

ASHLAND CITY COUNCIL MEETING

Tuesday, August 28, 2018 - 5:30 P.M.

Ashland City Hall Council Chambers

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PRESENT: Holly George, Richard Ketring, Sarah Jackson, Kate Ullman, David Mettille, Kevin Haas, Charles Ortman, Elizabeth Franek, Dick Pufall, Jackie Moore

ABSENT: Ana Tochterman (excused)

ALSO PRESENT: Mayor Deb Lewis, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Planning & Development Assistant Megan McBride, Finance Director Julie Vaillancourt, Public Works Interim Director Jim Struck, and 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

Lewis commented to a request by Ullman to pull Agenda Item 6D from the Consent Agenda and move to Old Business as Agenda Item 7A to allow for further discussion. Ketring moved, Mettille seconded to approve the Consent Agenda with the change to move Agenda Item 6D to Old Business as Agenda Item 7A. New Business Items would be renumbered as Agenda Item 8A and so forth. The motion carried unanimously by voice vote.

Agenda Item 3: Approval of Minutes of the August 14, 2018 Council and Committee of the Whole Meetings, and Correction of the June 12, 2018 Council Meeting Minutes

George moved, Moore seconded a motion to approve the minutes of the August 14, 2018 Council and Committee of the Whole meetings, and the correction as amended of the June 12, 2018 Council meeting minutes. The motion carried unanimously by voice vote.

Agenda Item 4: Citizen Participation Period

Keith Tveit, 1114 Sanborn Avenue, spoke in opposition to legalizing marijuana in the State.

Erin Lindell, 201½ West Main Street, spoke in favor of the Committee of the Whole item to be discussed.

Donna Blazek, 222 Prentice Avenue, thanked the property maintenance employee for helping to clean up her neighborhood and spoke in favor of legalizing marijuana.

Andrew MacGregor, 810 5th Street West, offered handouts to the Council addressing the effects legalizing marijuana in Colorado has had on the state's insurance premiums, and "Smart Approaches to Marijuana."

Colleen, 518½ Main Street West, asked the Council to consider what marijuana truly is.

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Tom Smith, Lake Orion, MI, spoke in favor of legalizing marijuana, and plans to host a revival at the Band Shell in September.

Sarah Briggs, 301 15th Avenue West, asked Council to consider approving legalizing marijuana as a natural medicine versus pharmaceutical medication for depression and anxiety.

Jennifer, AODA Counselor for Bad River, is opposed to legalizing marijuana.

Gerald Seitz, 1408 10th Avenue West, Member of Wisconsin Voices of Recovery, supports efforts of proper care and treatment for those in recovery, and offered a handout from "Chequamegon Bay Voices for Recovery."

Agenda Item 5: Mayor's Report

Agenda Item 5A: Introduction of City Administrator Brant Kucera

Mayor Lewis welcomed and introduced Brant Kucera as Ashland's new City Administrator and passed the baton to him.

Agenda Item 5B: Announcements

Lewis offered an update regarding filling the vacant Human Resources and Public Works Director positions.

Agenda Item 5C: Appointments

Beautification Council:

Mary Zinnecker – Term Expires February 15, 2019.

Mettille moved, Jackson seconded to approve the Mayor's appointment. The motion carried unanimously by voice vote.

Agenda Item 6: Consent Agenda

Agenda Item 6A: Operator's Licenses

Nathan A. Baron

Agenda Item 6B: Miscellaneous Minutes

Agenda Item 6C: Planning and Development Report – July, 2018

George moved, Haas seconded to approve the amended Consent Agenda. The motion carried unanimously by voice vote.

Agenda Item 7: Old Business

Agenda Item 7A: Discussion and Possible Action to Approve a Strategic Housing Plan for the City of Ashland (Mayor)

One of the four Strategic Priorities for the City of Ashland for the five year period 2016-2020 is Housing Infrastructure Improvements. For the past two years, numerous conversations and shared ideas have identified current needs related to housing in Ashland and proposed solutions to the needs. These discussions have taken place, among other places, in the City of Ashland Housing Committee, at City Council meetings, as well as Ashland's SOARs Forum, held in September, 2015; at a Homelessness forum and at Landlord forums.

There is consensus that Ashland's housing needs are an economic development issue and that solving them will require long term planning and commitment by the City in order to facilitate population growth.

For the past several months, the Housing Committee has met monthly and has discussed and worked on a Housing Strategic Plan. The Housing Committee met on August 8, 2018, and approved the draft plan and recommended forwarding it to the City Council for review and approval. What was needed from City leaders in order to move forward effectively is financial, staffing, and political support.

During the Committee of the Whole meeting on August 14, 2018, the Strategic Housing Plan was presented and discussed. Moore moved, Ketring seconded a motion to approve the Strategic Housing Plan for the City of Ashland. The motion carried unanimously by voice vote.

Ullman thanked McBride for the changes made as requested and asked for more frequent updates, possibly a recurring item on the agenda. Ullman moved, Ketring seconded a motion to approve the Strategic Housing Plan for the City of Ashland as presented. The motion carried unanimously by roll call vote.

Agenda Item 8: Old Business

Agenda Item 8A: Approve a Resolution to Amend the 2017 General Fund, Special Revenue Funds, Debt Service Funds and Capital Project Funds Budgets Per Wis. State Statute 65.90(5)(a) (Finance Director)

The 2017 audit was still in progress and one of the final items to be completed was the 2017 budget amendment. The annual budgets are formulated based on the best information at the time of preparation, which is usually around four months before the budget year begins. For 2017, the preliminary actual results vary from the budgets formulated and some departments are over budget while other departments are under budget. This results in the need for the Council to re-appropriate the 2017 budget for expenditures. Council had approved the transfer of general fund-fund balance

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for various projects as detailed below in the proposed budget amendment. The budget amendment will bring the expenditures and transfers into compliance with Wis. Stats. 65.90(5)(a) Municipal Budgets.

The following is the proposed budget amendment:

General Fund Revenue

Original – General Fund revenue available for Expenditures and Transfers:	\$ 10,346,919
Apply fund balance to the start-up costs for Tax Increment District #10 Council approval 10/25/2016	13,000
Apply fund balance for fire station furnishings – Council approved 9/26/17	20,827
Apply fund balance - prior year Ore Dock Trust reimbursement for equip use	292
Increase 2017 ambulance revenues budget	<u>53,889</u>
Proposed General Fund revenue and fund balance available for Expenditures and Transfers:	<u>\$ 10,434,927</u>

General Fund Transfers to Other Funds

Original General Fund Transfers to Other Funds:	\$ 811,611
Fund 260 Recycling – Increase transfer - recycling costs more than anticipated	4,750
Fund 414 Tax Increment District #10 – add transfer for start-up costs	13,000
Fund 460 Public Works Equip – transfer Ore Dock Trust equip reimbursement	292
Fund 461 Fire Department Equip – furnishings for fire station	20,827
Fund 610 Airport – reduce to match Ashland County contribution for 2017	<u>(2,000)</u>
Proposed General Fund Transfers to Other Funds	<u>\$ 848,480</u>

General Fund Expenditures for Operations

Original General Fund expenditures for operations	\$ 9,535,308
Reduce sanitation budget and transfer to Fund 260 recycling	(4,750)
Increase ambulance budget by increase in ambulance revenue	53,889
Increase Public Works by the transfer reduction to the Airport	2,000
Transfer of under-expended department budgets to over-expended department budgets with -0- net affect.	<u>-0-</u>
Proposed General Fund Expenses for Operations	<u>\$ 9,586,447</u>
Proposed General Fund Transfers to Other Funds & Expenditures for Operations	<u>\$10,434,927</u>

The approval of the Special Revenue Funds budgets includes the tax increment transfer from Tax Increment District (TID) #6 as “donor” to TIDs #7, #8, #9 as “distressed” as follows:

TID #6 transfer out	<u>\$(129,334)</u>
TID #7 transfer in	52,236
TID #8 transfer in	22,984
TID #9 transfer in	<u>54,114</u>

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Total transfers in \$ 129,334

The preliminary 2017 General Fund net expense is (\$2,070).

George moved, Mettille seconded a motion to approve the Resolution to Amend the 2017 General Fund, Special Revenue Funds, Debt Service Funds and Capital Project Funds Budgets Per Wis. State Statute 65.90(5)(a). The motion carried unanimously by roll call vote. **(File #17463)**

Agenda Item 8B: Approve Easement Agreement with Subway Restaurant, 901 Lake Shore Drive West, Ashland, Wisconsin (Mayor)

As part of the Highway 2 Global Settlement Agreement previously approved by the City Council, the agreement calls for a manhole installation remediation for the lateral leading to the Subway Restaurant. This Easement Agreement is for the purpose of spelling out the City's responsibility for ongoing maintenance of the manhole and provides for access to the Owner's property to accomplish this purpose. The City Attorneys recommended approval of this Agreement.

George moved, Franek seconded a motion to approve the easement agreement with Subway Restaurant at 901 Lake Shore Drive West, Ashland, Wisconsin. The motion carried unanimously by roll call vote.

Agenda Item 8C: Approve to Enter into an Agreement for Agenda Management Software from CivicPlus-CivicClerk (Clerk)

The City Council has begun the process toward being an example of sustainability by implementing paperless meeting packets with the purchase of iPad tablets. These are already in use by approval of the Council to receive and review packets electronically. Along with this paperless movement is the work already in progress toward an improved City website to enable citizens and visitors access to meeting notices, meeting minutes, and increased transparency. To allow for seamless development of both of these projects, it is recommended to move forward with CivicPlus for agenda management.

CivicClerk is a progressive and streamlined agenda management system which allows both the user and viewer a more simplified source of information and communication with Ashland's governing body. The simplified system allows staff to contribute agenda bills and information more efficiently, administration oversight and approval more effectively, and Council the necessary data and documents in a timelier manner, all by decreasing use of resources and time. The use of CivicPlus agenda system is a seamless approach to integrate our website and sustainability efforts allowing for both systems to work under one source for better maintenance and customer service. A group of two Councilors, the Mayor, Clerk, and IT personnel gathered to review multiple researched companies to determine the best platform to proceed with. After reviewing cost comparisons, program functionality and features, and usability, it was determined that CivicClerk was the most appropriate system to proceed with.

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It was recommended that Council approve the Clerk to enter into an agreement with CivicPlus-CivicClerk for agenda management in the amount of \$9,000 for year one implementation, development and service, and \$6,000 annually thereafter for hosting and professional services, maintenance, and support to be funded by Fund 463 and the IT budget.

Moore moved, Ketring seconded a motion to approve the Clerk to enter into an agreement for agenda management software with CivicPlus-CivicClerk, in the amount of \$9,000 for the first year and \$6,000 for the following years. The motion carried unanimously by roll call vote.

Agenda Item 8D: Approve Request from Ashland County to Waive Building Permit Fees for the Installation of Solar Panels on the Ashland County Courthouse at 201 Main Street West (Planning and Development) Voice

Jeff Beirl, Ashland County Administrator, requested the Council to waive the Building Permit fees for placement of solar panels which were installed on the roof of the Ashland County Courthouse located at 201 Main Street West. Jeff Beirl was present at the meeting to discuss this request.

The value of the project reported on the Building Permit application is \$114,500 and the permit fee was calculated as \$5/\$1,000 of value. Therefore, the Building Permit fee came to \$572.50. The Council has previously waived the Building Permit fee for other non-profits, most recently AADC which was approved on September 26, 2017.

Mettille moved, Haas seconded a motion to approve the request from Ashland County to waive the building permit fees for the installation of solar panels on the Ashland County Courthouse at 201 Main Street West. The motion carried unanimously by voice vote.

Agenda Item 9: Closed Session

Agenda Item 9A: Closed Session per Wisconsin Statute 19.85 (1)(g): The Council will convene in closed session pursuant to 19.85 (1)(g) to confer 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 likely to become involved. (Update and Discussion on Sixth Street West Remediation Process)(Mayor)

Ketring moved, Haas seconded a motion to move into Closed Session. The motion carried 8-1 by roll call vote; Ortman was absent for the vote.

Agenda Item 9B: Return to Open Session

Mettille moved, Ullman seconded a motion to return to Open Session. The motion carried unanimously by voice vote.

Agenda Item 9C: Action and/or Reporting on Closed Session Discussion and Action

No action was taken during Closed Session.

Agenda Item 10: Adjournment

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

Respectfully Submitted,

Denise Oliphant
City Clerk