



Take notice that the City of Ashland Common Council will meet in person in the City Hall Council Chambers, 601 Main Street W. Ashland, WI with the availability to attend virtually, 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, April 16, 2024 Ashland City Council Meeting Agenda

1. CALL TO ORDER

2. OATH OF OFFICE FOR ELECTED OFFICIALS

3. ROLL CALL, MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

5. ELECTION OF COUNCIL PRESIDENT

- A. **Accept Nominations from the Floor**
- B. **Close Nominations**
- C. **Vote by Secret Ballot**

6. APPROVAL OF MINUTES

- A. **April 4, 2024 City Council Meeting Minutes**

7. CITIZEN PARTICIPATION PERIOD

8. MAYOR'S REPORT

- A. **Announcements**

9. CONSENT AGENDA

- A. **Miscellaneous Minutes**
- B. **Approve Moment of Silence or Invocation as Required by Chapter 51.06 City Council Procedure, Ashland City Ordinances (Voice)**

10. OLD BUSINESS



- A. **Approve a Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiveness Financial Assistance Agreement for 2023 Lead Service Lateral Replacement** *(Public Works) Roll*
- B. **Consider Approval to Accept a Professional Design and Engineering Services Proposal from Parkitecture + Planning for the Kreher Park Campground Expansion Project** *(Public Works/Parks & Recreation) Roll*

11. NEW BUSINESS

- A. **Consider a Resolution to Designate the Official City Newspaper** *(Clerk) Roll*
- B. **Consider a Resolution to Designate Public Depositories** *(Clerk) Roll*
- C. **Consider to Reaffirm and Accept the Nine Tools of Civility** *(Mayor) Roll*
- D. **Consideration of an Alcohol Beverage License Application for SamDesiel LLC dba The Badger Den at 301 Main Street East, Ashland, and Agent Pat Hunt** *(Clerk) Voice*

12. CLOSED SESSION

- A. **Pursuant to WI Stat. 19.85(1)(g): "Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation."** *(WI DNR Potential Consent Agreement) (Mayor)*
- B. **Return to Open Session**
- C. **Report of Action Taken During Closed Session** - Council may return to open session and take action on any item discussed in Closed Session.

13. 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

MEETING MINUTES
ASHLAND CITY COUNCIL
Thursday, April 4, 2024 – 6:00 PM
Ashland City Hall Council Chambers

1. CALL TO ORDER

The Thursday, April 4, 2024 Ashland City Council meeting was called to order by Mayor Matt MacKenzie at 6:00 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: Kevin Seefeldt, Ana Tochtermann, James Gregoire, Charlie Ortman, Dick Pufall

ABSENT: Sarah Jackson (Excused), Andrew Goyke (Excused)

ALSO PRESENT: Mayor Matthew MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Public Works Director John Butler, Planning Director Steven Wiley, Police Chief Willis Hagstrom, and other interested citizens.

The Mayor recognized that a quorum was present.

2. APPROVAL OF AGENDA

A motion by Seefeldt and seconded by Pufall to approve was passed unanimously by roll call vote.

3. APPROVAL OF MINUTES

A. **March 12, 2024 City Council and Committee of the Whole Meeting Minutes**

A motion by Pufall and seconded by Seefeldt to approve the minutes was 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:

Zygmund Jablonski, 916 6th Avenue West, noted that the meeting was published in the Daily Press without a start time, and commented on the return of Item 7B.

5. MAYOR'S REPORT



A. Announcements

Mackenzie announced the results of the Spring Election showed a 44.7% voter turnout. The City's Referendum regarding borrowing to support library projects passed 1067 to 929. A letter from Alannah and Joe Belanger was passed to each Councilor to say thank you for their support of their project at 514 Main Street West. A public hearing will take place on May 14, 2024 regarding the Prentice Avenue project. Northland College's Board determined to extend their fundraising deadline by two weeks. The Council retreat will take place on April 30, 2024 beginning at 6:00 p.m. at the BART facility.

6. CONSENT AGENDA

- A. Approve a Professional Service Agreement between the City of Ashland and HydroCorp for Cross Connection Services** *(Public Works/Utility)*
- B. Approve to Accept a Bid from Mika Construction & Transportation LLC for the 2024 Crushed Aggregate Contract** *(Public Works/Utility)* Roll

A motion by Seefeldt and seconded by Tochtermann to approve the Consent Agenda was passed unanimously by roll call vote.

7. OLD BUSINESS

- A. Approve Final Resolution Requiring Installation of Sewer Laterals and Providing for Assessment of Cost Under Wisconsin State Statute 66.0911 for the 2023 Sanitary Sewer Replacement Project** *(Public Works)* Roll
A motion by Seefeldt and seconded by Ortman to approve the resolution was passed unanimously by roll call vote.
File #17772
- B. Approve an Ordinance to Create Chapter 136 (2024-1994) Denial of City Permits, Ashland City Ordinances** *(Clerk)* Roll
A motion by Seefeldt and seconded by Ortman to approve the ordinance was passed unanimously by roll call vote.
File #1994
- C. Approve an Ordinance to Amend Chapter 165 (2021-1952) Comprehensive Fee Schedule, Ashland City Ordinances, to Reflect the Necessary Increase of Residential Garbage Collection Rates** *(Administration)* Roll
A motion by Seefeldt and seconded by Ortman to approve the ordinance was passed unanimously by roll call vote.
File #2000

- D. **Approve a Development Agreement for 514 West Main Street between the City of Ashland and Alannah and Francois Belanger, FAB, LLC dba Main Street Eatery** (*Administration*) Roll

A motion by Ortman and seconded by Tochtermann to approve the development agreement was passed unanimously by roll call vote.

8. NEW BUSINESS

- A. **Consider Approval of the Tentative Agreement between the City of Ashland and the Ashland Professional Police Association for 2024-2025** (*Police Department*) Roll

A motion by Ortman and seconded by Seefeldt to approve the agreement was passed unanimously by roll call vote.

- B. **Consideration of a Resolution to Issue a Conditional Use Permit (CUP) to Allow an Office Use at 417 9th Avenue West, Parcel # 201-00364-0000, Zoned Mixed Residential/Commercial (MRC); Applicant: Ninth Avenue Investments, LLC/Gary LaPean** (*Planning & Development*) Roll

A motion by Ortman and seconded by Seefeldt to approve the resolution was passed unanimously by roll call vote.

File #17773

- C. **Consideration of a Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing through the State of Wisconsin Safe Drinking Water Loan Program for SFY2025 Prentice Avenue Phase 1 Reconstruction Project** (*Public Works*) Roll

A motion by Ortman and seconded by Seefeldt to approve the resolution was passed unanimously by roll call vote.

File #17774

- D. **Consider Approval of an Agreement for Professional Services between the City of Ashland and Short Elliott Hendrickson, Inc (SEH) for Safe Drinking Water Loan Program Administration Services for the 2024 Ore Dock Access Road Project** (*Public Works*) Roll

A motion by Ortman and seconded by Seefeldt to approve the agreement for \$37,000 was passed unanimously by roll call vote.

- E. **Consideration of a Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing through the State of Wisconsin Clean Water Loan Program for SFY2025 Ore Dock Access Road Project** (*Public Works*) Roll

A motion by Ortman and seconded by Seefeldt to approve the resolution was passed unanimously by roll call vote.

File #17775

- F. **Consider Approval of an Agreement for Professional Services between the City of Ashland and Short Elliott Hendrickson, Inc (SEH) for Clean Water Loan Program Administration Services for the 2024 Ore Dock Access Road Project** (*Public Works*) Roll

A motion by Ortman and seconded by Seefeldt to approve the agreement for \$37,000 was passed unanimously by roll call vote.

Thursday, April 4, 2024



- G. **Consider to Approve a Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing through the State of Wisconsin Safe Drinking Water Loan Program for SFY2025 Ore Dock Access Road Project** *(Public Works)* Roll

A motion by Ortman and seconded by Seefeldt to approve the resolution was passed unanimously by roll call vote.

File #17776

- H. **Consider Approval to Enter into an Agreement for Professional Construction Engineering Services between the City of Ashland and Cedar Corporation for the 2024 Ore Dock Access Road Project** *(Public Works)* Roll

A motion by Ortman and seconded by Pufall to approve the agreement for \$170,000 was passed unanimously by roll call vote.

9. CLOSED SESSION

A motion by Tochtermann and seconded by Pufall to enter into Closed Session, passed unanimously by roll call vote.

- A. **Pursuant WI Statute 19.85(1)(c): "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."** *(City Administrator Evaluation)*
- B. **Return to Open Session** *(Voice)*
Ortman moved, seconded by Gregoire to return to Open Session. The motion passed unanimously by voice vote.
- C. **Report of Action Taken During Closed Session** *Council may return to Open Session and take action on any item discussed in Closed Session.*
MacKenzie reported that no action was taken during Closed Session.

10. ADJOURNMENT

A motion by Ortman and seconded by Gregoire to adjourn was passed unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant,
City Clerk



April 8, 2024

Dear Members of the Ashland City Council,

I hope this letter finds you well. On behalf of Red Cliff Domestic Violence, Zhawenindig, and New Day Shelter, I am writing to extend a heartfelt invitation to you to attend our upcoming MMIR (Murdered and Missing Indigenous Relatives) event on May 5, 2024, at the BandShell in Ashland.

This event holds significant importance as it symbolizes the collaborative effort between the city and tribes to raise awareness and provide support to the families and communities impacted by the tragedy of murdered and missing Indigenous relatives.

Enclosed with this letter, you will find the agenda and poster for the event, outlining the activities and discussions planned for the day. We believe that your presence at this event would not only honor the victims and their families but also demonstrate a commitment to fostering a community of support and solidarity.

Please let us know at your earliest convenience if the Mayor and members of the Council are able to attend. Your presence would be greatly appreciated and would contribute to the success of this meaningful initiative.

Thank you for considering our invitation. Should you have any questions or require further information, please do not hesitate to contact me at 715-682-9566.

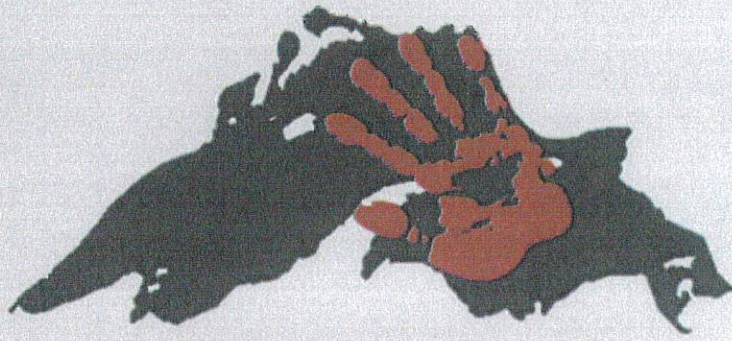
Sincerely,

A handwritten signature in black ink that reads "Linda".

Linda Dunbar

Marginalized Communities Advocate

lindad@ndshelter.org



NEW DAY ADVOCACY CENTER, BAD RIVER
ZHAWENINDIG, AND RED CLIFF FAMILY
VIOLENCE PREVENTION PROGRAM

MMIR AWARENESS GATHERING

-Sunday, May 5th-

Join us for an afternoon of raising awareness for
our Missing and Murdered Indigenous Relatives.
Caravans leaving from Red Cliff and Bad River and
meeting at Ashland Band Shell at Noon.

Food Trucks, Raffles, Prizes and More!

For more information please contact:

kathrine.bretting@redcliff-nsn.gov

lindad@ndshelter.org

crimevc@badriver-nsn.gov





**MMIR Awareness Gathering
Sunday May 5, 2024**

Caravans of MMIR Decorated Vehicles leave from Red Cliff & Bad River
Meet at Ashland Bandshell in Ashland at 12 p.m.

AGENDA

- 12:15 p.m. Welcoming and Opening Ceremony
- 12:30 p.m. Esie Leoso BR Tribal Member
- 1:00 p.m. MMIR task force for the state of Wisconsin
- 1:30 p.m. Gitchie Gummi Search and Rescue
- 2:00 p.m. Personal stories

- 3:00 p.m. Honoring our MMIR 4 healing songs and dance for healing
- 4:00 p.m. Give away & Closing

If interested in participating please contact:

Linda Dunbar - lindad@ndshelter.org or 715 682 9566 New Day Advocacy Center

Kathrine Bretting - kathrine.bretting@redcliff-nsn.gov 715 779- 3706 Red Cliff Family Violence Prevention Program

Samantha Hmielewski crimevc@badriver-nsn.gov 715 682 7151 Bad River Zhawenindig Program



Arbor Day Foundation®

211 N. 12th Street • Lincoln, NE 68508 • 888-448-7337 • arborday.org

We inspire people to plant, nurture, and celebrate trees.

Mayor Matt MacKenzie
601 Main St W
Ashland, WI 54806

Dear Tree City USA Community Member,

On behalf of the Arbor Day Foundation, I'm thrilled to congratulate Ashland on earning recognition as a 2023 Tree City USA and receiving a Growth Award. Thank you for taking pride in your community by planting, nurturing, and celebrating trees.

Founded in 1976, Tree City USA is a partnership between the Arbor Day Foundation, the U.S. Forest Service, and the National Association of State Foresters. Ashland is part of an incredible network of more than 3,600 Tree City USA communities nationwide, with a combined population of 155 million.

With the additional recognition of a Growth Award, your community has demonstrated an outstanding commitment to sustainable urban forest management.

Over the last few years, the value and importance of trees has become increasingly clear. Cities and towns across the globe are facing issues with air quality, water resources, personal health and well-being, and energy use. Ashland has taken steps to create to a brighter, greener future.

We hope you are as excited as we are to share this accomplishment with your local media and your residents. Enclosed in this packet is a press release for you to distribute at your convenience.

We're excited to celebrate your commitment to the people and trees of Ashland. Thank you, again, for your efforts.

Best Regards,

Dan Lambe
Arbor Day Foundation Chief Executive



FOR IMMEDIATE RELEASE

Contact:

Jasmine Putney

Arbor Day Foundation

402-216-9307

jputney@arborday.org

Arbor Day Foundation Names Ashland a 2023 Tree City USA®

LINCOLN, Nebraska (3/28/2024) – Ashland was named a 2023 Tree City USA by the Arbor Day Foundation to honor its commitment to effective urban forest management.

The community also received a Tree City USA Growth Award for demonstrating environmental improvement and an outstanding level of tree care.

Ashland achieved Tree City USA recognition by meeting the program's four requirements: maintaining a tree board or department, having a tree care ordinance, dedicating an annual community forestry budget of at least \$2 per capita, and hosting an Arbor Day observance and proclamation.

The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

“Tree City USA communities see the positive effects of an urban forest firsthand,” said Dan Lambe, chief executive of the Arbor Day Foundation. “The trees being planted and cared for by Ashland are ensuring that generations to come will enjoy to a better quality of life. Additionally, participation in this program brings residents together and creates a sense of civic pride, whether it’s through volunteer engagement or public education.”

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, energy use, and extreme heat and flooding. Ashland is doing its part to address these challenges for residents both now and in the future.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation

Founded in 1972, the Arbor Day Foundation has grown to become the largest nonprofit membership organization dedicated to planting trees, with more than one million members, supporters and valued partners. Since 1972, almost 500 million Arbor Day Foundation trees have been planted in neighborhoods, communities, cities and forests throughout the world. Our vision is to lead toward a world where trees are used to solve issues critical to survival.

As one of the world's largest operating conservation foundations, the Arbor Day Foundation, through its members, partners and programs, educates and engages stakeholders and communities across the globe to involve themselves in its mission of planting, nurturing and celebrating trees. More information is available at arborday.org.

CITY OF ASHLAND
POLICE & FIRE COMMISSION MEETING
Tuesday, December 5, 2023 – 5:15 p.m.
Hybrid Meeting – Ashland Fire Dept. and GoTo Meeting

1. **CALL TO ORDER:**

Ed Monroe, Vice President, called the meeting to order at 5:20 pm.

2 **ROLL CALL:**

Members Attended: Ed Monroe, Matthew Horning, Melissa O'Connor

Others Attended: Police Chief Hagstrom, Fire Chief Matthias and Emily Hanson

3. **APPROVAL OF AGENDA ITEMS:**

A motion to approve the current agenda items was made by Matt Horning, seconded by Melissa O'Connor, and passed unanimously.

4. **APPROVAL OF MINUTES FROM SEPTEMBER 11, 2023 MEETING:**

A motion to approve the minutes from the previous meeting was made by Ed Monroe, seconded by Matt Horning, and passed unanimously.

5. **POLICE DEPARTMENT BUSINESS:**

Administrative Report

Chief Hagstrom went over the Police Department report that was emailed to the commission members and available at the meeting in hardcopy. The report consisted of statistics from September 1, 2023 through November 30, 2023. There was an average of 22.8 calls per day, there were 102 arrests, 7 emergency detentions and 41 reportable accidents.

Chief Hagstrom let the Commission know that he listed some patrol/investigation incidents that were more than just routine or used physical force.

Chief Hagstrom talked about how the Emergency Detentions have slowed down a bit and are currently at a good average.

A motion to approve Chief Hagstrom's report and place it on file was made by Matt Horning, seconded by Ed Monroe, and passed unanimously.

6. **FIRE DEPARTMENT BUSINESS:**

Administrative Report

Chief Matthias went over the Fire Department report that was emailed to the commission members and available at the meeting in hardcopy. The report consisted of statistics from September 1, 2023 through November 30, 2023. The department responded to 707 incidents.

CITY OF ASHLAND
POLICE & FIRE COMMISSION MEETING
Tuesday, December 5, 2023 – 5:15 p.m.
Hybrid Meeting – Ashland Fire Dept. and GoTo Meeting

Chief Matthias talked about how recently there have been more serious calls such as a bad car accident, a serious ATV accident and STEMIs.

Chief Matthias reported that they are currently pushing to complete this year's business inspections, to which there are about 900 total.

A motion to approve Matthias' report and place it on file was made by Matt Horning, seconded by Melissa O'Connor, and passed unanimously.

7. NEXT REGULAR MEETING DATE:

The next regular meeting will be held on Monday, March 4, 2024 at 5:15 p.m. This will be a hybrid meeting; those that choose to attend in-person can do so at the Ashland Fire Department, and others will have the option to attend virtually via GoTo Meeting.

8. CLOSED SESSION:

A motion to enter into closed session was made by Matt Horning, seconded by Melissa O'Connor, and passed unanimously.

Ed Monroe, President, announced that they will enter into closed session per Wisconsin State Statute 19.85(1)(c). "To consider employment, promotion, compensation or performance evaluation data of any public employee over which the commission has jurisdiction or exercises responsibility."

Chief Hagstrom and Chief Matthias attended the closed session due to their presence being necessary for the business at hand.

9. RETURN TO OPEN SESSION:

A motion to return to open session was made by Melissa O'Connor, seconded by Matt Horning, and passed unanimously.

10. REPORT ACTION TAKEN IN CLOSED SESSION:

Probation and Personnel Reports were given by both Chief Hagstrom and Chief Matthias. The reports were approved unanimously by the commission in closed session.

A motion to reaffirm the business taken during closed session was made by Matt Horning, seconded by Melissa O'Connor, and passed unanimously.

CITY OF ASHLAND
POLICE & FIRE COMMISSION MEETING
Tuesday, December 5, 2023 – 5:15 p.m.
Hybrid Meeting – Ashland Fire Dept. and GoTo Meeting

11. **ADJOURNMENT:**

A motion to adjourn the meeting was made by Matt Horning, seconded by Melissa O'Connor, and approved unanimously. Meeting was adjourned at 6:13 pm.

Respectfully Submitted
Emily Hanson, Admin Asst.

Approved Jan 10, 2024

Vaughn Public Library Board of Trustees meeting on December 13, 2023

Board members present: Jim Crandall, Michelle Jardine, Sarah Jackson, Clarence Campbell, Mary Asbach, Sarah Adams, Director

Michelle called the meeting to order at 5:33 p.m.

Motion/second by Clarence/Sarah J. to approve the agenda. Carried.

Motion/second by Jim/Mary to receive and place on file the minutes of the board meeting on November 8, 2023. Carried.

There was no public comment.

Request for proposals for a capital campaign: There is a petition being circulated that would put the renovation project borrowing on the spring ballot. If it contains enough signatures, the issue would be decided on April 2, 2024. This delay in approving funding for the project will affect any capital campaign. RFPs for such a campaign, however, will be considered during the first week of January.

Meeting room fees: Motion/second by Michelle/Clarence to add the Garland room to the fee structure at \$10/hr. CARRIED.

Seasonal hours: Motion/second by Jim/Michelle to extend the evening hours to 7:00 pm on Monday, Tuesday and Wednesday from November 1 to April 31. CARRIED

Sarah A. reviewed the finances and statistics with the board.

The next meeting is scheduled for January 10, 2024 at 5:30 p.m.

The meeting adjourned at 6:20 p.m.

Approved February 14, 2024

Vaughn Public Library Board of Trustees meeting on January 10, 2024

Board members present: Jim Crandall, Michelle Jardine, Sarah Jackson, Clarence Campbell, Mary Asbach, Sarah Adams, Director

Michelle called the meeting to order at 5:35 p.m.

Ashley Stewart with Every Library, spoke to the board remotely. Every Library is a national pro-bono consultant for libraries. She explained the concept of an Information-Only Program, which presents an explanation of impacts of inaction on library needs. The organization will assist the VPL in conducting a campaign to support the renovation plans. The board discussed doing informational outreach prior to the April election date including on social media and word of mouth activity.

Motion/second by Sarah J/Mary to approve the agenda. Carried.

Motion/second by Sarah J/Megan to receive and place on file the minutes of the board meeting on December 13, 2023. Carried.

There was no public comment.

Sarah A. reviewed the finances and statistics with the board.

The next meeting is scheduled for January 24 for informational campaign work and February 14, 2024 for the monthly meeting at 5:30 p.m.

The meeting adjourned at 6:40 p.m.

Approved March 13, 2024

Vaughn Public Library Board of Trustees meeting on February 14, 2024

Board members present: Jim Crandall, Michelle Jardine, Sarah Jackson, Clarence Campbell, Meghan Robertson, Mary Asbach, Sarah Adams, Director.

Michelle called the meeting to order at 5:34 p.m.

Motion/second by Sarah J/Meghan to approve the agenda. Carried.

Motion/second by Jim/Clarence to receive and place on file the minutes of the board meeting on January 10, 2023. Carried.

There was no public comment.

Information Campaign: The director presented the board with informational items for the upcoming referendum. Board members suggested changes and improvements. The board agreed that the items were appropriate for explaining the project.

Meeting Room Charges: Motion by Sara J/Mary to change the meeting room charge from \$15/hour to a flat \$50 for five hours. CARRIED.

Annual Report: Motion by Megan/Clarence to approve the 2023 annual report. CARRIED.

Sarah A. reviewed the finances and statistics with the board.

The next meeting is scheduled for March 13 at 5:30 p.m.

The meeting adjourned at 6:40 p.m.

SUBJECT: Approve Moment of Silence or Invocation as Required by Chapter 51.06 City Council Procedure, Ashland City Ordinances (*Voice*)

RECOMMENDATION: As Council Desires

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Mayor

EXHIBITS:

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 Mayor and/or City Clerk has chosen to direct this item directly to Council pursuant to the authority granted to them in Chapter 51, Ashland City Ordinances.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

Codification [Chapter 51.06](#) outlines the procedure for roll call as follows:

51.06 Roll Call and Opening Business. After the presiding officer calls the meeting to order, the Clerk shall call the roll, to be followed by a Moment of Silence or an Invocation, such as determined by the Common Council at its Reorganization Meeting, and the Pledge of Allegiance.

The Council is being asked to consider if a Moment of Silence or Invocation should follow roll call at its Reorganizational meeting.

SUBJECT: Approve a Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiveness Financial Assistance Agreement for 2023 Lead Service Lateral Replacement (*Public Works*) Roll

RECOMMENDATION: Approve

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Director of Public Works

EXHIBITS: 1. Proposed Resolution No. 17779

EXPENDITURES REQUIRED: \$113,103.00 - Private Lead Service Lateral Replacement

AMOUNT BUDGETED: \$108,884.00 - WI DNR Private Lead Service Lateral Replacement Program (FY 2024)
\$ 4,219.00 - General Fund (WI DNR Ineligible Costs)
\$113,103.00 Total

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE: N/A

COMPLIANCE WITH ORD. 51: The Mayor and/or Clerk has consented to placement of this agenda item on the Council agenda as timely action is needed.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The completed construction conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan.

SUMMARY STATEMENT:

On August 8, 2023, the City of Ashland Common Council approved a Change Order with Jake's Excavating to replace private lead service laterals (LSLs) associated with watermain replacement under the 2023 MacArthur Ave Reconstruction project. Eighteen (18) private lead services and fifteen (15) publicly owned lead services were replaced.

The Wisconsin Department of Natural Resources (WI DNR) requires that the City pass a resolution authorizing signature of the DNR Principal Forgiven Financial Assistance Agreement. The Principal Forgiven Financial Assistance Agreement will contain standard terms and conditions of the Safe Drinking Water Loan Program (SDWLP).

Funding comes in the form of a loan made by the SDWLP to the City, of which all principal of the loan will be immediately forgiven. The DNR refers to this as "principal forgiveness."

Final project costs totaled \$113,103 while DNR funding was only made available in the amount of \$108,884. The Public Works Director proposing to charge the remaining \$4,219 to the general fund rather than levying the costs due to the confusion and miscommunication to property owners following the BIL changes.

Regulations from the WI Public Service Commission prohibit the use of water utility funds for private LSL replacement.

The Public Works Director is recommending approval of the attached Resolution to authorize execution of the 2023 Principal Forgiveness Financial Assistance Agreement.

The Public Works Director will discuss efforts to improve planning for private LSL replacement throughout the City at the April 16th, 2024 Committee of the Whole meeting.

RESOLUTION No. 17779

Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement

WHEREAS, the City of Ashland (the “Municipality”) wishes to undertake a project to replace private lead service lines at residences, pre-K through 12 schools, and licensed and/or certified daycare centers, identified as DNR No. 4759-28 (the “Project”); and

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

WHEREAS, the SDWLP has determined that it can provide a loan with principal forgiveness in an amount up to **\$108,884.00** that it has identified as being eligible for SDWLP funding.

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Clerk are authorized by and on behalf of the Municipality to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the SDWLP award for the Project. The Principal Forgiven Financial Assistance Agreement is incorporated herein by this reference.

PASSED: April 16, 2024

ATTEST:

Aldersperson

Denise Oliphant, City Clerk

Mathew MacKenzie, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

SUBJECT: Consider Approval to Accept a Professional Design and Engineering Services Proposal from Parkitecture + Planning for the Kreher Park Campground Expansion Project (*Public Works/Parks & Recreation*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Public Works Director
Parks and Recreation Director
Budgeted as Capital Projects 2023 & 2024

EXHIBITS: 1. Kreher Park Campground Design Proposal

EXPENDITURES REQUIRED: \$ 37,228.04 - Base Proposal
\$ 5,000.00 - Surveying
\$ 3,500.00 - Permit Fees
\$ 4,572.80 - Contingency (10%)
\$ **50,300.80 Total Fund 481 Parks & Grounds**

AMOUNT BUDGETED: \$ 100,000.00 -Total Fund 481 Parks & Grounds

**APPROPRIATION
REQUIRED:** N/A

**TREASURER'S
CERTIFICATE:** The Treasurer's Office has certified on March 21, 2024 that Parkitecture + Planning is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH ORD. 51: The Mayor and/or Clerk have consented to placement of this agenda item on the Council agenda as timely action is needed.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The proposed construction project conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan.

SUMMARY STATEMENT:

The Kreher Park and RV Campground Expansion Project consists of construction of a replacement ADA-compliant bathhouse, updating water and electricity at each RV site, repaving of access roads, and expansion of camping opportunities.

At the September 14, 2021 Committee of the Whole meeting, the Council approved concept planning for the project and the Parks and Recreation Director worked with Parkitecture + Planning to complete this work. Due to familiarity with the project and successful completion of other similar projects in the state, the Parks and Recreation Director recommended selecting Parkitecture + Planning for the design of the project.

Public Works staff, with the addition of the Civil Engineer-Streets, is assisting with project delivery, including portions of the project design, contract administration, and construction management.

Funds for construction were budgeted across the 2023 and 2024 capital improvement plans and the project will be scheduled for construction in a manner to allow for campground use during the summer seasons.

The Civil Engineer-Streets has worked with Parkitecture + Planning to develop the attached proposal for design and bidding services related to the bathhouse, utilities, and campground expansion. The City has allocated American Rescue Plan Act (ARPA) funds to the project, which must be obligated by the end of 2024.

The Public Works and Parks and Recreation staff recommends entering into an agreement for design and bidding services at a cost of \$50,300.80.

April 9, 2024

Sara Hudson
Director of Parks and Recreation
City of Ashland
601 Main Street W
Ashland, WI 54806



RE: Kreher Park Design Assistance

Dear Sara:

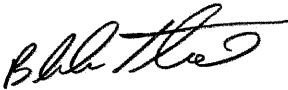
Thank you for the opportunity to provide this proposal for design and engineering assistance for the redevelopment of Kreher Park Campground. This is an interesting and exciting site located on the bank of Lake Superior and is a heavily visited park with potential to be a destination venue.

This effort will include a review of the existing site, development of design and engineering plans for the campground expansion (up to 6 new sites), plans for a modular restroom building (Huffcutt), collaboration sessions with city staff, assembly of an OPC, typical construction details, and electrical/water distribution systems for the existing campsites. Project elements are anticipated to be partially constructed by City staff and partially bid via Oquest for construction by local contractors.

We understand that you desire this process to begin in May and be completed in approximately 3-4 months. Parkitecture will work with you and your staff to develop the plans within this time frame.

We look forward to working with you on this project!

Sincerely,



Blake Theisen, PLA, ASLA
Principal

Parkitecture + Planning
901 Deming Way, Suite 201
Madison, WI 53717

E blake@parkitecture.org
P 608.886.6808

SCOPE OF SERVICES

Design and Engineering Assistance

- ◆ Conduct virtual kick off meeting with City staff (virtual).
- ◆ Prepare a concept layout plan for the proposed site features. These plans will include the campground expansion areas (approx.. 6 new campsites), utility locations, new building floorplans, etc.
- ◆ Prepare Utility Plans for the new building services and extending water and electrical services to the existing campsites.
- ◆ Coordinate floorplan, finishes, and fixtures for the modular restroom building.
- ◆ Assemble Opinion of Probable Construction Costs (OPC).
- ◆ Review concept with City staff.
- ◆ Attend Park Board or other review Meeting (ZOOM) to present concepts and take feedback.
- ◆ Refine concept drawings into construction plans and specifications. Plan set sheets may include:
 - Demolition Plan
 - Site Layout Plan
 - Site Grading Plan
 - Site Utility Plan (Sewer and Water laterals)
 - Site Electrical Plan
- ◆ Develop project specification manual to include Front End, Bid Form, and Special Provisions.
- ◆ Assemble typical construction details for project elements.
- ◆ Attend Park Board Meeting (ZOOM) to present final plan.
- ◆ Prepare and submit plans for state and local permit reviews. This may include DATCP Campground Site Approval, DSPS Plumbing, WDNR Public Water System, WDNR Site Disturbance, and required local erosion control permits. Application fees will be invoiced to the Owner as a reimbursable. NOTE: No stormwater management design or permitting is included in this proposal.
- ◆ Post project for public bidding utilizing Quest CDN online bid platform.
- ◆ Answer bidder questions and post RFI as needed.
- ◆ Facilitate online bid opening and compile bid tabulation and recommendation memo for contractor award..

OUTCOMES		
#1	Conceptual Layout Plan	pdf
#2	Opinion of Probable Construction Costs	pdf
#3	Schematic Grading and Utility (sanitary, water, and electrical) Plans	pdf
#4	Typical Construction Details	pdf
#5	Final Bid Documents (Plans and Specifications)	pdf

Responsibilities of Owner and Others

The City shall supply Parkitecture with Digital CAD/GIS plans of the project site if available. Any private campground utilities shall be provided to Parkitecture for reference. City to provide capabilities for any work to be performed by internal department crews. Construction administration to be performed by City.

Proposed Fee

For completion of the scope of services presented above, our proposed fees are lump sum by task:

Design and Engineering Assistance \$37,228

Topographic Survey is anticipated between \$3,500-5,000 and will be submitted as a reimbursable expense.

The fees identified above shall be fixed unless substantial changes in the scope of work occur. P+P shall notify Client of substantial changes to the agreed upon scope of work, and obtain approval prior to commencement of additional work.

Acceptance below signifies a notification to proceed with the scope outlined above.

Accepted by:

Date:

City of Ashland

TERMS AND CONDITIONS

Payment Terms

Progress invoices will be sent monthly or as otherwise discussed for work completed; payment of invoices is due within 30 days after receipt. Parkitecture + Planning (P+P) shall reserve the right to stop work or withhold deliverables until payment is current.

Reimbursable Expenses

Reimbursable expenses will be billed at cost plus five percent (5%) unless otherwise included in the fixed fee. Mileage shall be charged at the current Federal rate unless otherwise included in the fixed fee.

Ownership of Documents

Upon the making of final payment, as required by this Agreement, the Client shall assume ownership of the deliverables as described above. Use of the documents without further involvement of P+P shall be at the sole risk of the Client. The Client shall defend, indemnify and hold harmless P+P, sub-consultants, and the agents, officers, Principals, and employees of each from and against any and all claims, damages, losses, costs and expenses, including but not limited to attorney's fees, costs and expenses incurred in connection with any dispute resolution process, arising out of or resulting from such use of the documents.

Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Client and P+P, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of P+P. This applies to any and all allegations, claims, losses, costs, damages of any nature, or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of P+P shall not exceed the total fee for services rendered under this contract.

Authorization and Notice to Proceed

Signing of this document signifies an agreement to the fees and serves as authorization to commence work. If the terms in this fee proposal are acceptable, please sign and return one a signed copy to P+P.

Schedule

Work provided under this Agreement shall commence upon receipt of a signed copy of this document. P+P shall work with Client to meet specified deadlines within a reasonable expectation.

Client's Responsibilities

Client shall provide P+P with all relevant information for the project including but not limited to program statement, prior design files, subsurface exploration information, utility plans, current survey documents (AutoCAD format), and any other past planning documents. Client will review incremental progress documents and provide feedback to P+P in a timely manner. Client shall bear responsibility for any costs and or losses arising from discovery of unforeseen conditions or inaccuracies of existing condition documents.

SUBJECT: Consider a Resolution to Designate the Official City Newspaper (*Clerk*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Treasurer/Comptroller

EXHIBITS: 1. Proposed Resolution No. 17777

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** The Treasurer's Office has certified on April 10, 2024 that the Ashland Daily Press is in compliance with the provisions of Chapter 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 Mayor and/or City Clerk has chosen to direct this item directly to Council pursuant to the authority granted to them in Chapter 51, Ashland City Ordinances.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

Wisconsin State Statute 985.06(2) requires cities of the 4th Class to designate a newspaper, published in the city, as its official newspaper for publication of Council proceedings and legal notices for the coming year. The Ashland Daily Press has been the City's official newspaper for this purpose.

RESOLUTION No. 17777

RESOLUTION TO DESIGNATE THE OFFICIAL CITY NEWSPAPER

WHEREAS, Wisconsin State Statute 985.06 (2) states:

“In cities of the fourth class, the council, at its first meeting or as soon as may be, shall designate one or more newspapers eligible under s. 985.03 and published in the city, if any, otherwise published in the county and having a general circulation in the city, for publication of the council proceedings and as the official city newspaper for the publication of the city’s legal notices for the ensuing year. The council shall fix the price at not to exceed the legal rate for like work”;

WHEREAS, The Daily Press meets all qualifications as established in s. 985.06 (2).

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Ashland hereby designates The Daily Press as the “Official Newspaper” of the City of Ashland for publication of official Council proceedings and legal notices for the ensuing year.

PASSED: April 16, 2024

Alderson

ATTEST:

Denise Oliphant, City Clerk

Matthew Mac Kenzie, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

SUBJECT: Consider a Resolution to Designate Public Depositories (*Clerk*) Roll

RECOMMENDATION:

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Treasurer/Comptroller

EXHIBITS: 1. Proposed Resolution No. 17778

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 Mayor and/or City Clerk has chosen to direct this item directly to Council pursuant to the authority granted to them in Chapter 51, Ashland City Ordinances.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

Annually, the City must designate official public depositories according to WI State Statute 340.5. The City wishes to use the financial institutions listed below, located within the corporate limits of the City of Ashland:

- Associated Bank
- BMO Harris Bank
- Chippewa Valley Bank
- Northern State Bank

The City would also like to use Bremer Bank in Washburn for depositing public monies and declare them as official public depositories. The City started using Bremer Bank of Washburn as a depository for public funds for the Vaughn Public Library Renovation Fund for depositing public monies, proceeds from library fundraisers, and donated monies that are designated for other library items. The Bank also provides an alternative investing opportunity for investing public funds.

The City also wishes to use Bank First, formerly Hometown Bank, of Fod du Lac, Wisconsin as a depository for public funds. As part of the collection process, funds collected by LifeQuest are first deposited into Bank First, City of Ashland as the account holder, and then deposited into the City's local account. It is recommended

that the City also declare the Wisconsin Local Government (WLG) Investment Pool as a public depository because it provides another investment opportunity for short-term cash investing needs. The WLF Investment Pool will be a safe tool for investing when local banks cannot offer the best rates. It is recommended that Council approve the listed depositories for use in holding and investing public funds for the City of Ashland.

RESOLUTION No. 17778

RESOLUTION TO DESIGNATE PUBLIC DEPOSITORIES

WHEREAS, Wisconsin State Statute 34.05 states:

“...the governing board of each public depositor shall, by resolution, designate one or more public depositories, organized and doing business under the laws of this state or federal law and located in this state, in which the treasurer of the governing board shall deposit all public moneys received by him or her and specify whether the moneys shall be maintained in time deposits subject to limitations of s. 66.0603 (1m), demand deposits or savings deposits and whether a surety bond or other security shall be required to be furnished under s. 34.07 by the public depository to secure repayment of such deposits. A designation of a public depository by the governing board shall be a designation of the public depository for all treasurers of the governing board and for all public depositors for which each treasurer shall act.”; and

WHEREAS, the City of Ashland wishes to use all four banks located within the corporate limits of the City of Ashland (Associated Bank, BMO Harris Bank, Chippewa Valley Bank, Northern State Bank) and Hometown Bank in Fond du Lac, WI, Bremer Bank of Washburn, and Wisconsin Local Government Investment Pool for the depositing of public moneys.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland that:

- Associated Bank, Ashland, WI
- BMO Harris Bank, Ashland, WI
- Chippewa Valley Bank, Ashland, WI
- Northern State Bank, Ashland, WI
- Bank First (formerly Hometown Bank), Fond du Lac, WI
- Bremer Bank, Washburn, WI
- Wisconsin Local Government Investment Pool

are hereby declared to be the official public depositories of the City of Ashland.

PASSED: April 16, 2024

ATTEST:

Aldersperson

Denise Oliphant, City Clerk

Matthew Mac Kenzie, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

SUBJECT: Consider to Reaffirm and Accept the Nine Tools of Civility (*Mayor*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: Mayor

EXHIBITS:

1. Resolution No. 16549 Nine Tools of Civility
2. Addendum to Resolution 16549

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

**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 Mayor and/or City Clerk has chosen to direct this item directly to Council pursuant to the authority granted to them in Chapter 51, Ashland City Ordinances.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

At each Reorganizational Meeting, Councilors asked to reaffirm the *Nine Tools of Civility*, defining the protocol of which meetings should ideally be conducted.

By approving and signing the proposed resolution to reaffirm the nine tools of civility, Council is setting a precedence and being a role model for others to mimic within the community.

RESOLUTION No. 16549 ACCEPTING THE NINE TOOLS OF CIVILITY

Whereas, the residents of Ashland place a high value of respect and civility in their lives and they understand that their characteristics are essential to any healthy community, and;

Whereas, the Ashland City Council supports opportunities for civil discourse and discussion in the community, and;

Whereas, the Ashland City Council addresses sometimes controversial issues about which people often feel passionately-which at times leads to uncivil behavior, and;

Whereas, an atmosphere of incivility and disrespect can have a damaging effect on the proceedings, on the quality of debate, and on the practice of democracy itself.

Therefore, Be It Resolved that the Ashland City Council recognizes nine tools of civility that will provide increased opportunities for civil discourse in order to find positive resolutions to the issues that face our community. These tools include:

1. Pay Attention. Be aware and attend to the world and the people around you.
2. Listen. Focus on others in order to better understand their points of view.
3. Be Inclusive. Welcome all groups of citizens working for the greater good of the community.
4. Don't Gossip. And don't accept when others choose to do so.
5. Show Respect. Honor other people and their opinions, especially in the midst of a disagreement.
6. Be Agreeable. Look for opportunities to agree; don't contradict just to do so.
7. Apologize. Be sincere and repair damaged relationships.
8. Give Constructive Criticism. When disagreeing, stick to the issues and don't make a personal attack.
9. Take Responsibility. Don't shift responsibility and blame onto others; share disagreements publicly.

Be it further resolved, that the Ashland City Council shall promote the use and adherence of these tools in conducting the business of the City of Ashland.

Addendum to Resolution 16549 Accepting the Nine Tools of Civility

Be it further resolved, that the Mayor and Ashland City Council, newly organized on April 16, 2024, hereby ratify the original action taken on June 10, 2008, and shall promote the use and adherence of these tools in conducting the business of the City of Ashland.

Passed: April 16, 2024

Kevin Seefeldt, District 1

Sarah Jackson, District 2

Ana Tochtermann, District 3

Andrew Goyke, District 4

James Gregoire, District 5

Charlie Ortman, District 6

Nancy Sztynodor, District 7

ATTEST:

Denise Oliphant, City Clerk

Matthew Mac Kenzie, Mayor

SUBJECT: Consideration of an Alcohol Beverage License Application for SamDesiel LLC dba The Badger Den at 301 Main Street East, Ashland, and Agent Pat Hunt (*Clerk*) Voice

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Clerk

EXHIBITS:

1. Alcohol Beverage Retail License Application
2. Supplemental Questionnaire - redacted
3. Appointment of Agent - redacted
4. Surrender of Alcohol Beverage License

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:** NA

**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 Mayor and/or City Clerk has chosen to direct this item directly to Council pursuant to the authority granted to them in Chapter 51, Ashland City Ordinances.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

The Clerk's office received an application for an alcohol beverage license from SamDesiel LLC dba The Badger Den, at 301 Main Street East, and Agent, Pat Hunt. This property was formerly known as the Fifth Quarter.

The property was purchased in March 2024 by Brian Nabozny, and leased to Pat Hunt to operate the business. A Letter of Surrender for the alcohol license was submitted by the former owner, Barbara Allison who is a trustee of the estate of the previous owner, Bradley Hanson.

Mr. Hunt intends to do some renovations before opening as the Badger Den. The fees for the license will be prorated to the equivalent of two months as the licensing year ends on June 30, 2024.

Alcohol Beverage License
Application

For Municipal Use Only

Municipality

License Period

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer \$ _____ ☐ Class "B" Beer \$ _____
- ☐ "Class A" Liquor \$ _____ ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees

License Fees	\$
Background Check Fee	\$
Publication Fee	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

2. Business Trade Name or DBA

3. FEIN

4. Wisconsin Seller's Permit Number

5. Entity Type (check one)

- ☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

6. State of Organization

7. Date of Organization

8. Wisconsin DFI Registration Number

9. Premises Address

10. City

11. State

12. Zip Code

13. County

14. Governing Municipality: ☐ City ☐ Town ☐ Village
of: _____

15. Aldermanic District

16. Premises Phone

17. Premises Email

18. Website

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

20. Mailing Address (if different from premises address)

21. City

22. State

23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☐ No
- If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . ☐ Yes ☐ No beverages. If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.			
3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . ☐ Yes ☐ No If yes, provide the name of the restricted investor and describe the nature of the interest.			
4. Is the applicant business owned by another business entity? ☐ Yes ☐ No If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.			
4a. Name of Business Entity		4b. Business Entity FEIN	
5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☐ Yes ☐ No			
6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☐ No			
7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☐ No			
Part C: Individual Information			
List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary. Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.			
Last Name	First Name	Title	Phone
Part D: Attestation			
One of the following must sign and attest to this application: • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name		First Name	M.I.
Title	Email		Phone
Signature		Date	
Part E: For Clerk Use Only			
Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Alcohol Beverage License Application
Supplemental Questionnaire

Date

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

Part A: Premises/Business Information

1. Registered Entity Name (or individual name if sole proprietor)	Sam Desiel
2. Trade Name or DBA	The Badger Den
3. Entity Type (check one)	
☐ Sole Proprietor	☐ Partnership
☒ Limited Liability Company	☐ Corporation
	☐ Nonprofit Organization

Part B: Individual Information

1. Name (Last, First, M.I.)	Hunt, Pat, A.
2. Relationship to Registered Entity (Title)	Pres
5. Home Address	1505 9th Ave. W.
6. City	Ashland
7. State	WI
8. Zip Code	54806
9. Date of Birth	7-3-1962
10. Drivers License/S	WI

Part C: Address History

List in chronological order your last two residence addresses within the last 5 years.

Previous Address 1	1505 9th Ave. W.
Previous City, State, Zip	Ashland, WI 54806
Dates (MM/YYYY - MM/YYYY)	7-3-62 / Present 3/15/24
Previous Address 2	
Previous City, State, Zip	
Dates (MM/YYYY - MM/YYYY)	

Part D: Employment History

List in chronological order your last two employers within the last 5 years.

Employer's Name	KRPS
Employer's Address	511 E. Main St. Ashland, WI 54806
Dates Employed (MM/YYYY - MM/YYYY)	4/11 / Present 3/15/24
Employer's Name	Super H Foods
Employer's Address	511 E. Main St. Ashland, WI 54806
Dates Employed (MM/YYYY - MM/YYYY)	

Part E: Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☒ Yes ☐ No
- If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
<i>DUI</i>	<i>6/10</i>
Penalty Imposed	Was sentence completed?
<i>Fined</i>	☒ Yes ☐ No
Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed?
	☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No
- If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part F: Questions

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. ☐ Yes ☒ No
- If no, continue to question 2.
2. How long have you continuously lived in Wisconsin prior to the date of application? Years *61* Months *3*
3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed. ☐ Yes ☒ No

Part G: Attestation

READ CAREFULLY BEFORE SIGNING: I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature	Date
<i>[Signature]</i>	<i>3/15/24</i>

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 ☒ City of Ashland County of Ashland

The undersigned duly authorized officer/member/manager of Sam Desiel dba The Badger Den
(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 The Badger Den
(Trade Name)

located at 301 Main St. E. Ashland, WI 54806

appoints Pat Hunt
(Name of Appointed Agent)

1505 9th Ave. W. 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).
KRPS Ashland, WI

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? 61 years

Place of residence last year 1505 9th Ave. W. Ashland, WI 54806

For: KRPS Sam Desiel
(Name of Corporation / Organization / Limited Liability Company)

By: Pat Hunt
(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, Pat Hunt, 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.

Pat Hunt 3/15/24 Agent's age 61
(Signature of Agent) (Date)

Pat Hunt Date of birth [REDACTED]
(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)

SURRENDER OF ALCOHOL BEVERAGE LICENSE

TO: City of Ashland
City Hall
601 Main Street West
Ashland, WI 54806

Barbara Allison, hereby surrenders the Alcohol Beverage License (Class B) issued by the City of Ashland to Barbara Allison, for the premises known as the 5th Quarter Bar, located at 301 Main St. E, Ashland, Wisconsin, so it can be reissued by the City of Ashland to the purchaser of this Premises.

Dated this 15 day of March 2024.

Dated: 3-15-24

By: Barbara Allison
Barbara Allison