

ASHLAND CITY COUNCIL MEETING
Tuesday, October 22, 2019 – 5:30 PM
Ashland City Hall Council Chambers

Please silence 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

3. APPROVAL OF MINUTES

- A. September 10, 2019 Committee of the Whole Meeting Minutes**
- B. October 3, 2019 Council and Committee of the Whole Meeting Minutes**
- C. October 8, 2019 Council and Committee of the Whole Meeting Minutes**

4. CITIZEN PARTICIPATION PERIOD

5. MAYOR'S REPORT

- A. Announcements**
- B. Appointments**

6. CONSENT AGENDA

- A. Miscellaneous Minutes**
- B. Operators' Licenses**

7. NEW BUSINESS

- A. Approve to Purchase Portable Radios from General Communications, Inc. for the Police Department (*Police Department*) Roll**
- B. Approve Memorandum of Understanding with Wisconsin Elections Commission in Order to Apply for Funds to Assist with Election Security (*Clerk*) Voice**
- C. Approve a Resolution to Approve the 2020 Adjusted City of Ashland Functional Classification Designations (*Public Works*) Voice**

8. ADJOURNMENT

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SUBJECT: September 10, 2019 Committee of the Whole Meeting Minutes

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Mayor

EXHIBITS:

1. Transcript of September 10, 2019 Committee of the Whole Meeting, Agenda Item 5C
2. September 10, 2019 Committee of the Whole minutes

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

At the October 3, 2019 City Council meeting, Councilor Ullman asked that the transcript/audio be reviewed for accuracy regarding the agenda item relating to snow removal and Council's recommendation.

The Clerk and Mayor both reviewed the audio and determined the minutes reflect what was recommended as the next steps for this item. Multiple suggestions and conversations took place throughout the lengthy discussion and the minutes reflected what the Clerk interpreted as the result of the discussion. See transcript.

It is recommended that Council approve the minutes of the September 10, 2019 Committee of the Whole.

1:31:51 MM: ...(*)last year was the first year we actually had somebody working in property maintenance that dedicated time towards trying to do something about this, and I think that the PW committee made a good recommendation as they saw it, for us to look at our maintenance ordinance and review how we do that, and I think that is something that we can do and we should do before this coming winter... I think we need to start looking at what our ordinances are and make them more useful for the enforcement of what we want, and that's cleared sidewalks... They (PW Committee) have made some recommendations and we should look at those

1:33:31 HG: ...I agree with Matt and what I think what it really comes down to is budget and we just don't really have the money to be doing this for free for people or keep trying to add it in to John's budget trying to do additional sidewalks or whatever, so coming up with a maintenance plan and this kind of thing, it might be just a waste of time in some ways. I don't mean to indicate that it's not important, but I like going the route that Matt suggested and if people are going to own property, they need to be able to maintain it, and make it safe, they need to be clearing the sidewalks. That's why I think that it's good that we have a property maintenance person and maybe we need to beef that up more so that people are getting done what they need to get done...

1:34:23 CO: I agree with everybody. The only thing that I worry about is, we can say all of this and then if someone waits to get fined, then the kids gotta walk through a mountain of snow.

1:34:44 HG: ...We've gotta start enforcing our ordinances

1:34:46 CO: I agree but it would also be nice to know that while the roads are getting plowed, that the kids' route to school were also getting plowed so they didn't have to walk in the other road and in line with vehicles. ...

1:35:25 LF: I'm not only worried about snow, I'm worried about ice storms too.... If we want to stress snow removal make sure they know how to remove ice also.

1:35:50 KU: I want to circle back to the use of the (PW) committee... I am not vetted to any one solution necessarily but I guess I would just really like to see some proposed solutions that really do achieve the goal of having the sidewalks cleared in a timely way. And whether that could mean that we do it ourselves and we put more money in the budget and it would take more money... It seems like \$15,000 could go a long way in creating a plan if we wanted to budget for it. Or, another plan could be that we just create some priority enforcement areas where we do start fining people immediately if they don't, I mean that's what the City of Madison does... So I guess I just ask that we would maybe think about how to come up with some potential proposals that we have to weigh and that's our job, to decide how to grapple with those budget questions

1:38:38 JB: ...They did offer up some solutions, one would be ramping up the property maintenance enforcement. The other would be reaching out to the school district to see if they have resources that they can allocate because we did reach out to the school district and they don't have defined safe routes to school...

Transcript of September 10, 2019 Committee of the Whole meeting
Agenda Item 5C: Discussion and Possible Action Regarding Snow Removal Recommendations

1:38:54 KU: I guess my feeling is that, increased property maintenance enforcement, I guess I would just like to see, is that really going to solve the problem, like is that really going to lead to a clear sidewalk after a snow storm because, if it's not, then it's not solving the problem. The kids are going to be still walking in the street for a week because it takes that much time. It just doesn't feel like it's solving the problem.

1:39:25 MM: ...If we're going to do it we need to be serious about it.

1:39:34 DL: I think we need to revise our ordinance based on what it says now.

1:39:39 KU: So to wrap things up for today, is this something that Council would be interested in just looking at the ordinance and considering that as a potential solution of revising the ordinance and just deal with it that way and we'll just have to decide if we can just stomach that or would you rather think of a different solution

1:39:57 HG: Would you like a motion? I'll move that we consider revising the ordinance to look at increased enforcement... for safer sidewalks clearance

1:40:20 MM: I'll second

1:40:21 KU: Ok so, does that mean we're going to bring this to the committee to look at the current ordinance and consider what the possible changes...

1:40:35 WW: Ordinance 750 right? The property maintenance one

1:40:39 HG: My motion was more specific to take the ordinance, because if we that we could be in this discussion forever. I think, I would move that we look at the ordinance and ask staff to add verbiage to increase enforcement to work toward clearer sidewalks

1:41:03 KU: And are we talking about the whole City or are we going to ask them to identify some priority routes

1:41:08 HG: Throughout the City, I think to be fair because if we're not, we can't just target just certain routes and property owners. It just needs to be overall enforcement

1:41:42 AT: I think we could consider identifying, like there are ordinances like this right, like if you live within this area, this is how this affects you and it's not like it's a specific property, it's just the area because there is a reason, like the route to school.

1:41:47 HG: I don't know that it needs to be defined in the ordinance. I think just overall the ordinance just needs to say something like this will be enforced and this is what will happen if your sidewalk is not cleared. When it comes down to actual enforcement, we can certainly concentrate on the route to school.... If we put too much in writing and make it too specific, it ties our hands if we don't do that.

1:42:25 JB: We do have defined emergency routes for snow removal that could be in conjunction with those

1:42:38 AT: Is that part of the ordinance or is that operations

1:42:45 JB: It's not part of the property maintenance ordinance but there's a separate ordinance for it

1:42:49 AT: So maybe we could look at that too, to adding the other routes to it. The only thing that I would say to including those specific sites, is that then it makes is clear what the expectations are for those property owners so they are not caught by surprise and then we could be dealing with people complaining about unfairness and we can be just clear that that's in our priority area

1:43:18 SK: ...I think we really can be specific about our safe routes to school because that is where the most importance should be, is on those safe routes. But aren't we also talking about just more enforcement and writing that into the ordinance itself.

1:43:41 KU: I guess my thought would be that more enforcement requires more resources too and we're just uniformly trying to enforce this ordinance across the City overall, it still doesn't solve the particular problem with the safe route, right. And so, the motivation of this conversation for me is that, the safe route

1:44:00 LF: Does the ordinance have a specific time limit to get that snow removal done

1:44:05 KU: Typically there is a time after something like 3 inches or something like that

.....

1:45:18 KU: So we have a motion on the table...

1:45:19 HG I don't know, do we really need it now?

1:45:25 KU: Do you want to withdraw your motion? (HG: Yes) So we'll move forward with just looking at the ordinances and just thinking about how we might move forward with that change and then simultaneously it would be nice to just have some estimate about what the cost would be if you just added some snow removal responsibilities for the City on some safe routes and maybe we could get the school to help us figure out what those are...

1:46:54 MM: I would ask that the PW committee, since they've looked at this and made that recommendation, that they review the ordinance and make recommendations as to how they think we might recraft the ordinance if need be to support what they're requesting

1:47:07 KU: Yea, and I guess just kind of with the clarified goal that safe routes to school is a first priority and once we've accomplished that, we could consider if there are other routes that are important but I think their general ascent is that is their first goal. So is that something you could take back to the committee?

1:47:30 JB: Yea

1:47:36 KU Ok, thank you. Thanks everybody

....(motion for adjournment)

(*) unrelated discussion

COMMITTEE OF THE WHOLE MEETING MINUTES

The Common Council of the City of Ashland will meet as the Committee of the Whole on September 10, 2019 immediately following the City Council meeting which begins at 5:30 PM in the Ashland City Hall Council Chambers.

The following items will be considered:

The Tuesday, September 10, 2019 Ashland Committee of the Whole meeting was called to order by Council President Kate Ullman in the Ashland City Hall Council Chambers at 6:30 p.m.

1. Roll Call

PRESENT: Holly George, Matthew MacKenzie, Sarah Jackson, Kate Ullman, Ana Tochtermann, Wahsayah Whitebird, Kevin Haas, Charlie Ortman, Liz Franek, Dick Pufall

ABSENT: Jackie Moore (excused)

ALSO PRESENT: Mayor Deb Lewis, City Administrator Brant Kucera, City Clerk Denise Oliphant, Public Works Director John Butler, and other concerned citizens.

2. Council President's Report

A moment of silence was recognized in honor of 9-11 per Councilor Franek's request. Ullman congratulated all for a successful start of the 2019-2020 school year and acknowledged the high enrollment number at Northland College this year. Ullman offered to reach out to Presley Nuutinen regarding the climate strike and resolution that was brought forward during the Council Citizen Comment Period.

3. Administrator's Report

Kucera commented about the rescheduling of the September 5, 2019 Budget Work Session, and asked for Council's preference in a date for rescheduling. It was determined by Council to reschedule to September 24, 2019 to be part of the regular Committee of the Whole meeting. Kucera also commented on the rumor of a tanking housing sales trend.

4. Approval of Agenda

Whitebird moved, seconded by George to approve the agenda. The motion passed unanimously by voice vote.

5. New Business

A. Presentation from Betsey Harries, Executive Director, Ashland Area Development Corporation

Betsey Harries was present to discuss the objectives and benefits of the Ashland Area Development Corporation and its need for the City's financial support.

B. I & I Update *Public Works*

Public Works Director John Butler was present for questions and discussion regarding his memo updating Council regarding I&I.

C. Discussion and Possible Action Regarding Snow Removal Recommendations *Public Works*

Public Works Director John Butler was present for discussion and questions from Council. After multiple suggestions were offered by Councilors, George moved to consider reviewing the ordinance pertinent to clearing snow from sidewalks, to allow for increased enforcement and penalty for noncompliance; Haas seconded. In light of further discussion, George rescinded her motion. MacKenzie suggested to have the Public Works Committee review the snow clearing ordinance for possible revisions.

D. Strategic Priorities Follow-Up *Councilor Ullman*

Whitebird motioned to postpone Agenda Item 5D to the next Committee of the Whole meeting due to time constraints; Ortman seconded. The motion passed unanimously by voice vote.

6. Adjournment

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

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SUBJECT: October 3, 2019 Council and Committee of the Whole Meeting Minutes

RECOMMENDATION:

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES:

EXHIBITS:

1. October 3, 2019 Council Minutes
2. October 3, 2019 Committee of Whole Minutes

EXPENDITURES REQUIRED:

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

ASHLAND CITY COUNCIL MEETING MINUTES
Thursday, October 3, 2019 – 5:30 PM
Ashland City Hall Council Chambers

Please silence all cell phones during the meeting

1. CALL TO ORDER

The Thursday, October 3, 2019 Ashland City Council meeting was called to order by Mayor Debra Lewis, in the Ashland City Hall Council Chambers at 5:30 p.m.

A. Roll Call

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

PRESENT: Holly George, Matthew MacKenzie, Sarah Jackson, Kate Ullman, Ana Tochterman, Wahsayah Whitebird, Kevin Haas, Liz Franek, Dick Pufall, Jackie Moore

ABSENT: Charlie Ortman (excused)

ALSO PRESENT: Mayor Deb Lewis, City Administrator Brant Kucera, City Attorney Tyler Wickman, Deputy Clerk Patti Ekstrom, Police Chief James Gregoire, Planning Director Megan McBride, Parks and Recreation Director Sara Hudson, Public Works Director John Butler, Finance Director Julie Vaillancourt, and other concerned citizens.

B. Moment of Silence

C. Pledge of Allegiance

2. APPROVAL OF AGENDA

Haas moved, seconded by Whitebird to approve the agenda as presented. The motion carried unanimously by voice vote.

3. APPROVAL OF MINUTES

A. September 10, 2019 City Council and Committee of the Whole Meeting Minutes

Franek moved, Whitebird seconded a motion to approve the September 10, 2019 Council and Committee of the Whole meeting minutes. In the Committee of the Whole minutes regarding discussion and action on snow removal recommendations, it was recommended to review the transcript of the minutes to determine action taken on this agenda item and the minutes will be approved at a later meeting. Franek and Whitebird amended their motion to only approve the September 10, 2019 Council minutes. On a voice vote, the motion carried unanimously.

4. CITIZEN PARTICIPATION PERIOD

The Deputy Clerk read the Rules for Citizen Participation, and the following offered their comments to the Council:

Craig Gilbaugh has a business on US 2 and 11th Avenue East and he praised Megan McBride of the Planning Department for assisting the City in doing a good job in keeping a good visual effect in the development of this neighborhood.

5. MAYOR'S REPORT

A. Announcements

Lewis reported that the Police radios for the Police Department were already in the process of being replaced at the time of a letter that was submitted to the Council. There will be a future agenda bill for payment of the radios. The radios need to be reprogrammed. Councilors were invited to attend the Housing Committee meeting on Wednesday, October 18 at 8:30 a.m. Homelessness and housing issues will be discussed. The International Joint Commission was at Northland College and presentations were held. Many topics were presented regarding challenges facing Lake Superior. This forum presentation was recorded and the audio is on the Wisconsin Public Radio if anyone would like to listen to it. Budget discussions will be addressed soon and encouraged everyone to work through this process.

B. Appointments

The Mayor recommended approval of the appointments as follows:

Sustainability Committee

Cheyenne Reeves, replacing Mary Ellen “La MER” Riehle (resigned)

Expires: June 28, 2021

Public Works Committee

Melodie Phipps (reappointment)

Expires: Sept. 30, 2024

Haas moved, seconded by George to approve. The motion passed unanimously by voice vote.

6. CONSENT AGENDA

A. Operator's Licenses

The following individuals applied for an operator's license: Nikie M. Buck, Katelynn R. Croteau, Pamela L. Green and Michele A. Tegen.

Franek moved, seconded by Moore approve the Consent Agenda. The motion passed unanimously by voice vote.

7. NEW BUSINESS

A. Approve a Resolution to Issue a Conditional Use Permit to Allow Vehicle Repair/Service Use at 1100 Lake Shore Drive East in the Mixed Residential/Commercial (MRC) District, Parcel #201-01195-0000, Applicant: Richard Bloss (*Planning*) Voice

Pufall moved, seconded by George to approve the resolution. The motion passed unanimously by voice vote. **File #17525**

B. Approval of the Updated City of Ashland Comprehensive Outdoor Recreation Plan (CORP), 2019-2024 (*Parks and Recreation*) Voice

The Outdoor Recreation Plan was distributed at the meeting. Sara Hudson discussed this plan. Councilors requested time to review the Plan before it is approved. Whitebird moved, Ullman seconded a motion to postpone approval of the Outdoor Recreation Plan until the October 8 Council meeting. On a voice vote, the motion carried unanimously.

8. CLOSED SESSION

- A. Closed Session per Wisconsin Statute 19.85(1)(e) “Deliberating or negotiating the purchasing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.”** (*Modification of Contract with C&S Design & Engineering, Inc./Bray Architects, Inc. for the architectural and design work for the new police facility,*)

B. Enter into Closed Session (Roll)

Haas moved, seconded by Pufall to enter into Closed Session. The motion passed unanimously by roll call vote.

C. Return to Open Session (Voice)

Whitebird moved, seconded by Tochtermann to return to Open Session. The motion passed unanimously by voice vote.

A. Report of Discussion or Action Taken During Closed Session

The Mayor reported that Council approved the modification of the contract with C&S Design & Engineering, Inc./Bray Architects, Inc. for the architectural and design work for the new police facility by a 9-1 vote, Pufall opposed.

9. ADJOURNMENT

Franek moved, seconded by Whitebird to adjourn. The motion carried unanimously by voice vote.

Respectfully Submitted,

Patti Ekstrom,
Deputy Clerk

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COMMITTEE OF THE WHOLE MEETING

Thursday, October 3, 2019

Ashland City Hall Council Chambers

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The Thursday, October 3, 2019 Ashland Committee of the Whole meeting was called to order by Council President Kate Ullman in the Ashland City Hall Council Chambers.

Agenda Item 1: Roll Call

PRESENT: Holly George, Matt MacKenzie, Sarah Jackson, Kate Ullman, Ana Tochtermann, Wahsayah Whitebird, Kevin Haas, Elizabeth Franek, Dick Pufall and Jackie Moore

ABSENT: Charlie Ortman (excused)

ALSO PRESENT: Mayor Debra Lewis, City Administrator Brant Kucera, Deputy Clerk Patti Ekstrom, Police Chief Jim Gregoire, Planning Director Megan McBride, Public Works Director John Butler, Fire Chief Dave Wegener, Human Resources Director Jennifer Bouley, concerned citizens

Agenda Item 2: Council President's Report

Council President Kate Ullman stated that at the October 8 Committee of the Whole meeting, there will be a budget discussion and Councilors can ask questions and get answers. She also addressed homelessness in Ashland. Council members have requested general discussion on this topic and information can be gathered and ideas presented. The Housing Committee will also be discussing the homelessness issue next week. She attended a meeting that the Bad River Tribe hosted at the Visitor Center regarding Line 5 and reroute plans which was very informative. If Councilors want information about this issue, they can contact her.

Agenda Item 3: Administrator's Report

City Administrator Brant Kucera reported that he is nearing completion of evaluations for City Hall Department Heads. He will be completing the rest of the Department Head evaluations next week. The evaluation form has been revamped and encourages conversation. The Department Heads are doing a great job. All the evaluations have been positive.

Agenda Item 4: Approval of Agenda

Haas moved, George seconded a motion to approve the agenda. On a voice vote, the motion carried unanimously.

Agenda Item 5: Presentation and General Discussion Regarding the 2020 Budget Development

Kucera stated the budget material that was presented is in draft form. It is difficult to get solid numbers because some information isn't available yet. Administration met with Department Heads to review general fund requests. The requests were modest requests and were reduced further due to the revenue restrictions the City is faced with.

COMMITTEE OF THE WHOLE MEETING

Thursday, October 3, 2019

Ashland City Hall Council Chambers

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Finance Director Julie Vaillancourt reviewed the budget process and materials and the schedule of the budget. Discussion was held.

Agenda Item 6: Adjournment

George moved, Whitebird seconded a motion to adjourn. On a voice vote, the motion carried unanimously. The meeting was adjourned at 7:43 p.m.

Patti Ekstrom
Deputy Clerk

SUBJECT: October 8, 2019 Council and Committee of the Whole Meeting Minutes

RECOMMENDATION:

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES:

EXHIBITS:

1. October 8, 2019 Council Minutes
2. October 8, 2019 Committee of the Whole Minutes

EXPENDITURES REQUIRED:

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

AMENDED AGENDA

ASHLAND CITY COUNCIL MEETING MINUTES

Tuesday, October 8, 2019 – 5:30 PM

Ashland City Hall Council Chambers

Please silence all cell phones during the meeting

1. CALL TO ORDER

The Tuesday, October 8, 2019 Ashland City Council meeting was called to order by Mayor Debra Lewis, in the Ashland City Hall Council Chambers at 5:30 p.m.

A. Roll Call

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

PRESENT: Holly George (arrived at 5:35), Sarah Jackson, Kate Ullman, Ana Tochtermann, Wahsayah Whitebird, Charlie Ortman, Liz Franek, Dick Pufall, Jackie Moore

ABSENT: Matthew MacKenzie (excused), Kevin Haas (excused)

ALSO PRESENT: Mayor Deb Lewis, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Public Works Director John Butler, Police Chief James Gregoire, Fire Chief Dave Wegener, Parks and Recreation Director Sara Hudson, Human Resources Director Jennifer Boulley, and other concerned citizens.

B. Moment of Silence

C. Pledge of Allegiance

2. APPROVAL OF AGENDA

Whitebird moved, seconded by Pufall to approve the agenda as presented. The motion carried unanimously by voice vote.

3. CITIZEN PARTICIPATION PERIOD

The Clerk read the Rules for Citizen Participation, and the following offered their comments to the Council:

Jim Miller, introduced himself as the former outreach officer for Representative Duffy, and presently for Senator Ron Johnson.

Eric Lindell, Ward 6, commented that the community homeless have been loitering at his place of business as the colder weather has already started. He offered an alternative as a potential solution, to create a "warming shelter" in the City of Ashland for those in need during the winter months. He also feels that the City could make better use of some of the green space that it owns.

Clark Shroeder, introduced himself as the new Ashland County Administrator.

Betsey Harries, 910 Ellis Avenue, announced that enrollment has begun for the new childcare center, Evergrow Learning Center which is opening on November 4, 2019.

4. MAYOR'S REPORT

A. Announcements

The Mayor was visited by members of the National Guard who are being deployed to the Middle East in the near future. There will be a send-off at the National Guard Armory on October 17, 2019 followed by an escort out of town by the police and fire departments. Lewis invited Councilors to the next Housing Committee Meeting on Wednesday October 9, 2019 to discuss the homelessness issue. There are current openings on the Historic Preservation Committee for a Council Representative and one citizen, and one opening on the Library Board. Whistlestop festivities are this coming weekend and Lewis welcomed all the visitors to the area. America Legion Post recently held their 100th Anniversary, and Lewis commended the Ashland Fire Department on their well-attended Open House held on Monday, October 7, 2019.

5. CONSENT AGENDA

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

A. Operators' Licenses

Summary Statement: The following individuals applied for an Operator's license: Nathan A. Baron, Thomas A. Bierman, Delores E. Janes, Joshua M. Lozano, Mary L. McPhetridge, John S. Mihalak, and Maribeth Monroe.

B. Miscellaneous Minutes

6. NEW BUSINESS

- A. Approve a Class B Combination Alcohol Beverage Retail License Application for Anchor Islands LLC (Officer Anthony Jennings and Agent Michele Tegen) for Anchor Islands at 315 Turner Road (*Clerk*) Voice**

Franek moved, seconded by Pufall to approve. The motion passed unanimously by voice vote.

- B. Approve a Resolution Accepting the Workmanship of Ashland Construction, Inc, and Approval of Final Payment for the 2018 Main Street East and 14th Avenue East Resurfacing and Utility Replacement Project (*Public Works*) Roll**

Moore moved, seconded by Tochterman to approve the resolution and final payment in the amount of \$16,285.92 . The motion passed unanimously by roll call vote. **File #17526**

- C. Approve an Ordinance to Amend Chapter 351 (963), Ashland City Ordinances, Licensing, Regulating, and Maintenance of Dogs and Cats (*Police Department*) Voice**

Tochterman moved, seconded by Moore to approve. The motion passed unanimously by voice vote. **File #17527**

- D. Review and Approve 2020-2021 Health Insurance Contract with Medica Health Insurance (*Human Resources*) Roll**

Human Resources Director Jennifer Boulley, and David Martinsen of Great Lakes Insurance were present to discuss and answer questions.

George moved, seconded by Whitebird to approve Medica Health Insurance plan as recommended for 2020-2021 City of Ashland staff health insurance in the amount of \$1,492,853.23 as budgeted. The motion passed unanimously by roll call vote.

- E. Approval of the Updated City of Ashland Comprehensive Outdoor Recreation Plan (CORP), 2019-2024 (*Parks and Recreation*) Voice**

Tochterman moved, seconded by Whitebird to approve. The motion passed 8-0 by voice vote; Pufall abstained.

7. ADJOURNMENT

Whitebird moved, seconded by Ortman to adjourn. The motion carried unanimously by voice vote.

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COMMITTEE OF THE WHOLE MEETING MINUTES

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The following items will be considered:

The Tuesday, October 8, 2019 Committee of the Whole meeting was called to order by Council President Kate Ullman, in the Ashland City Hall Council Chambers at 6:45 p.m.

1. Roll Call

PRESENT: Holly George, Sarah Jackson, Kate Ullman, Ana Tochterman, Wahsayah Whitebird, Charlie Ortman, Elizabeth Franek, Dick Pufall and Jackie Moore

ABSENT: Matt MacKenzie (excused), Kevin Haas (excused)

ALSO PRESENT: Mayor Deb Lewis, City Administrator Brant Kucera, City Clerk Denise Oliphant, Public Works Director John Butler, Police Chief Jim Gregoire, Parks Director Sara Hudson, Fire Chief Dave Wegener, and other concerned citizens.

2. Council President's Report

Ullman congratulated the Evergrow Learning Center on their progress and opening in the near future.

3. Administrator's Report

Kucera deferred a report.

4. Approval of Agenda

Whitebird moved, seconded by Tochterman to approve the agenda. The motion carried unanimously by voice vote.

5. Items for Discussion

A. Budget Follow-Up

Kucera offered new calculations relating to Capital Projects, resulting in “breaking even”. Butler reviewed a presentation explaining Capital Projects budgeting. No action was taken.

B. Strategic Priorities Follow-Up: Source Water Protection

No action was taken.

C. Homelessness in Ashland

Ortman moved, seconded by Whitebird to recognize Police Chief Gregoire to speak to Council. The motion carried unanimously by voice vote. No action was taken.

6. Adjournment

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

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SUBJECT: Appointments

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: Mayor

EXHIBITS: 1. Volunteer Forms, Redacted

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

The Mayor is recommending approval of the appointments as follows:

Public Works Committee

Melodie Phipps
term expires September 30, 2024

Housing Committee

Kaas Baichtal, Landlord Rep, replacing Steve Pierce
term expires October 1, 2020

Samantha (Sam) Ray, reappointment
term expires October 1, 2021

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:

Housing Committee

Brief statement of education and training:

Real Estate Broker license, Dwelling Contractor,
Lead Sate Renovator, Asbestos Supervisor

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.)

50 year old female, own Walleye Property Management,
LLC (five years). Been in Ashland 12 years. Not
planning to leave. Hobbies include gardening
for food, learning orchard management, and
running a Linux server farm.

Individual References or Referred by (include phone #):

Deb Lewis

Megan McBride

Contact Information: Karas Baichtal

Name (Print)

Phone Number

1019 3rd Ave W, Ashland WI 54806
Address

10-9-2019

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:

____ City of Ashland Housing Committee _____

Brief statement of education and training:

____ I have a Bachelor of Science in Business Administration from the University of Tennessee at Martin and 20 years of management experience. In the time working with The BRICK Ministries, Inc., as the Benevolence Manager, I have participated in several training programs offered through UW-Extension with a focus on Human Services, including Financial Management Coaching. I received a certificate through UW Superior for Motivational Interviewing. _____

Biography:

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

I started my career with Manpower Temporary Services, connecting people with jobs. At the time of my departure, I had become Branch Manager over five offices. I was the Director of the Bookstore at the University of Tennessee at Martin, employed by Barnes & Noble College, Inc., for 10 years. When my husband and I moved to Ashland, Wisconsin, I wanted to become civically engaged with our community. I started volunteering at The BRICK Ministries, Inc., and was soon invited to join the organization as the Benevolence Manager. I have always been involved with my local library, and I am currently the Vice President for the Friends of the Vaughn Library. I am an avid reader and life-long learner. I enjoy studying many topics, but Theology is my favorite subject. I attend two Bible study groups during the week. I sing with The Accidentals Chorus. I love Ashland and want to contribute my talents to this beautiful place.

Individual References or Referred by (include phone #):

____ Liz Seefeldt, _____

____ Kathy Allen, _____

Contact Information: ____ Sam Ray _____
Name (Print) Phone Number

____ 609 3rd Street West, Ashland _____
Address

____ _____
Email: Date

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:

Public Works Committee

Brief statement of education and training:

I have a B.S. in Counseling Psychology
and an assoc. degree in Human Services

Biography:

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

I am a retired community social worker - My
professional experience begins with babies with broken
bones and closed with geriatricship/incapacitated
elderly and mentally ill. I have two grown sons. One
lives in Washburn which led me here to be closer and
bought a house in Ashland on 3/18. I grew up on

Individual References or Referred by (include phone #):

Chesapeake Bay so always was called by the lifeguard lake
Supervisor. I have been a skills trainer for a private
college, grant writer and a volunteer community organizer.
I enjoy gardening, cooking, remodeling old homes. Member

Contact Information:

Name (Print)

Phone Number

McLodie Phipps

Address

423 Willis Ave, Ashland, WI 54806

Email:

Date

March 6, 2019

SUBJECT: Miscellaneous Minutes

RECOMMENDATION:

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES:

EXHIBITS:

1. Housing Committee, May 8, 2019
2. Parks and Recreation Committee, May 19, 2019
3. Historic Preservation Commission, May 20, 2019
4. Housing Committee, June 19, 2019
5. Parks and Recreation Committee, June 26, 2019

EXPENDITURES REQUIRED:

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

City of Ashland- Housing Committee Meeting Minutes

A meeting of the Ashland Housing Committee was held on **May 8, 2019 at 8:30 a.m.** in the **City Hall Council Chambers (601 Main St W).**

Committee Members Present: Betty Harnisch, Ana Tochtermann, Sam Ray, Liz Franek, Megan McBride

Committee Members Absent: Ginger Nuutinen, Steve Pierce, Kathy Beeksma

Staff Present: Chris Luebben, Mayor Lewis

Mayor Lewis opened the meeting at 8:30 a.m.

Agenda

1) Consent Agenda

Motion to approve the agenda by Betty Harnisch. Seconded by Ana Tochtermann. Passed unanimously.

2) Approve minutes from the March 13th, 2019 Housing Committee meeting

Motion to approve minutes from March 13th, 2019 Housing Committee meeting by Ana Tochtermann, seconded by Betty Harnisch. Passed unanimously.

3) Citizen Comments

Wasayah Whitebird, Ashland citizen and Ward 6 Councilperson, inquired about the committee's discussions and role in acquiring additional properties to support public housing, and the City's capacity to buy or purchase housing to be rented as affordable housing.

4) Old business

a) Updates on property maintenance, HIP and CDBG

Chris Luebben provided updates on the process of property maintenance and provided examples of how compliance has increased. With spring and summer approaching deadlines will be coming up for larger structural projects that were identified in summer of 2018. She will also be focusing on working with property owners of the remaining homes rated 5's and 5+'s (considerably deteriorated, possible candidates for strategic demolition) to provide resources and get those moving towards improvement and compliance as well.

Chris Luebben updated the committee on projects that have been lined up, explaining that information and an HIP application are provided in all property maintenance letters she sends to private property owners. Megan McBride announced that the City has tentatively been awarded an additional grant from Associated Bank towards HIP projects, and the amount will be disclosed in the next few weeks.

Megan McBride provided updates on the CDBG program as far as the status of applications, one of which the work will be moving forward on for a loan with work totaling approximately \$26,000.

b) Updates and discussion on implementation of Housing Strategic Plan

The committee voiced a desire for discussion at an upcoming Housing Committee meeting related to the City's role in addressing homelessness and explore what other communities have done to address this issue.

5) New business

a) Discuss Health in All Policies project and future actions

Megan McBride informed the committee that the City has been working with the Center for Wisconsin Strategies to develop a project to which they will contribute technical assistance if it promotes health and equity at the structural level. The City identified housing as the primary focus for this project, and more specifically will be rolling this work into the update to the City's Unified Development Ordinance which will occur in Winter of 2019 through spring of 2020. This will include elements of the Housing Strategic Plan as well, particularly focusing on expanding the variety of housing options available within the City which promote appropriate density and affordability.

b) Discussion of 2019 Landlord Forum

Topics suggested for inclusion in the next Landlord Forum included:

- Inviting a City assessor to explain the difference between repairs and improvements related property taxes;
- Providing a handout on the water utility billing and shut off system to clarify what would be within the City's power to change related to this issue and what is regulated by the Public Service Commission (PSC).
- Inviting Terry Schemenauer with Ashland County Criminal Justice to speak about the eviction process; and
- Present a packet of information for landlords who are considering eviction for non-payment of rent or utilities to connect them and tenants to resources. There could be a short, very intuitive packet which landlords can have for their own reference as well as provide to tenants upon move-in and in the event of non-payment of rent or utilities.

It was also suggested that the City consider hosting a separate forum targeted towards tenant to discuss similar topics such as property maintenance, bed bug prevention and warning signs, and community resources available.

6) Announcements

The Mayor announced that the City is continuing to work on a regional housing initiative to attract affordable housing developers to the area as a regional effort. There have been discussions about partnering with other Chequamegon Bay communities involved to complete a regional housing study. Additional details will be provided at future meetings.

7) Adjournment

Motion to adjourn by Sam Ray. Seconded by Liz Franek. Passed unanimously.

Meeting was adjourned at 9:45 am. Minutes by Megan McBride.



City of Ashland, Wisconsin ~ Parks and Recreation Department
400 4th Ave West Ashland ~ WI 54806 ~ www.ashlandparks.org

PARKS & RECREATION COMMITTEE MEETING MINUTES

Wednesday May 15, 2019 5:00 pm

2nd Floor Parks and Recreation Director's Office, Rm #8

601 Main St W, Ashland, WI 54806

I. Call to Order

- a. Roll Call, Jackie Moore, Sara Hudson, Megan Tumas, Mike Amman, Nancy Sztynдор, Stefanie Jaeger, Kevin Haas. Tim Heil not present.
- b. Agenda Modification – none.
- c. Approval of Minutes – Stef motions Kevin seconds. Approved.
 - i. Approval of June and September 19, 2018, and December 5, 2018 Meeting Minutes

II. Public Comment Period – no public

III. Information Items

- Parks Updates
 - o Super fund pre construction meeting. Contractor announced (Vite) starting mobilization and will start will storm drainage on Ellis and prentice and then super fund site first week of June. That will entail a land cap at the super fund site. City is working on bidding documents for their responsible part. By the end of this year we'll see gravel parking pad and the cap.
 - o Received funding and grants for the boat launch
 - o Next year the parking lot will be paved as well as a throughout fare.
 - o No utilities will be put in yet.
 - o Path will be reconnected next year. 2021 it will be paved.
 - o Bayview pier has survived smelting.
 - o Oredock project – bridge has been put in across the diamonds, will be getting an ore shoot that have donor's names. Waiting on two grants to finish the rest of the work.
 - o Baseball fields are open and have new dirt.
 - o Maslowski beach cleanup – DOT wants to see cross sections but they are going to raise sections of the park to 605 so everything drains into the beach and filters in the sand. Should also cut down on E.coli levels. DNR likes ditches, so we are making ditches. Will be getting money from the DNR to help do the repairs. Should prevent future damage.
 - o New playground equipment at bay city and Bayview park.
- Update on programs
 - o Women's self-defense class this weekend – 9 people signed up so far.



City of Ashland, Wisconsin ~ Parks and Recreation Department
400 4th Ave West Ashland ~ WI 54806 ~ www.ashlandparks.org

- Color Run June 8th with MMC
- Summer programs start June 17th

Question about park at east end park? Resurface would cost 80K. Possibility of asphalt to make it a basketball court. Some people want to put In some community gardens, people are asking about putting playground equipment there. Maybe get some cost estimates for asphalt to at least make it useable. Get some community input on what the space could be used for. Sara will get some quotes for asphalt resurface.

IV. Business Items:

1. Pearson Plaza Park Repairs – Action and Discussion
 - a. Action item is to remove all the bricks and replace it with stamped concrete. The only place that bricks will remain is Otis park. FEMA will pay the amount of the repairs and City will have to pay for the rest of repairs. This will come from the CIP money. The concrete will stand up better to the water and it will flow off better instead of the brick.
 - b. Motion to approve a recommendation to the city council to use the CIP money to cover the excess costs to repair Pearson Plaza. Nancy motions. Mike. Passes anonymously. Option b
2. Review Ordinances 463 and 47 – Discussion – Action - Everyone read on their own and we can read and discuss at the next meeting.
3. Update PRC By Laws – Action and Discussion – Action - Everyone read on their own and we can read and discuss at the next meeting.
4. Election of Officers – Action and Discussion
 - a. Jackie motions Stef to be chair, mike seconds, motion approves.
 - b. Stef motions for Megan to be vice chair, Jackie seconds, motion approves.
 - c. Nancy motions Kevin to be secretary, Stef seconds, and motion approves.
5. Roles and Responsibilities of Committee Members - Discussion - Everyone read on their own and we can read and discuss at the next meeting.
6. Review Parks and Recreation Policies – Discussion - Everyone read on their own and we can read and discuss at the next meeting.
7. Meeting Schedule – Discussion and Action 4:30 p.m. – 5:30 p.m. 3rd Wednesday EXCEPT June 26th 4:30 – usually in council chambers. Stef will coordinate Sandbar / Bodin Room.

V. Next Meeting Date

June 26th 2019 – park tour!



City of Ashland, Wisconsin ~ Parks and Recreation Department
400 4th Ave West Ashland ~ WI 54806 ~ www.ashlandparks.org

VI. Comments and Questions

VII. Adjourn Jackie motions to adjourn, Megan seconds motion approves.

Historic Preservation Commission (HPC)
May 20, 2019
Meeting Minutes

Present: Stephen G. Schraufnagel, Joan Haukaas, Richard Peterson, Magge Ericson, Dick Pufall, Jeff Muse and Megan McBride

Absent: Allen Smiles

Called to Order: 5:00 P.M. Adjourned 6:00 P.M.

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

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

Minutes: A motion to approve the March 4, 2019 meeting minutes was made by Magge Ericson and seconded by Rich Peterson. **Motion carried.**

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

Public Hearing: The attached five (5) buildings were approved as Historic Listings in the City of Ashland. Motion was made by Rich Peterson, seconded by Jeff Muse. **Motion carried.**

Old Business

Update on Histoic Tax Credit Marketing: Megan McBride gave us a thorough report on the marketing of tax credits in our area.

Joe DeRose will put on a seminar / training session in Ashland, WI on June 15, 2019. The public is invited to attend. It will be held at the Ashland Historical Society Museum and starts at 9:00 a.m.

New Business

Certificates of Appropriateness: None at this meeting.

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

Announcements/Reports/Comments/Questions: The following items were discussed:

1. Megan McBride is working with Traci Schnell regarding funding for creation of another Historic District. Rich Peterson showed us how very simple it was to fill out the Historic Homeowner's Income Tax Credit Application paperwork. He presented a handwritten example for us to review.
2. Consideration for future Historic Listings in the City of Ashland (COA):
 - a. SOO Line Depot
 - b. St. Andrew's Building (former church)
 - c. Former Hank Martinsen Jr. house on Chapple Avenue (across from Wilmarth Mansion)

Set Future Meeting Dates: The next HPC meeting is set for September 23, 2019 @ 5:00 P.M. The upcoming meeting dates are as follows:

December 16, 2019 @ 5:00 P.M., in the Council Chambers

February 24, 2020 @ 5:00 P.M., in the Council Chambers

A motion to adjourn this meeting was made by Dick Pufall. The motion was seconded by Jeff Muse.
Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'S. Schraufnagel', with a stylized, cursive script.

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

City of Ashland- Housing Committee Meeting Minutes

A meeting of the Ashland Housing Committee was held on **June 19, 2019 at 8:30 a.m.** in the **City Hall Council Chambers (601 Main St W).**

Committee Members Present: Sam Ray, Liz Franek, Steve Pierce, Megan McBride

Committee Members Absent: Kathy Beeksma, Ana Tochtermann, Betty Harnisch

Staff Present: Chris Luebben, Mayor Lewis

Mayor Lewis opened the meeting at 8:30 a.m.

Agenda

1) Consent Agenda

Motion to approve with May 8th, 2019 minutes tabled to future meeting by Liz Franek.
Seconded by Megan McBride. Passed unanimously.

2) Approve minutes from the March 13th, 2019 Housing Committee meeting Item tabled for a future meeting.

3) Citizen Comments

Wasayah Whitebird asked if the City is able to own rental housing and operate as a private landlord. He also suggested that the City should form a City Housing Department to specifically focus on housing related issues including increasing affordable housing and addressing homelessness in the community.

4) Old business

- a) Updates on property maintenance, HIP and CDBG
Chris Luebben provided updates on the process of property maintenance and provided examples of how compliance has increased. There were discussions about Chris Luebben updated the committee on projects that have been lined up, explaining that information and a HIP application are provided in all property maintenance letters she sends to private property owners. This has prompted significantly more qualified applications this year than in past years, so Megan will be working on fundraising and projects will need to be prioritized and some will begin to be scheduled out for next year.
Megan McBride provided updates on the CDBG program and told the committee she would bring a report from Northwest Regional Planning on loan activity to date to the next Housing Committee meeting.
- b) Updates and discussion on implementation of Housing Strategic Plan
The Committee expressed a desire to discuss homelessness prevention and solutions at the next committee meeting.

5) New business

- a) Discussion of Summer Landlord Forum and associated survey draft
Megan McBride provided the committee a draft of a survey aimed at gauging interest in various solutions that other communities have enacted to address concerns that are

consistently voiced at landlord forums. Committee members emphasized the frustrations they heard at the last forum related to the water utility billing and shutoff policies and a need to be able to address this in some way at the next forum. A question with some background information was provided on the survey along with options Megan was able to find that other communities have implemented, but will work to get additional information and possibly a speaker from the City to attend the next forum.

6) Announcements

a) Updates on ongoing and future housing developments

Megan McBride updated the committee that the St. Andrew's church renovation is moving along, the Trudeau Condos at 419 Chapple Avenue have additional units going up this summer per their approved site plan, and the former Lakeside Motel (next to the Chamber of Commerce on Highway 2) which currently has the boarded up windows has been purchased and will be converted into extended-stay specifically marketed towards people coming to the area to work in the construction or medical fields.

7) Adjournment

Motion to adjourn by Steve Pierce. Seconded by Liz Franek. Passed unanimously.
--

Meeting was adjourned at 9:30 am. Minutes by Megan McBride.



City of Ashland, Wisconsin ~ Parks and Recreation Department
400 4th Ave West Ashland ~ WI 54806 ~ www.ashlandparks.org

PARKS & RECREATION COMMITTEE MEETING

Wednesday June 26, 2019 5:00 pm

the sandbar restaurant

2521 Lake Shore Dr W, Ashland, WI 54806

I. Call to Order

- a. Roll Call
5:00 PM
Present: Meghan, Stefanie, Sarah, Sara, Nancy, Kevin, Mike
Excused: Jackie, Tim
- b. Agenda Modification
None
- c. Approval of Minutes
 - i. Approval of May 15, 2019 Minutes
Motion: Mike
Second: Nancy
Passes Unanimously

II. Public Comment Period

No public comment

III. Business Items:

None

IV. Information Items

Updates from Sarah

- Otis Park- Electricity is being installed.
- WI State Admin Secretary gave a check to the city for \$150,000 for the Ore Dock.
- Bids open on 6/27 for Maslowski Beach Renovations. Change runoff go to the south rather than to the lake with other improvements to reduce future storm damage and e.coli problems.
- Opened bids on 6/25 for the Superfund Development Project, 3 bids came in. All were higher than projected. Hope to have a signed deal by second week of July.
- Bike Rodeo- Gave away 100 helmets at the event!
- The first of the five bike repair stations has been installed by the skate park.

- BART Bus Park Tour

V. Next Meeting Date



City of Ashland, Wisconsin ~ Parks and Recreation Department
400 4th Ave West Ashland ~ WI 54806 ~ www.ashlandparks.org

July 17th, 2019 @ 5:00 pm at The Sandbar

VI. Comments and Questions

VII. Adjourn

Motion: Meghan

Second: Stefanie

SUBJECT: Operators' Licenses

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Police Department

EXHIBITS:

EXPENDITURES REQUIRED:

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

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

Jolene K. Piff

Jessica L. Pergolski

SUBJECT: Approve to Purchase Portable Radios from General Communications, Inc. for the Police Department (*Police Department*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Police Department

CLEARANCES: City Administrator, Finance Director.

EXHIBITS:

1. General Communications, Inc. Quote
2. Nelson Communications, Inc Quote
3. Kenwood Pricing Guide

EXPENDITURES REQUIRED: \$22,021.20

AMOUNT BUDGETED: \$22,021.20 Capital Projects Fund 462

APPROPRIATION REQUIRED: \$22,021.20

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on October 14, 2019 that General Communications, Inc. is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH ORDINANCE 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, 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:

SUMMARY STATEMENT:

The replacement of the patrol portable radios is a goal of the Police Department's 5-year Capital Improvement plan as outlined in past budgets.

The Department's current portable radios are becoming obsolete as they are 12 to 15 years old, are not State WISCOM compatible, and are starting to break down. Currently five of the 14 radios that are broken and in need of repair. Rather than pay the \$300 to \$500 average for each repair, the timing makes sense to replace them rather than to repair them. Because each officer has to have uniform capability, it is also feasible to replace all of the radios at the same time.

One vendor, General Communications, offered a great deal on radios that are actually priced below the State of Wisconsin bid price (\$2,188). Their bid is \$1695 per radio. Attached is a quote from another vendor, Nelson Communications, which was \$2413.60 per radio, and the state contract price spreadsheet showing \$2188 per radio. It was decided by staff to use the General Communications bid as this is the best price when considering the cost to the taxpayer. The Police Department has worked with General Communications, Inc. for years and always found them very reliable and trustworthy.

This purchase will be funded through 462-41110-0000, Capital Equipment. This money was originally appropriated to purchase a squad car but is now available due to the Enterprise leasing deal. Because of the available moneys in Capital Equipment it was determined now would be an appropriate time to purchase the State compliant radios.

Council is asked to approve the purchase of fourteen (14) radios for the Police Department to replace those that are broken and outside State mandated compliance for the amount of \$22,021.20, using the Capital Equipment funds made available through the Enterprise Lease Program.



**GENERAL
COMMUNICATIONS**
your safety is our business

2880 Commerce Park Drive, Madison, WI 53719
Madison Milwaukee Eau Claire
P: 608-271-4848 P: 262-439-2000 P: 715-225-7604
F: 608-661-2935 F: 262-439-2009 F: 608-661-2935
www.gencomm.com

SALES QUOTE

Sales Quote No: 16014

Date: 8/22/19

Account No: 7552

Bill To: Ashland Police Department
601 W. Main Street
Ashland, WI 54806

Ship To: Ashland Police Department
Attn: Bill Hagstrom
601 W. Main Street
Ashland, WI 54806

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
Marlyn Wahl	BILL	Spee-Dee Delivery	NET 30 Days	9/21/19

Notes

PUT THESE ON HOLD UNTIL I GET THE FINAL GO AHEAD.

CUSTOMER TO PROGRAM OWN RADIOS.

Item No	Description	Quantity	UM	Price	Disc	Amount
VP6230BKF2	EF Johnson VP6230 VHF Model 2 Portable - Black Case, 1024 Channels	12.00	Each	\$1,695.00	0.00	\$20,340.00
8322000002	EF Johnson P25 Conventional Option	12.00	Each	\$0.00	0.00	\$0.00
8322000005	EF Johnson P25 Phase 1 Trunking Option	12.00	Each	\$0.00	0.00	\$0.00
8322000006	EF Johnson P25 Phase 2 TDMA	12.00	Each	\$0.00	0.00	\$0.00
8326000006	EF Johnson 1024 Channels/Talkgroups	12.00	Each	\$0.00	0.00	\$0.00
8323000005	EF Johnson ARC4 (ADP Compatible) Viking	12.00	Each	\$0.00	0.00	\$0.00
8326000015	EF Johnson 25KHz Disabled	12.00	Each	\$0.00	0.00	\$0.00
KNB-L2M	Kenwood Li-Ion 2600 mAh (Standard) Battery	12.00	Each	\$0.00	0.00	\$0.00
KRA-28	Kenwood Broad-band VHF helically loaded whip antenna 140-170 MHz	12.00	Each	\$33.60	0.00	\$403.20
KMC-54WDM	Kenwood Mil-Spec IP67 (immersion) Speaker Mic, Compatible W/ANR Feature	12.00	Each	\$104.00	0.00	\$1,248.00

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

* A convenience fee may be added for invoices paid by credit card.

* There will be a restocking fee assessed up to 30% on accepted returns.

* An 18% finance charge will be applied to any balance unpaid 30 days from the date of the invoice.

Subtotal \$21,991.20

Discount \$0.00

Freight \$30.00

Sales Tax \$0.00

Sales Order Total \$22,021.20

Quote Accepted By _____ Date _____



POLICE, FIRE & EMS

MISSION CRITICAL PRODUCTS



**PUBLIC
SAFETY**

NCI offers a complete line of mission critical portables, mobiles, base stations, and repeaters in both analog and digital (P25) from numerous manufacturers and backs these products as an authorized service center. High performance, quality design, and affordability have long been the hallmarks of professional two-way radio products built by the manufacturers we represent. These companies offer engineering excellence in their full lines of two-way radios in every frequency band with the most popular features. This means you can count on NCI for the best choice of products and services.

NCI is staffed with knowledgeable professionals to help you determine the best solutions for your communication needs and stay within your budget.

NCI, providing our partners with the satisfaction of a job done right.

Nielson Communications, Inc. (NCI) provides our Police, Fire, EMS, and Public Works partners with the most equipment options from a single source. NCI offers many choices of high-end equipment from a variety of manufacturers that have been proven on the front line of public safety communications. Consider NCI a "one-stop shop" for your radio communication needs.

NCI, providing cost effective, reliable radio communication products and solutions since 1974.



1-800-783-2293
Nielsoncom.com





PUBLIC SAFETY

Public Safety First Responders need reliable communication equipment that is able to survive and operate in virtually all conditions. They need radio equipment options that are capable of communicating across jurisdictions and across different types of radio systems whether VHF analog conventional, P25 conventional, or 800MHz trunked system.

EXPERTLY SUPPORTED

NCI, along with our manufacturing partners, provides ongoing monitoring and servicing of our mission critical solutions, manning support centers, managing maintenance, and continually supplying training as needs change and technology evolves.

- Years of experience working with local government and public safety departments
- Engineers & technicians on staff, trained and experienced in handling the special needs inherent in the government and public safety sectors
- GPS Fleet Management Systems
- In-Building Signal Enhancement Systems



645 Mike McCarthy Way • Green Bay, WI 54304
920-494-1828 • 800-783-2293

2416 Industrial Ave Ste A • Neenah, WI 54956
920-886-1112 • 800-783-2293

info@nielsoncom.com
nielsoncom.com

DEPENDABLE COMMUNICATION SOLUTIONS

Fire and EMS professionals rely on communication systems and radios that will dependably operate in loud, noisy environments. Whether on the scene of a wildfire, structural firefighting, inside suburban or urban buildings, or conducting a difficult vehicle extrication at the scene of a highway accident, fire fighters, police, and EMTs need reliable radio equipment to do their job right while saving lives. The citizens they protect expect nothing less, and the families of fire fighters and EMS personnel need the assurance that their brave, loved ones have the best tools available.



PUBLIC
SAFETY



QUOTE

QUOTE #	SBEEQ2396
DATE	8/23/2019

TO Bill Hagstrom
Ashland Police Department
601 Main Street West
Ashland, WI 54806
Phone: (715)686-1624

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Steve			

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
12	VP6230 Frequency VHF Series VP6230 Model Standard Keypad (M2) Configuration VP6230BKF2 VP6230, VHF, M2, BK Housing Black Model Options Immersion Model Options Micro SD memory card (installed) Packing 835VP6000PK001 VP6000 PACKINGKIT Antenna KRA-26M3 VHFHelical 136-150MHz Battery KNB-L2M Li-ion 2600mAh (Standard) Speaker Microphone KMC-70M KMC-70M Speaker Mic (Black) Protocol Analog FM Protocol P25 CAI AMBE+2 System Analog Conventional System 8322000002 P25 Conventional System 8322000005 P25 Phase 1 Trunking Channels 8326000006 1024 Ch Prog and Data Conventional Voting Scan Prog and Data TrueVoice Noise Cancellation Prog and Data 8326000015 25KHz Disabled Warranty 3 Year VHF, Model 2, Black	\$2,413.60	\$28,963.20
12	KSC-32 CHARGER, SINGLE BAY RAPID RATE, VP-T	\$64.00	\$768.00
12	Programming and Setup - Estimate - Price will vary depending on the number of channels needed.	\$125.00	\$1,500.00

645 Mike McCarthy Way
Green Bay WI 54304
Ph. 920-494-1828
Fx. 920-494-7391

www.nielsoncom.com
sales@nielsoncom.com

2416 Industrial Drive
Neenah WI 54956
Ph. 920-886-1112
Fx. 920-886-0267



A NIELSON COMMUNICATIONS INC COMPANY SINCE 1974

COMMUNICATION AND SECURITY SOLUTIONS

SUBTOTAL	\$31,231.20
SALES TAX	\$0.00
TOTAL	\$31,231.20

To accept this quotation please sign, date and return: _____

PROPRIETARY & CONFIDENTIAL

The data contained in this proposal is considered proprietary and confidential and is not to be disclosed to any unauthorized agencies without the written permission of Nielson Communications, Inc.. No duplication of the whole or any part is permissible except for the purpose of evaluating this proposal.

Prices are good for 30 days from date of quote.

Thank You For Your Business!

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Green Bay WI 54304
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www.nielsoncom.com
sales@nielsoncom.com

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Neenah WI 54956
Ph. 920-886-1112
Fx. 920-886-0267



P25 Mission Critical

VP6000

VHF · UHF · 700/800 MHz
P25 Phase 1 & 2 · Viking16

The KENWOOD Viking 6000 series portable is specifically designed for today's public safety agencies with advanced features and ergonomics to meet the first responder's mission critical operational needs.

Features

- Mixed protocol operation (P25 Phase 1 & 2 Trunking, P25 Conventional, Viking16, FM Analog)
- Mixed protocol zones (each channel in a zone can be from a different system)
- 1024 channels (2048 and 4096 options)
- Public safety ergonomics: flare grip for control, large glove friendly knobs, large emergency button
- 1 Watt audio output for high noise environments
- Voice annunciation & custom announcement creation
- Fully ruggedized - IP67/68 & MIL-STD-810 C/D/E/F/G
- Full key models (w/ numeric keypad)
- Built-in GPS receiver/antenna for enhanced awareness¹
- MDC-1200 & GE-Star signaling
- P25 Authentication
- Bluetooth®
- Man Down
- Instant Recording Replay (IRR)
- Voice Recording
- Encryption
 - ARC4™ software encryption; compatible w/Motorola ADP™
 - P25/TIA defined: AES-256
 - DES-OFB
 - Over-the-Air-Rekeying (OTAR)

¹Refer to the Viking VP6000 operating manual for detailed requirements & conditions for proper GPS operation.

Accessories

Complete line of accessories including microphones, speakers & antennas. Download the accessory catalog at www.efjohnson.com/products/accessories.

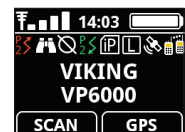


User Selectable Color Themes

- Multi-line text
- Top flip display changes text orientation for viewing while in holster
- Multiple visual indicators including battery health & signal strength
- Backlight changes for event identification
- Day & night user selectable display options (8 themes available)



Day - High Contrast



Night - High Contrast

Compatible with Multiple P25 Systems

- ATLAS® P25 Phase 1 and Phase 2 System
- Motorola Astro® 25 - P25 Phase 1 & Phase 2
- Harris VIDA® - P 25 Phase 1 & Phase 2
- Airbus (formerly Cassidian) VESTA™ Radia - P25 Phase 1 & Phase 2

We combine P25 design expertise with recognized quality & reliability along with advanced technology to make KENWOOD Viking radios simple to use & maintain.



Perpetual Software Licensing

Adds greater value to your radios by extending the life of the software into your next hardware platform — you own the software option forever, and your licenses are simple to manage with our cloud-based tool — Vault™.



Armada® Fleet Management

Update radios in a group rather than one at a time. One template programs both portables & mobiles. Supports either direct computer connection or Over-the-Air Programming (OTAP). Elite battery management enables wireless tracking of battery fleet.



TrueVoice™ Noise Cancellation

Software-based noise cancellation automatically filters out noise source frequencies and eliminates the need for extra configuration. Works in analog or digital mode and with any accessory.

VP6230/6330/6430 Portable Specifications

General		VP6230	VP6330	VP6430
Frequency Range		136-174 MHz (FCC ID K44431400)	Type 1: 450-520 MHz (FCC ID K44431500) Type 2: 380-470 MHz (FCC ID K44431501)	RX: 763-776, 851-870 MHz TX: 763-776, 793-806, 806-825, 851-870 MHz (FCC ID ALH442000)
Max. Channels Per Radio		1024 (2048 and 4096 options)		
Number of Zones		255		
Max. Channels Per Zone		255		
Channel Spacing	Analog	12.5/15/20/25*/30* kHz	12.5/25* kHz	12.5/25 kHz
	Digital	12.5 kHz	12.5 kHz	12.5 kHz
Power Supply		7.5 V DC ±20%		
Operating Temperature		-22 °F to +140 °F (-30 °C to +60 °C)		
Frequency Stability		±1.5 ppm	±1.5 ppm	±1.5 ppm
Case		Polycarbonate - black or high visibility (additional fee)		
Dimensions W(Top/Bottom) x H x D Projections not included	KNB-L2 (2,600 mAh)	2.76/2.28 x 5.90 x 1.73 in. (70.0/58.0 x 149.8 x 44.0 mm)		
	KNB-L3 (3,400 mAh)	2.76/2.28 x 5.90 x 1.94 in. (70.0/58.0 x 149.8 x 49.4 mm)		
Weight with Battery	KNB-L2 (2,600 mAh)	17.1 oz (484.5 g)		
	KNB-L3 (3,400 mAh)	18.6 oz (527.5 g)		
Receiver		VP6230	VP6330	VP6430
Sensitivity	P25 Digital (5% BER)	-119 dBm		
	Analog (12 dB SINAD)	-119 dBm		
Selectivity	P25 Digital	60 dB		
	Analog @ 12.5 kHz	65 dB		
	Analog @ 25 kHz	73 dB		
Intermodulation		73 dB		75 dB
Spurious Rejection		80 dB	75 dB	
Audio Distortion		2.5%		
Audio Output Power		500 mW/8 Ω (3% Distortion)/1,000 mW/8 Ω (5% Distortion)		
Transmitter		VP6230	VP6330	VP6430
RF Output Power		1W/6W	1W/5W	1W/3W
Spurious Emission		70 dB		
FM Hum & Noise	Analog @ 12.5 kHz	40 dB		
	Analog @ 25 kHz	45 dB		
Audio Distortion		2%		
Emission Designator		16K0F3E, 11K0F3E, 8K10F1E, 8K10F1D, 8K10F1W		16K0F3E, 14K0F3E,11K0F3E, 8K10F1E, 8K10F1D, 8K10F1W

MIL Standard	810G
Low Pressure	500.5/ I, II
High Temperature	501.5/ I, II
Low Temperature	502.5/ I, II
Temp. Shock	503.5/ I
Solar Radiation	505.5/ I
Rain	506.5/ I, III
Humidity	507.5/ II
Salt Fog	509.5
Dust	510.5/ I
Vibration	514.6/ I
Immersion	512.5/I
Shock	516.6/I, IV

Encryption Options		
Supported Encryption	AES, DES-OFB, ARC4	
Encryption Key/ Radio	128 Common Key Reference (CKR), 126 Physical Identifier (PID), Compatible w/ Motorola Key Variable Loader	
Encryption Frame Re-sync Interval	P25 CAI 360 MSEC	
Encryption Keying	External Key Loader, OTAR	
Mode	OFB-Output Feedback	
Encryption Type	Digital	
Key Erasure	Keyboard Command	
Standards	FIPS 46-3, FIPS 81, FIPS 140-2, FIPS 197	

Hazardous Location Standard	
Certification Lab	CSA Group
Standard Applied	ANSI/TIA 4950-A-2014, UL913 5th Edition & ANSI/ISA-12.12.01-2011
Classification Rating	Intrinsically Safe: Classes I, II, III, Division 1, Groups D, E, F, G Non-incendive: Class I, Division 2, Groups A, B, C, D
Accessories	
Approved Battery	KNB-LS7
Approved Speaker Microphones	KMC-54WDM
International Protection Standard	
Dust & Water	IP54, IP55
Immersion	IP67**, IP68***



* 25 and 30 kHz are not included in the models sold in the USA or US territories.

** IP67/IP68 - Must have the Speaker Mic UDC connector or UDC protector connected.

*** IP68 = 1m/2H

Specifications shown are typical and subject to change without notice Please check the website for the latest version.

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EF Johnson Technologies, Inc.

a JVCKENWOOD Company

1440 Corporate Drive, Irving, TX 75038-2401

Phone: 800.328.3911 · efjohnson.com

KENWOOD

ATLAS®  **VIKING**® **NEXEDGE**®

Price Guide

EFJohnson
a JVCKENWOOD Company

Effective Date: June 2019

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[NX-5400](#)

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ATLAS Repeaters

[ATLAS 1200](#)

KENWOOD



P25 Mission Critical

Viking VP6000

VHF · UHF · 700/800 MHz
P25 Phase 1 & 2 · Viking16

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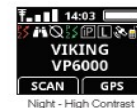
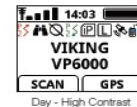
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Update radios in a group rather than one at a time. One template programs both portables & mobiles. Supports either direct computer connection or Over-the-Air Programming (OTAP). Elite battery management enables wireless tracking of battery fleet.



TrueVoice™ Noise Cancellation

Software-based noise cancellation automatically filters out noise source frequencies and eliminates the need for extra configuration. Works in analog or digital mode and with any accessory.

All radios discounted at 20% off EFJohnson List Price.

	Radio - Base Model	Contract	List
VP6230BKF2	VHF, 136-174 MHz, Model 2 (standard keypad), Black	\$ 1,808.00	\$2,260
VP6330BKF2	UHF, 450-520 MHz, Model 2 (standard keypad), Black	\$ 1,808.00	\$2,260

VP6330BKF5	UHF, 380-470 MHz, Model 2 (standard keypad), Black	\$ 1,808.00	\$2,260
VP6430BKF2	700/800 MHz, 762-806 MHz and 806-870 MHz, Black, Model 2 (standard keypad)	\$ 1,808.00	\$2,260
VP6230BKF3	VHF, 136-174 MHz, Model 3 (full keypad), Black	\$ 2,008.00	\$2,510
VP6330BKF3	UHF, 450-520 MHz, Model 3 (full keypad), Black	\$ 2,008.00	\$2,510
VP6330BKF6	UHF, 380-470 MHz, Model 3 (full keypad), Black	\$ 2,008.00	\$2,510
VP6430BKF3	700/800 MHz, 762-806 MHz and 806-870 MHz, Black, Model 3 (full keypad)	\$ 2,008.00	\$2,510
VP6230GRF2	VHF, 136-174 MHz, Model 2 (standard keypad), Green	\$ 1,968.00	\$2,460
VP6330GRF2	UHF, 450-520 MHz, Model 2 (standard keypad), Green	\$ 1,968.00	\$2,460
VP6330GRF5	UHF, 380-470 MHz, Model 2 (standard keypad), Green	\$ 1,968.00	\$2,460
VP6430GRF2	700/800 MHz, 762-806 MHz and 806-870 MHz, Green, Model 2 (standard keypad)	\$ 1,968.00	\$2,460
VP6230GRF3	VHF, 136-174 MHz, Model 3 (full keypad), Green	\$ 2,168.00	\$2,710
VP6330GRF3	UHF, 450-520 MHz, Model 3 (full keypad), Green	\$ 2,168.00	\$2,710
VP6330GRF6	UHF, 380-470 MHz, Model 3 (full keypad), Green	\$ 2,168.00	\$2,710
VP6430GRF3	700/800 MHz, 762-806 MHz and 806-870 MHz, Green, Model 3 (full keypad)	\$ 2,168.00	\$2,710
	Model Options	Contract	List
	Intrinsically Safe (CSA) - <i>KNB-LS5 battery required</i>	\$ 79.20	\$ 99.00
	Antenna	Contract	List
KRA-32K	700/800 MHz Whip Antenna	\$ 28.00	\$ 35.00
KRA-36	700/800 MHz Stubby Antenna	\$ 20.00	\$ 25.00
KRA-27M	UHF whip antenna 440-490 MHz	\$ 11.20	\$ 14.00
KRA-27M2	UHF whip antenna 470-520 MHz	\$ 11.20	\$ 14.00
KRA-27M3	UHF whip antenna 400-450 MHz	\$ 11.20	\$ 14.00
KRA-23M	UHF low-profile helical antenna 450-490 MHz	\$ 10.96	\$ 13.70
KRA-23M2	UHF low-profile helical antenna 470-512 MHz	\$ 10.96	\$ 13.70
KRA-23M3	UHF low-profile helical antenna 403-430 MHz	\$ 10.96	\$ 13.70
KRA-26M	VHF helical antenna 146-162 MHz	\$ 11.20	\$ 14.00
KRA-26M2	VHF helical antenna 162-174 MHz	\$ 11.20	\$ 14.00
KRA-26M3	VHF helical antenna 136-150 MHz	\$ 11.20	\$ 14.00
KRA-22M	VHF low-profile helical antenna 148-162 MHz	\$ 10.96	\$ 13.70
KRA-22M2	VHF low-profile helical antenna 162-174 MHz	\$ 10.96	\$ 13.70
KRA-22M3	VHF Low-profile helical antenna 136-150 MHz	\$ 10.96	\$ 13.70
KRA-25	VHF High gain helically loaded whip antenna 148-162 MHz	\$ 27.40	\$ 34.25
	Batteries & Chargers	Contract	List
KNB-L2M	Li-ion 2600mAh (Standard)	\$ 108.00	\$ 135.00
KNB-L3M	Li-ion 3400mAh (High Capacity)	\$ 140.00	\$ 175.00
KNB-LS5	Li-ion Intrinsically Safe	\$ 160.00	\$ 200.00
KSC-Y32K	Rapid rate single unit charger (Long-Life Charge Mode capable with KAS-12 Software) Note: NiMH/Li-ion battery only	\$ 92.00	\$ 115.00
KSC-32	Rapid rate single unit charger	\$ 56.00	\$ 70.00
KSC-326K	Rapid rate 6-unit charger	\$ 504.00	\$ 630.00
KMB-30M	Wall Mount Bracket for KSC-326K/256K	\$ 27.00	\$ 33.75
KVC-15	Rapid rate DC vehicular charger adapter for the KSC-32 (chargers not included; includes KSC-mobile bracket & cigarette lighter cable DC adapter)	\$ 95.20	\$ 119.00
Carrying Accessories		Contract	List Price

KBH-11	Spring action belt clip (2.5")	\$ 11.76	\$ 14.70
Microphones & Audio Accessories		Contract	List Price
KMC-54WDM	MIL-SPEC, IP67 (Immersion) Speaker Mic Compatible with ANR Feature Note: only compatible with a TK-5x30 series portable	\$ 104.00	\$ 130.00
KMC-42WDM	MIL-SPEC, IP67 (Immersion) Noise-canceling Speaker Mic	\$ 91.20	\$ 114.00
KMC-49	MIL-SPEC, Speaker Mic. with Antenna Connector Note: 5/16" Coax cable hex wrench included (antenna is not included).	\$ 200.00	\$ 250.00
KEP-1	3.5mm earphone kit for KMC-41/42W/54W Speaker Mics	\$ 42.00	\$ 52.50
KEP-2	2.5mm earphone kit for KMC-49 Speaker Mic	\$ 42.00	\$ 52.50
KEP-3	30" Earphone kit w/ 2.5mm plug for KCT-30	\$ 41.20	\$ 51.50
KEP-4	48" Earphone kit w/ 2.5mm plug for KCT-30	\$ 43.80	\$ 54.75
KCT-30	2.5mm Audio Accessory Adapter for KEP-3/4	\$ 51.20	\$ 64.00
KCT-51	Hirose 6-pin Adapter (adapts KVL/aftermarket audio acc. to portable connector)	\$ 172.00	\$ 215.00
KHS-11BL	2-wire palm mic w/earphone, universal connector (Black)	\$ 125.20	\$ 156.50
KHS-12BL	3-wire mini lapel mic w/earphone, universal connector (Black)	\$ 147.20	\$ 184.00
KHS-14	Lt. Wt. Single muff headset w/boom mic & In-line PTT	\$ 100.80	\$ 126.00
KHS-15-BH	Hvy-duty noise reduction behind-the-headset w/noise cancelling boom mic & PTT	\$ 336.00	\$ 420.00
KHS-15-OH	Hvy-duty noise reduction over-the-headset w/noise cancelling boom mic & PTT	\$ 294.40	\$ 368.00
	Protocol	Contract	List
	Analog FM	\$ -	\$0.00
	P25 CAI AMBE+2	\$ -	\$0.00
	System Options	Contract	List
1	Analog Conventional	\$ -	\$0.00
2	P25 Conventional	\$ 280.00	\$350.00
3	P25 Phase 1 Trunking (Must also have option 2)	\$ 100.00	\$125.00
4	P25 Phase 2 TDMA (Must also have option 3)	\$ 320.00	\$ 400.00
5	SmartNet® II/SmartZone®	\$ 300.00	\$ 375.00
	Optional Features	Contract	List
	Channels/Talkgroups		
	1024 Channels/Talkgroups (standard)	\$ -	\$0.00
	2048 Channels/Talkgroups (standard)	\$ 240.00	\$300.00
	4000 Channels/Talkgroups	\$ 480.00	\$600.00
	Encryption		
	DES-OFB (multi-key)	\$ -	\$0.00
	AES FIPS 140-2 (multi-key)	\$ 380.00	\$ 475.00
	ARC4 (ADP compatible)	\$ -	\$0.00
	Programming & Data		
	TrueVoice™ Noise Cancellation	\$ -	\$0.00
	MDC1200/GE-Star Signaling	\$ 40.00	\$ 50.00
	P25 Conventional Voting Scan	\$ -	\$0.00
	P25 Data Conventional	\$ 112.00	\$ 140.00

	P25 Data Trunking (Conventional included)	\$ 160.00	\$ 200.00
	P25 Paging Encode	\$ 80.00	\$ 100.00
	OTAR (Over-The-Air-Rekeying)	\$ 600.00	\$ 750.00
	P25 Authentication	\$ 80.00	\$100.00
	OTAP (Over-the-Air Programming)	\$ 160.00	\$ 200.00
	FIRESafe™ First Responder	\$ 200.00	\$ 250.00
	FIRESafe™ Command (includes First Responder)	\$ 280.00	\$ 350.00
	GPS	\$ 80.00	\$ 100.00
	Keypad Programming (U.S. Federal Government Only)	\$ 240.00	\$ 300.00
	EVRS	\$ 80.00	\$ 100.00
	Bluetooth	\$ 80.00	\$ 100.00
	Man Down	\$ 80.00	\$ 100.00

SUBJECT: Approve Memorandum of Understanding with Wisconsin Elections Commission in Order to Apply for Funds to Assist with Election Security (*Clerk*) Voice

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Attorney

EXHIBITS:

1. WEC Election Security Subgrant Program MOU
2. WEC Election Security Subgrant Compliance Form, Appendix A, B, C
3. City of Ashland Election Day Operations Emergency Contingency Plan
4. Election Security Training Certificate

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on October 15, 2019 that Wisconsin Elections Commission in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

Election security requires that our individual computers, office networks, and the statewide voter registration system are all protected. Devices with outdated anti-virus software or unsupported operating systems put voter information and critical election administration tasks at risk. To help communities improve their computer hardware, software, and support, any Wisconsin County, City, Village, or Town may apply for a grant of up to \$1,200.00 to achieve baseline security in their jurisdiction. These funds are a subgrant from federal election security money provided under the Help America Vote Act.

Election officials use their computer workstations to access vital elections records in WisVote, correspond with

voters, print reports containing voter data, generate letters, print labels, send absentee ballots by email, receive voter registration forms that contain personally identifiable information and perform many other tasks that are critical to running elections. Because each of these workstations may access WisVote, the strength or weakness of any one workstation could affect the security of the entire state's elections infrastructure and the public's confidence in the integrity of Wisconsin elections. To ensure Wisconsin remains safe, WisVote access will require the use of an up-to-date computer system beginning no later than January 28, 2020.

Local election officials who do not use WisVote contract with a county or neighboring municipality to complete their statutory duties in the WisVote system, such as entering voter registration records, issuing absentee ballots, or printing poll books. For those clerks, their election business and transactions are conducted through email and locally stored files. An up-to-date, managed device is the only way to ensure those jurisdictions can electronically store and transmit voter information securely. Apart from potential impacts from working in WisVote, the use of secure devices not only protects individual work stations, but also elevates the state's overall security posture and has a multiplying effect due to the frequency of electronic communications which pass among local election officials and between those offices and the WEC.

WHAT CAN FUNDS BE USED FOR? Subject to grant conditions, jurisdictions must use the funds for the following expenses:

- 1) computer hardware and/or software to meet minimum security recommendations
- 2) professional IT support
- 3) travel and staff costs associated with Election Security training.

The clerk of each jurisdiction must submit a signed Memorandum of Understanding (MOU) to the WEC no later than November 15, 2019.

The City of Ashland is not in immediate need of professional IT staff, although the Clerk's office can take advantage of the assistance offered for one additional secured and updated computer and travel costs for in-person Election Security training. The maximum requested would be \$700.00 to meet minimum security requirements.

Application requirements to enter into this Memorandum of Understanding with the Wisconsin Elections Commission include having an Election Day Contingency Plan (attached), and completion of WEC Security Training. Training continues to be offered through online webinars and conferences throughout the year to keep Clerk's updated on legislative and procedure changes. The online security module training has been completed but in-person sessions will need to be attended and completed before the February Primary Election.

The Clerk's office is asking for Council approval to enter into the Memorandum of Understanding with the Wisconsin Elections Commission in order to apply for a non-matching grant for the purchase of a secured computer station and assist in training and travel expenses for election security.



Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

ELECTION SECURITY SUBGRANT PROGRAM

MEMORANDUM OF UNDERSTANDING BETWEEN

THE WISCONSIN ELECTIONS COMMISSION

AND

City of Ashland
(NAME OF JURISDICTION)

I. PARTIES

The parties to this Memorandum of Understanding (hereinafter referred to as “MOU” or “agreement”) are the Wisconsin Elections Commission (hereinafter referred to as the “WEC” or the “Commission”) and the (County) of Ashtabula (~~City~~) (Village) (Town) of Ashtabula in Ashtabula County, Wisconsin. The Commission is the state agency providing an election security subgrant to the county, city, village, or township. The County, City, Village or Town identified above is the entity receiving a local election security subgrant from the Commission and is referred to herein as the “receiving jurisdiction.” By signing and dating this agreement, the participating County, City, Village, or Town agrees to the terms of this agreement with the Commission.

II. PURPOSE

The purpose of this MOU is to set forth the requirements that counties, cities, villages and towns must meet in order to be eligible to receive an election security subgrant from the Commission and the requirements for the use of the funds. The subgrant program is funded by an election security grant the Commission received from the federal government.

The purpose of the local election security subgrant is to help improve overall election security statewide by providing counties, cities, villages, and towns across the State of Wisconsin with federal election security funds to implement baseline security measures based on specific needs of the jurisdiction.

Wisconsin Elections Commissioners

Dean Knudson, chair | Marge Bostelmann | Julie M. Glancey | Ann S. Jacobs | Mark L. Thomsen

Administrator
Meagan Wolfe

III. SUBGRANT PROGRAM REQUIREMENTS

A. Introduction

The Commission's Election Security Subgrant Program ("subgrant") is intended to fund jurisdictions with the greatest election security needs, meaning jurisdictions that need funds to meet certain baseline security measures as defined below and in the relevant Appendices.

B. Establish and Maintain Baseline Security Requirements

No subgrant funds shall be provided to the receiving jurisdiction unless it certifies that the funds received will be used so that all baseline security measures described below will be met by the program deadline. A description of each of the requirements, and options for how to comply with each of the requirements is listed below, and in some instances in an attached Appendix.

The Baseline Security Requirements are as follows:

1) Possess Computer Hardware and Software That Meets or Exceeds Baseline Security Standards

The computer hardware and software used by the receiving jurisdiction for election business shall comply with the baseline security standards set by the Commission (see Appendix B).

The receiving jurisdiction has two options to achieve compliance with this baseline requirement:

Option 1: Purchase a Compliant Hardware Device. If a jurisdiction does not have compliant hardware or software, \$600 of the subgrant funds may be used to purchase a compliant hardware device from authorized providers on the state contract or to locate and purchase compliant hardware and software on their own from other vendors not on the state contract. (See Appendix C for information how to purchase compliant hardware and software.)

Option 2: Update Operating System to Windows 10. If a jurisdiction is currently using the Windows 7 operating system on a jurisdiction-owned computer used to conduct election related business, and the computer and software are otherwise compliant, \$200 of subgrant funds may be requested to upgrade the operating system. Note that this option requires ongoing IT support to ensure systems stay current (see Appendices C-6 and C-3 for information about operating system updates and obtaining IT support).

2) Possess Information Technology (IT) Support Capable of Maintaining Minimum Security Standards

The receiving jurisdiction shall certify that it is able to maintain the computer hardware and software in accordance with the security policy set by the Commission, which means it must have competent in-house or contracted IT support.

A jurisdiction may request \$500 of subgrant funds to achieve compliance with this baseline requirement in one of the following ways:

Option 1: Contract with a Managed Service Provider. A jurisdiction may use its subgrant funds to contract with a managed IT support provider to maintain minimum standards. After entering into a managed service provider agreement, the local election jurisdiction will certify that it has compliant IT support and provide documentation detailing its support with its Election Security Grant Compliance Form. (See Appendix C-3 on choosing an IT support provider).

Option 2: Possess in-house, shared, or contracted IT staff that maintains minimum standards. The local election jurisdiction will certify that it has compliant IT support and provide the documentation detailing its support on its Election Security Grant Compliance Form. The documentation or description submitted should clearly outline the support provided and term of the service provided.

3) Complete WEC Election Security Training Requirements (In-Person and On-Demand)

In-Person. The receiving jurisdiction shall certify that an individual from the jurisdiction (usually the clerk) has previously attended an Election Security Tabletop Exercise (TTX), Roundtable Exercise, other in-person WEC-sponsored security training OR shall certify that an individual from the jurisdiction will attend one of those events prior to the applicable deadline. The jurisdiction may request \$100 of subgrant funds to offset costs of travel and staff time for attending one future in-person training event.

Online. The receiving jurisdiction shall also certify that each employee of the jurisdiction that performs elections work has either completed or will complete six online-based cyber security training modules (Securing WisVote Series) developed by the Commission. The online cyber security training modules are currently accessed through the Commission's Learning Center (online) and are free to complete.

4) Draft and Submit an Elections Security Contingency Plan

The receiving jurisdiction shall certify that it has a contingency plan currently in place OR it will create a contingency plan to address election security emergencies in the jurisdiction. The jurisdiction shall submit a copy of the contingency plan to the Commission by the subgrant program deadline. Sample contingency plans can be obtained from the Commission to assist in complying with this baseline security requirement.

IV. SECURITY NEEDS SELF-ASSESSMENT AND CERTIFICATION

This section of the agreement will be used to assess the election security needs of the receiving jurisdiction and will allow the jurisdiction to certify that it will meet the baseline security requirements outlined in Section III., B. of the agreement.

A. Baseline Security Requirements (Maximum of \$1,200 Available)

Instructions: The receiving jurisdiction shall complete the information requested below.

1. The computer used in the receiving jurisdiction for election-related business is owned by the jurisdiction and meets or exceeds the Baseline Hardware and Software Standards for Election Officials as described in Appendix B.

Yes _____

No X (If No, please check one option below to request grant funds.)

X I need a new computer: \$600 available

_____ I only need to upgrade my operating system: \$200 available

2. The receiving jurisdiction has competent in-house or contracted Information Technology (IT) support capable of maintaining minimum security standards as described in Appendix C-3.

Yes X

No _____ (If No, please check below to request grant funds.)

_____ I need IT support: \$500 available

3. **A. WEC Election Security Training (In-Person).** An individual in the receiving jurisdiction has participated in an election security tabletop exercise, roundtable exercise, or other WEC sponsored election security training event.

Yes _____

No X (If No, please check below to request grant funds.)

X I need to attend training: \$100 available for future training

B. WEC Election Security Training (On-Demand). All individuals in the receiving jurisdiction that perform election-related work have completed the Commission's Securing WisVote Cyber Security Training modules on the WEC Learning Center website (regardless of whether the jurisdiction accesses WisVote).

Yes X

No _____ (If No, please report to the Commission when complete.)
(Subgrant Amount Available: None)

4. The receiving jurisdiction has a contingency plan related to election security emergencies.

Yes X (Please provide the Commission with a copy of the plan)

No _____ (If No, please provide to the Commission when complete.)
(Subgrant Amount Available: None)

CERTIFICATION OF BASELINE SECURITY REQUIREMENTS

I certify, under penalty of law, that the statements and information contained in this section of the MOU are true, accurate, and complete. I further certify, that for any statement above for which a "No" response was provided, the receiving jurisdiction will use the subgrant funds provided to purchase the item described, attend the required training described and to submit a contingency plan to the Commission, to the best of its ability, by the applicable deadlines.

Signature of Authorized Jurisdiction Official:

Date:

Denise Cliphant

10-15-19

V. FUNDING

- A. Commission staff will award subgrants based on the receiving jurisdiction's self-assessment of needs and certification that subgrant funds will be expended in accordance with the terms of this agreement. Jurisdictions assessed to need funds to satisfy baseline security standards shall be provided a subgrant of up to \$1,200.
- B. Subgrant funding decisions based on a jurisdiction's need, including the amount allocated, is within the sole discretion of the Commission staff administering the subgrant program.
- C. Check processing. To assist the Commission staff with the processing and distribution of subgrant checks, please complete the information below:

County/Municipal Clerk Name: Denise Oliphant
Jurisdiction Name on Check: City of Ashland
Jurisdiction Mailing Address: 601 Main St. W
Ashland WI 54806
Jurisdiction Contact Phone Number: 715-682-7011
Jurisdiction Contact E-mail Address: doliphant@ccawi.org

Subgrant funds may be received through electronic transfer to a jurisdiction's shared revenues account (if available) or a physical check may be sent to a jurisdiction's shared revenues location. For questions related to the processing of subgrant checks, please contact the Commission's financial team. WEC Help Desk: (608) 261-2028 elections@wi.gov

VI. SUBGRANT PROGRAM DEADLINES

To help increase overall election security across the State, the election subgrant program has established the following deadlines that must be adhered to by a receiving jurisdiction:

September 27, 2019: Grant program announced and MOU available for review by county and municipal clerks and governing bodies.

November 15, 2019: Deadline for jurisdictions to return the executed MOU to the WEC which includes the self-assessment of security needs and certification that the jurisdiction will expend subgrant funds to meet the terms of the subgrant program.

WEC begins issuing subgrant checks to receiving jurisdictions.

January 28, 2020: Deadline for receiving jurisdictions to comply with the terms of the subgrant and to submit a completed "Subgrant Compliance Form" to the WEC. Deadline to request extension of time to comply with terms of the subgrant.

January 31, 2020: WEC Reviews Subgrant Compliance Forms and conducts necessary follow-up if needed.

September 30, 2020: Deadline to submit a final "Subgrant Compliance Form" to the WEC if an extension of time was granted. All unexpended subgrant funds as of September 30, 2020 must be returned to the WEC.

VII. COMPLIANCE MONITORING, CERTIFICATION, DOCUMENTATION AND AUDIT

A. Subgrant Compliance Form.

The receiving jurisdiction shall report its efforts to comply with the terms of the subgrant by completing a "Subgrant Compliance Form" provided by the Commission. See Appendix A. The jurisdiction is required to sign and complete the form and submit it to the Commission by January 28, 2020. If an extension of time has been granted by the Commission staff, the jurisdiction shall submit the form as soon as compliance with all the terms of the subgrant have been met, but in no case later than September 30, 2020.

B. Certification.

The receiving jurisdiction shall certify (by completing a "Subgrant Compliance Form") that information provided is true and correct; it has complied with all terms of the subgrant; the election security subgrant funds were used to meet baseline security requirements; all required documentation as requested on the Grant Compliance Form has been submitted; any falsification of information related to the subgrant could subject the jurisdiction official to civil or criminal penalties.

C. Documentation.

The receiving jurisdiction shall maintain all documentation of purchases made using subgrant funds provided by the Commission for a minimum of three years from the date of the expenditure. A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. Such original purchasing documentation and inventory lists shall be retained by the receiving jurisdiction until the WEC authorizes destruction of said records. Submission of copies of some purchasing documentation may be required (See Appendix A).

D. Audit.

All subgrant funds received by a receiving jurisdiction are subject to audit by the Commission and/or the federal government to ensure funds have been spent appropriately and in accordance with all applicable state and federal laws. Pursuant to Wis. Stat. § 5.05(11), if the federal government objects to the use of any funds provided to a county or municipality under the subgrant, the county or municipality shall repay the amount of the subgrant to the Commission.

VIII. SIGNATURES

By signing and dating this agreement the receiving jurisdiction and the Commission agree to the terms of this MOU and certify that the information provided in this MOU are true and correct.

Receiving Jurisdiction

Signature Denise Oliphant
(Authorized Representative of Jurisdiction)

Date: 10-15-14

Printed Name Denise Oliphant
(Authorized Representative of Jurisdiction)

Wisconsin Elections Commission

Signature _____
(Authorized Representative of WEC)

Date: _____

Printed Name _____
(Authorized Representative of WEC)

Please submit the completed form to:

Wisconsin Elections Commission
212 East Washington Avenue, Third Floor
P.O. Box 7984
Madison, WI 53707
elections@wi.gov

Fax: 608-267-0500



Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

Election Security Subgrant Compliance Form

Appendix A

Jurisdiction: City of Ashland

Official Representative: Denise Cliphant, Clerk

Phone: 715-682-7071 E-Mail: dcliphant@coawi.org

The jurisdiction listed above certifies that as of 10-15-19 it meets the criteria indicated below with our initials. (date)

BASELINE REQUIREMENTS. Please initial next to all applicable lines.

do 1. We perform all election related activities on a jurisdiction-owned computer that meets the Baseline Hardware and Software Standards for Election Officials (Grant Appendix C). If WEC Election Security Subgrant Funds were used to purchase a compliant device the purchase order is attached as part of this submission. If WEC Election Security Subgrant Funds were used to contribute towards upgrading a device to attain compliance, a brief description or receipt is attached as part of this submission.

do 2. We possess either a professional information technology staff member, have access to an IT contractor, or have access to a managed service provider that ensures we receive timely security updates and patches to our operating system and software (Grant Appendix C). If WEC Election Security Subgrant Funds were used to contribute towards or procure IT support or managed IT services, a copy of the contract or service agreement is attached.

do 3. We have completed WEC election security training requirements including participation in an election security tabletop exercise, roundtable, or other in-person election security training and all staff members performing elections work have completed the WEC Learning Center cybersecurity awareness training modules. (Grant Appendix C). The in-person security training was completed on or about 2018 at City of Ashland. (date) (location)

Wisconsin Elections Commissioners
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Administrator
Meagan Wolfe

do 4. We possess a contingency plan for election security. A copy of the contingency plan was previously provided to the Commission or is included with this form as part of this submission.

CURRENT STATUS. Please choose ONE of the following statements that describes the status of the jurisdiction's compliance with the terms of the election security subgrant provided by the Commission:

✓ We have completed all requirements listed above and have applied all election security subgrant funds towards meeting those requirements or other authorized election security needs.

OR

 We have not completed all requirements listed above but request an extension to complete all tasks no later than .

OR

 We intend to return remaining election security funds to the WEC. Remaining funds total:

CERTIFICATION.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Signature of Authorized Official

Date:

Denise Cliphart, Clerk

10-15-19



Wisconsin Elections Commission

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(608) 266-8005 | elections@wi.gov | elections.wi.gov

Election Security Subgrant Proposal Appendix B Subgrant Compliance Standards

I. Background

- A. Securing state information systems is critical. Wisconsin residents rely on the state, counties, and municipalities to deliver services reliably and safely. Cyber-attacks are a continuous threat to the delivery of those services. The state needs your help to protect state systems and residents' information.
- B. Cyber threats commonly focus on the weakest link within systems, primarily the people using those systems. This document provides basic guidelines to reduce risks and ensure fundamental cybersecurity standards. If you need help understanding these requirements, please call the WEC Help Desk.

C. Terms Defined.

Compliant Device: a device that meets minimum security standards outlined in II.A. below.

Managed Device: a device that is receiving managed service.

Managed Service: ongoing IT support meeting the requirements outlined in section II.B. below.

Managed Service Provider: a company offering managed service to customers; usually for a monthly fee.

II. Basic Guidelines for Appropriate Access to and Use of State Systems

A. Compliant Computer Hardware and Software that Meets the WisVote Policy Requirements.

Jurisdictions must use grant funds to meet this requirement before spending funds on any other need. The ES grant will allocate \$600 for the purchase of one device by the jurisdiction. If you need help understanding these requirements, please call the WEC Help Desk. Compliant hardware and software must meet the following standards:

- i) Computers using a currently supported operating system (OS).
 - a. Windows 10 or Windows 8.1
 - b. MacOS 10.14 Mojave (or newer)
 - c. Consult with an IT professional or call the Elections Help Desk if you run another operating system (Linux, Chrome OS, etc.).

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Administrator
Meagan Wolfe

- d. See Appendix C for information on how to check your Operating System.
- ii) Computers with current:
 - a. Patches / Firmware (no later than 30 days of release by vendor). Ensuring your operating system is up-to-date will generally take care of this requirement. For smaller jurisdictions automatic updates will fulfill this requirement so long as they are not delayed or disabled.
 - b. Antivirus software.
 - c. Anti-spam and anti-spyware software.
 - d. Web filtering software to protect against malicious websites.
 - e. Merely possessing anti-malware software is not enough. You must download updates regularly to ensure your system is protected from the latest threats.
- iii) Computers owned or controlled by the jurisdiction. While the WEC respects and permits remote work and work-from-home arrangements, jurisdictions must have at least one device that is under the jurisdiction's legal control to meet this baseline standard. This allows a jurisdiction to remain compliant in the event of staff turnover.

The WEC will install endpoint verification testing in WisVote to verify compliance upon login. Devices not in compliance by January 28, 2020 will be denied access to WisVote.

How to Achieve Compliance:

- i) Purchase a Compliant Hardware Device. If a jurisdiction does not have compliant hardware or software/operating system it must use the ES Subgrant funds to achieve compliance. Local Election Jurisdictions may use their funds to purchase a compliant hardware device from vendors on the state contract or from any other vendor or local retail store they choose. More information regarding the purchase of compliant devices is included in Appendix C.
- ii) Update Your Operating System to Windows 10. One option is to update the operating system on the computer currently used to access WisVote. For example, if the jurisdiction is currently using the Windows 7 operating system, and the computer and software are otherwise compliant, \$200 of subgrant funds may be requested to upgrade the operating system. More information regarding updates to operating systems is included in Appendix C. Note that this option requires ongoing IT support to ensure systems stay current.

B. IT Support Capable of Maintaining Minimum Standards

Jurisdictions must certify that they are able to maintain their hardware and software in accordance with the policies above through 2022. This means that each jurisdiction must either possess professional, full-time IT staff, or obtain managed support through a managed support provider. The IT support must agree to maintain current patches, firmware, anti-virus software, and web filtering software. IT support must also notify the WEC of any cybersecurity incidents involving the jurisdiction's clerk or election systems, and

agree to receive Cyber Alerts from the Information Sharing and Analysis Center. More information on these requirements is provided in Appendix C. The ES grant will allocate \$500 towards managed support costs that meet baseline standards. Jurisdictions must certify compliance by completing the WEC Security Subgrant Compliance Form, however the WEC will monitor the patch level of devices used to access WisVote. If a device is not in compliance with patching requirements, the WEC will follow up with the municipality to help achieve compliance. While the jurisdiction is awaiting a patch, the user may be denied access to WisVote until the patch is complete. If you need help understanding these requirements, please call the WEC Help Desk.

How to Achieve Compliance:

- i) Obtain a Managed Service Provider. A jurisdiction may also use their ES grant funds to contract with a managed IT support provider to maintain minimum standards. The local election jurisdiction will then need to certify that it has compliant IT support and provide the documentation detailing their support with their Election Security Subgrant Compliance Form. More information about choosing a support provider is included in Appendix C.
- ii) Possess in-house, shared, or contracted IT staff that provides all the services listed in Appendix C. The local election jurisdiction will then need to certify that it has compliant IT support and provide the documentation detailing their support with their Election Security Subgrant Compliance Form.

C. Complete WEC Election Security Training Requirements

(1) Participate in an Election Security Exercise

To comply with the terms of the ES Subgrant program, a representative from each local election jurisdiction must participate in an Elections Security TTX, Elections Administration TTX, Cyber Security Workshop, or Elections Security Roundtable before August 1, 2020. Jurisdictions may apply up to \$100 of ES Subgrant funds to cover travel expenses and staff time associated with this requirement. The jurisdiction must certify their attendance at an event on the WEC Security Subgrant Compliance Form. Subgrant funds may be used for travel expenses and staff time associated with election security training. Attendance at a past training event will meet the requirements of this subgrant, however the \$100 is only available for new attendance.

(2) Completion of WisVote Cyber Security Training

Upon acceptance of the ES Subgrant, the local election jurisdiction agrees to abide by the WisVote access policy. Regardless of whether the jurisdiction is a WisVote user or not, each full-time employee performing elections work must complete six free on-line training modules. If the jurisdiction is not currently using WisVote, it can request access to the WEC learning center and complete the required training by following the instructions in Appendix C. Completion of the training requires approximately 1.5 hours. Past completion of the training will meet the requirements of this subgrant.

D. Completion of a Contingency Plan

The WEC recommends every municipality maintain a contingency plan in the event of an election security crisis, and the completion of a plan is a requirement for the subgrant program. To assist with this process, information about preparing a sample contingency plan can be found in Appendix C.



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(608) 266-8005 | elections@wi.gov | elections.wi.gov

Election Security Subgrant Appendix C How-to Guides

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Administrator
Meagan Wolfe

Election Security Subgrant

How to Purchase Compliant Hardware and Software

I. Background. If a jurisdiction decides to purchase a new computer, this document is designed to help decision makers with what to buy and where to buy it.

II. Where to Buy. Jurisdictions may purchase hardware from any vendor or retail store they choose. This includes vendors with discounts available through state contracts or independent retailers. Some available state vendors are listed on page C-5.

III. What to Buy. The incredible variety of choices available in the computer market can make the process of choosing a system difficult. We recommend that any system meet the baseline standards listed below. While more powerful systems are available, the minimum criteria below will allow clerks to perform routine election work with ease and stay within the grant budget. Jurisdictions are free to spend more than \$600 on a computer but will have to pay any costs in excess of \$600.

Minimum Recommended Configuration:

1. Form Factor: Computers now come as tablets, laptops, desktops, and all-in-one machines. Any form factor will work; however, clerks may find tablets and some laptops too small for comfortable work.
2. Operating System: Windows 10
3. Processor or CPU: 1 gigahertz (GHz) or faster processor. Processors from Intel or AMD are most common. Good choices include Pentium, Core i3, Core i5, Athlon or Ryzen.
4. RAM (memory): 2 gigabytes (GB) or more.
5. Hard Disk Space (storage): 128 gigabytes (GB) or greater.
6. Graphics Card: Integrated graphics supporting DirectX 9 or later.
7. Screen Size: 14 inches or larger (a matter of personal preference).
8. Ports: Consider the number of USB ports for any printers, devices, or scanners you will connect to your device.
9. All-New: Devices must not be refurbished to qualify for the grant.

Election Security Subgrant Proposal

How to Obtain IT Support

I. Background

- A. Securing state information systems is critical. Wisconsin residents rely on the state, counties, and municipalities to deliver services reliably and safely. Cyber attacks are a continuous threat to the delivery of those services. The state needs your help to protect state systems and residents' information.
- B. Cyber threats commonly focus on the weakest link within systems, primarily the people using those systems. Because cyber threats are constantly evolving, it is important to ensure that all hardware and software is updated regularly. For jurisdictions without their own IT staff, adopting managed IT services is an efficient way to stay up-to-date on technology, have access to skills, and address issues related to cost, quality of service and risk. The proactive managed services model is superior to the reactive "call-when-something-breaks" model. Once you have a problem, the damage is already done.

C. Definitions.

- 1. Compliant Device: a device that meets baseline standards outlined in Appendix C.
- 2. Managed Device: a device that is receiving managed service.
- 3. Managed Service: ongoing IT support meeting the requirements outlined in section B. below.
- 4. Managed Service Provider: a company offering managed service to customers; usually for a monthly fee.

II. Managed Service Providers. Jurisdictions may choose any managed service provider able to meet the requirements listed below in Section III. Some available service providers are listed on page C-5.

III. Selecting a Managed Service Provider.

A. Required Functions

- 1. Software Support and Maintenance. A provider must ensure the jurisdiction maintains current:
 - a. Patches / Firmware (no later than 30 days of release by vendor).
 - b. Antivirus software.
 - c. Anti-spam/spyware software.
 - d. Web filtering software to protect against malicious websites
 - e. Operating Systems.
- 2. Communication. A Managed Service Provider must agree to send and receive timely communications as described below:

- a. Notifying the WEC. Immediately notify the WEC in the event of any actual or suspected cyber security breaches affecting the clerk's office or election systems. Contact the Wisconsin Elections Commission Help Desk at elections@wi.gov or secureelections@wi.gov. Or call 1-608-261-2028.
- b. **Receiving Cyber Alerts from the EI-ISAC.** The Election Infrastructure Information Sharing and Analysis Center (EI-ISAC) provides elections-related threat intelligence, incident response and remediation, threat and vulnerability monitoring, and tools for implementing security best practices. These resources are free.
 - i. Clerks and government IT agencies can sign up for Cyber Alerts at this address: <https://learn.cisecurity.org/ei-isac-registration>
 - ii. Private IT companies can sign up for Cyber Alerts at this address: <https://learn.cisecurity.org/ms-isac-subscription>

B. Recommended Functions

1. Daily Data Backup and Recovery. Establishing a back-up rotation scheme and recovery testing for the jurisdiction.
2. Authentication. The ability to manage digital certificates and set-up multifactor authentication.
3. Network Monitoring and Security. Implementing best practices to prevent and monitor unauthorized access, misuse, modification, or denial of a computer network and network-accessible resources. Retention of log in records is also recommended.

Election Security Subgrant Proposal

List of Providers

1. Please check the WEC website to ensure you have the latest version of this list.
2. This list does not constitute or imply an endorsement by the WEC or the State of Wisconsin of any product, process, or service, by any of the providers listed below. Each provider sets its own prices and is free to change prices or offerings at any time. Jurisdictions may wish to investigate options through other vendors or local retail stores. In addition to the list below, the State has established many contracts with providers of hardware and software. You can find those contracts on vendornet.wi.gov.

Company Name, Address, and Contact Information (other area locations in parenthesis)	Provides Managed Services	Sells Computers & Software
Heartland Business Systems 1700 Stephen Street Little Chute, WI 54140 (Madison, Pewaukee, Eau Claire) Michael Gauthier, mjg@hbs.net Phone: 920-747-7179	YES	YES
KerberRose Technology 115 E. Fifth Street Shawano, WI 54166 (Green Bay, Appleton, Clintonville, Stevens Point, Antigo, Sister Bay, Rhineland, Oshkosh, and Wausau) Lucas Koenig, support@kerberrose.com Phone: 715.524.5699	YES	YES
Vanguard Computers, Inc. 13100 West Lisbon Road Brookfield, WI 53703 Jon Roehrig, sales@vanguardinc.com Phone: (262)-317-1900	NO	YES
SHI International Corp 290 Davidson Avenue Somerset, NJ 08873 (Chicago, Minneapolis) Corey Foltzer, corey_foltzer@shi.com Phone: (800)527-6389	NO	YES
Paragon Development Systems, Inc. 13400 Bishops Lane, Suite 190 Brookfield, WI (Madison, Oconomowoc, and Bloomington) Dana Berner, TeamGovEdu@pdsit.net Phone: (608)-246-2651	NO	YES

Election Security Subgrant Proposal

How to Check Your Windows Operating System

1. **PURPOSE.** After **January 14, 2020**, Microsoft will no longer provide free security updates and support for the Windows 7 operating system. If you continue using Windows 7 without paid security updates and support, it is a serious risk. Microsoft says, “If you continue to use Windows 7 after support has ended, your PC will still work, but it may become more vulnerable to security risks and viruses.”
2. **HOW TO TELL?** Most Windows 7 users will start to see a pop-up window warning you that support is ending. If you don’t know what version of Windows you are using, an easy way to check is to look at your Start button. The default location for the start button is in the lower left-hand corner of the screen. Look at the chart below and compare it to the start button on your computer.

If your Start button looks like this:	Your operating system is:	Your status is:
	Windows 95, 98, or ME	Bad. Your system is unsupported.
	Windows XP	Bad. Your system is unsupported.
	Windows Vista or 7	Caution. Your system is or may soon be unsupported
	Windows 8.1 or Windows 10	Good. Your system is still supported.

3. **WHAT SHOULD I DO?** If you have a supported system you don’t need to do anything. If your computer is still running Windows 7, or any older version of Windows, you must act soon. There are several options available:
 - A. **Purchase a New Computer.** Recommended. Purchasing a new computer ensures you will have a capable Windows 10 system that will last many years. Good computers can be found for as low as \$300.
 - B. **Upgrade the Old Computer to Windows 10.** Recommended with reservations. Windows 10 retails for approximately \$130 but discounts are common. Installation is simple but takes time. Older computers may have difficulty running Windows 10.
 - C. **Pay for Extended Support.** Not Recommended. Microsoft offers extended Windows 7 support to businesses for a fee. The cost starts at \$25 per device but doubles each year. In the long run, it is far cheaper – and easier – to instead upgrade your computer.
4. **HELP.** Please contact the Help Desk if you have any questions. Call 608-261-2028 or e-mail elections@wi.gov. We recommend everyone investigate this now so there’s plenty of time before the **January 14, 2020** deadline.

Election Security Subgrant Proposal

How to Upgrade an Operating System

I. Background. Upgrading an Operating System (OS) is a task best left to advanced users or IT professionals. The inexperienced user could at best face a lengthy and frustrating process and at worst end up with an inoperable computer. Consider your skill level carefully before deciding to do it yourself.

II. The Upgrade Process. Most clerks use a version of Microsoft Windows so this memo addresses only Windows upgrades. Those using any other OS should consult with a subject matter expert.

A. Choosing an OS. Windows 10 will soon be the only Windows based operating system still in mainstream support. As a result, Windows 10 is the only OS recommended for new installations. Microsoft requires the following minimum system requirements:

1. Processor: 1 gigahertz (GHz) or faster processor
2. RAM: 2 gigabytes (GB)
3. Hard Disk Space: 32 GB or greater
4. Graphics Card: DirectX 9 or later
5. Screen Resolution: 800 x 600
6. Internet Connection: required for updates

If your computer does not meet all of these requirements you will not be able to install Windows 10. If your computer only barely meets these requirements, the performance of Windows 10 will likely not meet expectations.

B. Preparing for Upgrade. Preparing for a new upgrade requires several steps.

1. Research your software compatibility. Some of your older software might not work on Windows 10. For commercial software, you may need to pay for a replacement or upgrade. For line of business software, work with the organization that provides the software to ensure compatibility.
2. Obtain the new OS. Windows 10 is available for purchase in stores or you can download it from Microsoft. Windows 10 retails for approximately \$130 but there are many discount programs available. As of August 2019, it is still possible to upgrade for free if you still have your Windows 7 or Windows 8.1 product key. Windows has three primary levels available: Home, Pro and Enterprise. It is likely best to continue with the level you currently have.
3. Backup your Computer. When you are installing a new operating system, there is a risk you will lose all of your files on the computer unless you back them up. Always make sure that any important files are copied to a backup location before starting the installation process. Use an external hard drive or burn the data to DVDs.

C. Making the Upgrade. Making the upgrade is a time-consuming process that takes patience. You will be required to first install a Setup program and then type in a long product key. The set-up program may reformat your hard drive, so don't skip the backup step above.

D. After the Upgrade. Upon completion you will have to enter log in credentials and may be required to re-install software. You can also expect to spend some time downloading the latest updates to the OS you just installed. Finally, you may need to download and install new drivers for various devices.

II. Conclusions. Upgrading to a new OS can be a challenging experience even for advanced users. If you are not comfortable with the instructions above, we recommend obtaining the services of an IT professional. Any computer technician, including technicians at businesses that sell computers, should be able to complete the upgrade.

Election Security Subgrant Proposal

Completing Security Training

I. Attend In-Person Election Security Training

To complete this portion of the required security training, the clerk, or authorized designee, must attend an in-person election security training event. Past attendance qualifies for this requirement.

Qualifying activities include any the following:

- 1) an elections tabletop training exercise (TTX) hosted or approved by the WEC
- 2) an elections security roundtable hosted or approved by the WEC
- 3) an elections security presentation or briefing by the WEC
- 4) a regional cyber security workshop hosted by Wisconsin Emergency Management

Other in-person training events on election security or cyber security may qualify – contact the WEC to see if an activity qualifies.

\$100 of grant funds may be applied to any expenses incurred attending training. Funds are not retroactively available for past attendance. Authorized expenses include, but are not limited to, mileage, meals, lodging, staff time, or attendance fees.

II. Complete Electronic Learning Modules

To complete this portion of the required security training, the clerk, or authorized designee, will send an email to the Elections Help Desk (elections@wi.gov) stating that the **Securing WisVote** series was completed (this training may have already been completed in compliance with the WisVote Access Policy. If so, please send the email indicating the date when the training series was previously completed).

Securing WisVote is a series of electronic learning modules located under the **Election Security Awareness** tile on The Learning Center (TLC) website (<https://electiontraining.wi.gov/>).

To access this resource in TLC (for clerks who do not already have access), please complete the following process:

- 1) Email a completed and signed copy of the Request to Add Authorized Users in TLC form, located on TLC home page, to the Elections Help Desk (elections@wi.gov). When completing the form, indicate “Not Applicable” under the Requested WisVote Access Level field (unless the user also requires access to WisVote, then identify the appropriate access level).
- 2) Upon receipt of the completed Request to Add Authorized Users in TLC form, the Elections Help Desk will create and issue a login and password for the user to obtain access to TLC website to allow for the new user to access this training.

Election Security Subgrant Proposal

Sample Contingency Plan

To complete the contingency plan requirement, the clerk, or authorized designee, will email a copy of the contingency plan to the Elections Help Desk (elections@wi.gov).

If the county or municipality does not currently have a contingency/emergency response plan, or there is a desire to update the current plan, Wisconsin Elections Commission (WEC) staff created a sample template that may be accessed under the Additional Resources Section of the **Elections Security TTX (Version 1.0)** file on The Learning Center (TLC) website (<https://electiontraining.wi.gov/>).

This document is a template and is available in a Word format so that you may create a customized plan that reflects your situation and resources. There are scenarios and suggested responses and you are encouraged to edit and tailor the document to meet the needs of your county/municipality.

To access this resource in TLC (for clerks who do not already have access), please complete the following process:

- 1) Email a completed and signed copy of the Request to Add Authorized Users in The Learning Center (TLC) form to the Elections Help Desk (elections@wi.gov). When completing the form, indicate "Not Applicable" under the Requested WisVote Access Level field (unless the user also requires access to WisVote, then identify the appropriate access level).
- 2) Upon receipt of the completed Request to Add Authorized Users in TLC form, the Elections Help Desk will create and issue a login and password for the user to obtain access to TLC website to allow for the new user to access this resource.

CITY OF ASHLAND ELECTION DAY OPERATIONS EMERGENCY CONTINGENCY PLAN

The City of Ashland has three polling places:

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

This Policy provides guidance to City Officials and Election Workers for immediate response to Election Day emergencies, which may or may not be at the polling site, and the continuation of the democratic process. **In any Emergency Event, the City Clerk must be called immediately: 715-682-7071**

EMERGENCY EVENT

ACTUAL FIRE or FIRE ALARM: If there is a fire or fire alarm requiring evacuation:

1. Blank ballots and poll lists shall be secured and escorted by teams of two (2) Election Inspectors outside the poll as directed by Emergency Responders. These items should never be out of the teams' sight.
2. Voting machine/ballot box that contains voted ballots shall remain sealed and escorted by the Chief Inspector or City Clerk along with (2) Election Inspectors outside the poll as directed by Emergency Responders. These items should never be out of the teams' sight.
3. Badger Books shall be powered down, boxed up and sealed, and escorted by City Staff along with (2) Election Inspectors outside the poll as directed by Emergency Responders. These items should never be out of the teams' sight.
4. Upon Fire Department Officials' authorization to re-enter the Polling Place, operations shall resume.
5. If re-entry is not authorized, the City Clerk or designee shall arrange for a change of venue.
6. Election inspectors shall record the event's start/end time on their Inspector's Statement Incident Log (EL-104).

ELECTRICAL OUTAGE: If there is an electrical outage:

1. Voting machine/ballot box contains battery backup for approximately 2 hours.
2. Badger Books are connected to battery backup for approximately 1 hour.
3. City Officials shall provide assistance, including flashlights.

4. **Short-term electrical outage:** Election Day operations shall continue as practical or until a change of venue is required. Badger Books will continue to be utilized until it is determined the duration of the power outage, powering down client units to preserve power to the server unit. If necessary, Election Inspectors will revert to using the printed, hard-copy pollbooks for the remainder of the Election Day, as determined by the City Clerk and/or Chief Inspector.
5. **Long-term electrical outage:** City Clerk or designee shall arrange for a change of venue.
6. Election Inspectors shall record the event's start/end time on their Inspector's Statement Incident Log (EL-104).

NATURAL DISASTER OR INCLEMENT WEATHER: If there is a natural disaster or severe weather that requires the City Clerk or designee to direct Election Inspectors and voters to seek shelter and time allows:

1. Blank ballots and poll lists shall be secured with teams of two (2) Election Inspectors and never be out of the teams' sight.
2. Voting machine/ballot box that contains voted ballots shall remain sealed and escorted by the Chief Inspector or City Clerk along with (2) Election Inspectors and never be out of the teams' sight.
3. Badger Books shall be powered down after upload is run on the server unit to a secure, encrypted flash drive. If time allows, units shall be boxed and secured
4. Election Inspectors and voters shall be directed to the basement or public restrooms, (or other rooms, as available) and advised to, if possible, sit on the floor against the wall, knees up, head down and hands clasped over head.
5. After an all-clear is received, Election Day operations shall resume.
6. Election Inspectors shall record the event's start/end time on their Inspector's Statement Incident Log (EL-104).

ACTIVE ASSAILANT: Active assailant situations are unpredictable and evolve quickly. As a result, these situations may be over even before law enforcement arrives on the scene. Individuals must be prepared, both mentally and physically, to react to an active assailant situation. U.S. Department of Homeland Security recommends these best practices when coping with an active assailant situation:

1. Be aware of your environment and any possible dangers.
2. Take note of the two nearest exits in any facility you visit or are assigned to work as an Election Inspector.
3. If you can safely do so, evacuate the facility immediately.
4. If you cannot safely evacuate the facility, secure yourself in a room.

5. As a last resort, physically engage the active assailant. When the assailant is in close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
6. Dial 9-1-1 WHEN IT IS SAFE TO DO SO!

WORK PLACE VIOLENCE / OTHER ACTS OF VIOLENCE:

Be aware of the possibility of an incident occurring at your voting location. Treat all threats and warnings seriously.

1. Report any and all threats to the Chief Election Inspector *when it is safe to do so*, who will make a determination as to the next course of action.
2. If a situation involves an immediate threat of violence, notify law enforcement FIRST ... dial 9-1-1.
3. In the event of a personal confrontation, do your best to stay calm.
4. Do exactly what you are told – no more and no less. Do not do anything to surprise the individual.

THREATENING PHONE CALL / BOMB THREAT / SUSPICIOUS OBJECT:

If you receive a written threat, or see a suspicious package or object on the premises:

1. Keep anyone from handling or going near the object in question as it may be dangerous. Preservation of evidence is important for law enforcement.
2. Stay calm and dial 9-1-1.
3. Immediately conduct a backup/download on the Badger Book server unit.
4. Promptly write down everything you can remember about receiving the verbal or written threat, parcel or if you find a suspicious object. If it's a phone call, listen for background noise, the caller's voice and what he/she said. If the situation allows, ask questions pertaining to where the bomb is located, when will it explode, what does it look like or what the persons' name and address is. Police interviewers will need this information.
5. Based on the information obtained in the initial phone call, along with input from the police, the ultimate decision to evacuate the facility is the responsibility of the individual in charge of the facility.
6. You may need to evacuate the polling place. Follow the evacuation procedures for handling voting machine/ballot box and materials.
7. Election Inspectors shall record the event's start/end time on their Inspector's Statement Incident Log (EL-104).

WORLDWIDE TERRORISM EVENT:

A worldwide terrorism event may or may not affect the City of Ashland. In the event of terrorist activity, the Federal Government may have a preliminary plan in place for moving activities on election days. However, if no plan exists, it will be the policy to act accordingly. All elections will continue unless Federal or State officials have ordered otherwise. Although a worldwide terrorist event dramatically affects each voter on a personal level, it may not affect the daily operations of each polling location through the country. If there are no police orders to take cover or to remain indoors, all operations of polling places can remain intact. If you are notified to evacuate the polling place, follow the evacuation procedures for handling voting machine/ballot box and materials.

EQUIPMENT FAILURE:

1. If the M100 Voting machine becomes inoperable (voter being unable to insert ballot into automatic feeding slot), the Chief Inspector shall inspect to attempt to rectify the problem. If this is not possible, the Chief Inspector shall open the manual Auxiliary slot by unlocking it and exposing an opening slot at the top. Once slot is exposed, Chief Inspector shall relock the drawer and voters are to place their ballots into the manual Auxiliary slot.
2. If a Badger Book unit becomes inoperable:
 - a. *CLIENT*: Inform the Chief Inspector or Clerk to conduct a download/backup immediately on the server unit. The Chief Inspector or City Clerk or staff will determine if another unit is necessary to continue the registration and voter sign-in process. The inoperable unit shall be removed from use, boxed and secured in a safe location within the polling place.
 - b. *SERVER*: Inform the Chief Inspector or Clerk immediately. If necessary, Election Inspectors will revert to using the printed, hard-copy pollbooks for the remainder of the Election Day, as determined by the City Clerk and/or Chief Inspector.
3. If the AutoMark (ADA Compliant) machine becomes inoperable (voter being unable to cast their ballot using the touch screen and audio assist), the Chief Inspector shall put an "Out of Order" sign on the machine and shall assist any voter needing help to vote using the AutoMark machine.
4. Election Inspectors shall record the event's start/end time on their Inspector's Statement Incident Log (EL-104).

CHANGE OF VENUE

Per Wis. Stat. §7.37(1) and after checking with the Wisconsin Elections Commission and Waukesha County Clerk's Office, the following alternate sites will be chosen based on availability:

1. Ashland Fire Department, 215 6th Street East
2. Bay Area Rural Transit, 2216 6th Street East
3. CESA 12, 618 Beaser Avenue

When the City Clerk or designee determines the polling site shall be relocated:

1. Blank, challenged, spoiled and remade ballots, absentee envelopes, poll lists, new registration forms, signage and other Election Day materials shall be secured and escorted to the new site by teams of two (2) Election Inspectors and never be out of the teams' sight.
2. Voting machine/ballot box shall remain sealed and escorted to the new site by the Chief Inspector or City Clerk along with two (2) Election Inspectors and never be out of the teams' sight.
3. City Clerk or designee and Election Inspectors shall set up the polling site and continue Election Day operations.
4. City Clerk or designee shall post notice at Polling Location being relocated and also post notice at City Hall, as well as notify the media of the change in venue, and put an announcement out on the City's website/Facebook pages as soon as possible.
5. Election Inspectors shall record the event's start/end time on their Inspector's Statement Incident Log (EL-104).

EFFECT ON POLL WATCHERS

Poll Watchers shall exit the Polling Place if an evacuation is required. They may continue to watch without interruption but may not interfere with Election Day operations. They may be asked to leave if disrupting the operations and the Police Department may remove them, if necessary.

If there is any threat to the lives of the poll workers, voters, poll watchers or staff, all steps are null and void and they should seek safety and shelter without concern for the election process.

DATED:



Denise Oliphant, City Clerk
City of Ashland

EMERGENCY CONTACT INFORMATION

CITY - DEPARTMENT	BUSINESS PHONE	CELL / ALTERNATE PHONE
CITY CLERK	715-682-7071	715-209-5815
CITY HALL – DEPUTY CLERK	715-682-7071	
POLICE – FIRE – EMS	9-1-1	
POLICE DISPATCH (non-emer)	715-685-7642	715-685-1618 715-685-1619
FIRE (non-emer)	715-682-7052	
IT SUPPORT	715-682-7071 715-685-1639	
MAINTENANCE/FACILITIES	715-685-1652 715-685-1651	715-209-7647 715-209-3741 715-209-7047
PUBLIC WORKS	715-682-7061	
COUNTY – DEPARTMENT	BUSINESS PHONE	ALTERNATE PHONE
COUNTY CLERK	715-682-7000	
SHERIFF	715-685-7640	
FIRE – EMS	9-1-1	
FIRE (non-emer)	715-682-7052	
STATE		
WISCONSIN ELECTIONS COMMISSION	HELP DESK: 608-261-2028 GENERAL INFO: 608-266-8005	EMAIL: elections@wi.gov
	RICHARD RYDECKI, DEPUTY ADMINISTRATOR	608-261-2015
	MEGAN WOLFE, ADMINISTRATOR	608-266-8175 608-712-6957 (after hours)
	SARA LINSKI, BADGER BOOK IT	608-267-7891
	SARAH STATZ, SPECIALIST	608-261-2006



Download

Recipient details

Name Denise Oliphant

Issuer details

Issuer name Wisconsin Elections Commission

Contact christopher.doffing@wi.gov

Badge details

Name Security Awareness Series Completion ★

Language English

Description Curriculum Completed

Course Security Awareness

Criteria Users are awarded this badge when they complete the following requirement:

- **ALL** of the following activities are completed:
 - "SCORM package - Securing WisVote - The Basics (9.5 mins)"
 - "SCORM package - WisVote Access Policy (9 mins)"
 - "SCORM package - Phishing Facts (18.5 mins)"
 - "SCORM package - Password Protocols (15 mins)"
 - "SCORM package - Browsing Safely (15 mins)"
 - "SCORM package - Computer Safeguards (14 mins)"

Badge expiry

Date issued

Tuesday, January 29, 2019, 10:14 AM

Evidence

This badge was issued for completing:

- **ALL** of the following activities are completed:
 - **"SCORM package - Securing WisVote - The Basics (9.5 mins)"**
 - **"SCORM package - WisVote Access Policy (9 mins)"**
 - **"SCORM package - Phishing Facts (18.5 mins)"**
 - **"SCORM package - Password Protocols (15 mins)"**
 - **"SCORM package - Browsing Safely (15 mins)"**
 - **"SCORM package - Computer Safeguards (14 mins)"**

SUBJECT: Approve a Resolution to Approve the 2020 Adjusted City of Ashland Functional Classification Designations (*Public Works*) Voice

RECOMMENDATION:

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: John Butler, Director of Public Works

EXHIBITS:

1. Proposed Resolution
2. Ashland Functional Classification System (Existing)
3. Ashland Functional Classification System (Proposed)

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

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

SUMMARY STATEMENT:

The Wisconsin Department of Transportation (WI DOT) uses a system that classifies roads according to the character and level of service they provide to users. Criteria associated with the functional classification include the trip characteristics (flow of traffic to/from destinations, access) and traffic counts. Roads are generally classified as arterial, collectors, and local roads. Arterial roads provide regionally connectivity, collectors link key points within a defined area (ie a City) and local roads provide access to land (ie residential homes).

Roads designated as arterial or collectors are considered functionally classified. Functional classification designations are used by WI DOT for transportation planning and to define street construction standards. Roads within the City of Ashland with a functional classification are eligible for funding under the WI DOT's Surface Transportation Program (STP).

Public Works staff has worked with WI DOT staff to identify the changes to the functional classification

system shown in the attached map. The existing functional classification system was last reviewed in 2004.

The Public Works Director and WI DOT request Council approval of the designations and associated changes.

**RESOLUTION TO APPROVE THE 2020 ADJUSTED
CITY OF ASHLAND FUNCTIONAL CLASSIFICATION DESIGNATIONS**

WHEREAS, the Wisconsin Department of Transportation periodically updates roadway functional classification designations; and

WHEREAS, the City of Ashland's 2020 Functional Classification Maps have been prepared by the Wisconsin Department of Transportation based on input provided by the City of Ashland, and

WHEREAS, official recommendation and approval by the Common Council of the City of Ashland is necessary for adoption of the 2020 Functional Classification Maps,

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Ashland does approve the recommended Ashland Functional Classification Maps as prepared by the Wisconsin Department of Transportation.

PASSED: October 22, 2019

Councilperson

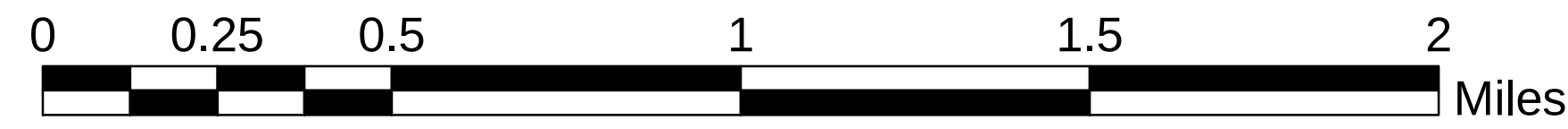
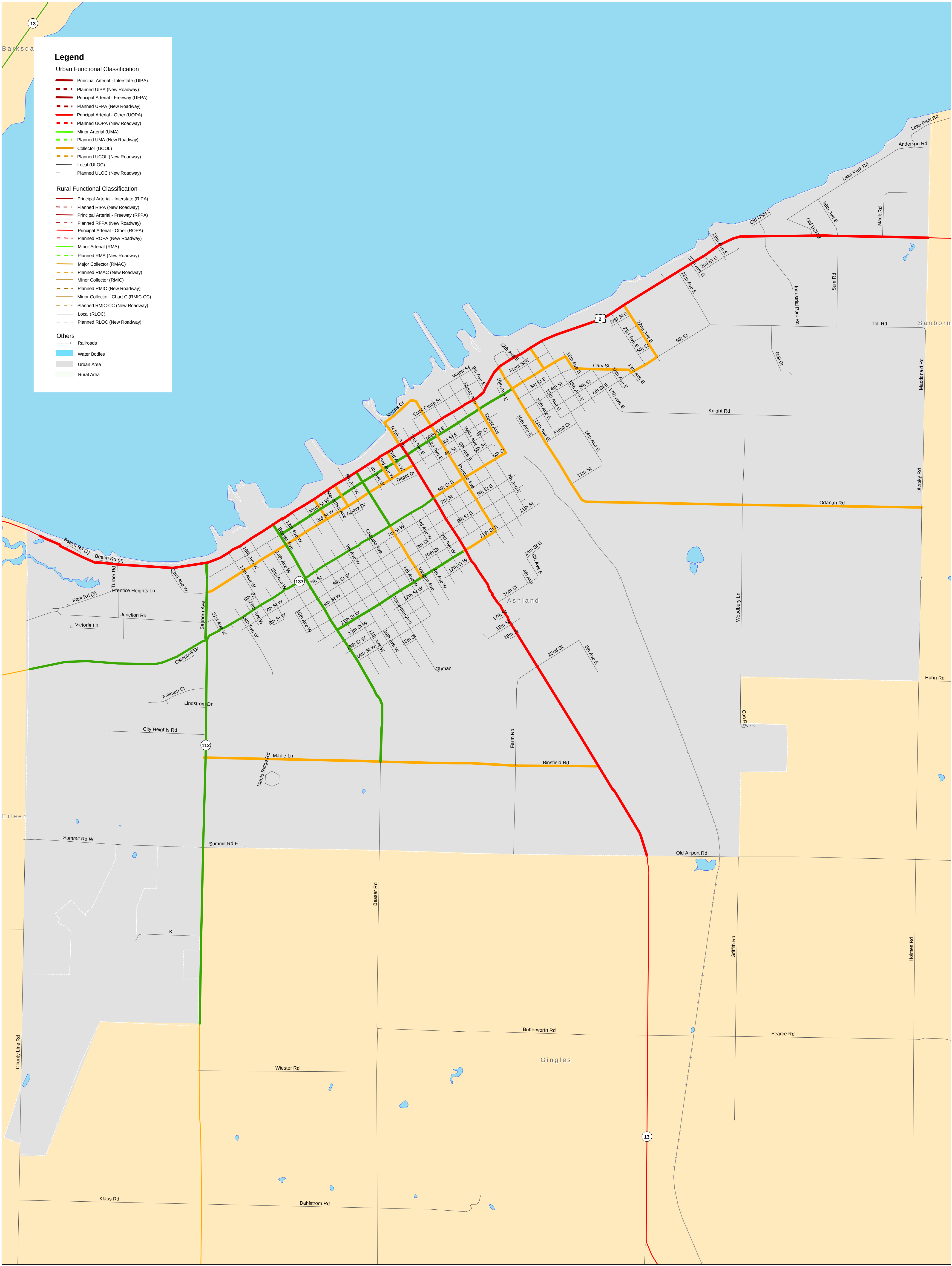
ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

Ashland Urban Area Functional Classification System



ASHLAND
Functional Classification - DRAFT

ASHLAND

