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**ASHLAND CITY COUNCIL MEETING**

**Tuesday, June 29, 2021 – 5:30 PM**

**Please silence all cell phones during the meeting**

**1. CALL TO ORDER**

**A. Roll Call, Moment of Silence and Pledge of Allegiance**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

**A. June 8, 2021 City Council and Committee of the Whole Meeting Minutes**

**4. CITIZEN PARTICIPATION PERIOD**

**5. MAYOR'S REPORT**

**A. Announcements**

**B. Appointments**

**6. CONSENT AGENDA**

**A. Approve Memorandum of Agreement with Wisconsin Historical Society to Accept  
Historic Preservation Subgrant (Planning & Development) Voice**

**B. Approve an Application for Class B Combination Fermented Malt Beverage and  
Intoxicating Liquor License for Chequamegon Bay Golf Club, Inc., and Agent David  
Bretting (Clerk) Voice**

**C. Miscellaneous Meeting Minutes**

## **7. OLD BUSINESS**

- A. Approve an Ordinance to Amend Chapter 165 Comprehensive Fee Schedule to Add a Six-Month Option for Mobile Food Vendor Permit Fee (*Clerk*) Roll**

## **8. NEW BUSINESS**

- A. Public Hearing Regarding City of Ashland 2021 Community Development Block Grant-Coronavirus (CDBG CV) Application to Fund Acquisition/ Renovation of Homeless Shelter in the City of Ashland (*Mayor*)**
- B. Approve the Authorizing Resolution to Submit a Community Development Block Grant (CDBG) Application for Acquisition/Renovation of a Homeless Shelter in the City of Ashland on Behalf of the Northwest Community Services Agency (NWCSA) (*Mayor*) Roll**
- C. Approve an Ordinance to Amend chapter 781 (1764) Ashland City Ordinance, Unified Development Ordinance, to Allow for Emergency Residential Facilities as a Conditional Use in the Light Industrial Zoning District (*Planning*) Roll**
- D. Approve an Ordinance to Amend Chapter 889 (1536) Transient Merchants, solicitation in Residential Neighborhoods, and Mobile Concession Street Vendors, Ashland City Ordinances to Create a Special Event License (*Clerk*) Roll**
- E. Discussion and Action Regarding Return to In Person City Council and Other City Committee Meetings (*Mayor*) Voice**

## **9. ADJOURNMENT**

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

*NOTE: Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals or individuals with limited English proficiency through auxiliary aids or services. For additional information or to request this service, contact Denise Oliphant at 715-682-7071 (not a TDD telephone number) or FAX: 715-682-7048*

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**ASHLAND CITY COUNCIL MEETING MINUTES**

**Tuesday, June 8, 2021 – 5:30 PM**

**Ashland City Hall Council Chambers**

**Please silence all cell phones during the meeting**

**1. CALL TO ORDER**

The Tuesday, June 8, 2021 Ashland City Council meeting was called to order by Mayor Debra Lewis, virtually via GoTo Meetings at 5:30 p.m.

**A. Roll Call, Moment of Silence and Pledge of Allegiance**

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

**PRESENT:** Laura Graf, Sarah Jackson, Anne Whiting, Ana Tochtermann, Eric Lindell, Kevin Haas, Charlie Ortman, Liz Franek, Dick Pufall, Jackie Moore

**ABSENT:** None.

**ALSO PRESENT:** Mayor Deb Lewis, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Public Works Director John Butler, Planning Director Megan McBride, Finance Director Julie Vaillancourt, Utility Supervisor Chanz Green, Planning Assistant Jaclynn Findlay, and other concerned citizens.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

Pufall moved, seconded by Haas to approve the minutes of the May 25, 2021 City Council meeting. The motion carried unanimously by voice vote.

#### **4. CITIZEN PARTICIPATION PERIOD**

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

*Carver Harries, 910 Ellis Avenue, (formerly Betsey Harries),* announced that Ashland Area Development is partnering with Northland College for internship training on June 21, 22, and 23, 2021.

*Kate Ullman, 1222 9th Avenue W,* encouraged Council to revisit the SRO contract with the Ashland School District that was approved in September 2020.

#### **5. MAYOR'S REPORT**

##### **A. Announcements**

Mayor Lewis noted that Ashland is hosting the Region 18 USPC K9 trials, organized by the Ashland Police Department, and welcoming nearly seventy K9 participating teams. The presentation by Dylan Jennings has been postponed per his request, to allow for more time. As Brant is away from the office this week, she announced on his behalf that staff is moving forward with the next step of the strategic planning process. Councils will be called to arrange for interviews with Managing Results staff. Focus groups and a resident survey will be organized in the very near future. As the emergency order for the City of Ashland has been lifted, she asked that Council have discussion in the near future to plan to return to in-person meetings.

##### **B. Appointments**

Lindell moved, seconded by Moore to approve reappointments of David Mettill to the Board of Review, term expiring June 10, 2026, and Christine Leubben as Weed commissioner, term expiring April 18, 2022. The motion carried unanimously by voice vote.

#### **6. Interview, Nomination and Approval of Filling Ward 1 Council Member Vacancy**

##### **A. Interview, Nomination and Approval of Filling Ward 1 Council Member Vacancy**

*(Mayor)* Roll

Lewis introduced Kevin Seefelt who submitted a letter of application for Ward 1 Council person. Seefelt explained his background, and took comments and questions from Councilors. Haas moved, seconded by Moore to approve to appoint Seefelt to the Ward 1 Councilperson position. The motion carried unanimously by roll call vote. Seefelt was then sworn in by Oliphant.

#### **7. CONSENT AGENDA**

##### **A. Miscellaneous Meeting Minutes**

Pufall moved, seconded by Haas to approve the miscellaneous meeting minutes. The motion carried unanimously by voice vote.

#### **8. NEW BUSINESS**

**A. Approve a Resolution by the Common Council for the City of Ashland, Wisconsin to Amend the 2021 Amended General Fund Budget to Meet the State of Wisconsin Expenditure Restraint Payment Program Guidelines in Order to Receive the 2022 Expenditure Restraint Revenue (*Finance*) Roll**

Vaillancourt explained to Council the reason for bringing this resolution forward. Moore moved, seconded by Lindell to approve the resolution. The motion carried unanimously by roll call vote.

**B. Approve License Applications for Alcohol Beverages, Including New Officers/Agents, Arcade, Recycling Facility/Salvage Operation, Pawn Broker, Taxicab, and Mobile Home Parks (*Clerk*) Voice**

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

**C. Approval of Four Grant Agreements for Downtown Building Improvement Grant Program (*Planning*) Roll**

Franek moved, seconded by Lindell to approve the Downtown Building Improvement Grant agreements for a total of \$53,300. The motion carried unanimously by roll call vote.

**D. Approve a Resolution to Acknowledge Review of the 2020 Compliance Maintenance Annual Report (CMAR) of the Ashland Wastewater Utility Pursuant to the Requirements of NR 208, Wisconsin Administrative Code (*Public Works*) Roll**

Pufall moved, seconded by Lindell to approve the resolution as presented. The motion carried unanimously by roll call vote.

**E. Approve to Award Contract for 2021 Private Lead Service Lateral Replacement Project (*Public Works*) Roll**

Moore moved, seconded by Lindell to approve to award the contract to Ritola, Inc. for \$286,160.60. The motion carried 10-1 by roll call vote; Franek opposed.

**9. ADJOURNMENT**

Lindell moved, seconded by Haas to adjourn. The motion carried unanimously by voice vote.

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## COMMITTEE OF THE WHOLE MEETING MINUTES

The Common Council of the City of Ashland will meet as the Committee of the Whole on **June 8, 2021** 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:

### 1. Roll Call

The Tuesday, June 8, 2021 City of Ashland Committee of the Whole Meeting was called to order by Council President Kevin Haas via GoTo Meetings.

Present: Kevin Seefelt, Laura Graf, Sarah Jackson, Anne Whiting, Ana Tochtermann, Eric Lindell, Kevin Haas, Charlie Ortman, Elizabeth Franek, Dick Pufall, and Jackie Moore.

Also Present: Mayor Deb Lewis, City Clerk Denise Oliphant, Planning Director Megan McBride, Planning Assistant Jaclynn Findlay, and other concerned citizens.

### 2. Council President's Report

Haas welcomed Councilor Seefelt and thanked him for offering to serve Ward 1. He met with the Clerk and Parks Director during the week prior to the meeting to discuss the mobile concession vendor fees. He also noted that the Public Works Director planned to bring forward an item for discussion regarding the 2024 Ellis Avenue/Highway 13 project.

### 3. Approval of Agenda

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

### 4. Discussion Items

#### A. Discussion and Possible Action Regarding Amendments to the Mobile Concession Food Vendor Fees while Operating both on Public and Private Property (Clerk)

The Clerk and Planning Director introduced the agenda item. After much discussion, Moore moved, seconded by Lindell to approve the proposed six-month mobile concession vendor fee of \$350. Ortman offered an amendment to approve to also offer a two-day permit fee for \$50, seconded by Franek, but later both withdrew the motion. The six-month fee of \$350 was approved unanimously by voice vote, and will be forwarded to the June 29, 2021 Council meeting for final approval. The option of a two-day permit will be revisited at a

future Committee of the Whole.

5. Adjournment

Seefelt moved, seconded by Moore to adjourn. The motion approved unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant,  
City Clerk

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**SUBJECT: Appointments**

**RECOMMENDATION:** Approval

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**DEPARTMENT OF ORIGIN:** Mayor

**CLEARANCES:** Mayor

**EXHIBITS:**

**EXPENDITURES REQUIRED:** NA

**AMOUNT BUDGETED:** NA

**APPROPRIATION  
REQUIRED:** NA

**TREASURER'S  
CERTIFICATE:**

**COMPLIANCE WITH ORD. 51:**

**STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:**

**SUMMARY STATEMENT:**

The Mayor is respectfully requesting the following appointments to City Committees:

Ashland Ore Dock Board of Trustees: Ana Tochterman, Council Rep., Term expires: 4/15/22

Board of Zoning Appeals: John Beirl, Term expires: July 13, 2024

BART Board: Nathan Lawyer, Term Expires: July 13, 2024

**SUBJECT:** Approve Memorandum of Agreement with Wisconsin Historical Society to Accept Historic Preservation Subgrant (*Planning & Development*) Voice

**RECOMMENDATION:** Approval

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**DEPARTMENT OF ORIGIN:** Planning & Development

**CLEARANCES:** City Attorney  
Historic Preservation Commission

**EXHIBITS:**

1. Memorandum of Agreement between the State of Wisconsin Historic Preservation Office and the City of Ashland, Wisconsin
2. Excerpt from City of Ashland 2017 Historical and Architectural Resources Survey

**EXPENDITURES REQUIRED:** \$6,000 from Wisconsin Historical Society Historic Preservation Fund subgrant

**AMOUNT BUDGETED:** \$6,000

**APPROPRIATION REQUIRED:** N/A-- Grant requires no match.

**TREASURER'S CERTIFICATE:**

**COMPLIANCE WITH ORD. 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:** The proposed Memorandum of Agreement with the Wisconsin State Historic Preservation Office conforms to goals and principles identified in the Comprehensive Plan, with preservation and restoration of Ashland's historic and architectural resources identified as a primary goal. Collaboration with Fifield Row residents through this process will engage them in shaping the designation and associated community education around this unique neighborhood, and designation of the district on the state and national historic registers would help property owners more easily take advantage of state and federal Historic Tax Credits to assist with building maintenance and restoration projects.

**SUMMARY STATEMENT:**

The City has been awarded a grant of up to \$6,000 to hire a qualified firm to complete the necessary application process for designation of Fifield Row as a Historic District on the State and National Registers of Historic Places. This is based on the recommendation provided in the City's 2017 Architectural and Historic Resource Survey. A central purpose of this Historic Preservation Fund subgrant program is to help communities

implement recommendations provided in community surveys. Initial outreach was done to residents of the proposed Fifield Row district at the time of grant application, and the City's Historic Preservation Commission would work with the hired consultant to perform additional outreach as part of this process. The City would utilize a competitive bidding process to select the identify the consultant, and a contract will be brought back to City Council for approval.



Wisconsin Historical Society  
816 State Street  
Madison, Wisconsin 53706

MEMORANDUM OF AGREEMENT  
BETWEEN  
WISCONSIN STATE HISTORIC PRESERVATION OFFICE  
AND  
CITY OF ASHLAND, WISCONSIN

SUBJECT: Subgrant funding up to \$6,000 from federal Historic Preservation Fund  
through a subgrant from the State of Wisconsin –  
**Project No. WI-21-10014**

DATE OF AWARD: Feb. 19, 2021

POINT OF CONTACT: Jason Tish: [jason.tish@wisconsinhistory.org](mailto:jason.tish@wisconsinhistory.org) 608-264-6512

This agreement between the State Historic Preservation Office (SHPO), and the City of Ashland, Wisconsin (Grantee) stipulates the terms and conditions of the funding for the above-referenced project, as well as the scope for work for the project. The grantee will undertake and coordinate a project to prepare National Register of Historic Places nomination materials for the Fifield Place Homes Historic District, supported by a grant of up to \$6,000 from the federal Historic Preservation Fund (HPF) through a subgrant from the Wisconsin SHPO in support of the National Register of Historic Places (NRHP) program in Wisconsin. The NRHP program was established by the National Historic Preservation Act of 1966 (as amended), and is administered by the National Park Service, U.S. Department of the Interior. The Catalog of Federal Domestic Assistance number is 15.904.

The SHPO and the Grantee agree to the following:

*Scope of Work*

The Grantee will carry out the project as stipulated in this document and in the *Scope of Work (Attachment A)*.

*Period of Performance*

All work related to this project will be conducted between the date of the *Purchase Order* for this project and **August 31, 2022**.

### *Intermediate Deadlines*

There are intermediate deadlines for project activities, reporting, and deliverables stipulated below and in the *Scope of Work*. Intermediate deadlines may be amended subject to the *Amendments* section below.

**Oct. 15, 2021** – First *Progress Report* to SHPO is due.

**Jan. 15, 2022** – Second *Progress Report* to SHPO is due (if project has not been completed).

**April 15, 2022** – Third *Progress Report* to SHPO is due (if project has not been completed).

**July 30, 2022** – All deliverables in the *Scope of Work* are due.

**Aug. 31, 2022** – project work complete, and final reimbursement requests prepared

**Sept. 15, 2022** – Final *Reimbursement Request* and *Project Completion Report* are due.

The Grantee will notify the SHPO if any situation arises that will adversely affect the timely or successful completion of this project.

The SHPO will review all deliverables within 30 days of receipt, and work with the consultant team to rectify incomplete or inadequate content. Project-related activities may occur after submission of deliverables.

### *Qualified Professional Consultation*

To complete the Scope of Work, the Grantee will enter into a contract with a principal investigator who meets whose professional qualifications have been reviewed by the SHPO and determined to meet the [Secretary of the Interior's Professional Standards for Archaeology or Historic Architecture](#). SHPO staff will maintain contact with the principal investigator for the duration of the project, and provide any training, advice, and technical assistance needed for the successful completion of project work. The Grantee will verify that sub-contractors hired by the principal investigator also meet the Professional Qualification Standards.

### *Contracts*

The Grantee will provide SHPO staff an opportunity to review and approve drafts of contracts for project-related work prior to executing such contracts.

The Grantee will comply with federal procurement standards in Chapter 17 of the [Historic Preservation Fund Grants Manual](#) (*HPF Manual*) when obtaining professional consulting services, and will submit documentation of such *prior to* reimbursement.

The Grantee will not contract with any party who is disbarred, suspended, or is otherwise excluded from or ineligible for participation in Federal assistance programs under *Executive Order 12549, Debarment and Suspension*.

### *Allowable Costs*

Generally, expenses for the following types of activities are reimbursable under this grant when they are incurred in the completion of project. See Ch. 13 of the *HPF Manual* for more specific eligibility requirements:

- Professional and consulting service
- Travel
- Equipment, materials, and supplies used for project activities
- Exhibits for public display of project accomplishments
- Meeting facilities
- Printing of project materials and deliverables
- Advertising, marketing, and public information
- Time spent by CLG staff coordinating the project activities or hiring and directing consultants

All project-related costs are subject to applicable principles in the following [\*Office of Management and Budget \(OMB\) Circulars\*](#).

- A-21 Cost Principles for Educational Institutions (as revised 5/10/2004);
- A-87 Cost Principles for State, Local and Indian Tribal Governments (as revised 5/10/2004);
- A-122 Cost Principles for Nonprofit Organizations (as revised 5/10/2004);
- A-102 Grants and Cooperative Agreements with State and Local Governments (as amended 8/29/97);
- A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations, (as amended 9/30/99), and
- A-133 Audits of Institutions of States, Local Governments, and Nonprofit Institutions (as revised 6/27/03).

If the Grantee receives \$300,000 or more annually in total federal funds, the Grantee will comply with the provisions of [\*OMB Circular A-133\*](#), [\*Single Audit Act of 1984\*](#), and submit to the SHPO a copy of the audit report within 30 days of publication.

All project-related spending will meet federal requirements for the Historic Preservation Fund, meet state requirements for the HPF subgrant program, conform to the approved project budget and occur within the period of performance, and be necessary and reasonable for the completion of the *Scope of Work*.

Grant funding may not be used for any work associated with "lobbying," in accordance with [\*18 U.S.C. 1913\*](#).

### *Reimbursement*

The Grantee may request reimbursement for project-related expenses at any time, and as often as necessary during the course of project work.

The Grantee will request reimbursement for project-related expenses by completing a [Reimbursement Request](#) form provided by the SHPO. Each *Reimbursement Request* will be accompanied by:

- Documentation of project-related expenses (receipts, paid invoices, etc.)
- Documentation that those expenses were paid (receipt, satisfied invoices, cancelled checks, etc.)

On receipt of a *Reimbursement Request*, the SHPO will reimburse the Grantee, within 60 days, for allowable, paid, and documented costs related to the funded project.

The SHPO will reimburse the Grantee up to 75% of the grant award prior to the completion of the project. The SHPO will release the remaining 25% of the grant award after receipt of the final *Reimbursement Request Project Completion Report*, all deliverables stipulated in the *Scope of Work*, and a review of auditable records by SHPO staff.

The Grantee will submit a final *Reimbursement Request* on or before **September 15, 2022** for all unreimbursed, project-related expenses.

Reimbursement of project-related expenses is subject to availability of federal HPF funding committed to the SHPO from the National Park Service.

### *Retention of Records*

The Grantee will retain all records related to project expenses and the procurement of professional services for at least five years after completion of the project. The Grantee will provide, upon request, access to these records to the State Legislative Audit Bureau, the SHPO, the National Park Service, the Department of the Interior, the Comptroller of the United States, and any of their duly authorized representatives.

### *Amendments*

After the execution of this MOA, the Grantee may propose, in writing, changes to the *Scope of Work*, budget, or deliverables to the SHPO in accordance with the requirements in section 11 of the *CLG Subgrant Manual*. The SHPO will respond within 30 days, either accepting or rejecting the proposed changes.

The *Period of Performance* cannot be amended because it is tied to federal deadlines for disbursement of Assistance funding.

### *General Stipulations*

Because federal funds will be used to complete this project, materials produced with this funding will remain in the public domain and may not be copyrighted.

The Grantee will comply with all federal and state laws and regulations concerning equal opportunity, affirmative action, and fair employment practices.

The Grantee will comply with all applicable regulations, laws, policies, guidelines, and requirements of this federal grant program, including applicable Secretary of the Interior's standards.

The Grantee will comply with *Title VI of the Civil Rights Act of 1964* that states that no person, on the grounds of race, color, marital status, religious creed or national origin, will be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The Grantee will comply with the *Rehabilitation Act of 1973* and the *Age Discrimination Act of 1975* and all requirements imposed by or pursuant to the *Department of the Interior Regulations (43 CFR 17)* issued pursuant to these titles, to the end that, no person in the United States shall, on the grounds of age or physical ability, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the Grantee receives financial assistance from the National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

During the period of this grant (execution through **September 30, 2022**), any income earned by a Grantee from any project-related activities for which the Grantee requests reimbursement will be subtracted from the amount of the grant award.

The Grantee will indemnify and hold harmless the State Historic Preservation Officer, the Wisconsin Historical Society, and its officers, employees, and agents from actions or claims filed in response to any injury or damage received by any persons or property resulting from the Grantee's efforts to accomplish the *Scope of Work*.

### *Acknowledgment of Federal Assistance*

The following acknowledgment of federal assistance (also available in Section 7 of the *Subgrant Manual*) will be printed in any publication or visual product resulting from this project. Publications, materials, projects, news release, speeches, and other dissemination of information relating to this project must also acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.

*"The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin Historical Society. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin Historical Society. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin Historical Society."*

*Termination of this Agreement*

Either party may terminate this agreement by written notification to the other before the project is completed, and at least 60 days prior to the termination of the agreement.

If this agreement is terminated by the SHPO, except for reasons of non-compliance by the Grantee, the SHPO will reimburse the Grantee up to a maximum of 100% of the eligible costs incurred up to the termination date.

If this agreement is terminated by the Grantee, the SHPO may, at the discretion of the State Historic Preservation Officer, reimburse the Grantee for a maximum of 50% of the eligible costs incurred to the termination date, or may require the Grantee to return any or all federal funds transferred to the Grantee by the termination date, depending upon the circumstances of the termination. This agreement becomes effective upon signature by both parties below, and the receipt by the Grantee of a *Purchase Order* for the contract sum from the Wisconsin Historical Society on behalf of the State Historic Preservation Officer

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Daina Penkiunas  
State Historic Preservation Officer

---

Date

---

Julie Vaillancourt  
Financial Officer, City of Ashland, Wisconsin

---

Date

## **Attachment A: Scope of Work**

Project No. WI-21-10014

Ashland, Wisconsin

The State Historic Preservation Office (SHPO), Wisconsin Historical Society, and the City of Ashland, Wisconsin (Grantee), agree to the following scope of work and project conditions for the completion of National Register of Historic Places nomination documents for the Fifield Place Homes Historic District.

### *Compliance with Federal and State Guidance*

A nomination form for the National Register of Historic Places will be completed in accordance with the guidance in [National Register Bulletin 16A: How to Complete the National Register Registration Form](#). The nomination will comply with [Additional Wisconsin SHPO Requirements](#). The nomination will be submitted using the ["Wisconsin Preferred" nomination form](#). The Grantee will direct the principal investigator to the these documents, and notify them that compliance is required.

### *Subgrant Manual*

In the allocation and use of this federal grant funding, the Grantee will comply with all standards and requirements in the [Historic Preservation Subgrant Administration Manual \(Subgrant Manual\)](#) published by the SHPO. The Grantee will direct the principal investigator to the *Subgrant Manual*, and notify them that compliance is required.

### *Request for Bids*

After the execution of the Memorandum of Agreement (MOA), the local government of Ashland will issue a Request for Bids (RFB) to professional historic preservation consultants who have expressed interest in completing the nominations, and other consultants who may be interested in bidding on the project. The city will use a competitive negotiation process for procurement of professional services, selecting the most qualified competitor.

### *Contract Template (Attachment B)*

A contract template is provided in *Attachment B* for the convenience of the city/village. This template will be used when contracting with a consultant for the performance of the *Scope of Work*. While this contract may be revised, sections XIII and XIV are critical to the integrity of the National Register program, and will be retained unrevised.

### *Principal Investigator and city staff*

The consultant(s) selected to prepare the nomination(s) will serve as the Principal Investigator for the project, and must meet the [Secretary of the Interior's Professional Qualification Standards for Archaeology or Architectural History](#). The city of Ashland will consult with the SHPO to ensure that the selected consultant meets these standards. City staff will assist the consultant in facilitating project work. SHPO staff will maintain contact with the principal investigator for the duration of the project, and provide any training, advice, and technical assistance needed for the successful completion of project work. Time spent by city staff to facilitate the project is eligible for reimbursement by the subgrant, and will be tracked and claimed for reimbursement.

### *SHPO review of nomination(s)*

The SHPO will review and approve the scope and boundaries of the nomination prior to commencement of work. After each draft nomination is submitted to the SHPO, the SHPO will retain editorial privilege over all nominations. The Grantee will inform the Consultant(s) of their responsibility to participate in an iterative revision process for each nomination with the National Register staff at the SHPO, which may extend beyond the Period of Performance of the grant-funded project.

### *Deliverables*

The following items will be submitted for each nomination by the project completion date. Each is more fully described in the supplementary manual. The completed nomination(s) is due at the SHPO by **July 30, 2022**.

1. One electronic copy and one paper copy of the National Register of Historic Places Inventory-Nomination Form (NPS Form 10-900).
2. One electronic copy and one paper copy of a 200-300-word summary of the significance of the property.
3. The full text of the nomination and of the summary statement on compact disk.
4. Photographs: Two commercially printed sets of digitally produced images printed at a size of 4" x 6" and labeled on the back in pencil. Digital image files in TIFF format on an archival compact disk. All photographs, printed and digital, will comply with the National Park Service's [National Register Photo Policy](#).
5. A PowerPoint presentation that fully documents the significance and appearance of the property for the Review Board meeting. The PowerPoint presentation must be compressed to create a file of manageable size. The presentation must be submitted on a CD together with the individual original uncompressed image files. Image files must be in JPG format at a minimum resolution of 300 DPI and a minimum width of 2000 pixels on the longest side. This should result in a file size of around 7MB. The individual image files must be labeled with the AHI number and descriptive detail.
6. Original USGS quadrangle maps as needed to identify the nominated property. The maps must be labeled in pencil as specified by the National Register and the SHPO and must include construction lines for the calculation of UTM coordinates.
7. District maps, site plans, and/or floor plans, as needed.
8. A complete list of all current property owners as listed in the land or tax records after the nomination is scheduled for a Review Board meeting. Historic district nominations require three full sets of mailing labels submitted on Avery 5160, Avery 5161, or similar label format.
9. One completed nomination submission checklist.

10. An update to the Wisconsin Historic Preservation Database (WHPD) as directed in the *Subgrant Manual*. New or updated records are required for all resources in the district whether contributing or non-contributing. The information for the nomination resources will be entered into WHPD by the consultant. The consultant will be given free access to WHPD for one month in order to enter the nomination findings for this project.
11. The City of Ashland will advise the consultant that they will be responsible for presenting the nomination(s) to the State Historic Preservation Review Board when it appears on the Board's agenda, and that any corrections or additional information required by the State Review Board or the National Park Service will be provided by the consultant. Costs associated with required corrections will be included in the project budget.

#### *Acknowledgment of Federal Assistance*

The following acknowledgment of federal assistance (also available in Section 7 of the *Subgrant Manual*) will be printed in any publication or visual product resulting from this project. Publications, materials, projects, news release, speeches, and other dissemination of information relating to this project must also acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.

*"The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin Historical Society. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin Historical Society. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin Historical Society."*

## DISTRICTS

### FIFIELD PLACE HOMES HISTORIC DISTRICT

| Address                                                                                                 | AHI#                             | NRHP Evaluation      |
|---------------------------------------------------------------------------------------------------------|----------------------------------|----------------------|
| 110 N. Ellis Avenue (aka 1 Fifield Place) &<br>2-5 & 7 N. 2 <sup>nd</sup> Avenue East (aka Fifield Row) | See resource table<br>on page 13 | Potentially Eligible |
| Description and Statement of Significance                                                               |                                  |                      |



2, 3, 4, 5 & 7 N. 2<sup>nd</sup> Avenue East (aka Fifield Row). All five homes were built in 1887 by Samuel S. Fifield.

This small district of six homes includes five along N. 2<sup>nd</sup> Avenue East (aka Fifield Row) and one along N. Ellis Avenue (aka 1 Fifield Place), as well as a non-contributing garage (See map on page 13). The largest of the six is oriented to N. Ellis Avenue, rises two stories in height and is topped with a hipped roof. Although altered with asbestos siding and missing its original tower, the over 4,000-square-foot home retains a number of its original tall-and-narrow windows. The other five houses also rise two stories in height and generally reflect their original Queen Anne styling. While house #4 stands as the most intact of the five--featuring wooden shingle and clapboard sheathing, as well as detailed porchwork--the other four homes have seen varying degrees of alteration. Notably, however, house #5 is currently undergoing restoration.

Samuel S. Fifield built the house on N. Ellis Avenue in 1883 as his own home, while the “cottages” along Fifield Row were constructed in 1887. Born in 1839 in Penobscot County, Maine, Fifield came to Wisconsin in 1854 and moved to Ashland in 1872. Having earned experience in printing (as did his brother), Fifield would establish *The Ashland Press* with his brother that same year, as well as serve as one of the first supervisors of the Ashland County Board. In 1874, he was elected to the State Assembly, serving as Speaker just two years later. That year he would take up the position of State Senator, which he held in 1877, 1880 and 1881; the lattermost date in which he was elected Lieutenant Governor of Wisconsin (a position he served through 1886). In 1890, Fifield was appointed postmaster of Ashland, a position he held for sixteen total (but not consecutive) years. In addition, he also served as the vice president of the First National Bank and the Ashland Lighting Company. In 1863, he wed Stella Grimes, with

whom he would live in the subject home--dubbed as “Evergreen Cottage”--from 1883 until her death in 1913; Fifield himself died in 1915.<sup>1</sup>



**110 N. Ellis Avenue (aka 1 Fifield Place): Samuel S. & Stella Fifield House (1883).**

Likely a reaction to the existing shortage of housing<sup>2</sup>, as well as identifying earnings potential, Fifield built six cottages along N. 2<sup>nd</sup> Avenue East in 1887 for a sum of \$18,000. Following the establishment of initial water, gas and light services between 1883 and 1884, the community began to grow. So much so that available housing lagged behind the increasing population. The six cottages, as well as his own home (and another non-extant house on N. Ellis Avenue), were identified in city directories as “Fifield Place,” each of which provided rentable living quarters that were announced as available to tenants as of 15 October

1887. As of the 1888 city directory, the following people were identified as renting the cottages from Fifield<sup>3</sup>: Gustavus Wiberg of Tanton & Wiberg, pianos, organs and merchant tailors (115 N. 2<sup>nd</sup> Avenue East, aka 2 Fifield Place); Thomas F. McCarthy, agent, Columbus & Hocking Coal & Iron Company (115 N. 2<sup>nd</sup> Avenue East, aka 2 Fifield Place); Charles F. Latimer, cashier of the Northern National Bank (117 N. 2<sup>nd</sup> Avenue East, aka 3 Fifield Place); merchant George Deming (125 N. 2<sup>nd</sup> Avenue East, aka 6 Fifield Place); and school teacher Miss Louisa Manuel (129 N. 2<sup>nd</sup> Avenue East, aka 7 Fifield Place<sup>4</sup>). The city directory entry for “Fifield Place” continued through 1901; however, by 1903 it no longer was listed as such (although the homes continued to be utilized as rentals and were owned by Fifield). Additionally, and very early on, the Fifields also rented rooms in their home—seemingly most often to public school teachers, although Frederick Prentice (businessman and president of the Prentice Brownstone Company) is

<sup>1</sup> *Commemorative and Biographical Record of the Upper Lake Region* (Chicago: J.H. Beers & Co., 1905), 2-4; *Ashland (WI) Daily Press*, 3 December 1887, 1.

<sup>2</sup> Following the establishment of initial water, gas and light services between 1883 and 1884, Ashland began to grow—so much so that available housing lagged behind the increasing population. Excerpts from a June 1887 newspaper article include “There seems to be no abatement, as yet, to the building boom that was begun in this city early in the spring...The demands for dwellings are not yet by any means supplied, notwithstanding the large number that have been completed.” City streets were renamed at that time and houses were numbered in anticipation of free mail delivery. Indeed a boom year for building, total structures erected numbered 554, with nearly 430 of them being homes. Comparatively, construction the following year included just 115 houses. The previous information was excerpted, in part, from “Chapple and MacArthur Avenues Residential Historic District, National Register nomination prepared by Traci E. Schnell, Heritage Research, Ltd. (2013), NRIS #14000266, listed on 27 May 2014.

<sup>3</sup> The following names were found doing a search for “N 2<sup>nd</sup> Avenue East” in the 1888 directory through ancestry.com, Accessed August 2017. Please note that a page-by-page search could also provide additional names.

<sup>4</sup> Note that there did not ever seem to be a 129 N. 2<sup>nd</sup> Avenue East (based on Sanborn map evidence) and that this address is believed to be a typo and should have been 127 N. 2<sup>nd</sup> Avenue East (which equated to 7 Fifield Place).

noted as among its occupants in 1891. As of the 1900 census, occupations of the cottage renters ranged from lumber dealer to blast furnace manager to local dry goods store owner/ proprietor.<sup>5</sup>

Following Fifield's death in 1915, the six cottage homes were sold off individually to the following: Mildred W. Johnson (2 Fifield Place); Andrew Howard Byrne (3 Fifield Place); Bernard J. Hoppenyan (4 Fifield Place); Gertrude A. Dennis (5 Fifield Place); George Laughlin (6 Fifield Place); and Catherine McDonnell (7 Fifield Place). The houses at 2-6 Fifield Place were purchased for \$1,600 each, while the lake view home at 7 Fifield Place sold for \$2,000. The Fifield home, as well as five of the cottages remain extant (6 Fifield Place is no longer extant), along with another former rental unit in between (which is not included in the proposed historic district).<sup>6</sup>

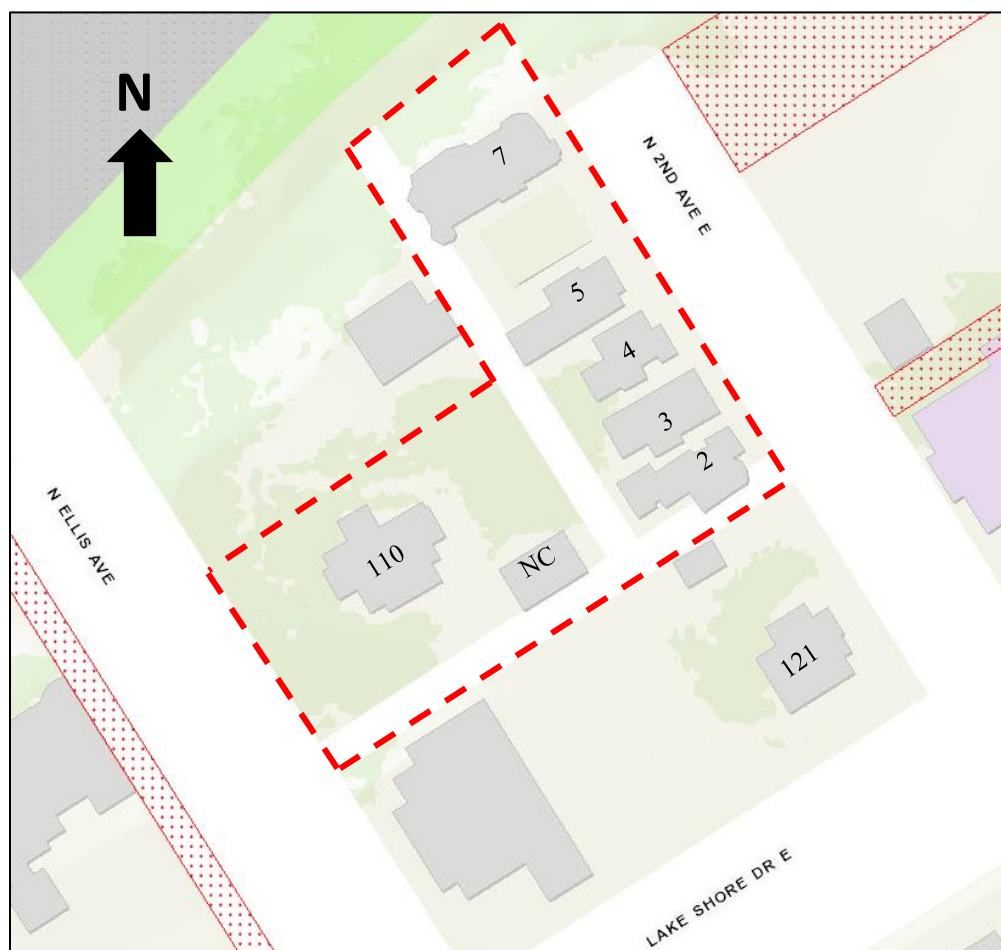
Despite Fifield's numerous political positions, including his involvement with local concerns (as postmaster and a bank president), Criterion B: Significant Persons, is not substantiated at this time (although it remains a possibility). However, regarding Criterion A: History (Community Planning and Development), the group of homes along N. 2<sup>nd</sup> Avenue East was built by Fifield during Ashland's 1887 building boom, likely in response to the housing shortage created as a result of a significant and swift influx of residents. Indeed, at the conclusion of 1887, the local paper reported a population increase of 30 percent. While it has been substantiated that a number of Ashland citizens built an investment property (or two) that provided needed housing at that time, this is the only known larger-scale attempt to alleviate the immediate housing crunch. Not only did Fifield build the five homes (as one has since been demolished) for rental purposes, but he also utilized his own home for such purposes shortly thereafter. Based on that information, the grouping of six homes (including Fifield's own house) is recommended as potentially eligible under Criterion A (with a Period of Significance from 1887-1915). Finally, regarding Criterion C: Architecture, the five cottages--all of which were originally executed in the Queen Anne style of architecture--reflect varying levels of integrity and, at this time, are not considered potentially eligible in that regard. However, current efforts towards the restoration of 5 Fifield Row, combined with the possible future restoration of others, could result in potential eligibility under Criterion C: Architecture, as a good, concentrated collection of Queen Anne-style homes. While the potential eligibility under Criterion C would disallow the inclusion of the Fifield home, the district could then provide the potential for the inclusion of the Stick-style Harrison house at 121 Lake Shore Drive East.

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<sup>5</sup> *Ashland City Directory*, 1890, 1901, 1903; U.S. Federal Census, Population, 1900.

<sup>6</sup> Fifield estate to Mildred Johnson (re: 2 Fifield Place), Warranty Deed (5 May 1915), Book 107/Page 460, Document No. 48044 (all deeds hereafter cited in the following format: WD (5 May 1915), 107/460, #48044; Fifield estate to M.H. Byrne (re: 3 Fifield Place), WD (11 May 1915), 107/468, #48092; Fifield estate to Bernard J. Hoppenyan (re: 4 Fifield Place), WD (5 May 1915), 107/462, #48047; Fifield estate to Gertrude A. Dennis (re: 5 Fifield Place), WD (20 May 1915), 107/473, #48189; Fifield Estate to George Laughlin (re: 6 Fifield Place), WD (20 May 1915), 107/472, #48187; Fifield estate to Catherine McDonnell (re: 7 Fifield Place), WD (18 May 1915), 107/471, #48152.

| Address                          | Resource (Date)                         | AHI#    |
|----------------------------------|-----------------------------------------|---------|
| 110 N. Ellis Avenue              | Samuel S. & Stella Fifield House (1883) | #676    |
| “                                | Garage (non-contributing)               | #234010 |
| 2 N. 2 <sup>nd</sup> Avenue East | Fifield Cottage (1887)                  | #72     |
| 3 N. 2 <sup>nd</sup> Avenue East | Fifield Cottage (1887)                  | #677    |
| 4 N. 2 <sup>nd</sup> Avenue East | Fifield Cottage (1887)                  | #678    |
| 5 N. 2 <sup>nd</sup> Avenue East | Fifield Cottage (1887)                  | #232777 |
| 7 N. 2 <sup>nd</sup> Avenue East | Fifield Cottage (1887)                  | #679    |



Proposed Fifield Place Homes Historic District: 110 N. Ellis Avenue & 2-5 & 7 N. 2<sup>nd</sup> Avenue.

Historic Boundary = - - - - -

**SUBJECT:** Approve an Application for Class B Combination Fermented Malt Beverage and Intoxicating Liquor License for Chequamegon Bay Golf Club, Inc., and Agent David Bretting (*Clerk*) Voice

**RECOMMENDATION:** Approval

---

**DEPARTMENT OF ORIGIN:** City Clerk

**CLEARANCES:** Clerk

**EXHIBITS:**

1. Original Alcohol Beverage Retail License Application, Chequamegon Bay Golf Club Inc
2. Letter of Surrender - GiGi's

**EXPENDITURES REQUIRED:** NA

**AMOUNT BUDGETED:**

**APPROPRIATION  
REQUIRED:** NA

**TREASURER'S  
CERTIFICATE:** The Treasurer's Office has certified on June 21, 2021 that Chequamegon Bay Golf Club, Inc. is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

**COMPLIANCE WITH ORD. 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:**

**SUMMARY STATEMENT:**

The Chequamegon Bay Golf Club, Inc. has submitted its application for a Class B Combination Fermented Malt Beverage and Intoxicating Liquor license for 3000 Golf Course Road, Ashland, Agent, David Bretting.

Connie Wroblewski purchased the Elk's Lodge at 3000 Golf Course Road, Ashland, earlier in 2021 with the intention of operating the facility as GiGi's after renovations, utilizing the Class B Combination alcohol license surrendered by the Elk's/BPOE. On June 8, 2021, Council approved all license applications brought to the Clerk's office for renewal, including that for GiGi's, formerly known as the Elk's Club. Since then, the new owner of the facility notified the Clerk's office of a family emergency causing the restoration and operation of the restaurant and bar to come to an immediate halt. Due to the unknown future status of GiGi's, the owner submitted a Letter of Surrender of the alcohol license to the Clerk's office to allow for the Chequamegon Bay Golf Club, Inc. to apply to retain the license.

State Statute requires all alcohol license applications be published for public notice three consecutive times prior to approval by Council. The notice ran in the Daily Press' print edition on June 22, 25 and 29, 2021.

Council is asked to approve the submitted application for the Chequamegon Bay Golf Club, Inc. at 3000 Golf Course Road, Ashland, and for agent David Bretting.

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 07/01/2021 ending: 06/30/2022  
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of } Ashland

County of Ashland Aldermanic Dist. No. \_\_\_\_\_  
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company  
☐ Partnership ☒ Corporation/Nonprofit Organization

| Applicant's Wisconsin Seller's Permit Number<br><u>456-1027765231-02</u> |                      |
|--------------------------------------------------------------------------|----------------------|
| FEIN Number<br><u>45-3013454</u>                                         |                      |
| TYPE OF LICENSE REQUESTED                                                | FEE                  |
| <input type="checkbox"/> Class A beer                                    | \$                   |
| <input checked="" type="checkbox"/> Class B beer                         | \$ <u>500</u>        |
| <input type="checkbox"/> Class C wine                                    | \$                   |
| <input type="checkbox"/> Class A liquor                                  | \$                   |
| <input type="checkbox"/> Class A liquor (cider only)                     | \$ N/A               |
| <input checked="" type="checkbox"/> Class B liquor                       | \$ <u>100</u>        |
| <input type="checkbox"/> Reserve Class B liquor                          | \$                   |
| <input type="checkbox"/> Class B (wine only) winery                      | \$                   |
| Publication fee                                                          | \$ <u>50</u>         |
| <b>TOTAL FEE</b>                                                         | <b>\$ <u>650</u></b> |

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)  
Chequamegon Bay Golf Club, Inc. by Bretting David Harrison

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

|                                                  |                          |                                  |                                                                                                           |
|--------------------------------------------------|--------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------|
| President / Member Last Name<br><u>Bretting</u>  | (First)<br><u>David</u>  | (Middle Name)<br><u>Harrison</u> | Home Address (Street, City or Post Office, & Zip Code)<br><u>4101 Summit Road Ashland WI 54806</u>        |
| Vice President / Member Last Name<br><u>Fall</u> | (First)<br><u>George</u> | (Middle Name)<br><u>Anthony</u>  | Home Address (Street, City or Post Office, & Zip Code)<br><u>4023 Summit Road Ashland WI 54806</u>        |
| Secretary / Member Last Name<br><u>Pocernich</u> | (First)<br><u>David</u>  | (Middle Name)<br><u>Mark</u>     | Home Address (Street, City or Post Office, & Zip Code)<br><u>29310 E. Ondossagon Rd Ashland, WI 54806</u> |
| Treasurer / Member Last Name<br><u>Pocernich</u> | (First)<br><u>David</u>  | (Middle Name)<br><u>Mark</u>     | Home Address (Street, City or Post Office, & Zip Code)<br><u>29310 E. Ondossagon Rd Ashland, WI 54806</u> |
| Agent Last Name<br><u>Bretting</u>               | (First)<br><u>David</u>  | (Middle Name)<br><u>Harrison</u> | Home Address (Street, City or Post Office, & Zip Code)<br><u>4101 Summit Road Ashland, WI 54806</u>       |
| Directors / Managers Last Name                   | (First)                  | (Middle Name)                    | Home Address (Street, City or Post Office, & Zip Code)                                                    |

1. Trade Name Chequamegon Bay Golf Club, Inc Business Phone Number 215-682-8004

2. Address of Premises Po Box 674, 3000 Golf Course Rd Ashland WI Post Office & Zip Code 54806

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

1st floor & 2nd floor (basement) of main lodge building including deck area. Beverage carts & storage areas of those carts. Golf course property owned by CBGC

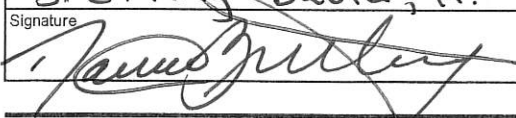
4. Legal description (omit if street address is given above): \_\_\_\_\_

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ..... ☒ Yes ☐ No

(b) If yes, under what name was license issued? Ashland Elks Lodge # 137

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain ..... ☒ Yes ☐ No  
Signed up to complete. Director is also the agent so must complete  
It will be completed prior to June 29, 2021 City Council Meeting
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ..... ☐ Yes ☒ No  
 If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ..... ☐ Yes ☒ No
9. (a) Corporate/limited liability company applicants only: Insert state WI and date 3/23/2011 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ..... ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? If yes, explain. ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ..... ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ..... ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ..... ☒ Yes ☐ No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

|                                                                                                  |                                     |                                                    |
|--------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------|
| Contact Person's Name (Last, First, M.I.)<br><u>Bretting David, H.</u>                           | Title/Member<br><u>Pres.</u>        | Date<br><u>17 June 2021</u>                        |
| Signature<br> | Phone Number<br><u>715 242 1633</u> | Email Address<br><u>davidbretting@bretting.com</u> |

**TO BE COMPLETED BY CLERK**

|                                              |                                  |                                 |                                   |
|----------------------------------------------|----------------------------------|---------------------------------|-----------------------------------|
| Date received and filed with municipal clerk | Date reported to council / board | Date provisional license issued | Signature of Clerk / Deputy Clerk |
| Date license granted                         | Date license issued              | License number issued           |                                   |

# Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town  
☐ Village of Ashland County of Ashland  
☒ City

The undersigned duly authorized officer/member/manager of Chequamegon Bay Golf Club, Inc  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as  
Chequamegon Bay Golf Club  
(Trade Name)

located at 3000 Golf Course Rd, Po Box 674

appoints David Bretting  
(Name of Appointed Agent)  
4101 Summit Rd Ashland WI 54806  
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☐ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 59 years

Place of residence last year 4101 Summit Rd Ashland WI 54806

For: Chequamegon Bay Golf Club, Inc  
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature] President  
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

## ACCEPTANCE BY AGENT

I, David Bretting, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 17 June 2021 Agent's age 59  
(Signature of Agent) (Date)  
4101 Summit Rd Ashland WI 54806 Date of birth 4/28/1962  
(Home Address of Agent)

## APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

|                                                   |  |              |               |               |                |
|---------------------------------------------------|--|--------------|---------------|---------------|----------------|
| Individual's Full Name (please print) (last name) |  | (first name) |               | (middle name) |                |
| Bretting                                          |  | David        |               | Harrison      |                |
| Home Address (street/route)                       |  | Post Office  |               | City          | State Zip Code |
| 4101 Summit Rd                                    |  |              |               | Ashland       | WI 54806       |
| Home Phone Number                                 |  | Age          | Date of Birth |               | Place of Birth |
| 715 292 1633                                      |  | 59           | 4/28/1962     |               | Ashland WI     |

The above named individual provides the following information as a person who is (check one):

☐ Applying for an alcohol beverage license as an **individual**.

☐ A member of a **partnership** which is making application for an alcohol beverage license.

☒ David Bretting of Chequamegon Bay Golf Course, Inc  
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

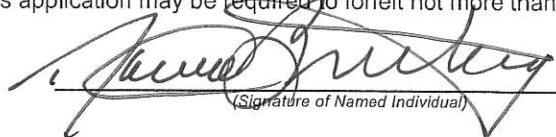
The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 59 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ..... ☐ Yes ☒ No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ..... ☐ Yes ☒ No  
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ..... ☐ Yes ☒ No  
 If yes, identify. \_\_\_\_\_  
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ..... ☐ Yes ☒ No  
 If yes, identify. \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

|                            |                              |               |         |
|----------------------------|------------------------------|---------------|---------|
| Employer's Name            | Employer's Address           | Employed From | To      |
| C.G. Bretting Mfg. Co. Inc | 3401 Lake Park Rd Ashland WI | 1984          | Present |
| Employer's Name            | Employer's Address           | Employed From | To      |
| None                       | None                         |               |         |

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

  
 (Signature of Named Individual)



WISCONSIN DEPARTMENT OF REVENUE  
PO BOX 8902  
MADISON, WI 53708-8902

**Contact Information:**

2135 RIMROCK RD PO BOX 8902  
MADISON, WI 53708-8902  
ph: 608-266-2776 fax: 608-264-6884  
email: DORBusinessTax@wisconsin.gov  
website: revenue.wi.gov

Letter ID L1902534416

CHEQUAMEGON BAY GOLF CLUB INC  
3401 LAKE PARK RD  
ASHLAND WI 54806-4967

## Wisconsin Department of Revenue Seller's Permit

**Legal/real name:** CHEQUAMEGON BAY GOLF CLUB INC

**Business name:**  
3401 LAKE PARK RD  
ASHLAND WI 54806-4967

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

| <b>Tax Type</b> | <b>Account Type</b> | <b>Account Number</b> |
|-----------------|---------------------|-----------------------|
| Sales & Use Tax | Seller's Permit     | 456-1027765321-02     |



WISCONSIN DEPARTMENT OF REVENUE  
PO BOX 8902  
MADISON, WI 53708-8902

**Contact Information:**

2135 RIMROCK RD PO BOX 8902  
MADISON, WI 53708-8902  
ph: 608-266-2776 fax: 608-264-6884  
email: DORBusinessTax@wisconsin.gov  
website: revenue.wi.gov

CHEQUAMEGON BAY GOLF CLUB INC  
3401 LAKE PARK RD  
ASHLAND WI 54806-4967

Letter ID L1705705744



## Wisconsin Business Tax Registration Certificate

**Expiration date:** March 31, 2022  
**Legal/real name:** CHEQUAMEGON BAY GOLF CLUB INC

- This certificate confirms that you are registered with the Wisconsin Department of Revenue for the tax types shown below.
- This registration certificate is not a seller's permit, and should not be used as proof that you hold a seller's permit.
- You may not transfer this certificate to any other individual or business.

| <b>Tax Type</b> | <b>Account Type</b> | <b>Number</b>     |
|-----------------|---------------------|-------------------|
| Sales & Use Tax | Sales & Use Tax     | 456-1027765321-02 |
| Withholding Tax | Withholding Tax     | 036-1027765321-04 |



*Find yourself next to the water.*

**ASHLAND**

*City of Ashland, Wisconsin*

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

City Clerk  
601 Main Street West  
Ashland WI 54806  
Phone 715-682-7071  
Fax 715-682-7048

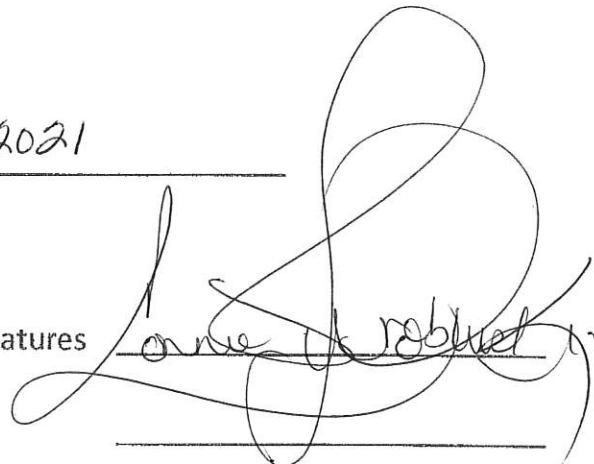
**LETTER OF SURRENDER OF ALCOHOL BEVERAGE LICENSE**

I/WE Give The Image, Inc DBA Gigi's  
Name of Individual/Partnership/Limited Liability Company/Corporation/Organization

Do hereby surrender my/our current Alcohol Beverage license, which has been  
issued to me/us by the City of Ashland to the City of Ashland.

Effective Date 6-17-2021

Signatures



Date signed 6-17-21

County of Ashland, State of WISCONSIN

Subscribed and sworn to before me this

18 Day of June, 2021

Rhonda H. Sundberg  
Notary

Commission Expires 1/9/2023



**THE ASHLAND ORE DOCK CHARITABLE TRUST**  
**BOARD OF TRUSTEES MEETING MINUTES**  
Wed, Apr 21, 2021 8:00 AM - 9:00 AM (CDT)

**I. Call to order.**

- a. Roll Call.
  - a. Present: Ed Monroe, Jean Ronning, Dawn Rivard, Deb Lewis, Gary LaPean, John Bierl, Dick Pufall, Sara Hudson, John Butler
  - b. Excused: Holly George
- b. Agenda discussion / modification/approval
  - a. Motion by LaPean, Second Lewis, All in favor
- c. Approval of Minutes – November 12, 2020 Minutes
  - a. Motion by LaPean, Second by Rivard, change spelling of LePean to LaPean and Bierl to Beirl. All in favor with changes

**II. Citizens wishing to address the board on agenda items.**

- a. No citizens were present.

**III. Financial Updates**

- a. President Beirl updated the Trust on the balances of the investments
  - i. Balance is 2841779.95

|                                   |                       |
|-----------------------------------|-----------------------|
| Chippewa Valley Bank              | = \$267,236.55 - CVB  |
| Northern State Bank Money Market  | = \$1,491,930.78      |
| Northern State Bank               | = \$259,036.20        |
| Northern State Bank Rock the Dock | = \$40,727.06         |
| NCCU                              | = \$254,159.08        |
| SCCU                              | = \$274,721.80        |
| <u>Bremer</u>                     | <u>= \$253,968.48</u> |
| Total                             | = \$2,841,779.95      |

Beirl mentioned the history of the investments the trust has made, historically the Trust invested per the Municipal code. Does the Trust want to rethink the investments given the trending investments happening? Does the trust want to take a “risk” or stay “safe”. Motion by Pufall, second by Ronning to approve the financial report. All in favor.

**IV. Project Updates**

- a. Phase 1: Overlook
  - i. Hudson reviewed the memo. 2021 projects will be to install lights, Ore chute and construct and install site amenities. Hudson has talked to Pat Earing at Washburn High School and he believes his construction and fabricating class could do amenities similar to those found at Street Life. Beirl suggested that Hudson Ashland MAT be contacted about timbers to be used on benches, picnic tables and other seating.
- b. Phase 1: Diamond Access
  - i. The City will be applying for additional funding to be able to complete the Diamond Access project. This is expected to be a 2022 project.
- c. Phase 2: Stuntz Gateway

- i. Hudson and Butler reviewed the project. Ayres and Associated has been hired by the City to perform a traffic study with site lines to ensure Stuntz can be connected to US Hwy 2.

**V. Business Items**

- a. Discussion on Ashland Oredock Asset Depreciation and Potential Maintenance Fund Creation
  - i. Butler discussed how the depreciation sheet was created. The City does not have allocated resources (money) to maintain the parks that it has. The sheet is to be used to estimate how much money could be needed to maintain the dock. Lewis agreed with the sustainability and the long term maintenance of amenities. Beirl agreed with Lewis and with the idea of the creation of a maintenance/investment fund. Hudson asked for direction from the Trust as she has reached out to the Duluth Superior Area Community Fund to find out information about their endowment opportunities. Beirl stated that an endowment is a viable option, but the Trust has to be ok with the risk and the opportunity that it may hold. Monroe mentioned the Council will have to approve of this investment. Lewis recapped the history of the Trust and why it was created and how the members came to be – they represent the community as this is a community investment. Rivard stated that the Trust needs to know what options there are available for investment of the Trust dollar and how the investment will be spend (maintenance). The Trustees agree to to seek proposals from area financial planners to see options of investments. City staff will keep working on depreciation costs to get a better idea of how much money will be needed on a yearly basis for maintenance. City Staff will also review the money the Trust has allocated to the various projects to get a better idea of a estimated remaining balance.
- b. Discussion on Ashland Oredock Redevelopment Phases
  - i. Hudson and Butler review the redevelopment phases, mainly breaking up of the Stuntz Ave Gateway into two parts: Stuntz Ave Connector and Ashland Oredock Gateway.
- c. Discussion and Potential Action on Reallocation of Ashland Oredock Trust Funding
  - i. Hudson and Butler informed the Trust that funding match for the ACOE grant will no longer be coming from the Trust, but will be coming from the Utility Dept. The Trust can now reallocated that money, \$333,000 to a different phase of the project. City staff may come back and ask the Trust to allocate some money to help with sightlines for the Stuntz Ave Reconnector. No action was needed or taken.
- d. Approval of the 2020 DNR Stewardship Grant for \$300,000 for the Ashland Oredock Redevelopment: Diamond Access Project.
  - i. No discussion, Motion by Monroe, second by LaPean to accept the grant. All in favor.
- e. Approve to Apply for a Wisconsin Department of Natural Resources Land and Water Conservation Fund (LWCF) Program Grant for the Ashland Oredock Redevelopment: Pedestrian Access
  - i. No discussion. Motion by LaPean, second by Monroe to apply. All in favor.

**VI. Comments/Questions**

None

**VII. Next meeting date.**

- a. June 9, 2021 at 8am in the Ashland City Hall Council Chambers.

**II. Adjourn.**

Motion by Lewis, Second by Monroe to adjourn at 9:10, all in favor.

**DISABLED PARKING ENFORCEMENT ASSISTANCE COUNCIL MEETING**  
**Tuesday, May 21, 2019**

**Agenda Item 1: Call to Order and Attendance**

**PRESENT:** Brian Munson, Mary Jane Grande, Wahsayah Whitebird & Carol Ante

**ABSENT:**

**EXCUSED:** Cheryl Wiezorek and Donna Griffiths

Also Present: Kim Westman

Grande called the meeting to order.

**Agenda Item 2: Approval of February 5, 2019 Minutes**

**Munson moved, Whitebird seconded a motion to approve the February 5, 2019, minutes. The motion carried unanimously.**

**Agenda Item 3: New Business**

- A. Chequamegon Food Coop requests a disabled parking space in front of their building. Location of the parking space would be on the south side of the 700 block of Main St. W., east of the parking lot entrance.

Council members discussed the request.

**Ante moved, Whitebird seconded a motion to approve the request from Chequamegon Food Coop to install a disabled parking sign on the south side of the 700 block of Main St. W., east of the parking lot entrance. The motion carried unanimously.**

**Agenda Item 4: Items for Next Meeting**

None.

**Agenda Item 5: Adjournment**

**ANTE moved to adjourn. Munson seconded. The meeting was adjourned.**

*Kim Westman*

**ASHLAND BEAUTIFICATION COUNCIL**  
**MEETING AGENDA**  
**Monday, May 3rd, 2021**  
**6:00 PM**  
**Prentice Park Pavilion**

**1. Roll Call**

**2. Approval of April 5th, 2021 Meeting Minutes**

**3. Administrative:**

Log Volunteer Hours

Treasurer's Report

**4. Old Business:**

Review 2021 BC Budget

Review Upcoming Calendar Events:

- Saturday May 8<sup>th</sup> @ 9 am – City Hall/Jane Smith Gardens
- Saturday May 15<sup>th</sup> @ 9 am – Pearson Plaza/Otis Park
- Saturday May 22<sup>nd</sup> @ 9 am – Beaser Avenue
- Friday, June 4<sup>th</sup> @ 9 am – 3<sup>rd</sup> Street Parking Lots

Plaque for Jane Smith Memorial

Canna Update

**5. New Business:**

Hauser Annuals Delivery – Friday, May 14th

Monday Club Plant Sale – Wednesday, May 26<sup>th</sup> 10-3

Other New Business

**6. Project Plans/Updates:**

- |                           |                                   |                       |
|---------------------------|-----------------------------------|-----------------------|
| • Crest Gardens           | • Beaser Avenue                   | • Boat Landing        |
| • Pearson Plaza/Otis Park | • 3 <sup>rd</sup> Street Planters | • Memorial Park       |
| • Bayview Park            | • City Hall                       | • Jane Smith Memorial |
| • Ellis Avenue            | • Public Works Planters           | • Other               |

**7. Next Meeting: Monday, June 7th at 6 pm, Location TBD**

**8. Adjournment**

cc:

David Askue  
Shawna Johnson  
Elaine Peterson  
Layne Richardson  
Kay Saari \*\*MAIL\*\*  
Chris Oreskovich \*\*MAIL\*\*  
Jeanne Spruell  
Beth Allison-Strauss

Mary Zinnecker  
Mayor Lewis  
City Administrator  
Sara Hudson  
Dan Homola  
Media  
Bulletin Board  
City Calendar

Fax to Press, Library, County  
Sharon Campbell  
Megan McBride – Plan Dept.  
Councilors  
[lajagger@yahoo.com](mailto:lajagger@yahoo.com)  
Webpage



**COME ONE, COME ALL!**

**PLANT SALE**

**20<sup>TH</sup> ANNUAL**

***WEDNESDAY May 26, 2021***

***10:00am – 3:00pm***

**Menard Park (Main and Chapple Ave)**

Annuals, perennials, herbs, baskets and more!

**Sponsored by GFWC Ashland Monday Club**

**And Ashland Beautification Council**

Plant donations welcome, just drop off day of sale at the park.

Please label plants.

**Proceeds from this sale go to enhance Menard Park  
and the Ashland Beautification Council**

Question? Call Mary Fall (715-209-4881)

**DRAFT Minutes from June 22, 2021 Plan Commission Public Hearing**

Motion to go into public hearing by Eric Lindell, seconded by Ana Tochterman. Unanimously approved.

Megan McBride summarized the Class 2 public hearing notice that was issued prior to the meeting, as well as the staff report provided in the Plan Commission packet detailing the standards for review. She provided context that the Planning Department has been working with Crossroads since the winter time to identify the best procedure for allowing them to request an emergency residential facility use at their Ellis Avenue location at 3600 Ellis Ave. A separate application would come forward for a Conditional Use Permit in the future, and at this time the item for consideration is specifically to allow emergency residential facilities as an allowable use within the Light Industrial zoning district. The staff recommendation for the requested UDO text amendment was approval based on compliance with the standards for review, as well as additional review and input provided by staff from the Center on Wisconsin Strategies' Legacy Alliance Communities for Health as part of the City's Health in All Policies project. The proposed amendment was evaluated for potential negative impacts or health outcomes, such as access to public transportation and medical services within this industrial zoning district. Given that access to public transportation and medical services is also available within the 2 areas currently zoned as Light Industrial (LI) within the City, these were not identified as concerns and therefore would not overshadow the benefits of expanding opportunities for this needed community use.

Ken Welker with Crossroads Human Services explained that they utilize their property at 3600 Ellis Avenue for job training and light manufacturing associated with their addiction recovery services, and that being able to incorporate a short-term residential component within the same building would benefit the individuals they serve and the overall community. He emphasized the importance of providing safe, stable housing for creating successful outcomes from recovery programs, particularly since many of the people they serve come from a state of homelessness or housing insecurity. Being able to provide their clients with housing which is away from negative influences and also connected to their reclamation workshop where they teach job skills would improve efficiency and program outcomes.

Ana Tochterman asked if the term "short-term housing" and emergency residential facility were used interchangeably within the staff report.

Megan McBride clarified that these terms were used interchangeably, because the definition of short-term housing within the UDO specifies that it be related to residential stays of approximately 6 months or less.

Ana Tochterman asked if the proposed change would impact only the area of Light Industrial (LI) zoning within which the Crossroads building is located, or if it would also impact the area zoned LI which is located near the Industrial Park.

Megan McBride clarified that it would impact all properties currently zoned Light Industrial (LI).

Motion to go out of public hearing by Ana Tochterman, seconded by David Mettelle. Passed unanimously.

Mayor Lewis thanked Ken Welker and Crossroads Human Services for the services they provide. She spoke in favor of expanding the allowance of emergency residential facilities within the community to help address community housing needs, with emergency residential facilities identified as a need which we currently have a shortage of resources to address. She said that it is heartening to see the successes that Crossroads has had in helping people through recovery and also providing life and job skills, and felt that being able to offer this type of residential support would further add to the services they offer.

Ana Tochterman asked if the current request includes the Conditional use Permit for the use at this location.

Megan McBride clarified that the current request is simply for the UDO text amendment to include emergency residential facility as a conditional use in the LI district, and that a separate CUP request would come forward at a later meeting.

Motion to recommend approval of Unified Development Ordinance text amendment to allow Emergency Residential Facility as a conditional use in the Light Industrial (LI) zoning district as presented in the staff report by Ana Tochterman, seconded by Eric Lindell. Passed unanimously.

**SUBJECT:** Approve an Ordinance to Amend Chapter 165 Comprehensive Fee Schedule to Add a Six-Month Option for Mobile Food Vendor Permit Fee (*Clerk*) Roll

**RECOMMENDATION:** Approval

---

**DEPARTMENT OF ORIGIN:** City Clerk

**CLEARANCES:** Committee of the Whole approved unanimously on June 8, 2021

**EXHIBITS:** 1. Proposed Ordinance

**EXPENDITURES REQUIRED:** NA

**AMOUNT BUDGETED:**

**APPROPRIATION  
REQUIRED:** NA

**TREASURER'S  
CERTIFICATE:** NA

**COMPLIANCE WITH ORD. 51:**

**STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:**

**SUMMARY STATEMENT:**

At the June 8, 2021 Committee of the Whole meeting, Council unanimously approved create a term of six months for \$350.00 in addition to other terms available for mobile concession vendors. The Parks and Recreation also agreed to temporarily waive the Business in the Parks fee for mobile concession vendors.

Staff is asking for Council's approval of an ordinance to amend Chapter 165 Comprehensive Fee Schedule to reflect the recently agreed upon changes.

Staff will be reviewing Chapter 889 during the off season in order to better structure the intention of the ordinance and for better understanding for the public.

**Sequential Ordinance No. 2021-1945**

**Chapter No. 165 (2020-1938)**

**ORDINANCE TO AMEND CHAPTER 165 (2020-1938) COMPREHENSIVE FEE SCHEDULE,  
ASHLAND CITY ORDINANCES**

An ordinance adopted by the Common Council for the City of Ashland at its regular meeting of June 29, 2021 for the purpose of amending Chapter 165 (2020-1938) Comprehensive Fee Schedule Exhibit 1 to reflect the additional license term of six (6) months for the fee of \$350.00 to Mobile Concession Street Vendor license fees.

**SECTION I:**

Clerk Fees, Miscellaneous License Fees shall be amended to include:

|                                 |          |                        |
|---------------------------------|----------|------------------------|
| Mobile Concession Street Vendor | \$350.00 | 6 months (consecutive) |
|---------------------------------|----------|------------------------|

**SECTION II**

This ordinance shall take effect upon passage and publication.

PASSED: June 29, 2021

PUBLISHED: July 2, 2021

\_\_\_\_\_,  
Councilperson

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

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Tyler W. Wickman, City Attorney

**SUBJECT:** Public Hearing Regarding City of Ashland 2021 Community Development Block Grant-Coronavirus (CDBG CV) Application to Fund Acquisition/ Renovation of Homeless Shelter in the City of Ashland *(Mayor)*

**RECOMMENDATION:**

---

**DEPARTMENT OF ORIGIN:** Mayor

**CLEARANCES:** City of Ashland Homelessness Task Force  
City of Ashland Housing Committee  
City Administrator  
City of Ashland Planning and Development Director  
City Finance Director

**EXHIBITS:**

**EXPENDITURES REQUIRED:**

**AMOUNT BUDGETED:**

**APPROPRIATION  
REQUIRED:**

**TREASURER'S  
CERTIFICATE:**

**COMPLIANCE WITH ORD. 51:**

**STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:**

**SUMMARY STATEMENT:**

It is required to host a Public Hearing prior to submission of a Community Development Block Grant-Coronavirus (CDBG-CV) to identify potential available funds and eligible activities, identify needs that CDBG funding could help address, and receive public input related to the proposed project activities.

Establishment of a 24 hour multi-use emergency shelter in the City of Ashland has been identified as a priority project for CDBG-CV funds by the City of Ashland Homelessness Task Force in order to sustainably provide access to safe temporary housing and one point access to services to the city homeless population.

The grant would be a "pass through" grant on behalf of the Northwest Community Services Agency, (NWCSA) to be used to acquire and renovate a suitable location for a homeless shelter. The shelter facility would be owned and managed by NWCSA. Once opened the shelter is expected to provide a benefit to individuals each year. If approved, the grant would be administered by NWCSA.

**SUBJECT:** Approve the Authorizing Resolution to Submit a Community Development Block Grant (CDBG) Application for Acquisition/Renovation of a Homeless Shelter in the City of Ashland on Behalf of the Northwest Community Services Agency (NWCSA) (*Mayor*) Roll

**RECOMMENDATION:** Approval

---

**DEPARTMENT OF ORIGIN:** Mayor

**CLEARANCES:** City Administrator  
Planning and Development Director  
Finance Director  
City of Ashland Homelessness Task Force

**EXHIBITS:** 1. Authorizing Resolution

**EXPENDITURES REQUIRED:** N/A

**AMOUNT BUDGETED:** N/A

**APPROPRIATION  
REQUIRED:** N/A

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

**COMPLIANCE WITH ORD. 51:**

**STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:**

**SUMMARY STATEMENT:**

Attached is a proposed authorizing resolution required as part of the CDBG Application, which if approved by Council, the City would submit on behalf of Northwest Community Services Agency ("NWCSA") to access available COVID relief funding from the State of Wisconsin for the purpose of acquiring a 24 hour multi-purpose emergency homeless shelter. The proposed shelter would be owned and operated by NWCSA, which is a state agency providing homelessness services to our region. There is no match requirement for this grant.

The Resolution was approved by the Homelessness Task Force as well as the City of Ashland Housing Committee.

**Division of Energy, Housing and Community Resources**

Community Development Block Grant – Authorizing Resolution to Submit a CDBG Application

---

**Authorizing Resolution to Submit a  
Community Development Block Grant (CDBG)  
Application**

Relating to the City of Ashland participation in the  
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)  
Community Development Block Grant CDBG-CV Program  
(Name of Program, e.g., Coronavirus (CDBG-CV))

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or development of a Homeless Shelter  
(Activity and Program, e.g., Public Facility Improvement for the CDBG-CV Program)

for the City of Ashland ;  
(County, City, Village, or Town) (UGLG's Name)

WHEREAS, after public meeting and due consideration, the City of Ashland Homelessness Task Force  
(Name of Appropriate Committee)

has recommended that an application be submitted to DOA for the following project:

Homeless Shelter in the City of Ashland ; and  
(CDBG Proposed Project Title)

WHEREAS, it is necessary for the City of Ashland to  
(County Board, City Council, Village Board, Town Board)  
approve the preparation and filing of an application for the City to  
(County, City, Town, Village)  
receive funds from this program; and

WHEREAS, the City Council has reviewed the  
(County Board, City Council, Village Board, Town Board)  
need for the proposed project(s) and the benefit(s) to be gained there from;

NOW, THEREFORE, BE IT RESOLVED, that the City Council  
(City Council, County Board, Village Board, Town Board)  
does hereby approve and authorize the preparation and filing of an application for the above-named project; and that the Mayor is hereby  
(Council President, Mayor, Board Chair, Village President)

## Division of Energy, Housing and Community Resources

Community Development Block Grant – Authorizing Resolution to Submit a CDBG Application

---

authorized to sign all necessary documents on behalf of the City of Ashland ; and  
(County, City, Village, Town)

that authority is hereby granted to City of Ashland Homelessness Task Force  
(Name of Appropriate Committee)

to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

ADOPTED on this \_\_\_\_\_ day of \_\_\_\_\_, **2021** . ATTEST: \_\_\_\_\_  
(Day) (Month) (Year) (Signature of Clerk)

The governing body of City of Ashland has authorized the above resolution  
(UGLG's Full Name)

by Resolution No.: \_\_\_\_\_, dated \_\_\_\_\_ .  
(Resolution Number) (Date Authorized)

\_\_\_\_\_  
Signature of the Chief Elected Official

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date Signed

Debra S. Lewis  
Typed Name of the Chief Elected Official

## Division of Energy, Housing and Community Resources

Community Development Block Grant – Authorizing Resolution to Submit a CDBG Application

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### AUTHORIZING RESOLUTION TO SUBMIT A CDBG APPLICATION:

#### SUBMISSION INSTRUCTIONS

The Unit of General Local Government (UGLG) **must** submit documentation verifying the Chief Elected Official (CEO) has been authorized to submit a CDBG Application. The Authorizing Resolution to Submit a Community Development Block Grant (CDBG) Application form is provided to serve as this documentation, upon being completed by the UGLG and submitted with the UGLG's CDBG Application materials.

- Fill in the designated spaces throughout the form. (Please refer to the micro text located beneath each fillable slot for guidance on the type of information that must be input.)
- The **Authorizing Resolution to Submit a CDBG Application** form must be signed by the local Clerk.
- The **Authorizing Resolution to Submit a CDBG Application** form must be signed by the UGLG's Chief Elected Official (i.e., Mayor, City Council President, Village Board President, Town Board Chairperson, County Board Chairperson, etc.). Make sure to provide the signature, typed name, and title of the Chief Elected Official (CEO). Fill in the date the form is signed by the CEO.
- Retain the original completed **Authorizing Resolution to Submit a CDBG Application** form for the UGLG's prospective grant file and submit a copy to the Division of Energy, Housing and Community Resources (DEHCR) with the UGLG's CDBG Application materials.

**SUBJECT:** Approve an Ordinance to Amend chapter 781 (1764) Ashland City Ordinance, Unified Development Ordinance, to Allow for Emergency Residential Facilities as a Conditional Use in the Light Industrial Zoning District (*Planning*) Roll

**RECOMMENDATION:** Approval (unanimously recommended by Plan Commission on June 22, 2021)

---

**DEPARTMENT OF ORIGIN:** Planning & Development

**CLEARANCES:** Plan Commission (unanimously recommended approval on June 22, 2021)

**EXHIBITS:**

1. Proposed Ordinance
2. Staff Report, Plan Commission, June 22, 2021
3. Proposed Text Amendments

**EXPENDITURES REQUIRED:** N/A

**AMOUNT BUDGETED:** N/A

**APPROPRIATION  
REQUIRED:** N/A

**TREASURER'S  
CERTIFICATE:**

**COMPLIANCE WITH ORD. 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:** The proposed UDO text amendments to allow emergency residential facilities in the Light Industrial (LI) district conform to the goals and principles of the Comprehensive Plan. A central housing goal identified in the Comp Plan is diversification of the existing housing stock to meet the wide range of community needs. The City's 2018 Housing Report and City's Housing Strategic Plan both identify emergency and transitional housing as needs in addressing community issues of housing insecurity and homelessness, the substance abuse epidemic, and the local shortage of resources to adequately meet the needs of those who need immediate, stable housing.

**SUMMARY STATEMENT:**

Summary of Request submitted by Ken Welker on behalf of Crossroads Outreach Human Services:

"Crossroads Outreach Center, Inc. is requesting the change in the current language to allow for short term housing of 6 to 9 months for phase 1 participants in our Changing Hope - Addiction Transformation Program. We currently have use of 3600 Ellis Avenue. Ashland WI for our Reclamation Workshop, which is a training location for participants in our program. In this shop, we teach our participants how to develop good work skills

in a manufacturing environment and mentor them through the process with staff and community volunteers. Many of our participants enter the program from a homeless state and the housing allows for the beginning of having stability in their lives and removes outside pressures to return to an unhealthy environment”

**Sequential Ordinance No. 2021-1947**

**Chapter No. 781 (1764)**

**ORDINANCE TO AMEND CHAPTER 781 (1764), ASHLAND CITY ORDINANCES,  
UNIFIED DEVELOPMENT ORDINANCE**

An ordinance adopted by the Common Council for the City of Ashland at its regular meeting of June 29, 2021, for the purpose of amending the City's Unified Development Ordinance (UDO) to allow for Emergency Residential Facilities as a conditional use in the Light Industrial (LI) zoning district.

**SECTION 1:**

*Section 4.21B, 2, a is amended to read as follows:*

2. Conditional uses. The following conditional uses are allowed in the LI Light Industrial District subject to the issuance of a conditional use permit as specified in Section 3.9: Conditional Use Permit and pursuant to all applicable specific use standards.

a. Residential uses.

- (1) Bed and breakfast establishment associated with a permitted dwelling, pursuant to Section 5.1, B.: Bed and Breakfast Establishment
- (2) Dwelling that serves as a caretaker's residence for a permitted or conditional use
- (3) Home occupation associated with a permitted dwelling, if the use exceeds the pertinent standards specified in Section 5.1, F.: Home Occupation
- (4) Emergency residential facility

**SECTION 2:**

Effective Date of Ordinance. This Ordinance shall take effect upon passage and publication.

PASSED: June 29, 2021

PUBLISHED: July 2, 2021

\_\_\_\_\_  
Councilperson

ATTEST:

\_\_\_\_\_  
Denise Oliphant, City Clerk

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Tyler W. Wickman, City Attorney



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## STAFF REPORT

Plan Commission – June 22, 2021

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### Agenda Item #5a:

### Public Hearing & Vote on Text Amendment to the Unified Development Ordinance # 781

Staff Contact:

Megan McBride

#### Background

#### **Crossroads Human Services request to allow emergency residential facilities within the Light Industrial zoning district**

“Crossroads Outreach Center, Inc. is requesting the change in the current language to allow for short term housing of 6 to 9 months for phase 1 participants in our Changing Hope - Addiction Transformation Program. We currently have use of 3600 Ellis Av. Ashland WI for our Reclamation Workshop, which is a training location for participants in our program. In this shop, we teach our participants how to develop good work skills in a manufacturing environment and mentor them through the process with staff and community volunteers.

Many of our participants enter the program from a homeless state and the housing allows for the beginning of having stability in their lives and removes outside pressures to return to an unhealthy environment” (Ken Welker on behalf of Crossroads Human Services).

The attached document gives a general description of the proposed changes that staff would like to consider at this time, followed by the language that is being proposed. The ~~red with a strike-out~~ indicates language that staff proposes should be eliminated from the UDO. Proposed language additions are indicated in **blue bold text**. Staff would like to continue updating the UDO in the future, as there are more sections than indicated in this report that need additional revisions.

#### **Review Criteria (As specified in UDO Section 3.4,C)**

##### 1. Consistency with Comprehensive Plan

The proposed UDO text amendments to allow emergency residential facilities in the Light Industrial (LI) district conform to the goals and principles of the Comprehensive Plan. A central housing goal identified in the Comp Plan is diversification of the existing housing stock to meet the wide range of community needs. The City’s 2018 Housing Report and City’s Housing Strategic Plan both identify emergency and transitional housing as needs in addressing community issues of housing insecurity and homelessness, the substance abuse epidemic,

and the local shortage of resources to adequately meet the needs of those who need immediate, stable housing.

2. Promotes public health, safety, morals, and the general welfare, as well as efficiency and economy in the process of development

The proposed UDO text amendment to allow emergency residential facilities in the LI district would promote public health and safety by expanding opportunities for emergency residential facilities, which has been identified as a community need in the City's 2018 Housing Report. Housing instability and substance abuse are both important community health issues, and the City should strive to remove barriers to development of such community resources when possible. Including emergency residential facilities as a conditional use in the Light Industrial (LI) district will ensure that sufficient community input and City review are maintained, and that this use is allowed when it is beneficial in promoting health, safety and efficiency in development. This proposed text amendment was also reviewed by staff with the Legacy Alliance Community for Health to evaluate potential health benefits and consequences of allowing the requested change, and recommended that the text amendment be approved on the basis of the community health benefits it could provide.

3. Compatible with the present zoning and conforming uses of property and the character of neighborhoods

The proposed text amendment to allow emergency residential facilities in the LI district as a conditional use would be compatible with the current allowable uses and the intent of the zoning district. The LI district is intended to be "a transitional land use between the more intensive heavy industrial sites and other residential and business uses." The LI district is varied in nature with a mixture of pre-existing light industrial, residential and commercial uses, and therefore the inclusion of the emergency residential facility use would be appropriate and beneficial in certain areas, and should be evaluated using the CUP process to determine compatibility.

4. Consistent with UDO Principles of Sustainability

This proposed text amendment promotes UDO principles of sustainability including promoting compact development, meeting human needs fairly and equitably, and "integrating opportunities for... emergency residential facilities... throughout the community."

### **Recommendation**

Staff recommends APPROVAL of the suggested changes as indicated (~~in red and crossed-out signifies sections where language is removed~~) (~~in BLUE and bold signifies new language that has been added~~).

Additionally, as a Public Hearing is scheduled for the proposed text amendments, the Plan Commission should hear all input from the public prior to making a decision. The required Class 2 Public Hearing Notice was issued to give the public sufficient notice about the nature of these text amendments.

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

# Proposed Text Amendments: 06/22/2021

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1. *Crossroads Human Services has requested that “emergency residential facility” be added as an allowable use within the Light Industrial (LI) zoning district*

## Proposed Changes:

### **Section 4.21B, 2, a**

2. Conditional uses. The following conditional uses are allowed in the LI Light Industrial District subject to the issuance of a conditional use permit as specified in Section 3.9: Conditional Use Permit and pursuant to all applicable specific use standards.

#### a. Residential uses.

- (1) Bed and breakfast establishment associated with a permitted dwelling, pursuant to Section 5.1, B.:  
Bed and Breakfast Establishment
- (2) Dwelling that serves as a caretaker’s residence for a permitted or conditional use
- (3) Home occupation associated with a permitted dwelling, if the use exceeds the pertinent standards specified in Section 5.1, F.: Home Occupation

#### **(4) Emergency residential facility**

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**SUBJECT:** Approve an Ordinance to Amend Chapter 889 (1536) Transient Merchants, solicitation in Residential Neighborhoods, and Mobile Concession Street Vendors, Ashland City Ordinances to Create a Special Event License (*Clerk*) Roll

**RECOMMENDATION:** Approval

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**DEPARTMENT OF ORIGIN:** City Clerk

**CLEARANCES:** Clerk  
Parks and Recreation Director  
Planning and Development Director  
Council President

**EXHIBITS:** 1. Proposed Ordinance

**EXPENDITURES REQUIRED:** NA

**AMOUNT BUDGETED:**

**APPROPRIATION  
REQUIRED:** NA

**TREASURER'S  
CERTIFICATE:** NA

**COMPLIANCE WITH ORD. 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:**

**SUMMARY STATEMENT:**

Council was introduced to the concept of creating a Special Event license for mobile food/concession vendors at the June 8, 2021 Committee of the Whole meeting, and asked staff to return with language to add to Chapter 889.

The Planning and Development Director, Megan McBride, Parks and Recreation Director, Sara Hudson, Council President, Kevin Haas, and City Clerk, Denise Oliphant, met to discuss the direction and details of this type of permit. The intention of this "Special Event Permit" is to encourage concession vendors, both from within the City and beyond, to come into Ashland during a City-sponsored or co-sponsored event to get an idea of the market and area, with the possibility of returning to continue to do business in the future. The group determined to define a "Special Event" within Chapter 889 (1536) of Ashland City Ordinances, as any event that is sponsored or organized by the City of Ashland, or in collaboration with the City. The time frame of a "Special

Event" may vary from hours of a single day to multiple days, to be determined by the organizing department(s). Therefore, the permit issued to operate during a "Special Event" is valid for the duration of the event, allowing for time before and after the set time frame to set up and/or tear down as long as there is no right of way interference while setting up and/or tearing down.

Promoting an "introductory" rate may attract those operators who may otherwise shy away from coming to the City due to the investment of a long-term vending license. A non-refundable fee of \$50.00 would be due upon submission of the application and any other required documents such as proof of liability insurance and passing certification from a valid health inspection agency. It is further proposed to allow the mobile concession business owner to apply the initial "special event" fee toward a 3-month, 6-month or 12-month license if they wished to obtain one within 30 days of the special event date to continue operating in the City.

The group wishes to maintain fairness to all vendors who wish to participate during these special events by imposing this fee to any and all vendors regardless if they operate a business or own property in the City of Ashland, and regardless of the location of the event. The only exception is if a business were to operate immediately adjacent to their property, i.e. the store front or parking lot owned by the business owner. Any right of way permit necessary for operating on the sidewalk for the duration of the event is waived.

Council is asked to approve to amend Chapter 889 (1536) to reflect the addition of a "Special Event Permit" for mobile food/concession vendors.

## Sequential Ordinance No. 2021-1946

### Chapter No. 889 (1536)

#### **ORDINANCE TO AMEND CHAPTER 889 (1536) TRANSIENT MERCHANTS, SOLICITATION IN RESIDENTIAL NEIGHBORHOODS, AND MOBILE CONCESSION STREET VENDORS, ASHLAND CITY ORDINANCES**

An ordinance adopted by the Common Council for the City of Ashland at its regular meeting of June 29, 2021 for the purpose of amending Chapter 889 (1536) to include a “Special Event Permit” for mobile concession vendors.

#### **SECTION I:**

Chapter 889.105 shall be added to read:

**889.105 “Special Event Permit”.** A Special Event Permit is defined as a permit to operate a mobile concession or food vendor for the entire duration of a City-sponsored event, or event organized in collaboration with the City as determined by the City.

**(a) Duration.** The duration of a Special Event is determined by the organizer and/or City. The holder of a Special Event Permit must cease operation on or before 10:00 p.m. on the final day of the Special Event.

**(b) Fee.** The fee for a Special Event Permit is \$50.00. Should the applicant choose within thirty (30) days of the Special Event to apply for a six (6)-month, nine (9)-month or twelve (12)-month mobile concession permit through the Clerk, this \$50.00 would be credited the applicant toward that permit fee.

**(c) Exceptions.** Any and all mobile concession vendors are subject to the Special Event Permit fee regardless of the location within the City which the Event is held, and regardless if the mobile concession vendor is a business owner or operator of the City of Ashland, except that operator is conducting business on and immediately adjacent to their property such as outside its store front or in its owned parking lot.

**(d) Required Documentation.** All applicants of a Special Event Permit must submit payment with the completed application supplied by the City of Ashland, along with any other documentation required by the City to be considered. Any uncompleted applications may be denied for such permit. Any right of way permits required or special accommodations needed are the responsibility of the applicant.

**(e) Approval.** All applications may be reviewed and approved by City staff including but not limited to: City Clerk, Public Works, Parks and Recreation, Police Department, Fire Department, and/or Planning and Development. The mobile concession vendor shall display their license in a window or other viewable location at all times.

**SECTION II**

This ordinance shall take effect upon passage and publication.

PASSED: June 29, 2021

PUBLISHED: July 2, 2021

\_\_\_\_\_  
Councilperson

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

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Tyler W. Wickman, City Attorney

**SUBJECT:** Discussion and Action Regarding Return to In Person City Council and Other City Committee Meetings *(Mayor) Voice*

**RECOMMENDATION:** As Council desires

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**DEPARTMENT OF ORIGIN:** Mayor

**CLEARANCES:** City Administrator  
Clerk

**EXHIBITS:**

**EXPENDITURES REQUIRED:** N/A

**AMOUNT BUDGETED:** N/A

**APPROPRIATION  
REQUIRED:** N/A

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

**COMPLIANCE WITH ORD. 51:**

**STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:**

**SUMMARY STATEMENT:**

The City Council and various City committees have met virtually since March 2020 due to the COVID pandemic. Due to the lifting of the Declaration of Emergency for the City last month and the wide availability of Covid vaccines in our region, it is time to consider a return to in-person meetings. The Federal declaration of emergency is anticipated to be lifted in early July. Absent a state of emergency there is currently no authority in local Ordinance for continuation of virtual meetings. If Council desires to provide for the ability to hold official virtual meetings on some occasions going forward, an amendment of the existing Ordinance 51 must be made. It is recommended that meetings should return to in person status beginning with the July 13, 2021 Council meeting.