Parks and Recreation Director**

Address: **400 4<sup>th</sup> Ave W**

Telephone: **715.685.1644**

Email: **shudson@coawi.org**

Only one project sponsor is allowed per project. As a representative of the project sponsor, the individual that signs below confirms that the information in this project application is accurate. A local official, not a consultant, must sign the application. I understand that completion of this application does not guarantee project approval for federal funding.

Head of Government/Designee Signature (electronic only): **Sara AH Hudson**

Date: **1/26/18**

**Application and Attachments**

Submit applications and attachments utilizing the contact information contained in the corresponding TAP Pre-Scoping Application Instructions. Applicants must **submit eligible applications on or before 5PM on January 26, 2018**, and must include the following documents:

- X A completed application **in Microsoft Word format**
- X Narrative Response/Attachment 3: maximum of **one double-spaced page, minimum 11-point font size**
- X Cost Estimate Detail as required in the 'Project Costs and Dates' section of this application
- X For infrastructure projects, a project map printed in black & white, on one sheet of 8½ by 11 paper
- X If available, a **local resolution of support** for the proposed project – ***Ashland City Council will be voting on this item 1/30/18***
- NA **If right of way was acquired in anticipation of this project**, attach a detailed list of available, completed project and parcel acquisition documentation (**see page A-2**)

**OPTIONAL Attachment**

- X **If proposed project crosses or runs parallel to a local road, street, or state or federal highway**, attach an existing typical cross-section of the roadway, showing right of way, travel lanes, shoulder and sidewalk (if applicable) (**see page A-2**).
- SRTS School Demographics Information

**NOTE: Do not include additional attachments (photos, letters of support, etc.)**

**WisDOT Information – Shaded area to be completed by WisDOT staff only.**

<b>FOR WISDOT USE ONLY –This information must be entered on the spreadsheet and on the application.</b>
WisDOT Region comments on application, including eligibility concerns:
Region Reviewer's Name:
Reviewer's Title:
Date Received:

## **Narrative Response**

### **1. PROJECT DESCRIPTION AND OVERVIEW.**

The City of Ashland is seeking funding for two related projects: 1) to repair and expand Ashland Rails to Trails System (ARTS) and 2) installation of bike lanes from US Hwy 2 to Maple Lane during the reconstruction of State Highway 112

The ARTS is a pedestrian looped trail that is 11.5 miles long constructed on old railroad corridors in the City of Ashland. The ARTS trail is broken into two four sections: Waterfront Trail, the 5th St. Corridor, Prentice Park and the Spur Trail. The City would like to add another section of trail with the Bay City Creek Trail which uses an old railroad grade, trestle and right of way property to connect the pedestrians from the Ashland Ore Dock to the 5th St Corridor and the Ashland School District. Along the Waterfront Trail, most of the existing shoreline is has been protected by a wide variety of rock sizes, shapes and material. High water levels and increased frequency of storms that bring high winds and wave action have eroded away large sections of the shoreline and are undermining the existing waterfront trail. The 5th St Corridor is over 10 years old is and in need of repairs to fix failing asphalt, crossings and drainage issues.

As part of the WisDOT Resurfacing Project of STH 112 in Ashland, the City would like to include bicycle infrastructure as recommended in the City's recently-adopted Bicycle Plan (attached). The project will include: 1) paving the road shoulder 5' wide from 6th Street to Maple Lane to accommodate bicycles. It will likely be achieved through use of a cold-in-place recycle treatment to the existing pavement and a 2" overlay. A 645' segment of distressed pavement will likely be addressed with a 4" mill and 4" overlay. 2) Marking of bike lanes and associated pavement markings along the length of the project area, from USH 2 to Maple Lane. 3) Design costs associated with this project as charged by the WisDOT, to be completed in 2018. Construction work is to be completed in 2019 as part of the WisDOT resurfacing project.

### **2. PROJECT PLANNING & PREPARATION & LOCAL SUPPORT**

The vision for this proposal can be seen in the Authentic Ashland 2035: A Comprehensive Plan for the City of Ashland, the City of Ashland Commuter Bike Plan, the Ashland Ore Dock Comprehensive Design Summery, and the City of Ashland Comprehensive Outdoor Recreation Plan.

One of the six priorities identified in Authentic Ashland 2035 to is "Protect and Connect the Lake" as Lake Superior has been and will always continue to be important for the City of Ashland. A "high quality connection and access to the lake are profoundly" vital to the City's future as it continues to develop its economic and recreational base. The new City logo "Find Yourself Next to the Water" reflects the feelings of residents and visitors, and puts focus on the unique geographic setting that made Ashland.

With the acquisition of the Ore Dock and other Canadian National properties along the Bay City Creek Corridor, the City started to thinking about an extension of the ARTS connecting the Ore Dock and Waterfront Trail to the 5th St Corridor, Northland College and Ashland School District. This vision can be seen in both The Ashland Ore Dock Comprehensive Design summary and the City's Comprehensive Outdoor Recreation Plan.

WisDOT is planning for the resurfacing of the subject project area in 2019, and the City has been working closely with the WisDOT staff on the plans for this project since late 2017. WisDOT indicated that if the City wanted to add bicycle infrastructure in the project that they could, however it would need to be funded 100% by the City. The City adopted a Bicycle Plan for the community in August, 2017, which identified that bike lanes should be provided for on this segment of roadway, from USH 2 to Maple Lane, and that this should be a priority project. On November 14, 2017, the Planning Director brought forward a request to the City Council that they consider adding the bicycle infrastructure and markings, as recommended in the City's Bike Plan, as part of the WisDOT STH 112 Resurfacing project in 2019. The City Council voted unanimously to support the installation of the bicycle infrastructure and markings as part of the project, showing their support for implementing the City's Bike Plan and this project specifically. They were provided the cost estimates for the work which the WisDOT provided to the City.

All four projects are proposed in the City of Ashland Capital Improvement Plan 2018 – 2022.

### **3. HISTORY OF SPONSOR SUCCESS, DELIVERABILITY AND COMMITMENT TO MULTIMODAL**

The City of Ashland will use City staff along with qualified contractors to ensure the proposed project is completed on time. The biggest obstacle to overcome to ensure these projects are complete is finding funding.

Through the annual budget process small projects or matches can be funded. For a small communities like Ashland, solely funding large multifaceted projects such as this is difficult. The City of Ashland has successfully completed projects within the proposed timeline and transitioned its industrial waterfront to one that will provide 21st century opportunities through funding opportunities by local, state and federal agencies. Examples of such projects are the reconstruction of 6th St East, Prentice Park Campground Redevelopment, improvement of dockage for the USGS Kiyi Research Vessel, and award winning H. Pearson Plaza and Ed Griffiths Pedestrian Underpass.

The City of Ashland has not had to turn back federally awarded funds but Mother Nature has made projects take longer than expected to complete. Moving forward, the City will plan accordingly to deal with changing weather patterns and give extra time for project construction and grant closeout.

This proposal is an extension of the ongoing decades long implementation of a pedestrian/bike infrastructure that have improved public access to the City's waterfront with the acquisition of public waterfront access through a former abandoned paper mill property, the acquisition of the Historic Soo

Line Ore dock (Ashland Ore Dock), the establishment of additional links between the waterfront, the City's neighborhoods through H. Pearson Plaza and Ed Griffiths Pedestrian Underpass and the overall creation of the ARTS and continued support for multimodal transportation by installing bike lanes as part of WisDOT STH 112 resurfacing project. The City Planning Commission, Parks and Recreation Committee and the Common Council have all approved the new City of Ashland Bike Plan and Map. In 2010, The School District of Ashland, with the help of the City of Ashland, completed a 1.5 mile Safe Routes to School Trail.

These quality of life improvements that have occurred in Ashland are the fruits of a community determined to transform itself through the step by step implementation of thoughtful laid out plans.

#### **4. PROJECT UTILITY & CONNECTIVITY**

##### **For Infrastructure Projects**

The projects in this proposal are designed primarily for practical uses and getting residents and visitors multimodal options to travel around the City of Ashland and experience Lake Superior. Since the day it was complete, the ARTS is a heavily used utilitarian entity in the City. The trail connects nine city parks, four public beaches and connects residential areas to downtown Ashland via the Ed Griffith's pedestrian underpass. Pedestrians and bikers can also easily access the Safe Routes to School Trail, Ashland High School, Lake Superior Elementary, WITC, Our Lady of the Lake Catholic School, the Tri County Corridor, and various Bay Area Rural Transit bus stops.

Without funding to repair the Waterfront and 5th St Corridor Trails, the backbone of the City's multimodal network will stay broken. The Bay City Creek Trail fills a gap in the multimodal network by connecting the Ore Dock (and eastside of Ashland) to the waterfront trail, 5th St Corridor, Northland College and the Ashland School District. The bike infrastructure and pavement markings proposed in this project are intended to primarily serve a utilitarian purpose by providing safe bicycle facilities for commuters. The project promotes a safe bicycle route from USH 2/Lake Shore Drive down STH 112/Sanborn Avenue to Maple Street. Maple Street provides access to the local elementary school, high school, technical college, and also to the hospital (MMC) and other related medical clinics. This project will promote the use of students and employees biking to these destinations safely, as opposed to having to travel by car.

#### **5. PROJECT BENEFIT- ENVIRONMENTAL, LIVABILITY, ECONOMIC JUSTICE, PUBLIC HEALTH, HISTORICAL PRESERVATION, & SAFETY**

The proposed project meets the description for all six (6) project benefit categories.

- 1) **Environmental:** the ARTS one of the busiest trail system seen in a community the size of Ashland. The trail gives access for all ages and abilities of people to Lake Superior, City Parks, City Beaches, and urban wild areas. It's a safe place for families, elderly and the disables to travel by foot or bike.

- 2) **Public Health:** If the ARTS Trail is not complete, it will have a negative impact upon the public health of the community by reducing safe places for pedestrians to use. In the reverse, provide bike lanes along STH 112 will help in increase bike travel within the City.
- 3) **Economic Justice:** The proposed Bay City Creek Trail will run through a variety of areas. The Trail will go thru the East end of Ashland, an area with a low socioeconomic and minority population. The Trail will also run ½ mile from an affordable house complex at it terminus. The proposed trail and repair of the existing trail(s) improves access for all to work, schools and medical facilities.
- 4) **Safety:** This proposal addresses two elements for public safety. One is that over 1000' of the very popular Waterfront Trail is currently considered unsafe and closed to the public. Repairs to this trail are vital not only for safety (keeping people from falling in the lake or biking on USH 2 but to continue to provide community members and visitors a place to walk, run, bike, rollerblade and roller ski. The Installation of bike lanes along STH 112 are essential to continue to promote biking within the City. STH 112 is an older narrow highway the current shoulder along the road does not provide enough protection for bikers from oncoming traffic.
- 5) **Historical and/or Preservation Significance:** The Bay City Creek Trail will convert an abandoned railroad corridor to a Bicycle – Pedestrian Facility, buy also utilizing, preserving, and rehabilitating a historic 215' Canadian National Railroad Trestle that crosses Bay City Creek. Not only is a fully intact trestle located in this area, there are also limestone arches that span the creek built in 1886 as part of the Chicago & North Western Railway system. The exact important of these arches is not clear, but worth researching, saving and telling the story.
- 6) **Economic Development:** The project is important to continue to provide community members and visitors a place to walk, run, bike, and rollerblade and roller ski. The Installation of bike lanes along STH 112 is essential to continue to promote biking within the City. These improvements also create safe routes for non-drivers to access Lake Superior, area businesses, places of employment, and education institutions.

## **6. PROJECT CAPITALIZES ON, SUPPLEMENTS OR AUGMENTS AN EXISTING ROAD IMPROVEMENT PROJECT**

The bike lane project capitalizes on the STH resurfacing project that WisDOT intends to do along this segment of State Highway 112. With the State resurfacing the STH 112, it provides an opportune time to have the roadway widened to support safe bicycle infrastructure and then complete all the pavement markings for bicycling along the roadway as soon as the construction project is completed.

City of Ashland Pedestrian and Bike Improvement Proposal - ARTS Trail Repair Budget

Items	Quantity	Unit of Measure	Component	Estimated Cost	Work Contract (C) or In Kind (D)
Blasted Rock (Rip Rap over 12")	8052 tons		\$36.00	\$289,872.00	C
Geotextile Fabric	14 each		\$400.00	\$5,600.00	C
City Crew Labor	500 hours		\$50.00	\$25,000.00	D
Equipment (backhoe/excavator, dump truck, skidsteer)	500 hours		\$50.00	\$25,000.00	D
Repaving Trail	60000 sq feet		\$3.00	\$180,000.00	C
Equipment Rental	1000 hours		\$50.00	\$50,000.00	
<b>Project Total</b>				<b>\$575,472.00</b>	

City of Ashland Pedestrian and Bike Improvement Proposal - Bay City Creek Trail

Items	Quantity	Unit of Measure	Component	Estimated Cost	Work Contract (C) or In Kind (D)
Design	NA	NA	NA	\$ 20,000.00	C
Engineering and Construction Documents	NA	Na	Na	\$ 60,000.00	C
Contructions of Bay City Creek Trail	TBD	TBD	TBD	\$300,000	C and D
<b>Project Total</b>				<b>\$ 380,000.00</b>	

City of Ashland Pedestrian and Bike Improvement Proposal - STH 112 Bike Lanes

Items	Quantity	Unit of Measure	Component	Estimated Cost	Work Contract (C) or In Kind (D)
Bike Lane Construction	2.16	NA	NA	\$ 35,000.00	C
Marking	1.08 miles		1	\$ 8,000.00	C
<b>Project Total</b>				<b>\$ 43,000.00</b>	
<b>Grant Total</b>			<b>\$</b>	<b>998,472.00</b>	

CAPITAL PROJECTS AND MAJOR MAINTENANCE

2018 - 2022

ALL ESTIMATES



Project ID	Notes	Project Year	Projects	ALL ESTIMATES								
				Priority	Estimated Cost	Outside Source	Outside Amount	Fund No.	Fund amount	CP Fund No.	CP Fund Balance	Funding \$ needed
PR	2018 CP 481	2018	<b>Ashland Rails to Trails System (ARTS) Repair Phase 1 - Waterfront Trail Stabilization and Repaving:</b> Several sections of the waterfront trail are being undercut and eroding away due to high water and wave. Sections are Blue Wave to Sandborn, Hot Pond to Reis Coal Dock, old Water treatment plant to City Dock/Bayview Park and oredock to boat houses. Project to include bank stabilization, ADA surfacing and use of green infrastructure where possible. Section of this trail also starting to deteriorate due to age.	1	84,792	DNR Stewshp	42,396	100 Match	10,000	453	32,396	0
PR	2018 CP 481	2018	<b>Bayview Pier Reconstruction:</b> phases II and III	1	459,080	3 grants	277,343			453	181,737	0
PR	2018 CP 481	2018	<b>Comprehensive Outdoor Recreation Plan (CORP) Update:</b> CORPs evaluate outdoor recreation trends and issues. They are the blueprint for outdoor recreation for the City. CORPs are updated every 5 years and need to be approved by the DNR. The City's current CORP expired in 2018 and is needed to apply for grants. (This could be combined with the Waterfront Development Plan)	1	10,000	General Fund CIP Grant	5,000		0	481	5,000	0
PR	2018 CP 481	2018	<b>Bay City Park Playground Replacement:</b> The playground equipment at Bay City Park, corner of Main St E and 11th Ave E, is circa 1950s and is now considered unsafe by the National Safety Council. This is a heavily used neighborhood park.	1	25,000	CIP Grant Donation	10,000			481	15,000	0
PR	Not funded	2018	<b>Lights at the skatepark:</b> Installation of timed lights at the skate park would help reduce vandalism and unwanted behaviors that happen at the skate park. PD requested this improvement	2	80,000	CIP						80,000
PR	Not funded	2018	<b>Replacement of Gymnastics Equipment:</b> Competition beam and uneven bars are aging and need replacement. All levels of gymnastics use this equipment	3	10,000	CIP School District	1,000					9,000
PR	Not funded	2018	<b>Replacement of Gymnastics Spring Floor System:</b> The current system that is in the gymnastics gym is over 10 yrs old. The equipment is needed for the safety of our gymnasts.	3	19,000	CIP, BAGPO, Ashland School District	1,000		0		0	18,000
PR	Not funded	2018	<b>Bretting Community Center Addtl Parking:</b> Remove round-a-bout to create additional parking.	4	35,000	CIP	0		0		0	35,000
PR	Not funded	2018	<b>Maslowski Beach Redesign Phase 1- Western Beach:</b> In 2017 the City received and EPA Green Infrastructures Grant to redesign Maslowski Beach and implement green infrastructures to improve water quality. Phase 1 will create a master plan for Maslowski Beach and implementation of beach redesign at the	0	175,000	EPA Grant	175,000		0		0	0
PR		2019	<b>Ashland Rails to Trails System (ARTS) Repair Phase II - Waterfront Trail Stabilization and Repaving and 5th St Corridor Repaving:</b> Several more sections of the waterfront trail are being undercut and eroding away due to high water and wave. Sections include the area in Kreher Park. Project to include bank stabilization, ADA surfacing and use of green infrastructure where possible. Section of this trail also starting to deteriorate due to age. Section of the 5th St Corridor from Ellis Ave to Sanborn Ave are deteriorating due to age.	1	200,000	CIP Grants	100,000					100,000
PR		2019	<b>City Dock:</b> City Dock is being undercut by the wave action of Lake Superior making it safety hazard for park patrons and city staff. Seeking funding to complement the engineering plan, construction of a new dock.	1	200,000	CIP Grant						200,000
PR		2019	<b>Ashland Ore dock Redevelopment, Phase 2 - Acces to the Diamonds.</b> Construction of boardwalk giving public acces to the diamonds and to the end of the Ore dock and connection of Stuntz Ave to US Hwy 2	1	2,000,000	CIP Donations Grants Trust	1,000,000					1,000,000
PR		2019	<b>Superfund Site Redevelopment:</b> Development of former NSP Superfund Site based on the approved final concept design.	1	700,000	CIP Donations Grants	350,000					350,000
PR		2019	<b>East End Community Park:</b> The East End Skating Rink, playground and tennis courts are in need of updating. Tennis court needs to be resurfaced (\$60,000). Community members have expressed interest in creating a basketball court in half the existing tennis court (\$5,000). Skating rink needs grading and lime (\$10,000). Bathrooms are not ADA compliant and warming shack's floor is sagging (\$60,000). Playground equipment is very old (\$20,000). Installation of small raised bed community garden (\$5000).	2	150,000	CIP Donations Grant	60,000					90,000
PR		2019	<b>Maslowski Beach Redesign Phase 2- Eastern Beach:</b> Implementation of the Maslowski Beach Redesign on the three eastern most beaches (playground to the artesian well)	2	150,000	CIP Grants General Fund	75,000					75,000
PR		2019	<b>Bay City Creek Riparian Corridor Restoration:</b> Bay City Creek is a dynamic system and has been drastically effected from urbanization. Assessment and green infrastructure designs would help reduce runoff from the City's Stormwater System and the City Snow Storage site and protect the City's drinking water supply - Lake Superior.	3	200,000	CIP Grant	100,000					100,000
PR		2019	<b>Bayview Park Stormwater Outfall Repairs:</b> There is a failing stormwater outfall in the eastern wooded area of Bayview Park. The City has a plan on how to update need money for construction.	3	150,000	CIP Grants	75,000					75,000
PR		2019	<b>Construction of an Outdoor Amphitheater at Bayview Park:</b> Current stage at Bayview Park is too small and needs repair. Construction of a bigger stage for Concerts in the Park, Bay Days, car shows, etc. would enhance the park and potentially revenue for the Dept.		500,000	Ore Dock Trust, Donations, Grants	250,000		0		0	250,000
PR		2020	<b>New Playground Equipment at Bayview and Kreher Park:</b> A new playground would help revitalize the Bayview and Kreher Parks. Includes ADA surfacing. Both parks are heavily used and equipment is past getting old.	2	120,000	CIP, Donations and Grant	60,000					60,000





CAPITAL PROJECTS AND MAJOR MAINTENANCE

2018 - 2022

ALL ESTIMATES



apt D	Notes	Project Year	Projects	ALL ESTIMATES								
				Priority	Estimated Cost	Outside Source	Outside Amount	Fund No.	Fund amount	CP Fund No.	CP Fund Balance	Funding \$ needed
M		2021	Vaughn Library HVAC: Replacement of 3 unit ventilators and controls (primary heating and ventilating components for the first floor library)	2a	30,000	FOE Grant	0		0		0	30,000
M		2021	City Hall Indoor Air Quality Lead Paint and similar abatement on basement, 1st & 2nd floors	1	150,000	None	0					150,000
M		2021	City Hall Carpet Replace 1st and 2nd floors	1	25,000	None	0					25,000
M	*	2022	City Hall Paving/Parking Area:	3	45,000	None	0		0		0	45,000
M	*	2022	Bretting Center Roof:		140,000	None						140,000
M		2022	Vaughn Library 2nd Floor Heating: Installation of second floor heating controls throughout. Presently there are no means to set heating temperatures on the 2nd floor. All rooms receive what ever heat is available. Heating hot water can only be turned on or off via ball valves located in/under the baseboard heater cabinet.	3a	40,000	FOE Grant	0		0		0	40,000
M		2022	Vaughn Library Air Conditioning: Installation of air conditioning in Library to provide energy efficient (summer) cooling of the 2nd floor meeting rooms, pre-school story-time room, computer lab, newspaper archive, and library staff areas. Central air would eliminate the use of six window air conditioning units.	1	50,000	FOE Grant	0		0		0	50,000
M		2022	Public Works shop floor resurface epoxy:	3	45,000	None	0		0		0	45,000
M		2023	Public Works Building: carpet / floor surface replace	1	9,500	None	0		0		0	9,500
M		2023	Vaughn Building 3 <sup>rd</sup> Floor Remodel: Allow for Library expansion/growth. Terminate leases, enlarge area(s) by removal of some interior walls. Lost rental revenue \$22,424.52 at 100% occupancy. Includes new HVAC for 3rd floor which is separate from Library.	2	75,000	NONE	0		0		0	75,000
M		2023	Vaughn Library Building Basement Remodel: Allow for Library expansion/growth. Basement floor in poor condition; Restrooms should be installed on this level. Place holder estimated value.	3	80,000	NONE	0		0		0	80,000
T		2018	Server Consolidation	1	30,000	NONE		100				30,000
T		2018	License and Permit Management Software	1	32,500	NONE		100				32,500
T		2018	Video cameras and Broadcasting: Council meetings and external	3	12,000	NONE		100				12,000
T		2018	Website Redesign	2	5,000	NONE		100				5,000
T		2019	Website Redesign	2	5,000	NONE		100				5,000
T		2019	CODY system - hardware upgrade	2	20,000	NONE		100				20,000
T		2020	Server Upgrades	2	10,000	NONE		100				10,000
T		2021	Website Redesign	2	5,000	NONE		100				5,000
D	2018 Fund 462	2018	New squad car fully equipped: Replacement plan	1	40,000	NONE		462	40,000			0
D	Not funded	2018	New 7 in-squad repeaters	2	20,000	NONE		462				20,000
D		2019	New 2 squad car fully equipped: Replacement plan	1	80,000	NONE		462	30,000			50,000
D		2019	Replace Video Recording System	2	22,000	NONE		462				22,000
D		2020	New squad car fully equipped: Replacement plan	1	40,000	NONE		462	35,000			5,000
D		2021	New squad car fully equipped: Replacement plan	1	40,000	NONE		462	35,000			5,000
D		2022	New squad car fully equipped: Replacement plan	1	40,000	NONE		462	35,000			5,000
D		2022	Replace Squad Video Cameras (5 at \$5000 a piece)	2	25,000	NONE		462				25,000
K	*	2018	Kreher Restrooms: Remodel of restrooms. Work to include replacement of all new restroom and shower fixtures with shower green fixtures, lighting, exhaust, stall partitions, floor surface, paint & stain throughout, drinking fountains. Not ADA compliant	2	180,000	None	0		0		0	180,000
K	*	2018	Fleet Replacement - CH	2	25,000	None	0					25,000
K		2018	Parks Vehicles Caretaker truck are in very poor condition. Rusted brakelines, fuel tanks, frame members, etc.	2	30,000	NONE	0					30,000
K		2018	Penn Ball Fields Restrooms: Replace with PJ	2	20,000	None	0		0		0	20,000
K		2018	Central Railyard Purple Park Restroom: Install PJ	3	60,000	None	0		0		0	60,000
K		2018	Beaser Ball Fields Restroom: Replace with PJ. Replace restroom building. Cement block structure sustained severe cracking throughout mortar joints during frost heave of 2014 extreme cold winter. Present configuration does not comply with ADA standards.	1	60,000	None	0		0		0	60,000
K		2018	Parks Ballfield Grooming & Infield Maintenance Implement	2	30,000	None	0					30,000
K		2018	Paint/Stain Central Railyard pavilion/dugouts/buildings	3	5,000	WCC	0		0			5,000

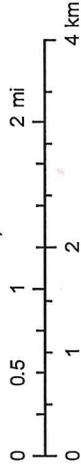


# City of Ashland WisDOT TAP Projects: ARTS Repair, STH 112 Bike Lanes & Bay City Creek Trail



January 26, 2018

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Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, Geobase, IGN, Kadaster NL, Ordnance Survey,

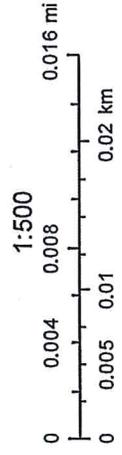
# STH 112 Project - Typical ROW North of 6th St W



January 26, 2018

Parcel Labels

Parcel Mapping



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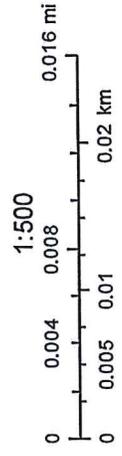
# STH 112 Project - Typical ROW South of 6th St W



January 26, 2018

Parcel Labels

Parcel Mapping



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# STH 112 Project - Segment 1



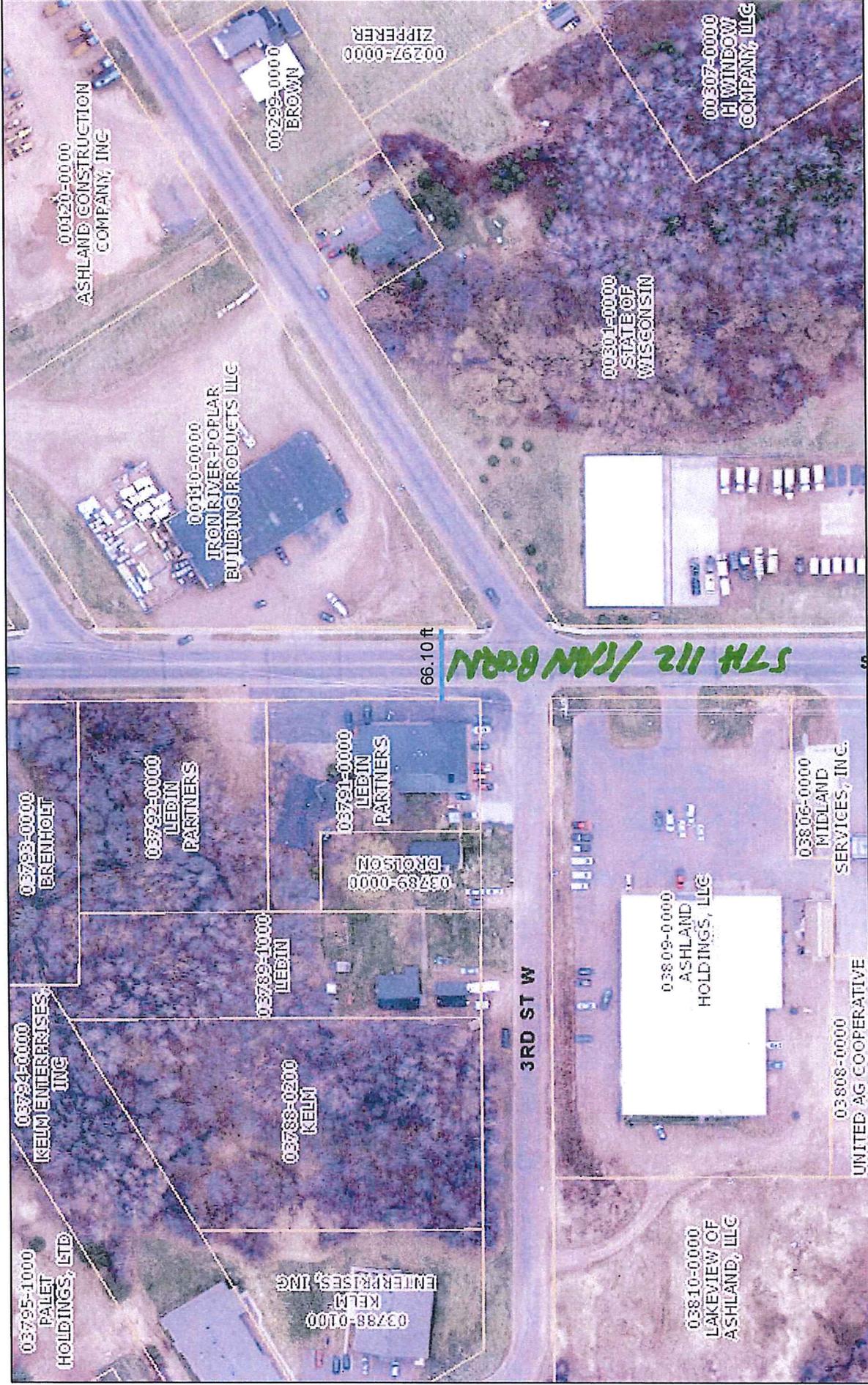
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Parcel Mapping

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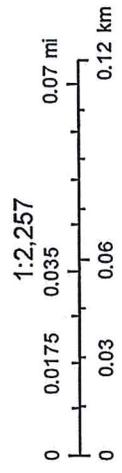
# STH 112 Project - Segment 2



January 26, 2018

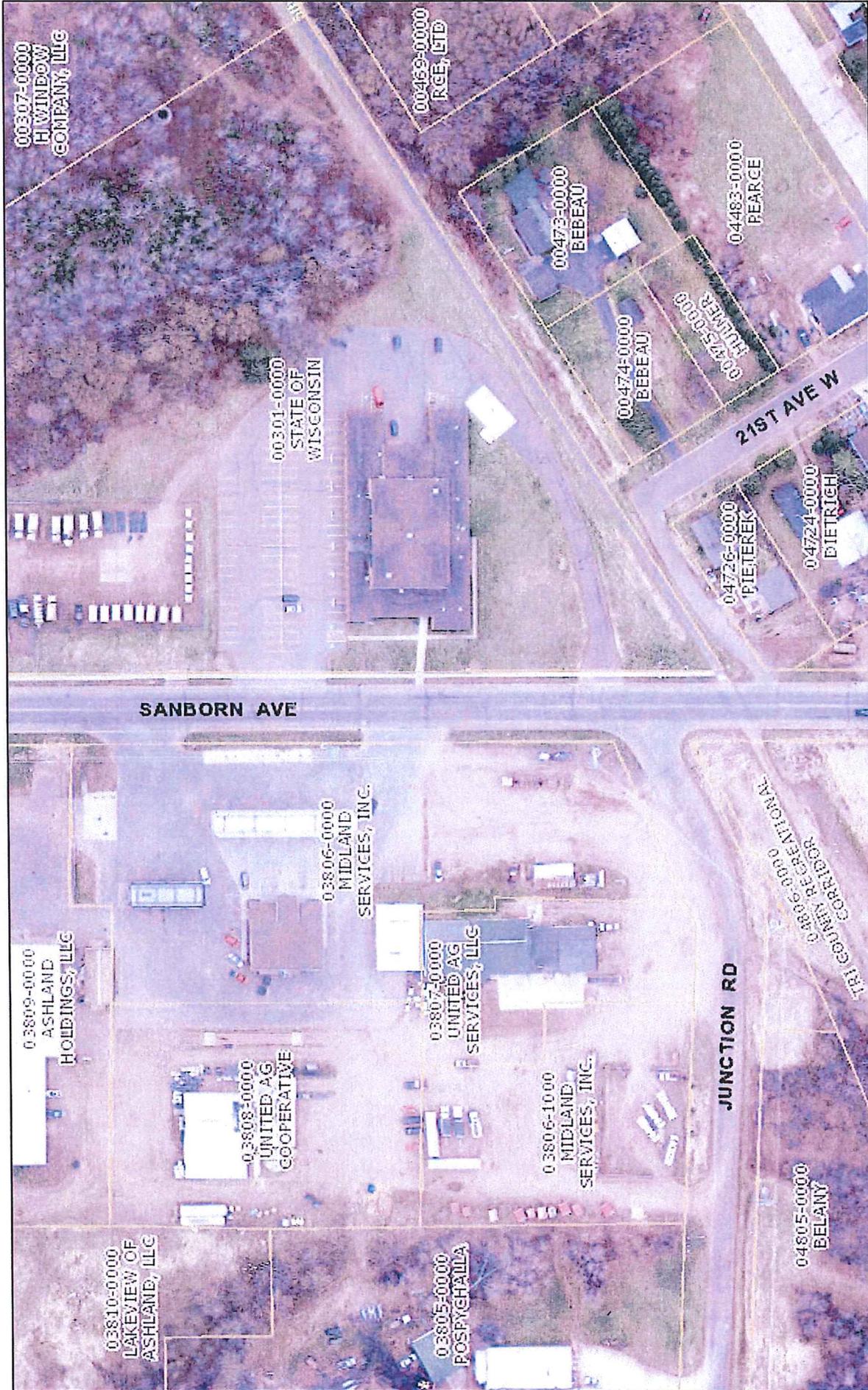
Parcel Labels

Parcel Mapping



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# STH 112 Project - Segment 3

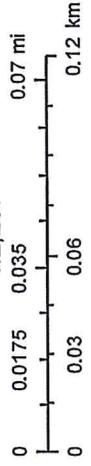


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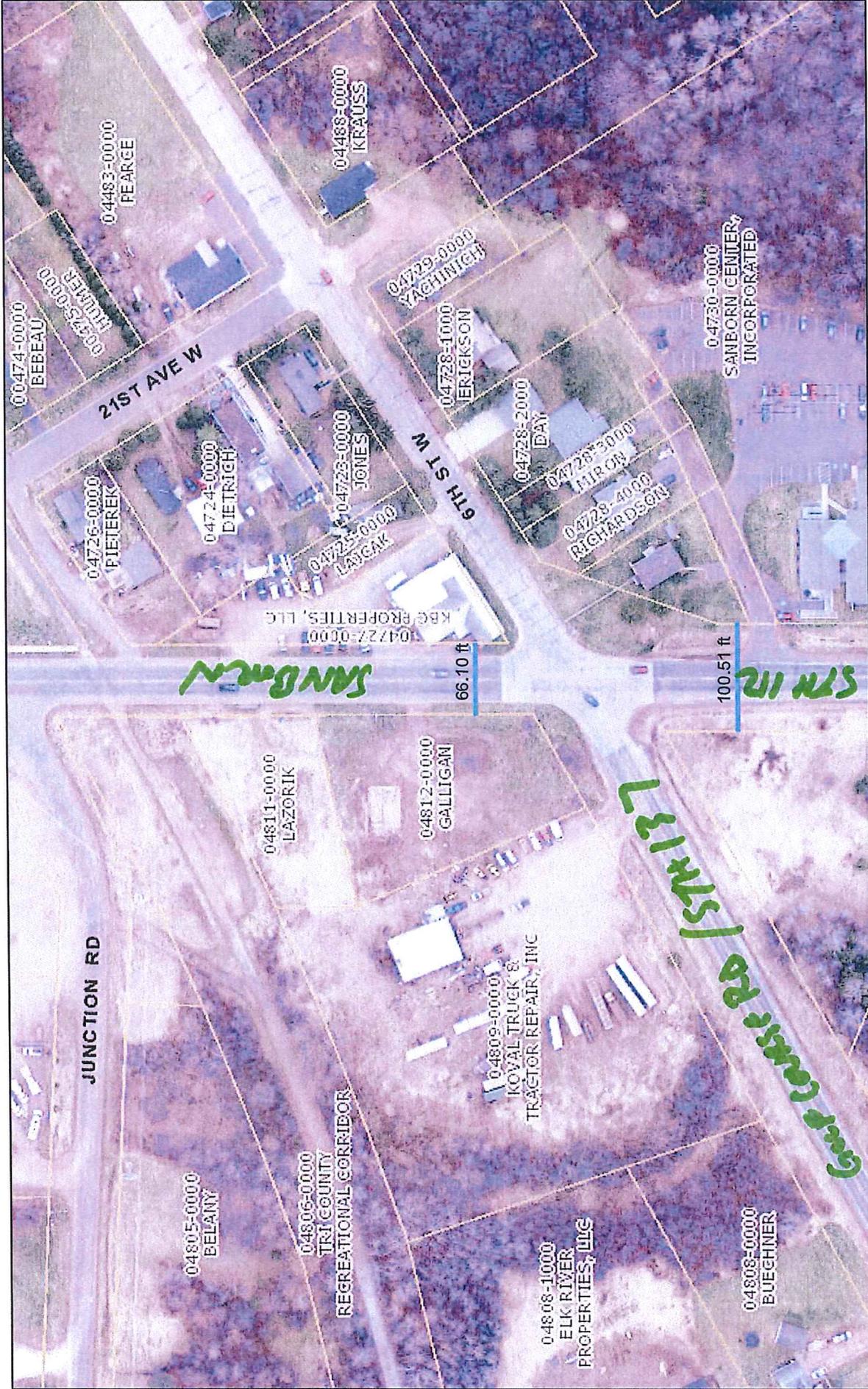
Parcel Labels

Parcel Mapping

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# STH 112 Project - Segment 4



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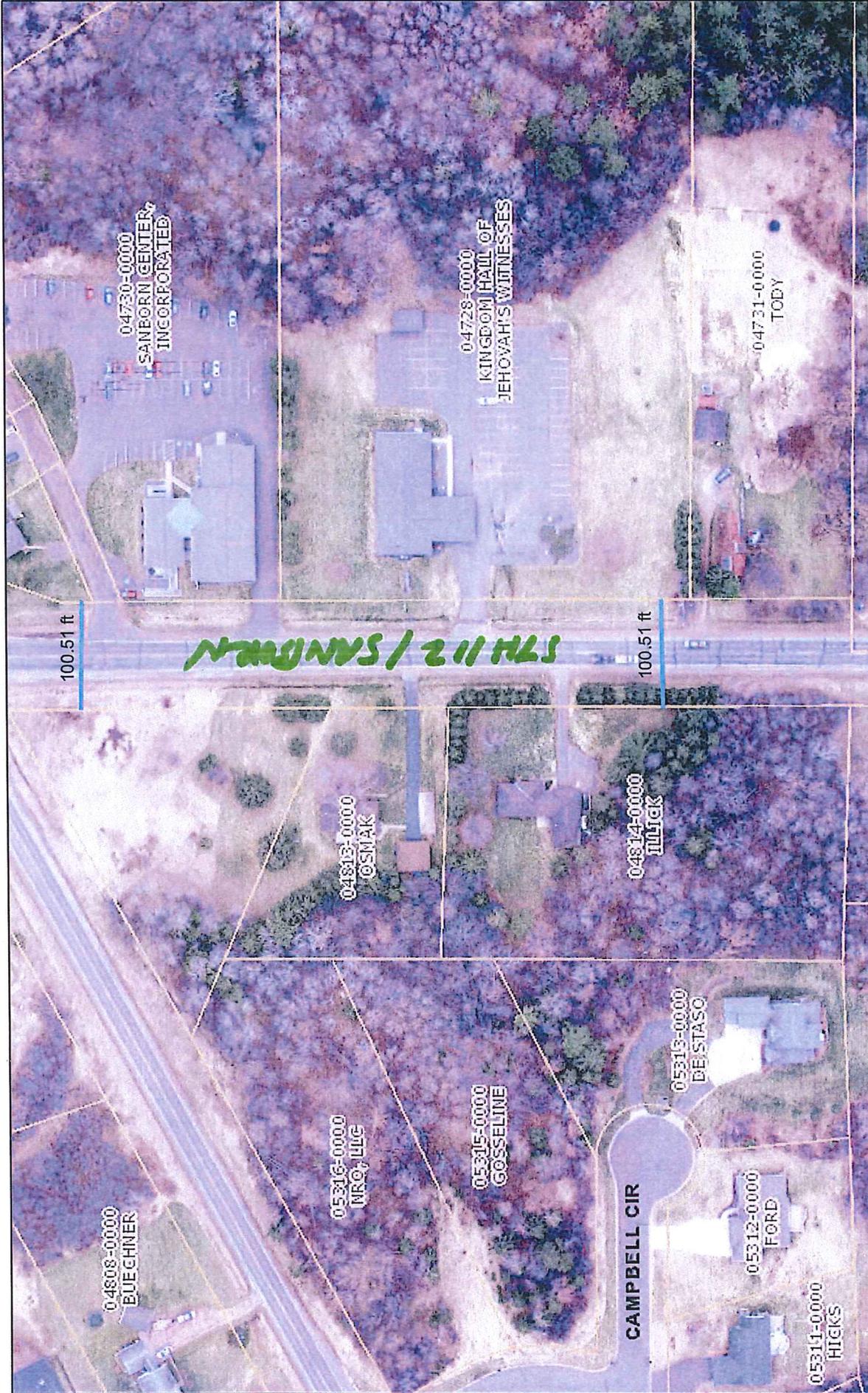
- Parcel Labels
- Parcel Mapping

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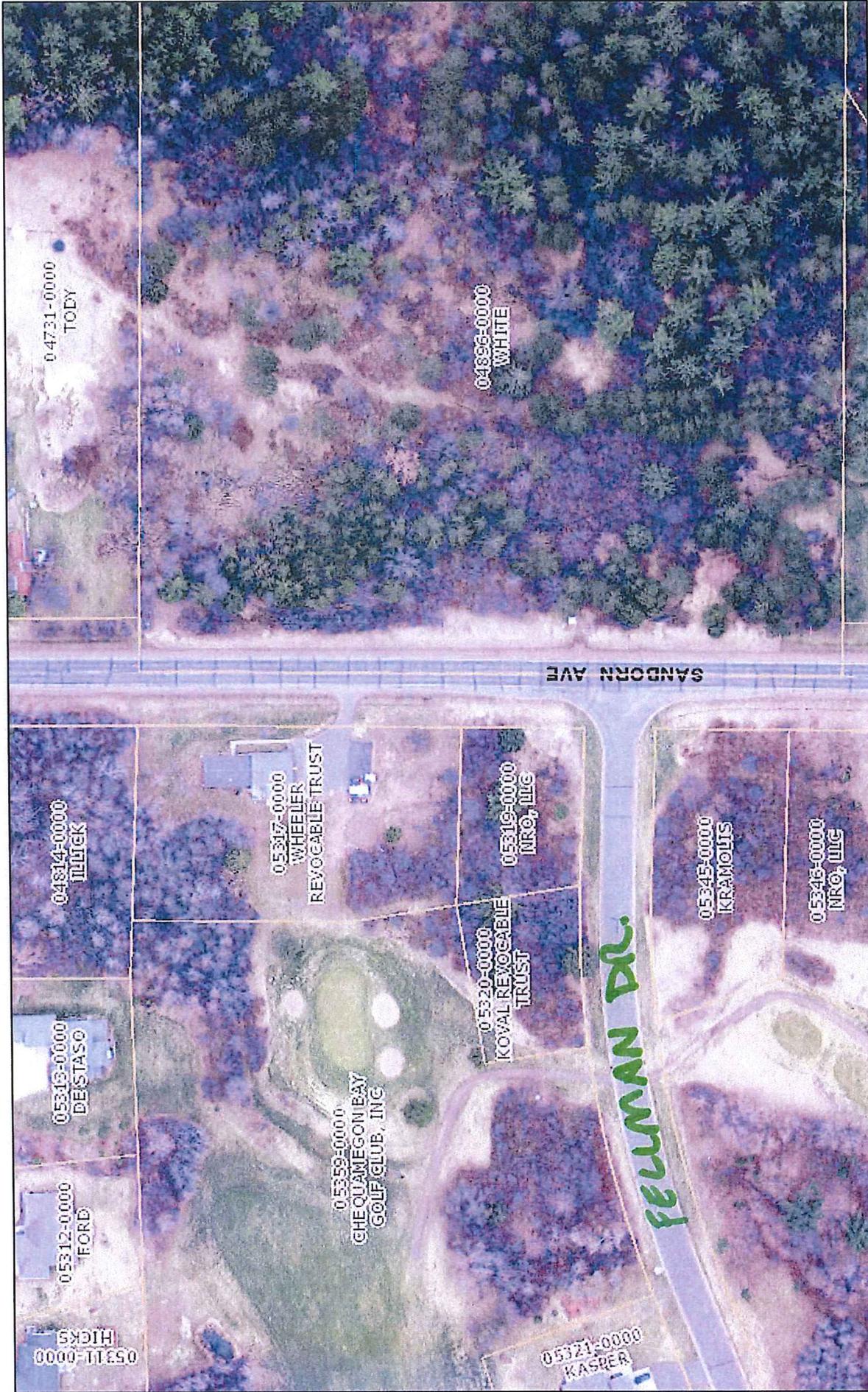


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# STH 112 Project - Segment 5



# STH 112 Project - Segment 6

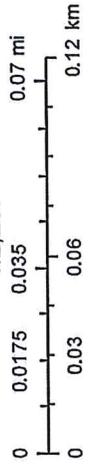


January 26, 2018

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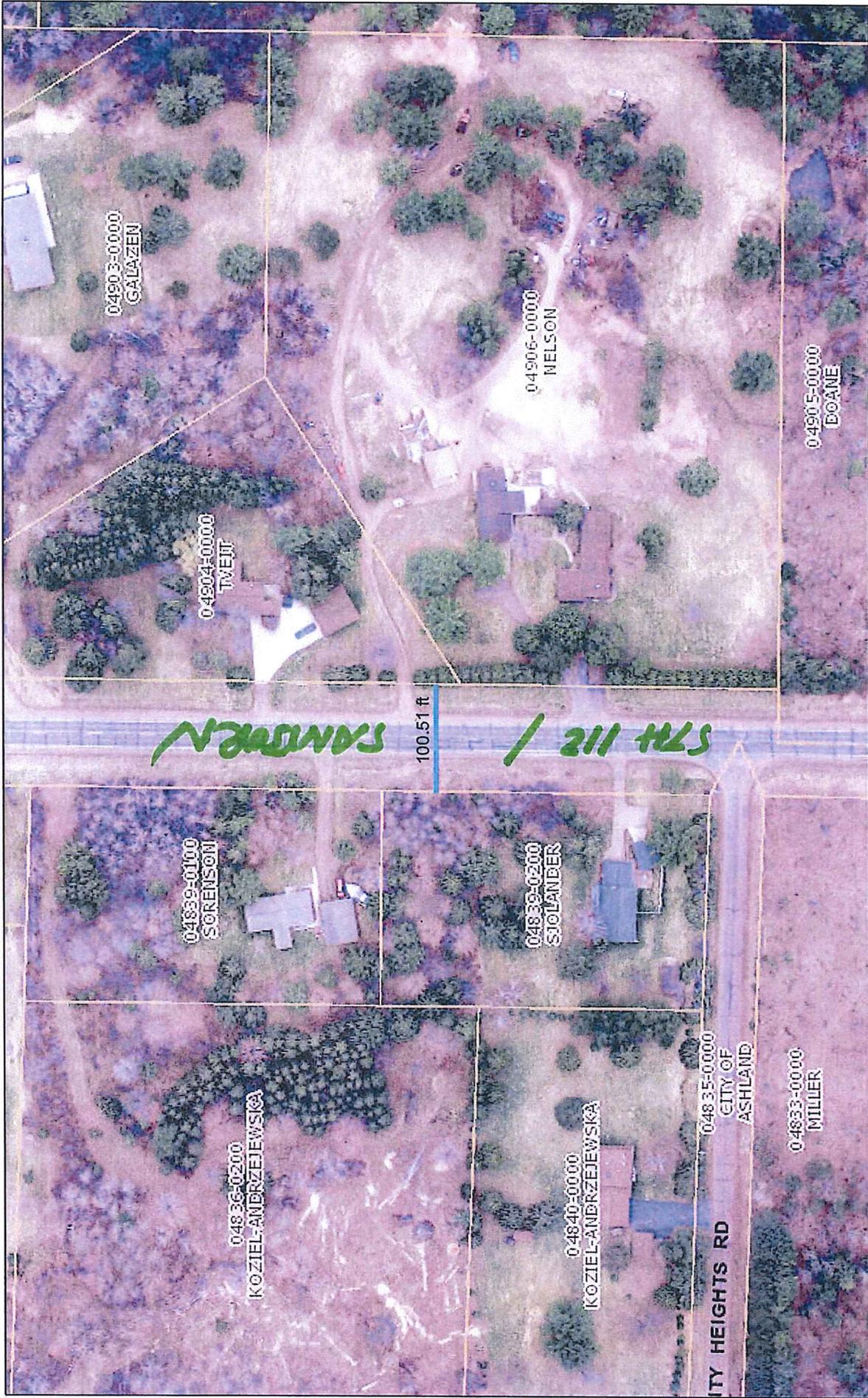
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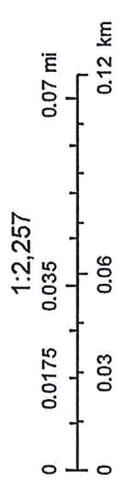


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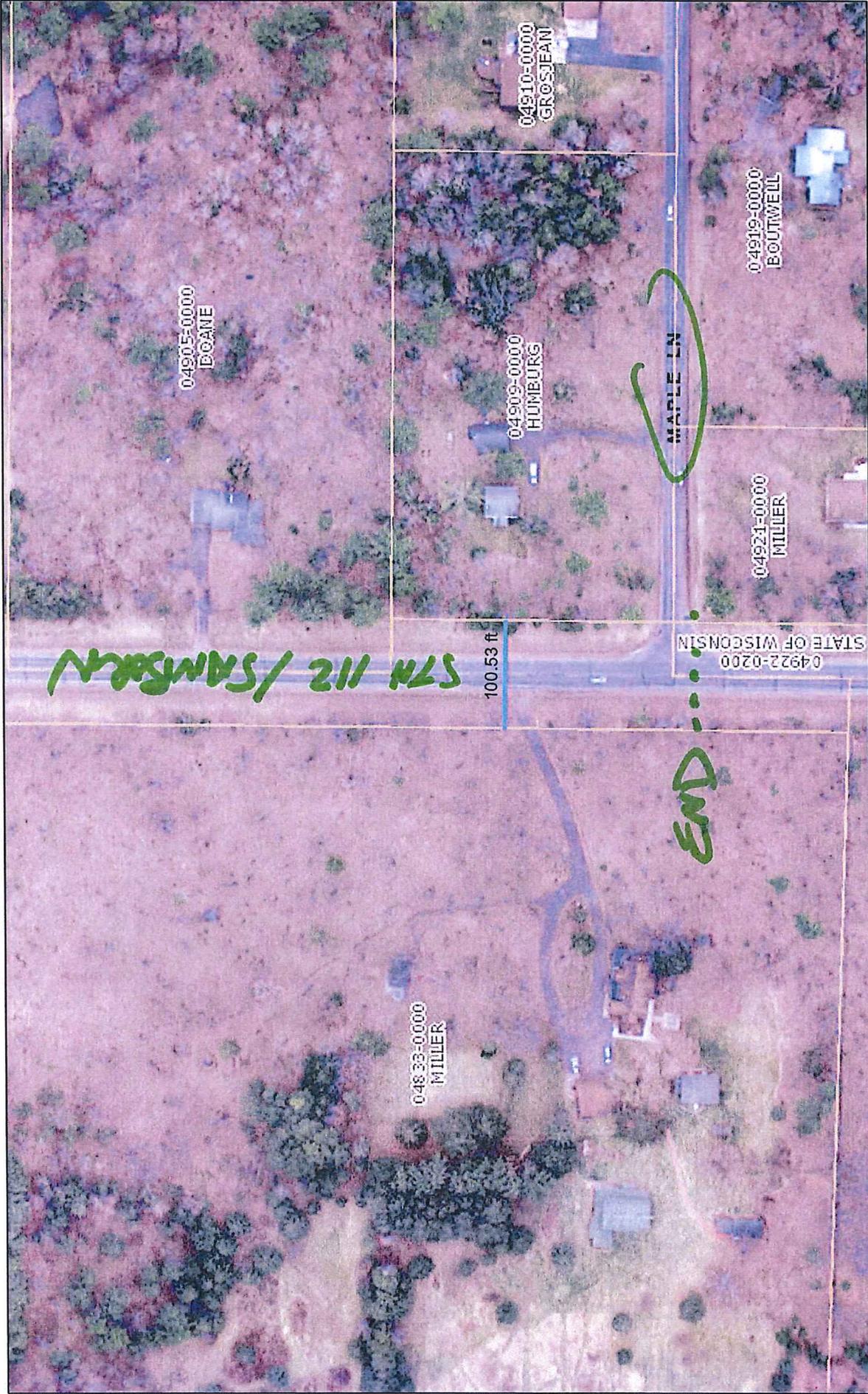


January 26, 2018

- Parcel Labels
- Parcel Mapping



# STH 112 Project - Segment 9

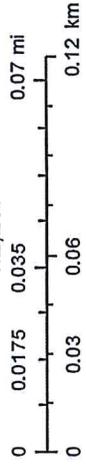


January 26, 2018

Parcel Labels

Parcel Mapping

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# AGENDA BILL

**Ref:**

**COMMITTEE AGENDA:  
COUNCIL AGENDA:**

**SUBJECT:** Approval of Resolution for the Wisconsin Department of Transportation – Transportation Alternative Program Grant Application.

**RECOMMENDATION:** Approval

**DEPARTMENT OF ORIGIN:** Parks and Recreation Department

**DATE SUBMITTED:** January 15, 2018

**CLEARANCES:** Finance Director  
City Administrator

**EXHIBITS:** Resolution for Wisconsin Department of Transportation – Transportation Alternative Program Grant Application

**EXPENDITURES REQUIRED:** Estimates:

Waterfront Trail Repair	= \$800,000
5 <sup>th</sup> St Corridor Repair	= \$140,000
<u>Bay City Creek Trail Design</u>	<u>= \$60,000</u>
Total	= \$1,000,000

**AMOUNT BUDGETED:** \$32,396.00 = CIP  
\$42,396.00 = DNR Stewardship/Recreation Trails Grant  
 \$74,792 = Total

**APPROPRIATION REQUIRED:** -0-

**TREASURER’S CERTIFICATE:** NA.

**COMPLIANCE WITH ORDINANCE 51** The Mayor has consented to placement of this agenda item on the Council agenda as timely action is needed to pursue the grants.

**RECOMMENDED MOTION:** Move to Approve the Resolution for Wisconsin Department of Transportation – Transportation Alternative Program Grant Program.

**SUMMARY STATEMENT:** The City of Ashland is requesting assistance from the Wisconsin Department of Transportation- Transportation Alternatives Program for the Ashland Rails to Trails System (ARTS) Expansion and Repair and possible installation of bike lanes on reconstruction of US Hwy 112 in 2019.

The Waterfront Trail and 5<sup>th</sup> St Corridor are known as the Ashland Rails to Trails System, or ARTS. Monies from the grant will be used to fix the Waterfront Trail severely damaged during the October 27, 2017, storm; repaving sections of the aging 5<sup>th</sup> St Corridor Trail; and creation of design documents for the future Bay City Creek Trail (running from the Ore Dock to the School District using old railroad corridors, ROW and other public lands.

TAP project costs are funded with maximum 80% federal & minimum 20% local funds & are from 2018–2022.

**RESOLUTION FOR WISCONSIN DEPARTMENT OF TRANSPORTATION –  
TRANSPORTATION ALTERNATIVES PROGRAM GRANT APPLICATION**

*WHEREAS*, the City of Ashland is interested in local transportation enhancements as described in the application; and

*WHEREAS*, financial aid is required to carry out the project;

*THEREFORE, BE IT RESOLVED*, that the City of Ashland has budgeted a sum sufficient to complete the project and

*HEREBY AUTHORIZES* Sara Hudson, Director for the City Parks and Recreation, to act on behalf of the City of Ashland to:

- Submit an application to the State of Wisconsin Department of Transportation for any financial aid that may be available;
- Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;
- Submit signed documents; and
- Take necessary action to undertake, direct and complete the approved project.

*BE IT FURTHER RESOLVED* that the City of Ashland will comply with state or federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Transportation approval in writing before any change is made in the use of the project site.

PASSED: \_\_\_\_\_ Councilperson

ATTEST: \_\_\_\_\_  
Denise Oliphant, City Clerk Debra S. Lewis, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
David Siegler, City Attorney