



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, June 11, 2024 Ashland City Council Meeting Agenda

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

A. May 28, 2024 City Council and Committee of the Whole Meeting Minutes

4. CITIZEN PARTICIPATION PERIOD

5. MAYOR'S REPORT

A. Announcements

B. Appointments

6. CONSENT AGENDA

A. Miscellaneous Minutes

7. OLD BUSINESS

A. Consider a Proposal for Professional Construction Administration Services between the City of Ashland and Long Island Engineering, LLC for the 2024 Prentice Avenue Phase 1 Reconstruction Project (Public Works) Roll

B. Approval of Mobile Home Park License for 2024-2025 Licensing Year (Clerk) Voice

8. NEW BUSINESS

A. Consider a Resolution to Combine Wards and Establish the Polling Place for the August 13, 2024 Partisan Primary Election (Clerk) Roll



- B. **Consider Approval of License Applications for Alcohol Beverages Including New Officers/Agents, Arcade and Game, Pawn Broker, Recycling Facility/Salvage Operation, and Taxicab** (Clerk) Voice
- C. **Consider an Application for Appointment of Agent Alcohol Beverages and Tobacco and Vaping Products, for Kwik Trip #163 at 515 Ellis Avenue, and Agent Bobbi Bigboy** (Clerk) Voice

9. ADJOURNMENT

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

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

MEETING MINUTES
ASHLAND CITY COUNCIL
Tuesday, May 28, 2024 – 6:00 PM
Ashland City Hall Council Chambers

1. CALL TO ORDER

The Tuesday, May 28, 2024 Ashland City Council meeting was called to order by Mayor Matt MacKenzie at 6:01 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, Sarah Jackson, Ana Tochtermann, Andrew Goyke, James Gregoire, Charlie Ortman, Nancy Sztynior

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 Bill Hagstrom, Library Director Sarah Adams and other interested citizens.

2. APPROVAL OF AGENDA

A motion by Jackson and seconded by Seefeldt to approve the agenda as presented, carried unanimously by voice vote.

3. APPROVAL OF MINUTES

A. **May 14, 2024 City Council and Committee of the Whole Meeting Minutes**

A motion by Gregoire and seconded by Ortman to approve the minutes was carried unanimously by voice vote.

4. CITIZEN PARTICIPATION PERIOD

There were no Citizens who requested to address the Council at this time.

5. MAYOR'S REPORT

A. **Announcements**

Tuesday, May 28, 2024



The Mayor reflected on the past Memorial Day ceremony to honor those who served. Road projects have begun throughout the city. Mac Kenzie offered his thanks to the staff who helped during the City-wide clean up, the Beautification Council for their hard work, and to Councilor Seefeldt and volunteers who helped repaint the west end skating rink fence.

B. Appointments

A motion by Tochtermann and seconded by Seefeldt to approve the Mayor's appointments was passed unanimously by voice vote. Laurie Gregor will serve the Plan Commission through April 30, 2027, and Ed Monroe will serve the Ashland Ore Dock Charitable Trust through April 30, 2026.

6. CONSENT AGENDA

A. Miscellaneous Minutes

B. Approve the Agreement between the Board of Library Trustees and Engberg Anderson, Inc. for Architectural Services for the Vaughn Library Renovation (*Library*)

C. Approve to Accept a Wisconsin Coastal Management Program Grant to Benefit the Parks and Recreation Comprehensive Outdoor Recreation Plan (CORP) (*Parks*)

D. Approve Acceptance of Public Service Commission Rural Energy Startup Program Award of \$75,000 to Fund Solar and Micro-Grid Feasibility Assessment (*Planning*)

Goyke moved, seconded by Seefeldt approve the Consent Agenda. The motion passed unanimously by voice vote.

7. OLD BUSINESS

A. Public Hearing Regarding Sidewalk Special Assessments for the 2024 Ore Dock Access Road Project (*Public Works*) Roll

A motion by Ortman and seconded by Goyke to move into Public Hearing passed unanimously by roll call vote.

Craig Marciniak, 819 St. Claire Street, asked for clarification regarding the carriage walk at his property.

It was made known that a Class I notice was posted in the City's official newspaper, posted at the Vaughn Public Library, Ashland County Court House, and at City Hall, as well as noticed by mail to affected homeowners. Butler stated there were no calls or written communication received from the public.

Hearing no further public comments, a motion by Ortman and seconded by Tochtermann to close the Public Hearing passed unanimously by voice vote.

Tuesday, May 28, 2024



- B. **Consider a Final Resolution Authorizing Public Improvement and Levying Sidewalk Special Assessments against Benefited Property in the City of Ashland, Ashland County, Wisconsin for the 2024 Ore Dock Access Road Project** (*Public Works*) Roll

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

File #17781

- C. **Public Hearing Regarding Sidewalk Special Assessments for the 2024 Prentice Avenue Phase 1 Project** (*Public Works*) Roll

A motion by Ortman and seconded by Seefeldt to move into Public Hearing passed unanimously by roll call vote.

Joe O'Donahue, 605 Prentice Avenue, asked how the City arrived at the need for assessments and of the notification process to the property owners.

Tamara Tupesis, 615 Prentice Avenue, stated how stressed she was over the process of the project, and of the lack of communication to property owners.

It was made known that a Class I notice was posted in the City's official newspaper, posted at the Vaughn Public Library, Ashland County Court House, and at City Hall, as well as noticed by mail to affected homeowners. Butler stated there were no calls or written communication received from the public.

As no other citizens asked to be heard, Ortman moved, seconded by Seefeldt to close the Public Hearing. The motion passed unanimously by voice vote.

- D. **Approve a Final Resolution Authorizing Public Improvement and Levying Sidewalk Special Assessments Against Benefited Property in the City of Ashland, Ashland County, Wisconsin for the 2024 Prentice Avenue Phase 1 Road Project** (*Public Works*) Roll

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

File #17782

- E. **Approve Final Resolution Requiring Installation of Sewer Laterals and Providing for Assessment of Cost Under Wisconsin State Statute 66.0911 for the 2024 Ore Dock Access Road Project** (*Public Works*) Roll

Ortman moved, seconded by Kevin Seefeldt to approve. Goyke moved, seconded by Ortman to recognize Mark and Megan Perrine to speak to Council. This motion passed unanimously by voice vote. After some discussion, the motion to approve the resolution passed 5-2 by roll call vote; opposed were Seefeldt and Jackson.

File #17783

- F. **Consider a Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing through the State of Wisconsin Safe Drinking Water Loan Program for SFY2025 STH 13/Ellis Avenue Watermain Replacement Project** (*Public Works*) Roll

A motion by Ortman and seconded by Seefeldt to approve the resolution was passed unanimously

Tuesday, May 28, 2024



by roll call vote.

File #17785

- G. **Approve to Accept Bid from Fahrner Asphalt Sealers and Award a Contract for the 2024 Roadway Chip Sealing Project** (*Public Works*) Roll

A motion by Ortman and seconded by Seefeldt to approve the bid for \$88,662 was passed unanimously by roll call vote.

- H. **Discussion and Possible Action Regarding Authorizing Administration to Present an Objection to the Public Service Commission during the Hearing in Madison for Increased Utility Rates** (*Mayor*)

A motion by Tochtermann and seconded by Goyke to approve the Mayor's request to authorize Administration to present the City's objection to the PSC setting the utility rate higher than what was recommended by the City at 52% versus 44%. The motion carried unanimously by voice vote.

8. NEW BUSINESS

- A. **Consideration of an Alcohol Beverage Appointment of Agent Application from Compass Group USA Inc. dba Chartwells, and Agent, Cody Westlund** (*City Clerk*) Roll

A motion by Tochtermann and seconded by Goyke to approve was passed unanimously by roll call vote.

- B. **Consider a Resolution to Issue a Conditional Use Permit (CUP) to Allow Placement of Signage above the First Story of the Building at 301 Main Street East, Parcel #201-01342-0000, Zoned City Center (CC), Applicant: Pat Hunt** (*Planning*) Roll

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

File #17784

- C. **Consider Approval as Required in the City of Ashland Employee Handbook, of Employment of Relatives for Summer 2024 Limited-Term Employees** (*Public Works*) Voice

A motion by Seefeldt and seconded by Tochtermann to approve the hires was passed unanimously by voice vote.

9. ADJOURNMENT

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

Respectfully Submitted,

Denise Oliphant,
City Clerk



MEETING MINUTES
COMMITTEE OF THE WHOLE MEETING
Tuesday, May 28, 2024 – 6:00 PM
Ashland City Hall Council Chambers

The Tuesday, May 28, 2024 City of Ashland Committee of the Whole Meeting was called to order by Council President Charlie Ortman at 7:42 PM.

1. **Roll Call**

PRESENT: Kevin Seefeldt, Sarah Jackson, Ana Tochtermann, Andrew Goyke, Jim Gregoire, Charlie Ortman, Nancy Szyndor.

ALSO PRESENT: Mayor Matt MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, Public Works Director John Butler, Planning Director Steven Wiley, Library Director Sarah Adams, and other interested citizens.

2. **Approval of Agenda**

A motion by Jackson, seconded by Seefeldt to approve the agenda passed unanimously by voice vote.

3. **Council President's Report**

Ortman had nothing to report.

4. **Administrator's Report**

The Administrator noted that most of the city staff participated in a city-wide clean-up effort last week. The city received grants from LRIP and STP in the amount of \$850,000 to benefit 2027-2028 projects. Kucera clarified his comment made at the last meeting regarding the EV charging stations.

5. **DISCUSSION ITEMS**

A. **Discussion and Possible Action Regarding City of Ashland Mobile Home Park Permit Applications for the 2024-2025 Licensing Year** *(City Clerk)*

Jackson reiterated her interest in the inspection reports and improvements made and those that need to be made, regarding the mobile home parks. Councilors suggested items which should be prioritized, and asked the Mayor to initiate discussion with the parks' managers.

B. **Discussion and Possible Action Regarding Submitting Grant Applications to Benefit the Vaughn Public Library Renovation Project** *(Library)*

Adams discussed grants that the Friends of the Library would like to apply for this summer, all requiring no match. A motion by Seefeldt and seconded by Szyndor to submit grant applications, was approved unanimously by voice vote.

6. **Items for Future Discussion**

Mac Kenzie asked Councilors to consider forming a Finance Committee and a Communications Committee, what that would look like, and who might be best to be part of those groups. Seefeldt asked about the Housing Committee being a subcommittee of the Plan Commission. Ortman questioned the use of Ad Hoc committees.

7. **Adjournment**

Goyke motioned to adjourn, was seconded by Seefeldt and passed unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant,
City Clerk

Ref: 2024-141

COUNCIL AGENDA: 5.B.
(6/11/2024)

SUBJECT: Appointments

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: Mayor

EXHIBITS:

1.	T Tolliver - volunteer form (redacted)
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EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 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:

The Mayor requests approval of the following appointment:

Police & Fire Commission
Tom Tolliver, term to expire May 2029

Find yourself next to the water.

ASHLAND

City of Ashland, Wisconsin

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

OFFER TO VOLUNTEER FORM

I would like to be considered a nominee for the following committee or committees:

Ashland Police and Fire Commission

Write a brief statement of education and training:

Graduated from Ashland High School, attended UWS Stevens Point 1 yr, attended Northland College
1 yr, Wisconsin Fire Instructor I, EMT A-D-I, numerous National Fire Academy courses.

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

Born and raised in Ashland. Army National Guard 6yrs. Work; American Can, Tomlinson Wrecker
Service, Ashland Fire Dept. 28 yrs, Fire Inst. WITI/WITC 32 yrs, Northland College IT 1 yr, Lake
Shore Busses 20 yrs. Hobbies; Biking, fishing, camping boating. Owner Fire-X extinguisher 6 yrs.

Individual references/referred by (please include phone #):

Michael Bochler, Owner Lake Shore Busses 715-682-3669 work, [REDACTED] cell

Rev. Richard Williams, Zion Lutheran Church, 715-682-6075

Contact information: Thomas J. Tolliver

Name (Please print)

Phone #

1223 3rd St. East Ashland, WI 54806

Address

June 3, 2024

Email

Date

CITY OF ASHLAND
POLICE & FIRE COMMISSION MEETING
Monday, March 4, 2024 – 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 5:15 pm.

2 **ROLL CALL:**

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

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 Melissa O'Connor, seconded by Matt Horning, and passed unanimously.

4. **APPROVAL OF MINUTES FROM DECEMBER 5, 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 December 1, 2023 through February 29, 2024. There was an average of 21 calls per day, there were 103 arrests, 7 emergency detentions and 33 reportable accidents.

Chief Hagstrom let the Commission know that he listed some patrol/investigation incidents that were more than just routine, along with situations where physical force was used.

A discussion about taser effectiveness was had.

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 December 1, 2023 through February 29, 2024. The department responded to 649 incidents.

Chief Matthias reported that the current crew has an average age of 36 and 6.4 years of experience.

CITY OF ASHLAND
POLICE & FIRE COMMISSION MEETING

Monday, March 4, 2024 – 5:15 p.m.

Hybrid Meeting – Ashland Fire Dept. and GoTo Meeting

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, June 3, 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 Ron Sztynodor, 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 Ron Sztynodor, seconded by Melissa O'Connor, 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.

11. ADJOURNMENT:

A motion to adjourn the meeting was made by Ron Sztynoder, seconded by Matt Horning, and approved unanimously. Meeting was adjourned at 6:16 pm.

Respectfully Submitted
Emily Hanson, Admin Asst.

Ref: 2024-143

COUNCIL AGENDA: 7.A.
(6/11/2024)

SUBJECT: Consider a Proposal for Professional Construction Administration Services between the City of Ashland and Long Island Engineering, LLC for the 2024 Prentice Avenue Phase 1 Reconstruction Project (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Public Works Director

EXHIBITS:

1.	Long Island Engineering LLC Proposal for Construction Administration
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EXPENDITURES REQUIRED: \$ 81,300.00 - Fund 680 Water Utility (WI DNR Safe Drinking Water Loan FY 2025)

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: \$ 0

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on June 5, 2024 that Long Island Engineering LLC is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH CHAPTER 51: Project Included in 2024 Capital Budget.

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 2024 Prentice Avenue Phase 1 Reconstruction Project consists of the reconstruction of Prentice Avenue from 6th Street East to 11th Street East. At the September 8, 2020 meeting, the Council approved a State Municipal Agreement (SMA) with the Wisconsin Department of Transportation (WI DOT) for the project, which has a total estimated cost of \$1.9 million. At the June 14, 2022 meeting, the Council approved a three party agreement with the WI DOT and Short Elliot, Hendrickson (SEH) for engineering design services related to the WI DOT funded portion of construction. At the March 14, 2023 meeting, the Council approved an agreement with SEH for engineering design services related to watermain replacement, which is not funded by the WI DOT.

The project is scheduled for construction in the summer and fall of 2024 and, per the SMA, the construction work is being administered and delivered by the WI DOT. Bids were opened in early May 2024 and the low bid from A-1 Excavating was within the WI DOT and City's budget.

The City is responsible for construction engineering related to watermain replacement. Both City staff and SEH have familiarity with Long Island Engineering LLC (LIE), which is a small local firm. City staff has developed an agreement with LIE to manage watermain construction and provide administration services required of the Wisconsin Department of Natural Resources (WI DNR) Safe Drinking Water Loan Program (SDWLP).

This work will be completed in partnership with new City engineering staff in order to develop capacity for future construction engineering and management by City staff.

The Public Works Department recommends entering into an agreement for engineering services at a cost of \$81,300. The scope of services is expected to include surveying for construction layout/staking, contract administration, as-built record drawings, and the provision of a full-time onsite representative (50 hrs/week for 8 weeks) responsible for construction observation and oversight throughout project construction.

Todd Gibbon
Long Island Engineering LLC
201 Maple Ridge
Ashland, WI 54806



February 29, 2024

Niles Fetter
2020 6th St East
Ashland, WI 54806
715-682-7045

Mr. Fetter:

Thank you for the opportunity to provide professional services for the Prentice Ave Reconstruction Project.

Project Overview

We understand that you are requesting support for construction administration of the Prentice Avenue Project for items specifically related to watermain replacement and service lateral replacements. Construction for the entire project expected to occur from 5-1-24 through 8-30-24. The watermain work is expected last eight weeks during that time frame.

Work Plan

WESLIE Engineering Group has developed the following work plan and cost estimate to provide full time onsite construction administration during the watermain construction period.

Task 1	Preconstruction Meeting	\$2,300
	Attend one preconstruction meeting with contractor, City, designers, and interested parties. We will review plans and make note of special concerns that may affect the project.	
Task 2	Construction Staking	\$11,000
	Provide construction staking for layout of watermain replacement. WESLIE will coordinate with Nelson Surveying out of Ashland, WI for construction staking. Initial staking is estimated at \$8,000 and additional re-staking will be billed at \$150/hr. Twenty additional hours of re-staking work are budgeted.	
Task 3	Construction Observations	\$62,000
	Provide full time construction observation coverage for an estimated eight weeks. Full time coverage is estimated at 50hrs/week. This task is highly	

variable and dependent upon construction progress. A large savings can be realized by sharing the on-site inspection work load with City of Ashland staff.

Task 4 Construction Administrations \$3,100

WESLIE will be available to the design engineers (SEH), City of Ashland, WisDOT construction engineer (NWBE), and the contractor for phone calls and additional meetings as questions and concerns arise during construction. Typically one additionally meeting per week will be required to meet with the construction engineer to review project status and pay requests.

Task 5 Construction Observation Report \$2,900

We will provide a compiled PDF of field notes and photos taken during construction. We will also provide a digitally marked up as-built drawing of the original construction drawings.

WESLIE Deliverables

For this project, Long Island Engineering LLC will provide the following:

- On site project representation.
- In field measurements for quantities.
- Project notes and photos in PDF report.
- PDF edited as-built drawings.

Exclusions

The following are not included in scope and fee.

- Nuclear density testing.
- Soil sampling and gradation.
- Drinking water bacteria testing fees.

Fee Estimate

We propose to complete **Tasks 1** through **5** in the scope of work on a Time and Material basis for an estimated, not-to-exceed, fee of **\$81,300**. The scope for construction services is variable and hard to predict by nature. Therefore, this is a Time and Materials proposal with a total, not-to-exceed, fee estimate of **\$81,300**.

If additional work is required above the not to-exceed-limit, WESLIE will stop work and discuss the potential effects of this on the project prior to moving forward with any additional work. The following rates apply to staff that may work on this project. No additional work will proceed until written approval from City Staff is received by WESLIE.

- Senior Engineer \$155/hr

February 29, 2024

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- Survey work \$150/hr
- Civil Tech \$60/hr

Schedule

Todd Gibbon, Scott Weyandt, and Trisha Evans are available to work on this project during the construction season of 2024.

This letter and contract represents the entire understanding between **City of Ashland** and Long Island Engineering LLC for the above described project (Prentice Avenue Project) and may only be modified in writing signed by both parties. If this satisfactorily sets forth your understanding of our agreement, please sign in the space provided below and return to us (a scanned copy is acceptable).

We look forward to beginning work on this project as soon as you give us a notice to proceed. If you have any questions, please contact Todd at 715-209-4747/email longislandengineeringllc@outlook.com.

Sincerely,

Long Island Engineering, LLC



Todd Gibbon, PE, CFM

2/29/2024

Date

Accepted by:

Niles Fetter

Date

Ref: 2024-142

COUNCIL AGENDA: 7.B.
(6/11/2024)

SUBJECT: Approval of Mobile Home Park License for 2024-2025 Licensing
Year *(Clerk)* Voice

RECOMMENDATION: Approval

**DEPARTMENT OF
ORIGIN:** City Clerk

CLEARANCES: Approved by Committee of the Whole, May 28, 2024

EXHIBITS:

**EXPENDITURES
REQUIRED:** NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** The Treasurer's Office has certified on June 5, 2024 that NREG
US Holdings Ltd. is in compliance with the provisions of
Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH CHAPTER 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

The City Clerk's office issues licenses and permits annually. Among those permits are those for the operations of mobile home parks. Per Chapter 871, Ashland City Ordinances, the Building Inspector inspects the facilities and offers a report to Council.

At their May 28, 2024 Committee of the Whole meeting, Council agreed to move this item

forward for formal approval of the license for both Kenwood Terrace and Whispering Pines mobile home parks.

Ref: 2024-144

COUNCIL AGENDA: 8.A.
(6/11/2024)

SUBJECT: Consider a Resolution to Combine Wards and Establish the Polling Place
for the August 13, 2024 Partisan Primary Election (*Clerk*) Roll

RECOMMENDATION: Approval

**DEPARTMENT OF
ORIGIN:** City Clerk

CLEARANCES: City Clerk

EXHIBITS:

1.	Proposed Resolution No. 17785
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**EXPENDITURES
REQUIRED:** NA

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH CHAPTER 51: N/A

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: N/A

SUMMARY STATEMENT:

The Partisan Primary Election will be held on August 13, 2024. Wisconsin State Statute 5.25(3) requires a city's governing body to approve a resolution to designate the establishment of polling places for a Primary Election and Spring Election. The City Clerk's Office recommends the use of a single polling place location, namely the Bretting Community Center at 400 4th Avenue West.

Also, per WI State Statutes, the City Council is required to pass a Resolution for combining

wards. The City Clerk's office recommends that wards should be strategically combined into reporting units to maintain simple result reporting. Since all wards will be voting on the same ballot, the Clerk's Office is recommending the combination of all wards into one Reporting Unit.

RESOLUTION No. 17785

RESOLUTION TO COMBINE WARDS AND ESTABLISH THE POLLING PLACE FOR THE AUGUST 13, 2024 PARTISAN PRIMARY ELECTION

WHEREAS, the City of Ashland will potentially hold a Partisan Primary Election on August 13, 2024; and

WHEREAS, the Council must establish official polling places for elections; and

WHEREAS, no city contests are on this ballot, and

WHEREAS, combining wards strategically ensures easy and simple result reporting.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland that Wards shall be combined and Polling Places shall be designated as follows for the August 13, 2024 Partisan Primary Election:

Reporting Unit	Wards
1	All Wards
Polling Place for all Wards: Bretting Community Center, 400 4 th Avenue West	

PASSED: June 11, 2024

Councilperson

ATTEST:

Denise Oliphant, City Clerk

Matthew Mackenzie, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

Ref: 2024-140

COUNCIL AGENDA: 8.B.
(6/11/2024)

SUBJECT: Consider Approval of License Applications for Alcohol Beverages Including New Officers/Agents, Arcade and Game, Pawn Broker, Recycling Facility/Salvage Operation, and Taxicab (*Clerk*) Voice

RECOMMENDATION: Approval upon contingencies where applicable.

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Treasurer, Fire Department, Police Department

EXHIBITS:	1.	Alcohol License Applicants
	2.	Arcade and Coin Operated Machines Applicants
	3.	Miscellaneous License Applicants
	4.	Tobacco, Cigarette and Vaping Products Applicants

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: The Treasurer has researched all license applicants. A number of applicants were not compliant with Chapter 923.10. These applicants were notified and agree to become compliant before licenses would be issued.

COMPLIANCE WITH CHAPTER 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 City Clerk issues alcohol beverages, tobacco and vaping products, arcade and game, recycling facility/salvage operation, pawnbroker, and taxicab licenses. The premises are inspected by the Fire Department and the Police Department, if applicable. Per Chapter 923 of Ashland City Ordinances, all licensees are required to be current on all debt to the City (utility bills, taxes, fees, fines, etc.). All licenses expire annually on June 30, to be renewed on July 1, 2024.

The Clerk's office is requesting approval, upon contingencies where applicable, for city-issued licenses as applied for the 2024-2025 licensing year.

LLC OR CORPORATION	BUSINESS/TRADE NAME	BUSINESS ADDRESS	APPT OF AGENT
Class B Combination Fermented Malt Beverages and Intoxicating Liquor (Quota = 26)			
ASHLAND BAKING COMPANY INC	Black Cat Coffeehouse	211 CHAPPLE AVE	HONORE KASZUBA
BAY AREA CIVIC CENTER	Bay Area Civic Center (BACC)	320 DEPOT DR	MARTEN VANBERGEN
BAY CITY CULTURAL CENTER INC	BOHEMIAN HALL	319 11TH AVENUE EAST	NANCY SZTYNDOR
BESUGA TAVERNS INC	HARBOR BAR	1222 LAKE SHORE DRIVE EAST, ASHLAND, WI	BRENDA LEMIEUX
E-TRIPLE-J INC	NEIGHBORLY BAR	1301 MAIN S TREET WEST	EUGENE RONNING
HUGOS INC	HUGOS PIZZA	221 SANBORN AVE	JENNIFER LEDIN
J & P KING FAMILY ENTERPRISES INC	MUGS BAR	515 MAIN STREET EAST, ASHLAND, WI 548046	JACQUELYN KING
JCDCO LLC	THE SAFARI	423 MAIN STREET EAST	JEFFREY CASTLE
NEW CHINA RESTAURANT INC	NEW CHINA RESTAURANT	300 LAKE SHORE DRIVE WEST	TONY CHIL-TAN ENG
OFFICE BAR LLC	Office Bar	407 Main St. W.	DOROTHY MONROE
PIZZA PUB OF ASHLAND, Inc	PIZZA PUB	1402 LAKESHORE DRIVE EAST	SHAWN THAYER
SAMDESIEL LLC	THE BADGER DEN	301 MAIN ST E	PATRICK HUNT
SCOTT & AR'S LLC	SCOTT & AR'S BAR	612-614 MAIN STREET WEST	ARLENE MALACH
SECOND STREET BISTRO LLC	SECOND STREET BISTRO LLC	201 MAIN STREET EAST	JERE SCHROEDER
SOLSTICE OUTDOORS LLC	THE SANDBAR	2521 LAKESHORE DRIVE W	KATHLEEN GELLATLY
TAQUERIA LA MONARCA LLC	TAQUERIA LA MONARCA	311 MAIN ST EAST	NICOLAS BLANCARTA ELIAS
TARASCO LLC	TARASCO MEXICAN RESTAURANT	2320 LAKE SHORE DRIVE W	JOSE ALVAREZ
THE DEEPWATER LLC	DEEP WATER GRILL & THE ALLEY	808 MAIN STREET WEST	MARK GUTTETER
THE LANDING WI LLC	THE LANDING	101 LAKE SHORE DRIVE WEST	NATALIE SKINNES
THE LOCAL BAR & GRILLE LLC	THE LOCAL	3000 GOLF COURSE ROAD	NATALIE SKINNES
TODD SCRIBNER	OREDOCKER SALOON	104 LAKE SHORE DRIVE EAST	TODD SCRIBNER
ZENITH ASSET COMPANY, LLC	AMERICINN	3009 LAKE SHORE DRIVE EAST	TODD CHINGO
Class A Fermented Malt Beverage & Intoxicating Liquor			
CHEQUAMEGON FOOD COOPERATIVE	CHEQUAMEGON FOOD COOPERATIVE	700 MAIN STREET WEST	KIERSTEN GALAZEN
JAY MA AMBAJI INC	STAR LIQUOR	821 MAIN STREET WEST	NICKY PATEL
KRPS INC	Super H Foods	511 East Main Street	PATRICK HUNT
SUPER ONE LIQUOR LLC	SUPER ONE LIQUOR #805	505 ELLIS AVENUE	DAMON CARLSON
TASTES OF WISCONSIN LLC	TASTES OF WISCONSIN	420 LAKE SHORE DR W	JERRY HENDERSON
"Class A" Fermented Malt Beverages and/or Cider			
INDIANHEAD OIL CO LLC	CIRCLE K #2746459	110 ELLIS AVENUE, ASHLAND	MEGAN SELL
KRIST OIL COMPANY	KRIST FOOD MART #65	521 LAKE SHORE DRIVE EAST	SHELLEY MADAY
KWIK TRIP INC	KWIK TRIP 118	2300 LAKE SHORE DRIVE EAST	BOBBI BIGBOY
KWIK TRIP INC	KWIK TRIP 110	1814 LAKE SHORE DRIVE WEST	AMANDA OLEARY
KWIK TRIP INC	KWIK TRIP 163	515 ELLIS AVENUE	TIMOTHY KRZYCH
MIDLAND SERVICES INCORPORATED	MIDLAND SERVICES SANBORN	411 SANBORN AVE	KENYA M MC AULIFFE
RIVER ROCK INN & BAIT SHOP LLC	RIVER ROCK INN & BAIT SHOP	1200 WEST LAKESHORE DR	SCOTT L BRETTING
WAGNER ASHLAND SHELL LLC	Ashland Shell	810 Lake Shore Drive West	MARYCAROL CAMERON
Class B Fermented Malt Beverage & Class C Wine			
FRANKIES FAMILY PIZZA LLC	FRANKIE'S PIZZA	1315 LAKESHORE DRIVE E	MICHAEL WELTY
Class B Fermented Malt Beverage			
ASHLAND FUN AND GAMES LLC	PLAY UNPLUGGED	307 MAIN STREET EAST	JOSEPH CROTEAU

ARCADE AND COIN OPERATED MACHINES

LLC OR CORPORATION	BUSINESS/TRADE NAME	BUSINESS ADDRESS
BAY AREA CIVIC CENTER	BAY AREA CIVIC CENTER	320 DEPOT DRIVE
BESUGA TAVERNS INC	HARBOR BAR	1222 LAKE SHORE DRIVE EAST
E-TRIPLE-J INC	NEIGHBORLY BAR	1301 MAIN STREET WEST
FRANKIES FAMILY PIZZA LLC	FRANKIE'S FAMILY PIZZA	1315 LAKE SHORE DRIVE EAST
HUGOS INC	HUGO'S PIZZA	221 SANBORN AVENUE
J&P KING FAMILY ENTERPRISES INC	MUGS BAR	515 MAIN STREET EAST
JCDOC LLC	THE SAFARI	412 MAIN STREET EAST
NATIONAL ENTERTAINMENT NETWORK LLC	NATONAL ENTERTAINMENT NETWORK	2500 LAKE SHORE DRIVE EAST
OFFICE BAR LLC	OFFICE BAR	407 MAIN STREET WEST
SCOTT & ARS LLC	SCOTT & AR'S BAR	612-614 MAIN STREET WEST
TODD SCRIBNER	OREDOCKER BAR	104 LAKE SHORE DRIVE EAST
ZENITH ASSET COMPANY LLC	AMERICINN	3009 LAKE SHORE DRIVE EAST

MOBILE HOME PARK

LLC OR CORPORATION	BUSINESS/TRADE NAME	BUSINESS ADRESS
NREG US HOLDINGS LTD	KENWOOD TERRACE	1701 8TH STREET WEST
NREG US HOLDINGS LTD	WHISPERING PINES	101-403 6TH STREET EAST

PAWNBROKER

FRANK KOSTKA	BAY AREA PAWN INC	421 LAKE SHORE DRIVE WEST
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TAXI CAB OPERATIONS

ASHLAND DRIVES TAXI		522 WILLIS AVENUE
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RECYCLING/SALVAGE OPERATIONS

CHICAGO IRON & SUPPLIES INC		701 22ND AVENUE EAST
CWO AUTO & SCRAP REMOVAL LLC		2805 HOLMES ROAD
REPUBLIC SERVICES		405 INDUSTRIAL PARK ROAD
WASTE MANAGEMENT		600 INDUSTRIAL PARK ROAD

TOBACCO, CIGARETTE AND VAPING PRODUCTS

LLC OR CORPORATION	BUSINESS/TRADE NAME	BUSINESS ADDRESS	APPT OF AGENT
INDIANHEAD OIL CO LLC	CIRCLE K #2746459	110 ELLIS AVE	MEGAN SELL
JAY MA AMBAJI INC	STAR LIQUOR	821 MAIN STREET WEST	NICKY PATEL
JCDOC LLC	THE SAFARI	423 MAIN STREET EAST	JEFFREY CASTLE
KRIST OIL COMPANY	KRIST FOOD MART #65	521 LAKE SHORE DRIVE EAST	SHELLEY MADAY
KRPS INC	SUPER H FOODS	511 MAIN ST E	PATRICK HUNT
KWIK TRIP INC	KWIK TRIP #163	515 ELLIS AVENUE	BOBBI BIGBOY
KWIK TRIP INC	KWIK TRIP #118	2300 LAKE SHORE DRIVE EAST	BOBBI BIGBOY
KWIK TRIP INC	KWIK TRIP #110	1814 LAKE SHORE DRIVE WEST	AMANDA O'LEARY
MIDLAND SERVICES INC	MIDLAND SERVICES SANBORN	411 SANBORN AVENUE	KENYA MCAULIFFE
MINER'S INC	SUPER ONE FOODS #573	401 ELLIS AVENUE	DAMON CARLSON
SUPER ONE LIQUOR, LLC	SUPER ONE LIQUOR	505 ELLIS AVENUE	DAMON CARLSON
SUPER SMOKE SHOP ASHLAND INC	SUPER SMOKE SHOP ASHLAND	2418 LAKESHORE DRIVE EAST	SAMMY WAZWAZ
WAGNER ASHLAND SHELL LLC	ASHLAND SHELL	810 LAKE SHORE DRIVE WEST	MARYCAROL CAMERON
WALGREEN CO	WALGREENS #10758	110 LAKE SHORE DRIVE WEST	MISTY BENEDICT

Ref: 2024-146

COUNCIL AGENDA: 8.C.
(6/11/2024)

SUBJECT: Consider an Application for Appointment of Agent Alcohol Beverages and Tobacco and Vaping Products, for Kwik Trip #163 at 515 Ellis Avenue, and Agent Bobbi Bigboy (*Clerk*) Voice

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Police Department

EXHIBITS:

1.	Appointment of Agent - B Bigboy redacted
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EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 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:

The Clerk's office received an application for both the alcohol license and tobacco and vaping license, from Kwik Trip #163 at 515 Ellis Avenue, to appoint Bobbi Bigboy as agent. Kwik Trip

#163 is under new management, although they do not live in Wisconsin as required to be an agent.

Staff is requesting approving Ms. Bigboy as agent of Kwik Trip #163.

Alcohol Beverage
Appointment of AgentDate

Agent Type (check one)

☒ Original (no fee) ☐ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

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

Kwik Trip, Inc.

2. Business Trade Name or DBA

Kwik Trip 163

3. Entity Type (check one)

☐ Limited Liability Company☒ Corporation☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

☒ Municipal Retail License☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

New agent assigned to store not a Wisconsin resident so Bobbi Bigboy from Kwik Trip 118 will act as agent of both stores.

Part B: Agent Information

1. Last Name

Bigboy

2. First Name

Bobbi

3. M.I.

L.

4. Email

LicensingDept@kwiktrip.com

5. Phone

6. Home Address

53814 Oak St.

7. City

Ashland

8. State

WI

9. Zip Code

54806

10. Age

38

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

WI

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement?
Submit proof of completion.☒ Yes ☐ No2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire?
Submit a completed Form AB-100 with this form.☒ Yes ☐ No3. Have you been a Wisconsin resident for at least 90 continuous days?
See instructions for exceptions.☒ Yes ☐ No

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I 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 Zietlow	First Name Scott	M.I. P
Title CEO/President	Email LicensingDept@kwiktrip.com	Phone (608) 791-7385
Signature <i>Scott P. Zietlow</i>		Date 5/10/24

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. 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 Bigboy	First Name Bobbie	M.I. L
Signature <i>[Signature]</i>		Date 5-17-24

Alcohol Beverage
Individual QuestionnaireDate
05/10/2024

All individuals involved in the alcohol beverage business must complete this form, including:

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

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

Part A: Business Information

1. Legal Business Name (Individual name if sole proprietor)	
Kwik Trip, Inc.	
2. Business Trade Name or DBA	
Kwik Trip 163	
3. Entity Type (check one)	
☐ Sole Proprietor	☐ Partnership
☐ Limited Liability Company	☒ Corporation
☐ Nonprofit Organization	

Part B: Individual Information

1. Last Name	2. First Name	3. M.I.
Bigboy	Bobbie	L.
4. Relationship to Business (Title)	5. Email	6. Phone
Agent	LicensingDept@kwiktrip.com	
7. Home Address		
8. City	9. State	10. Zip Code
Ashland	WI	54806
11. Date of Birth		
12. Drivers License/State ID Number		
13. Drivers License/State ID State of Issuance		
WI		

Part C: Address History

1. Do you currently reside in Wisconsin? ☒ Yes ☐ No			
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?			
Years	Months		
38	2		
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.			
Previous Address 1		City	State
Current address for over 5 years.		Zip Code	
Previous Address 2		City	State
		Zip Code	
Previous Address 3		City	State
		Zip Code	
Previous Address 4		City	State
		Zip Code	
Previous Address 5		City	State
		Zip Code	
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.			
State	County	State	County
WI	Ashland	State	County
State	County	State	County
		State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related 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	Location	Conviction Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	

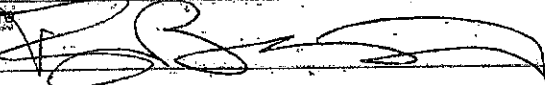
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. 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

5-17-24

Form

CTV-102

Cigarette, Tobacco, and Electronic Vaping Device Appointment of Agent

Date

Agent Type (check one): ☒ Original ☐ Change**Part A: Agent Information**

1. Last Name Blgboy	2. First Name Bobbi	3. M.I. L
4. Email LicensingDept@kwiktrip.com		
6. Home Address [REDACTED]		
7. City Ashland	8. State WI	9. Zip Code 54806
10. Date of Birth [REDACTED]	11. Driver's License/State ID Number [REDACTED]	12. Driver's License/State ID, State of Issuance WI

Part B: Questions

1. Have you completed Form CTV-101, *Cigarette, Tobacco, and Electronic Vaping Device License - Individual, Questionnaire*? Submit a completed Form CTV-101 with this form. ☒ Yes ☐ No

2. If this is a change of agent, please describe the reason for the agent change. Attach additional sheets if necessary.

New manager of store is not a Wisconsin resident so Bobbi will act as agent.

Part C: Business Information

1. Legal Business Name (individual name if sole proprietor) Kwik Trip, Inc.		
2. Business Trade Name or DBA Kwik Trip 163		
3. Entity Type (check one) ☐ Limited Liability Company ☒ Corporation		
4. Premises Address 515 Ellis Ave		
5. City Ashland	6. State WI	7. Zip Code 54806

Part D: Attestations

READ CAREFULLY BEFORE SIGNING: I, the Licensee, authorize the above-named individual to act for the above-named corporation or limited liability company with full authority and control of the premises and of all business relative to cigarettes, tobacco products, and/or electronic vaping devices conducted therein. I certify that I am authorized by the entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I 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 of Licensee (officer, member, or authorized signatory) Scott P. Zietlow	Date 5/10/24
Name of Person Signing for Licensee Scott P. Zietlow	Title President

READ CAREFULLY BEFORE SIGNING: I, the Agent, hereby accept this appointment as agent for the above-named corporation or limited liability company and assume full responsibility for the conduct of all business relative to sales of cigarettes, tobacco products, and/or electronic vaping devices conducted on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this form, and that any person who knowingly provides materially false information on this form may be required to forfeit not more than \$1,000 if convicted.

Signature of Agent [Signature]	Date 5-17-24
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CTV-102 (N 2-24)

Wisconsin Department of Revenue

Form

CTV-101

Cigarette, Tobacco, and Electronic Vaping Device License - Individual Questionnaire

Date

Part A: Business Information

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

Kwik Trip, Inc.

2. Business Trade Name or DBA

Kwik Trip 163

3. Entity Type (check one)

☐ Sole Proprietor☐ Partnership☐ Limited Liability Company☒ Corporation**Part B: Individual Information**

1. Name (Last)

Bigboy

2. Name (First)

Bobbi

3. Name (M.I.)

Lynn

4. Relationship to Business (Title)

Agent

5. Email

6. Phone

7. Home Address

53814 Oak St.

8. City

Ashland

9. State

WI

10. Zip Code

54806

11. Date of Birth

12. Driver's License/State ID Number

13. Driver's License/State ID State of Issuance

WI

Part C: Individual's Address History

List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1	City	State	Zip Code
Current address for over 5 years.			
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code
Previous Address 6	City	State	Zip Code

If applicable, list all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
WI	Ashland						
State	County	State	County	State	County	State	County

Continued

Part D: Individual's Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses) 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:

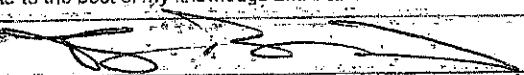
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (other than traffic offenses) 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 E: Attestation by Individual

READ CAREFULLY BEFORE SIGNING: I 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 an application for cigarette, electronic vaping devices, and tobacco products retail license may be required to forfeit not more than \$1,000 if convicted. I declare under penalties of the law that I have examined this information, and, to the best of my knowledge, it is true, correct, and complete to the best of my knowledge and belief.

Signature  Date 5-17-24

Part F: Licensing Authority Approval

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, this individual qualifies to serve in the reported role with the above-named business.

Name of Local Official	Title
Signature of Local Official	Date