

Ashland Committee of the Whole Meeting
Tuesday, September 26, 2023 – 6:00 PM
601 Main Street W. Ashland WI 54806



The CITY of
ASHLAND
WISCONSIN

Take notice that a meeting of the City of Ashland Committee of the Whole will be held on Tuesday, September 26, 2023 in- person in the City Hall Council Chambers, 601 Main Street W. Ashland, WI with the availability to attend virtually. Meeting will begin immediately following the adjournment of the City Council Meeting to consider and act upon the following agenda.

To join the meeting from your computer, tablet or smartphone:
<https://global.gotomeeting.com/join/500263957>

Or dial in using your phone. United States (Toll Free): 1-877-309-2073 Access Code: 500-263-957

Please contact the Clerk's office if you require accommodations to attend the meeting.

Tuesday, September 26, 2023 Ashland Committee of the Whole Meeting Agenda

1. Roll Call
2. Approval of Agenda
3. Council President's Report
4. Administrator's Report
5. Discussion Items
 - A. **Discussion and Possible Action Allowing the Fire Department to Apply for a Firehouse Subs Foundation Grant** *(Fire Department)*
 - B. **Discussion and Possible Action to Allow the City of Ashland Fire and EMS to Provide 911 Emergency Medical Service to the Town of Marengo** *(Fire Department)*
 - C. **Discussion and Possible Approval of Ashlands Parks and Recreation Policy 612: Overflow Camping** *(Parks & Recreation)*
 - D. **Further Discussion Regarding Funding for the Vaughn Public Library Renovation Project** *(Mayor)*
6. **Items for Future Discussion**
7. 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 the City Clerk's Office at 715-682-7071 (not a TDD telephone number) or FAX: 715-682-7048

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SUBJECT: Discussion and Possible Action Allowing the Fire Department to Apply for a Firehouse Subs Foundation Grant (*Fire Department*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Fire Department

CLEARANCES: N/A

EXHIBITS:

1. Firehouse Grants Application and Firehouse Subs Foundation Information
2. Knox Box Key Vault Information

COMPLIANCE WITH STRATEGIC PLAN: HOUSING: endorse safe and reliable housing

SUMMARY STATEMENT:

The Ashland Fire Department (AFD) is requesting approval to submit a grant application to Firehouse Subs Foundation.

The Firehouse Subs Foundation is a charitable organization funded by the restaurant chain, Firehouse Subs. The mission of the Firehouse Subs Foundation is to support local public safety organizations with purchases of equipment and tools. This grant does not require a match if awarded nor is there a fee to apply. The estimated time to fill out the application is 15 minutes. If awarded, some financial information will need to be provided in order to confirm that we exist as a public safety entity and to receive payment.

If awarded, the funds would be used to purchase six Knox Box key vaults that will be loaned out to citizens living alone at home with mobility issues and who also have required multiple 911 transports.

The Portal is Closed Until 10/12/2023



**GRANT
APPLICATION
FAQs**

**APPLICATION
CHECKLIST**

**START AN
APPLICATION**

SIGN IN

Frequently Asked Questions & Tips

Please Apply Early. A maximum of 600 applications are accepted on a quarterly basis.

Please do not contact area restaurants or Firehouse Subs Care center with grant questions.

What does the Firehouse Subs Public Safety Foundation support?

Our Mission is to impact the lifesaving capabilities, and the lives of local heroes and their communities by providing lifesaving equipment and prevention education tools to first responders, non-profits and public safety organizations. All requests must fall within our funding guidelines via firehousesubsfoundation.org/about-us/funding-areas.

If approved, how are the Foundation's grant awards funded?

The Foundation procures grant awards in one of two ways, to be determined by the Foundation team.

- Method 1: Direct Purchase made by the Foundation
- Method 2: Memo of Understanding in which funds will be transferred via ACH to the granted organization

Are there items that your Foundation does not support?

All requests must fall within our funding guidelines found on our website via firehousesubsfoundation.org/about-us/funding-areas. Examples of items that are not supported by our board of directors include:

- body cameras
- building exhaust removal systems
- crash data boxes
- dash cams
- drones and drone accessories
- exercise equipment
- guns/firearms/use of force equipment, riot gear, laser pointers (designators) & tasers
- inflatable bounce houses
- license plate readers
- Narcan & TruNar analyzers
- Cardiac Science Powerheart G3 AEDs & Philips FR3 AEDs
- Polar Breeze thermal rehabilitation systems
- portable message signs
- power load stretchers
- promotional items including apparel, costumes & Pluggie the fire plug/Sparky the Fire Dog robots
- radar detectors
- recording devices
- refurbished equipment
- security systems & surveillance equipment
- stop sticks
- throw bots
- traffic road barriers

Who can apply for this grant?

Fire Departments, law enforcement, EMS, municipal & state organizations, public safety organizations, non-profits and schools are encouraged to apply for lifesaving equipment.

If my organization has received a grant award from Firehouse Subs Public Safety Foundation in the past, when can we reapply?

We ask that grant recipients wait a minimum of two years from the date of approval before reapplying.

If approved, how are the Foundation's grant awards funded?

The Foundation procures grant awards in one of two ways. The procurement method is up to the discretion of the Foundation team.

- Method 1: Direct Purchase made by the Foundation
- Method 2: Memo of Understanding in which funds will be transferred via ACH to the granted organization

Does the Foundation provide reimbursements for purchased equipment?

No. If your organization has already purchased the equipment and is seeking reimbursement, please do not apply.

What are the most common reasons a grant application is marked incomplete?

- Quote is missing the required contact information and/or is not itemized
- Financials are outdated and/or do not include both revenues and expenses
- Alternate contact information is the same contact information as the main contact information
- The name of the organization is missing on the financials
- W9 form is missing the required information

Can my organization submit multiple grant applications?

The Foundation does not accept more than one grant request per organization each quarter. If your organization receives a grant, please wait a minimum of two years from the date of approval to apply again.

Is the Firehouse Subs Public Safety Foundation grant a matching grant?

There are no matching funds involved in our organization's grants program.

What is the Foundation's average funding range?

\$15,000-\$35,000 is a guideline. Requests exceeding \$50,000 will be denied.

What financial information should we provide?

Financials must show revenue and expenses and list the name of your organization, city or county. One of the following options must be submitted:

- o A recent - within one month - Balance Sheet which consists of Assets and Liabilities
- o A recent - within one month - Profit & Loss Statement also called an Income Statement
- o A current year annual budget showing projected income and expenses
- o A previous year audit or 990

What is needed for the required vendor quote/bid attachment?

You must provide an official vendor quote with the following information for your grant request to be considered. Submitted quotes MUST meet the requirements below, please read carefully:

- o Only one vendor quote must be submitted for related items only, within one equipment category
- o Vendor sales representative first and last name must be included on quote
- o Vendor email address must be included on quote
- o The name & **physical** address of your organization must be included
- o The first & last name of a contact person from your organization must be included
- o Only one vendor quote can be submitted. Your application will be marked incomplete if more than one quote is submitted.
- o Quote must be itemized
- o Online quotes will not be accepted

- o Must be dated within six months of the application deadline
- o Must contain **only** the item(s) pertaining to your grant request
- o The total dollar amount and equipment quantities in the vendor quote **MUST MATCH** the total that your department is requesting on the application
- o Include sales tax if applicable and freight charges, if applicable. Firehouse Subs Public Safety Foundation will not be responsible for additional shipping costs or sales tax not included in the submitted quote.
- o The cost of maintenance plans and extended warranties are not permissible
- o Firehouse Subs Public Safety Foundation will not be responsible for restocking fees or costs related to errors within your quote

Important: Only one vendor quote may be submitted for related items only, within one equipment category. Unrelated equipment cannot be combined into one quote. Examples of unacceptable requests include quotes for un-related equipment:

· Cutter, Spreader and Fire Hoses*

· AEDs and gas monitors*

· Requests with more than one quote

* these items do not belong in the same equipment category

Your application will be marked incomplete if multiple quotes are submitted or if a quote containing multiple types of equipment is submitted.

Note: When requesting a quote/bid from a vendor, please share our quote requirements and notify the vendor that you are applying for a grant from our Foundation.

What inventory information should I provide?

Equipment inventory is required for first responder organizations only. If your organization does not have apparatus, vehicles or specialized equipment, please attach a document noting that the organization does not have any applicable inventory, and include the name of your organization on the document.

For first responders: Please include a list of apparatus, vehicles and other specialized equipment, if applicable. The lists we receive vary in length depending on the size and type of organization. (For example, include items such as vehicles, extrication equipment, breathing devices, and personal protective equipment/PPE).

If my department is located more than 60 miles from a Firehouse Subs restaurant, should I still apply?

Our Foundation focuses its resources in areas served by Firehouse Subs restaurants, however, we recognize the need of rural and volunteer departments throughout the country, and will consider applications outside of the 60-mile guideline.

When can we expect to find out if our grant has been approved or denied?

Grant award notifications will be emailed to ALL applicants within three months after the grant deadline. Please do not contact the Foundation, restaurants or the Firehouse Subs Care Center with questions regarding your grant status.

Does Firehouse Subs Public Safety Foundation fund requests for "use of force"?

Firehouse Subs Public Safety Foundation does not accept grant requests for "use of force" items such as guns, tasers, riot gear, or firearm simulators.

Does the Foundation only work with specific equipment vendors?

No, the Firehouse Subs Public Safety Foundation does not endorse any specific equipment vendor or brand. Our goal is to provide the equipment that best fits the needs of our recipients, at the best possible price, to enable us to help more organizations.

Does the Foundation fund requests for refurbished equipment?

We do not accept grant requests for refurbished or pre-owned equipment.

Does the Foundation fund requests for patent-pending equipment?

We do not accept grant requests for patent-pending products.

Does the Foundation accept requests for partial funding?

We will consider requests for partial funding, however, the balance of funds must be secured and outlined within your grant request. Documentation of partial funding must be included as part of your background/history attachment.

We are unable to provide any additional assistance due to the volume of applications received daily. For technical questions, please email Foundation@FirehouseSubs.com.

Firehouse Subs Public Safety Foundation Scholarships Program FAQs**How can an individual apply for a Firehouse Subs Public Safety Foundation scholarship?**

The scholarship program is open to community members as well as Firehouse Subs employees planning to enroll in a part-time or full-time firefighter, law enforcement or emergency medical (paramedic or EMT) program at an accredited two- or four-year college, university or vocational-technical school for the upcoming academic year. Click [here](#) to learn more.

How can accredited schools apply for scholarship funding?

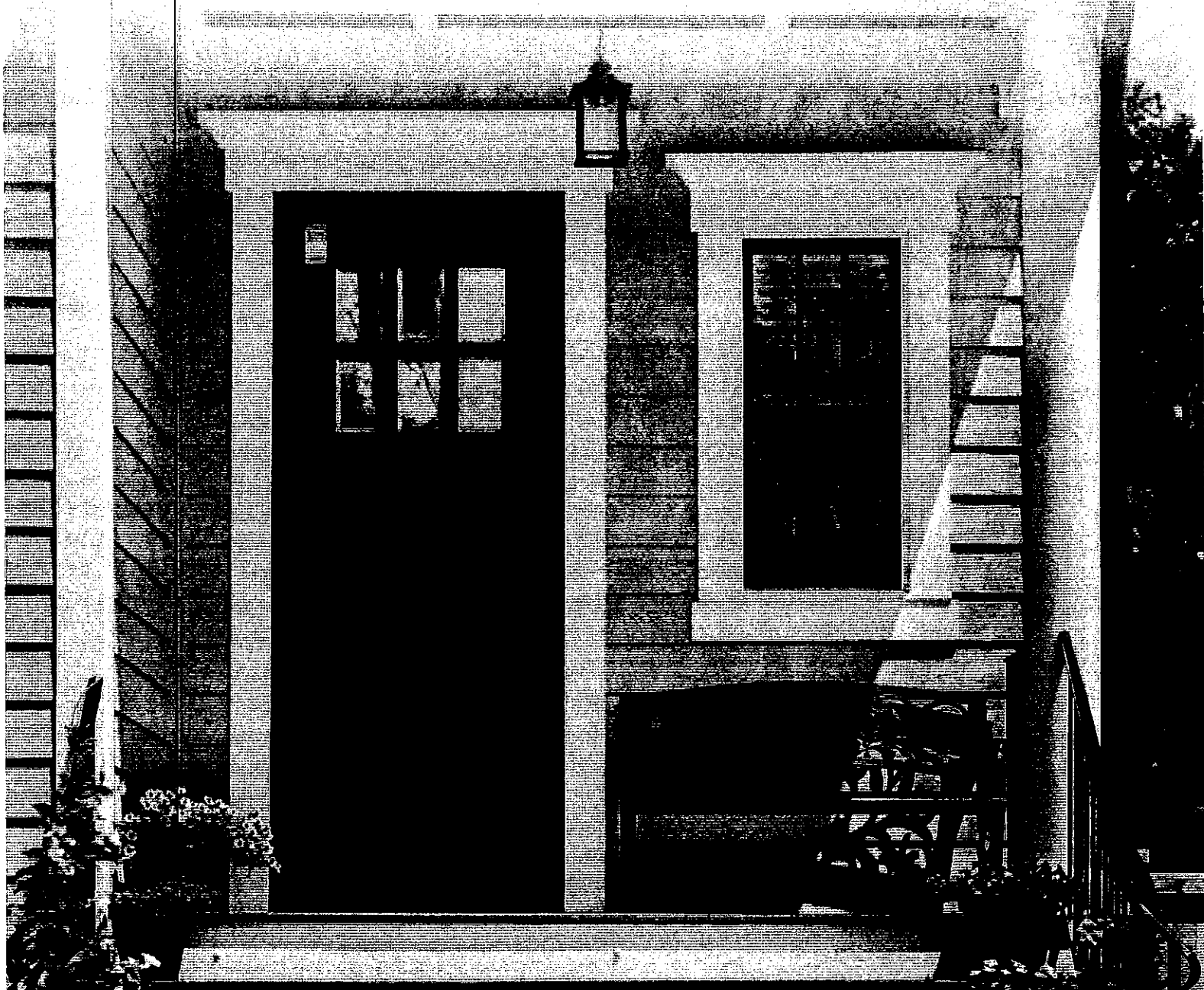
Accredited schools can apply for scholarship funding in support of firefighter, law enforcement or emergency medical (paramedic or EMT) programs by completing the online grant applications via grants.firehousesubs.com.

We are unable to respond to general inquiries. For assistance related to grant portal technical errors, please email foundation@firehousesubs.com.



KNOX HOMEBOX™

THE RESIDENTIAL RAPID ACCESS SYSTEM



KNOXBOX.COM/HOMEBOX

FEATURES



Holds 1 key



Wall mount or door
hanger mounting
options



Weather-resistant

BENEFITS

Provides firefighters with
residential rapid access

Minimizes the need for costly
property repairs due to forced entry

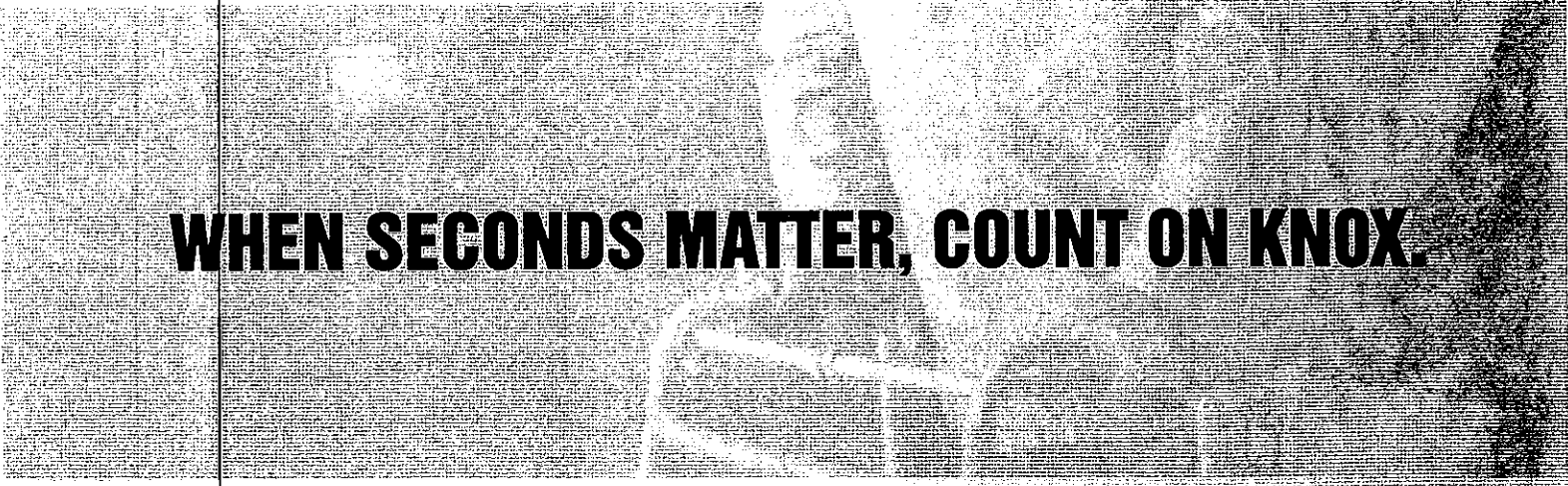
Resecuring the residence
is simple and quick

One time purchase that requires
no monthly monitoring fees

Reduces risk of
injury to first responders

THE RESIDENTIAL RAPID ACCESS SYSTEM

The Knox HomeBox provides first responders with quick and secure access when responding to elderly, chronically ill, and homebound community members during emergency situations. It significantly reduces the need for a forced entry and the resulting damage repairs. No costly monitoring fees required.



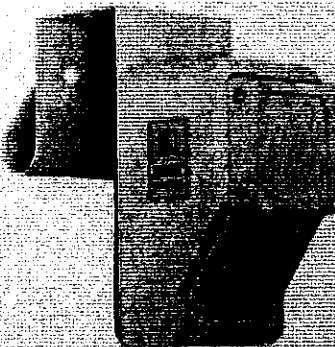
WHEN SECONDS MATTER, COUNT ON KNOX.

MOUNTING CONFIGURATIONS

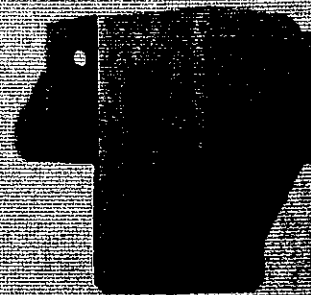
Wall Mount



Door Hanger



Security Door Hanger





TEN REASONS TO INSTALL A KNOXBOX

Knox and your local fire department are working hand-in-hand to offer the best in fire protection and the finest in fast and secure emergency access.

- 1. Eliminate needless, costly forced entry damage that may not be covered by your insurance deductible.**
- 2. Assure immediate building entry by firefighters without delay or waiting for building keys.**
- 3. Protect inventory, equipment and supplies from unnecessary water damage caused by delayed sprinkler shut-off.**
- 4. Satisfy local fire codes and emergency access ordinances.**
- 5. Save time and aggravation by not having to drive to your building at 2:00 am for a false alarm.**
- 6. Feel secure about emergency coverage when your building is left unattended. The fire department holds the only key to the KnoxBox.**
- 7. Maintain building security after a fire alarm investigation by simply re-locking the undamaged door.**
- 8. Protect your property from thousands of dollars in damage with this one-time, low-cost investment.**
- 9. Depend on the highest lock box security available with attack resistant, UL tested reliability.**
- 10. Over the last 40 years, KnoxBox has been the chosen solution in more than 14,000 communities nationwide - communities just like yours!**

**For order information, please call your Fire Department
or visit knoxbox.com**

SUBJECT: Discussion and Possible Action to Allow the City of Ashland Fire and EMS to Provide 911 Emergency Medical Service to the Town of Marengo (*Fire Department*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Fire

CLEARANCES: Administrator, Finance

EXHIBITS:

1. Town of Marengo Written Request For Service, August 23, 2023
2. Town of Marengo Agenda, August 22, 2023
3. Town of Marengo Proposal, May 23, 2023

COMPLIANCE WITH STRATEGIC PLAN: GOOD GOVERNMENT: Collaborative relations with neighboring communities.

SUMMARY STATEMENT:

Representatives of the Marengo Ambulance Service have approached the City of Ashland Fire Chief about providing 911 emergency medical services (EMS) coverage to the Town of Marengo should the Marengo Ambulance Service be dissolved. This is a service that the Ashland Fire Department (AFD) had provided to this town in the past, up until that town chose to switch EMS providers when they went with Great Divide Ambulance Service. Great Divide Ambulance Service terminated the 911 EMS coverage contract with the Town of Marengo in late 2019, leaving the Town of Marengo without an EMS provider.

The Marengo Ambulance was formed and has provided service for its residents for the last two plus years. The number of people needed to provide 24-hour coverage for a small community is not sustainable at a reliable level, and the Marengo Service Directors recognize that maintaining the number of people needed to run an ambulance service will become more difficult as the average age of the population increases.

When the Town of Marengo approached Chief Wegener about providing EMS coverage four years ago, AFD was in the midst of a staffing shortage. Chief Wegener was reluctant to add call volume to the existing staff at that time. The Ashland Fire Department will be fully staffed next month and we have four more Transfer EMTs and have seven RNs trained and licensed with AFD for interfacility transfers. The anticipated increase in calls is 20-30 calls a year; this can be easily absorbed without the need to add staffing or equipment. The geographical layout of the township and the location of connecting roads will result in approximately 40 minute response times for the few residents in the farthest areas of the Town of Marengo. This response time was discussed with residents and town board members at a recent meeting, and they are willing to accept the longer response time knowing that a higher level of care provider is responding to their call.

This coverage has been discussed and approved by the Fire Chief, the City Administrator, and the Finance Director. Current contracts with neighboring townships expire at the end of 2026. The Finance Director recommended basing the service rate proposal to mirror the numbers in the current contracts for uniformity and fairness.

Stuart Matthias

From: Marengo Clerk <marengoclerk@outlook.com>
Sent: Wednesday, August 23, 2023 7:49 PM
To: Stuart Matthias
Subject: Town of Marengo Request

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon Chief Matthias,

As discussed, the Town of Marengo would like to request services effective January 1, 2024, from the Ashland Ambulance Department. This was voted on by the Town Board at a meeting held on Tuesday, August 22, 2023. Below is the motion the Town Board made:

Motion by Walston and second by Schultz to convert the Marengo Ambulance Department to the Ashland Ambulance Department for services starting January 1, 2024. Vote taken and motion carried.

We look forward to working with your Department in the future.

Thank you,

*Kimberly Padjen, Clerk
Town of Marengo*

TOWN OF MARENGO

MARENGO TOWN HALL

AGENDA

NOTICE IS HEREBY GIVEN that a meeting of the Board of Supervisors for the Town of Marengo, Ashland County, State of Wisconsin, for the transaction of business as is by law required or permitted to be transacted at such meeting, will be held at the **MARENGO TOWN HALL** on **TUESDAY, AUGUST 22, 2023, at 6:00 p.m.**

The agenda is as follows:

1. Call to order
2. Roll call
3. Approval of agenda
4. Approval of minutes
5. Treasurer's report
6. Approve vouchers and pay invoices/bills
7. Town Supervisor's report: James Schultz and Ken Reas
8. Chairman's report: Stephen Walston

Old Business

1. Grants – Jennifer Stevens
2. Cemetery – Jennifer Stevens
3. Marengo Ambulance
4. Land Acquisition
5. Crack Sealing
6. New Truck purchase
7. LRIP Grant

New Business

1. "Temporary" Hauling Permits – Jim Schultz
2. Vacating Roads
3. Access to WISLR – Kim/Jennifer
4. Public Comments
5. Future agenda items: Board and public
6. **Next Meeting Date: September _____, 2023**
7. Adjournment

All Town residents are invited to participate via Zoom. If you would like to log into the meeting, please contact Stephen Walston, Town Chairman at (715)292-0866 or at swalston@cheqnet.net

ALL MEETINGS ARE OPEN TO THE PUBLIC

Find yourself next to the water.

ASHLAND

City of Ashland, Wisconsin

601 Main Street West — Ashland, WI 54806 — www.coawi.org

City of Ashland Fire Department – Stuart Matthias, Fire Chief
215 6th Street East, Ashland, WI 54806 – smatthia@coawi.org

May 23, 2023

CONFIDENTIAL MEMORANDUM

To the Marengo Town Board and the Marengo Ambulance Service:

If you wish to consider dissolving the Marengo Ambulance Service, the Ashland Fire Department is willing to provide EMS coverage to the Township of Marengo. I have reviewed the contracts signed by the Towns of Eileen, Pilsen, and Gingles in 2016, the Town of Sanborn in 2020, and the Town of White River in 2021. The City of Ashland is willing to extend the same per capita rate that was established in 2020 to the Town of Sanborn, use the same Department of Administration population table that was used to establish that rate, and extend the same 1.5% annual increase in service costs. We ask that you commit through the end of 2026 and participate in the new contract that will be refigured for services beyond 2026. The estimated costs for the next three years are as listed below and are based upon the parameters mentioned above. The exact figures would be determined before a contract is signed.

DOA population: 464

<u>2024</u>	<u>2025</u>	<u>2026</u>
\$83.18/per person	\$84.43/ per person	\$85.69/per person
\$38,595.52	\$39,175.52	\$39,760.16

One change that I would like to implement for service to the town of Marengo is to have the Marengo Valley Fire Department handle off the road rescue services for all emergency calls requiring such service. An example is a snowmobile accident, or ATV accident that requires a patient be transported from a remote location to the ambulance.

I look forward to discussing the opportunity for Ashland Fire to provide EMS service to the Town of Marengo.

Stuart Matthias
Fire Chief
Ashland Fire Department

SUBJECT: Discussion and Possible Approval of Ashlands Parks and Recreation Policy 612: Overflow Camping (*Parks & Recreation*)

RECOMMENDATION: Motion to Approve the Ashland Parks and Recreation Policy 612: Overflow Camping

DEPARTMENT OF ORIGIN: Parks and Recreation

CLEARANCES: Parks and Recreation Committee

EXHIBITS: 1. Parks and Recreation Policy: 612 Overflow Camping Policy

COMPLIANCE WITH STRATEGIC PLAN: The proposed development conforms to the City of Ashland's Strategic Priorities: Development of the Waterfront.

SUMMARY STATEMENT:

For several years, the City of Ashland campgrounds have seen an increase in use for the months of July and August. Many days/nights the campgrounds are full. To assist in helping travelers get off the road, and to get people to stay in our fine community, the Parks and Recreation Department has put them in Overflow Camping spots. These spots have alternated throughout the years from the hot pong, to the old superfund site, to the boat launch parking lot, etc. Since the pandemic camping has increased, this increase (along with the fact that the new parking lot on the former superfund is currently under utilized) prompted the need for an Overflow Camping Policy to be created.

Parks and Recreation Policy: 612	Overflow Camping Policy
Date Approved: 7.17.23	Approving Entity: Parks and Recreation Committee
Date Revised:	Approving Entity:

The purpose of the Overflow Camping Policy is to ensure that visitors to the City of Ashland are offered safe, secure and good quality alternatives to camping in City of Ashland park areas to accommodate the additional numbers of camping when designated campgrounds within the City of Ashland are operating at or near capacity.

Conditions:

- The policy relates solely to camping. No provisions relate to recreational facilities, cabins or self-contained temporary accommodation. For the purposes of this policy, an RV is a vehicle that combines transportation and temporary living quarters for travel, recreation and camping.
- Campers staying in the overflow camping sites will not have access to water or electricity; campers upon payment of the designated fee will have access to the campgrounds showers/bathroom and dump station
- A campers are permitted to stay a maximum of two nights in the designated overflow camping space(s)
- It is expected that campers in the overflow space(s) will move into one of the City of Ashland's designated campgrounds or traveling to another City/campground with 24 of hours of arrival unless no sites are open and the need to stay an additional night exists.
- The Kreher Park campground host, Marina Staff and City of Ashland Police Department will all assist in the management of the overflow camping sites
 - Campers are to check in with the Kreher Park Campground Host to obtain a tag/permit to camp in the overflow lot.
 - Campers will make payment at the Kreher Park RV Campground collection box
 - Campers are expected to pay the Overflow Camping Fee of \$25/night as stated in Chapter 165: Comprehensive Fee Schedule of the City of Ashland Municipal Code *(Need to update)*
 - The maximum number of vehicles allowed in an overflow facility area will be determined based on allocated spacing between vehicles, size of vehicles (whether they have trailers), turning circles, and usable space in the allocated area. Primary-use activities at the overflow area will take precedence at all times.

Designated Sites:

- Overflow Camping for RVs will be in the new boat parking lot at Kreher Park and in the large parking lot at Prentice Park. A maximum of 10 RVs between the two overflow locations will be allowed to stay.
- Overflow camping for tent camping will be in the day use area near the large pavilion at Prentice Park. A maximum of 2 additional campers will be allowed in the designated tent overflow lot.

SUBJECT: Further Discussion Regarding Funding for the Vaughn Public Library Renovation Project *(Mayor)*

RECOMMENDATION:

DEPARTMENT OF ORIGIN: Library

CLEARANCES:

EXHIBITS:

EXPENDITURES REQUIRED: Discussion and Possible Action

AMOUNT BUDGETED: Mayor

**APPROPRIATION
REQUIRED:** Council President

**TREASURER'S
CERTIFICATE:**

COMPLIANCE WITH ORD. 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The Mayor requested to return this item to the Committee of the Whole for further consideration of potential funding of the Library Renovation Project.

SUMMARY STATEMENT: