



Take notice that the City of Ashland Common Council will meet at 6:00 PM in the City Hall Council Chambers, 601 Main Street W. Ashland, WI to consider and act upon the following agenda.

To attend virtually, the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/500263957>

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

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

Tuesday, September 16, 2025 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. **August 26, 2025 City Council and Committee of the Whole Meeting Minutes**

4. CITIZEN PARTICIPATION PERIOD

5. MAYOR'S REPORT

- A. Announcements
- B. Appointments

6. CITY ADMINISTRATOR'S REPORT

7. CONSENT AGENDA

- A. Miscellaneous Minutes
- B. **August Permitting and Property Maintenance Reports** *(Planning)*

8. OLD BUSINESS

- A. **Approve a Consulting Contract between the City of Ashland and CIVILIS Consultants to Perform a Feasibility Study for Reuse of Northland College Campus** *(Administration)* Roll

- B. **Accept Grant Funding from the Wisconsin Coastal Management Program for Improvements of Interpretative and Informational Signage along the Waterfront Trails** *(Parks & Rec)* Roll

9. NEW BUSINESS

- A. **Consider an Ordinance to Amend Chapter 544 (1026) Vehicular Stopping and Parking, Ashland City Ordinances, to Remove a Designated Reserved Parking Place** *(Clerk)* Roll
- B. **Consider a Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing through the State of Wisconsin Clean Water Loan Program (CWLP) for the FY2026 Replacement Sewer Jetter Truck Purchase** *(Public Works)* Roll

10. 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.

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, August 26, 2025 – 6:00 PM
Ashland City Hall Council Chambers

1. CALL TO ORDER

The Tuesday, August 26, 2025 Ashland City Council meeting was called to order by Mayor Matt Mac Kenzie at 6:00 p.m.

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

PRESENT: Kevin Seefeldt, Shawn Brede, Peter Levi, Andrew Goyke, James Gregoire, Charlie Ortman, Nancy Sztynдор

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, Finance Director Julie Vaillancourt, Treasurer Jacey Dean, Parks and Recreation Director Catlyn Nowicki, Utility Supervisor Brian Ledin, Officer Ryan Bybee, and other interested citizens.

2. APPROVAL OF AGENDA

Mac Kenzie asked to remove the items under New Business due to a public notice issue. A motion by Ortman, seconded by Goyke to approve the agenda as amended, carried unanimously by voice vote.

3. APPROVAL OF MINUTES

A. **August 12, 2025 City Council and Committee of the Whole Meeting Minutes**

Mac Kenzie asked to amend the Council meeting minutes under the Administrator's Report to show that Butler attended the Beautification Council event, not Mac Kenzie. A motion by Ortman, seconded by Goyke to approve the amended minutes, passed 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:

Diane Koosed, 1102 Stuntz Avenue, spoke with concern regarding employer preparedness for the potential presence of ICE in the City.

5. MAYOR'S REPORT

A. **Announcements**

Mac Kenzie shared an invitation to an Emergency House Parties event sponsored by the UW Extension office, to take place on September 29 and 30, 2025. There was a sprinkler/flooding event at the Hotel Chequamegon on Sunday, August 24, 2025 that the Ashland Fire Department responded to. The hotel has since reopened.

6. ADMINISTRATOR'S REPORT

Kucera noted the budgeting season is soon beginning. Administration is working with both the Fire Department and Police Department unions, renegotiating their contracts. He offered to share a book, "Your City is Sick" for anyone interested.

7. PRESENTATION BY CARVER HARRIES, EXECUTIVE DIRECTOR, ASHLAND AREA DEVELOPMENT CORPORATION

Carver Harries, Executive Director of Ashland Area Development Corporation offered a presentation regarding how they support both profit and nonprofit businesses in the area.

8. CONSENT AGENDA

A. **Approval of the Restructuring of the Public Works/Utility Administrative Manager Position** (*Public Works*)

B. **Approve to Accept Bayfield County EMS Grant** (*Fire & EMS Department*)

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

9. OLD BUSINESS

A. **Approve a Resolution to Amend the 2024 General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, and Internal Service Funds Budgets Per Wis. State Statute 65.90(5)(a)** (*Finance*) Roll

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

File #17845

B. **Approve a Resolution to Repeal Resolution No. 17112 Repeal and Recreate a Resolution to Establish a Housing Committee as Approved on July 29, 2014, in Order to Dissolve the Housing Committee** (*Mayor*) Roll

A motion by Ortman, seconded by Gregoire to approve the resolution, passed unanimously by roll call vote.

File #17846

C. **Approve a Change Order from Fish Creek Restoration, LLC for Bay City Creek Assessment & Concept Design** *(Public Works)* Roll

A motion by Seefeldt, seconded by Ortman to approve the Change Order for the amount of \$70,000, passed unanimously by roll call vote.

10. NEW BUSINESS

- A. **Public Hearing Regarding an Application to Vacate an Undeveloped Right-of-Way Located along Water Street on Part of Lot 14, Block 35 of Ellis Division, recorded in Volume 2 of Plats on page 80, in the City of Ashland, Ashland County, Wisconsin. Applicants Debra Joanis and Robert Polencheck.** *(Planning and Development)* Roll
Removed from agenda
- B. **Consider a Resolution to Vacate Undeveloped Right-of-Way Located within Lot 14, Block 35 of Ellis Division, Recorded in Volume 2 of Plats on Page 80, in the City of Ashland, Ashland County, Wisconsin. Applicants Debra Joanis and Robert Polencheck.** *(Planning and Development)* Roll
Removed from Agenda
- C. **Consider a Resolution to Approve a Request to Transfer City-Owned Property (Part of Parcels No. 201-01049-0000, 201-01047-0000, and Part of the Water Street Right-of-Way), Inclusive, and Adjoining Wisconsin Central Railroad Right-of-Way Located in Block 35 of Ellis Division, Recorded in Volume 2 of Plats on Page 80, in the City of Ashland, Ashland County, Wisconsin, Zoned Waterfront Public/Institutional (W-PI) with Waterfront Overlay (W-O). Applicants Debra Joanis and Robert Polencheck.** *(Planning and Development)* Roll
Removed from Agenda.

11. ADJOURNMENT

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

MEETING MINUTES
COMMITTEE OF THE WHOLE MEETING
Tuesday, August 26, 2025 – 6:00 PM
Ashland City Hall Council Chambers

The Tuesday, August 26, 2025 City of Ashland Committee of the Whole Meeting was called to order by Council President Charlie Ortman at 6:40 p.m.

1. Roll Call

PRESENT: Kevin Seefeldt, Shawn Brede, Peter Levi, Andrew Goyke, James Gregoire, Charlie Ortman, Nancy Sztynдор

ALSO PRESENT: Mayor Matthew MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, Public Works Director John Butler, Utility Supervisor Brian Ledin, Planning Director Steven Wiley, and other interested citizens.

2. Approval of Agenda

Ortman requested to remove Items 5B and 5C from the agenda. A motion by Goyke, seconded by Gregoire to approve the amended agenda, passed unanimously by voice vote.

3. Council President's Report

Ortman noted a potential future discussion regarding ICE presence in the community.

4. Committee Updates

DPEAC - Sztynдор: met to discuss the removal of signage near the corner of Beaser Avenue and Main Street West.

HARBOR COMMISSION - Gregoire: discussed fuel system updates.

HISTORIC PRESERVATION - Sztynдор: no report

LIBRARY BOARD - Levi: renovation update, sampled chairs, and visits have increased over the past month.

PARKS & RECREATION - Seefeldt - no report

PUBLIC WORKS - Goyke: discussed the snow removal policy and fluoride

SUSTAINABILITY - Ortman: concerned about the EV chargers, discussed 25x25 Plan and ordinance revisions regarding membership.

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

A. 2025 Sewer Rate Study Phase 1 (*Public Works*)

Ehlers Representatives Peter Curtin and Brian Roemer offered a presentation regarding the Sewer Rate Study, Phase I, and answered questions from Council. After discussion, a motion by Seefeldt, seconded by Sztynдор to move forward with Version II, conduct a rate distribution allocation study, and include this item in the 2026 Budget, passed 6-1 by voice vote; Gregoire opposed. Council also determined to hold a public hearing at the next Council meeting.

B. Continued Review of Vacant Housing Ordinance Draft (*Administrator*)

Removed from Agenda.

C. **Continued Discussion Regarding the Potential Development of a Municipal Court System (Administrator)**

Removed from agenda.

D. **Master Plan for Northland College (Administration)**

The item was introduced by Mac Kenzie. After questions and discussion, Goyke moved, seconded by Seefeldt, to pursue a WEDC grant to assist the City in developing a Master Plan for Northland College. The motion passed unanimously by voice vote.

6. **Items for Future Discussion**

Levi asked to discuss the role the Ashland Police Department would play regarding the potential ICE presence in the City.

Goyke asked for the cost difference between monthly versus bimonthly billing, and to include any hardship policy or plans that the City holds.

Brede requested a discussion to clarify the boundaries of the Marina regarding that peninsula, and which City department is responsible for that property, especially to the east side of the peninsula. He is also concerned of the security of this area.

Gregoire asked the Parks Director to research if parking and boat ramp fees could be included with the new reservation software.

7. **Adjournment**

A motion by Goyke and seconded by Levi to adjourn was passed unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant,
City Clerk

Ref: 2024-204

COUNCIL AGENDA: 5.B.
(9/16/2025)

SUBJECT: Appointments

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: Mayor

EXHIBITS: 1. R Mysilvy - Volunteer form (redacted)

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, permits the Mayor and/or Clerk to schedule items directly for Council action. 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 Mayor is requesting approval of the following committee appointments:

Sustainability Committee

Rachel Mysilvy - appointment, term to expire September 2027

Public Works Committee

Edward Calhan - reappointment, term to expire September 30, 2030

Parks & Recreation Committee

Rachel Mysilvy - appointment as Community Garden Representative, term to expire April 2028

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:

Sustainability Committee

Write a brief statement of education and training:

I hold a Master's Degree in Religious Studies from the University of Kansas, and graduate certificates in Environmental Studies (KU), Climate Change & Public Health from the Yale School of Public Health, and Conflict Resolution from Bethel University. I'm a graduate of the School of Systems Change Basecamp Americas and several systems-thinking intensives. I'm certified as a Movement Chaplain, Adaptive Leadership Coach, and Adaptive Leadership Teacher. I have extensive training in clean energy, climate solutions, facilitation, agricultural solutions, organizational development, fundraising, community organizing, and campaign planning.

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.)*

I am the Climate Justice Strategist at the Unitarian Universalist Association where I organize churches to engage in disaster preparedness and response, mitigation, and community resilience (2022-present). Prior to this, I served for 10 years as the Assistant Director for the Climate + Energy Project in Kansas (2012-2022). I founded the Kansas Women's Environmental, Lawrence Ecology Teams United in Sustainability, St. John Green School Team and Earth Care Committee, and other environmentally-related projects.

I served on the RE-AMP Network Board of Directors for 4 years where I supported climate and clean energy solutions in the Midwest. I have been recognized as a leader via the Midwest Energy News' 40 Under 40 Clean Energy Leaders, Kansas Assn. of Conservation and Environmental Education Award for Excellence in Nonprofit & Community Leadership as well as a Distinguished Alumni and Leadership Award from the University of Kansas. My family stewarded a small-scale, organic farm with sheep, vegetables, fruit trees, bees, poultry and more before we relocated to Ashland three summers ago. I founded and serve as the primary organizer of the Chequamegon Bay Seed Fair and serve on the Beaser Community Garden Management Team. In addition to my full-time position, I serve as an Organizational Development Consultant and Facilitator for nonprofit organizations.

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

Dorothy Barnett, Executive Director, Climate + Energy Project - 785-424-0444, Rev. Ranwa Hammamy, Congregational Organizer, Unitarian Universalist Association - 301-518-0564

Courtney Fishback, co-organizer of the Cheq. Bay Seed Fair - 540-310-9324/220-8363. I learned of the opportunity from Lisse Radke at UW Extension and a former member of the Sustainability Committee.

Contact information:

Rachel Myslivy

Name (Please print)

Phone #

1221 4th Ave W, Ashland, WI 54806

Address

Email

8/30/2025

Date

Thank you for your consideration of my application for the Ashland Sustainability Committee.

AIRPORT COMMISSION MEETING MINUTES: **Wednesday, July 9, 2025**

1. Roll Call

- a. Commission Members: Lloyd Orensten, John Coffey, Richard Huber, Blake Ellefson, Carol Ortman

PRESENT: Orensten, Coffey, Huber, Ellefson

ABSENT: Ortman (Excused)

ALSO PRESENT: Airport Manager - Derek Hall, Kevin Bella and Karl Kemper of Becker Hoppe (By phone)

2. Citizen Participation Period

No members of the public present.

3. Commission Items

- a. Approve Change to the Construction Agreement for the Runway Project
Hall provided an update regarding the runway rehabilitation project. The construction company asked during a project meeting to use JFK Lane instead of having to go down the runway they have already completed. The company would be responsible for any damage to the road/airport property. The construction agreement does not use the main airport access road, hence why the commission needs to approve the change to the construction agreement.

Coffey asked how soon the traffic would start on that stretch of road, if approved. Hall stated that it would start tomorrow, if approved. Coffey also asked what the financial responsibility of JFK Lane falls to. Orensten and Ellefson said the county used to have that road as County Hwy K, but it was removed from the County Highway system back around 2015. Ellefson said that while the county is no longer directly responsible for the maintenance of it, they are committed to 50% of the costs of it due to the county's commitment to 50% of the airport in partnership with the City.

Coffey said that there should be documentation of the current condition of the road before it gets used. It was said by someone (unknown voice) that video does exist of all the haul routes, including JFK Lane.

Hall called Kemper of Becker Hoppe and asked for their opinion on the road being used for the project. Kemper reported the background of getting to this request from McCabe. Kemper said the option that does not allow for McCabe to haul on

the access road is that the runway stays closed for longer. Kemper's opinion is that the Commission allows for the modification of the agreement to allow hauling on JFK Lane. Kemper confirmed that McCabe would be responsible for damages and would be required to make the fixes/repairs before McCabe would be paid for the project.

Coffey asked Kemper how much longer the runway would be closed for if the Commission did not allow hauling on the access road. Kemper said it could be upwards of two months by the definitions in the contract allowing for weather. Coffey followed up by asking if Kemper thought the road was in good enough condition for the weight of the trucks. Kemper said he feels JFK Lane is capable of handling the load.

Ellefson asked Kemper if he believes the project is on budget and on time. Kemper said he doesn't have an opinion on the budget at this point, and his opinion on the timeframe is that at this time there is no indication that they would not be able to complete the work based on working days set out in the contract. Kemper feels by allowing McCabe to use JFK Lane, the project may be completed sooner than the contract requires and would allow the runway to open sooner than if JFK Lane was not allowed to be used.

Hall was asked how he felt the project was going and Hall reported that he feels the project is going really well and has not heard or seen any issues. Hall stated that he will notify the contractor that documentation of the initial state of JFK Lane will be required and that any damages done to the road will need to be fixed or made better.

Motion to allow contractors to use JFK Lane to haul and to be monitored by Hall:
Huber

Second: Ellefson

Vote (Voice): Passes Unanimously (4-0)

4. Adjournment

Motion to Adjourn: Coffey

Second: Ellefson

Vote (Voice): Passes Unanimously (4-0)

AIRPORT COMMISSION MEETING MINUTES: **Thursday, June 26, 2025**

1. Roll Call

PRESENT: Orensten, Coffey, Ellefson (by phone)

ABSENT: Ortman, Huber (Excused)

ALSO PRESENT: Airport Manager - Derek Hall, George Busey (Ashland County Board Member)

2. Approval of Minutes

- a. Review and Approve Minutes from May 22, 2025 Airport Commission Meeting
 - Motion to approve: Coffey
 - Second: Ellefson
 - Vote (Voice): Passed unanimously (3-0)

3. Citizen Participation Period

George Busey - Requesting input to the County Planning Committee for their strategic planning.

4. Commission Items

- a. Discussion and Approval of Airport Manager Salary and Performance Review
 - Discussion was had regarding Derek Hall's performance.
 - Coffey- John has been working at the airport nearly every day and has been very impressed by Derek. He said the communication has been great and the grounds look great. If he has any concerns about the airport, Derek responds to it immediately.
 - Orensten - Lloyd has been very impressed with Derek's communication as well. He also added that Derek's responsiveness to on-call situations has been excellent.
 - Ellefson - Derek has navigated the issues that have come up at the airport well, and the coordination with the projects at the airport have been effectively managed by Derek.
 - Orensten also noted that when Derek was hired, the commission expected to be giving him a raise based on completion of training and growth of knowledge which he feels Derek has met those expectations.
- b. Discussion and Approval of Airport Manager Pay Increase

Motion to approve the increase in salary based on performance: Ellefson

Second: Coffey

Vote (Voice): Passes unanimously (3-0)

c. Discussion of Airport Security Measures

Hall referenced the previous incident with a homeless individual sleeping in the terminal. He also reported a vehicle's license plates were stolen from the airport's parking lots. Hall brought up the incidents at the Department Head meeting at the City, and the Ashland Fire Chief said there may be a camera or two available that could be given to the airport from the Fire Department's recent upgrade, Lt. Blakeman from AFD is coordinating getting the cameras to the airport. Hall also reported that he is looking further into the combination key locks to help secure the terminals.

The FAA is upgrading their ground communication systems to be fiber-optic communications, and Hall said there is a potential for the airport to be able to get in on that upgrade to get high-speed internet at the terminal.

Hall said he would look more into the camera system and what it will take to get that up and running. Ellefson feels doors need to be the top priority.

d. Update of Runway 02/20 Rehabilitation Project Status

Hall reports that the project is progressing rapidly. All the asphalt on the taxiways and runway has been removed, along with the lights. The rain has delayed the project a little bit. The start of the work on the intersection will start on July 14th or 15th and that will close both runways for 5-7 days. The ramp will remain open to helicopters.

5. Airport Manager's Report

A Flight School, recently established at the JFK Airport, is requesting an agreement for a fuel discount. Hall is recommending a discount of 50 cents while fueling the plane for the flight school. Coffey raised the concern of it being fair and open up for abuse. Ellefson questioned the ethics of supporting a for-profit business getting a subsidy to either boost profits or lessen losses, and how that would look to residents of Ashland and Ashland County.

A gentleman would like to rent the airport hangar on a monthly basis. Hall reported the state average for that type of hangar is \$250, the Commission thinks \$250 is fair, but they feel Hall can negotiate with this individual.

Two hangars are in the works of being sold. Hall asked the Commission if there is interest in buying them. The Commission did not feel there was interest in purchasing them, but Hall should investigate if there could be a use for them.

Weights and Measures completed their inspection of the fuel pumps and storages. They were satisfied.

Hall has began collecting the ramp fees, with no resistance regarding the fees.

6. Approval of Bills

- a. Approve Bill Statement Dated June 26, 2025
Motion to approve bills as put forth: Ellefson
Second: Coffey
Vote (Voice): Passes unanimously (3-0)

7. Set Next Meeting Date

July 24th at 4:30 PM at the JFK Memorial Airport Terminal.

8. Adjournment

Motion to adjourn: Coffey
Second: Ellefson
Vote (Voice): Passes Unanimously (3-0)

Submitted by Kevin Haas, Deputy Clerk, City of Ashland

CITY OF ASHLAND
POLICE & FIRE COMMISSION MEETING
Tuesday, March 4, 2025 – 5:15 p.m.
Hybrid Meeting – Ashland Fire Dept. and GoTo Meeting

1. **CALL TO ORDER:**

Ed Monroe, President, called the meeting to order at 5:15 pm.

2 **ROLL CALL:**

Members Attended: Ed Monroe, Melissa O'Connor, Tom Tolliver, Ron Sztynдор, Matt Horning

Others Attended: Police Chief Hagstrom, Police Lt. Brandon Marten, 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 Ron Sztynдор, and passed unanimously.

4. **APPROVAL OF MINUTES FROM NOVEMBER 4, 2024 MEETING:**

A motion to approve the minutes from the previous meeting was made by Ron Sztynдор, seconded by Tom Tolliver, 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 November 1, 2024 through February 28, 2025. There was an average of 18.5 calls per day, there were 123 arrests, 8 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, along with situations where physical force was used.

Chief Hagstrom reported that Officer Bybee and Officer Voss are both currently on light duty. They are in the process of cleaning and organizing the evidence room. Officer Pupp is currently working on drug investigations. Lt. Marten is involved in a project for Command College where he is setting up an Officer Peer Support Team.

A motion to approve Chief Hagstrom's report was made by Tom Tolliver, seconded by Ron Sztynдор, and passed unanimously.

CITY OF ASHLAND
POLICE & FIRE COMMISSION MEETING
Tuesday, March 4, 2025 – 5:15 p.m.
Hybrid Meeting – Ashland Fire Dept. and GoTo Meeting

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 November 1, 2024 through February 28, 2025. The department responded to 898 incidents.

Chief Matthias reported that call volume has gone up 7.5% over the previous year.

Chief Matthias summarized the ice rescue attempt that occurred on January 19, 2025. He stated that there were two members of the Fire Department in the Ice Angel for 9 hours, which is the longest continuous operation the Ice Angel has ever been involved in.

A motion to approve Chief Matthias' report was made by Matt Horning, seconded by Ron Sztynodor, and passed unanimously.

7. **NEXT REGULAR MEETING DATE:**

The next regular meeting will be held on Monday, June 9, 2025 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 roll call vote was made to enter into closed session.

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. Lt. Brandon Marten was invited into Closed Session.

9. **RETURN TO OPEN SESSION:**

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

CITY OF ASHLAND
POLICE & FIRE COMMISSION MEETING
Tuesday, March 4, 2025 – 5:15 p.m.
Hybrid Meeting – Ashland Fire Dept. and GoTo Meeting

10. **REPORT ACTION TAKEN IN CLOSED SESSION:**

Probation and Personnel Reports were given by both Chief Hagstrom and Chief Matthias. The resignation of Sgt. Bryce Hall was discussed by Lt. Brandon Marten. The reports were approved unanimously by the commission in closed session.

Bryce Hall resigned effective March 1, 2025.

A motion to reaffirm the business taken during closed session was made by Ron Sztynodor, seconded by Tom Tolliver, and passed unanimously.

11. **ADJOURNMENT:**

A motion to adjourn the meeting was made by Ron Sztynodor, seconded by Matt Horning, and approved unanimously. Meeting was adjourned at 6:19 pm.

Respectfully Submitted
Emily Hanson, Admin Asst.

Case Activity Report

08/01/2025 - 08/31/2025

Case #	Case Date	Assigned To	Main Status	Description	Closed Date	Parcel #	Parcel Address
20250343	7/14/2025	Raymond Kallio	Open	exterior siding missing		201017890000	318 13TH AVE E
20250403	7/31/2025	Raymond Kallio	Open	inoperable car and misc storage		201004410000	511 16TH AVE W
20250445	8/13/2025	Raymond Kallio	Closed	lawn and garbage	8/28/2025	201023330000	714 ELLIS AVE
20250454	8/18/2025	Raymond Kallio	Closed	grass and brush	8/28/2025	201015890000	511 3RD ST E
20250455	8/19/2025	Raymond Kallio	Closed	grass and furniture	8/28/2025	201036220000	504 18TH AVE E
20250464	8/20/2025	Raymond Kallio	Closed	WEEDS	8/28/2025	201042320000	509-515 MAIN ST W
20250469	8/20/2025	Raymond Kallio	Closed	lawn	8/28/2025	201044760000	616 19TH AVE W
20250472	8/21/2025	Raymond Kallio	Closed	long grass	8/28/2025	201022800000	712 VAUGHN AVE
20250493	8/28/2025	Raymond Kallio	Open	sofa on terrace		201013370000	117 3RD AVE E
20250494	8/28/2025	Raymond Kallio	Open	sofa		201044570000	817 9TH AVE W
20250495	8/28/2025	Raymond Kallio	Closed	lawn	9/10/2025	201004400000	513 16TH AVE W
20250496	8/28/2025	Raymond Kallio	Open	Metal storage container		201037891000	2121 3RD ST W
20250497	8/28/2025	Raymond Kallio	Open	long grass		201017740000	312 11TH AVE E
20250498	8/28/2025	Raymond Kallio	Open	lawn		201005110000	600 16TH AVE W

20250488	8/27/2025	Raymond Kallio	Open	vehicle on blocks		201016470000	110 MAIN ST W
20250489	8/27/2025	Raymond Kallio	Open	lawn		201014560000	101 14TH AVE E
20250490	8/27/2025	Raymond Kallio	Open	long grass		201004530000	522 18TH AVE W
20250491	8/27/2025	Raymond Kallio	Closed	lawn	9/10/2025	201045250000	1123 6TH AVE W
20250492	8/27/2025	Raymond Kallio	Open	vehicle parts, appliance		201017610100	300 STUNTZ AVE
20250473	8/21/2025	Raymond Kallio	Closed	lawn	8/27/2025	201022820000	420 7TH ST W
20250474	8/21/2025	Raymond Kallio	Closed	long grass and weeds	8/28/2025	201022830000	414 7TH ST W
20250458	8/19/2025	Raymond Kallio	Closed	lawn	8/27/2025	201024830000	807 5TH AVE E
20250459	8/19/2025	Raymond Kallio	Closed	grass	8/19/2025	201017040000	214 3RD ST E
20250456	8/19/2025	Raymond Kallio	Closed	lawn	8/27/2025	201036300000	1803 6TH ST E
20250449	8/15/2025	Raymond Kallio	Closed	long grass and weeds	8/27/2025	201015670000	221 STUNTZ AVE
20250443	8/12/2025	Raymond Kallio	Closed	House numbers	8/27/2025	201006080000	820 15TH AVE W
20250361	7/15/2025	Raymond Kallio	Open	long grass rubbish junk		201011210000	221 N 12TH AVE E
20250389	7/25/2025	Raymond Kallio	Open	long grass and missing handrail for front steps		201044660000	913 MACARTHUR AVE
20250392	7/28/2025	Raymond Kallio	Closed	busted porch steps and missing handrails	8/26/2025	201035450200	1521 5TH ST E
20250335	7/10/2025	Raymond Kallio	Closed	weeds and siding	8/26/2025	201019050000	417 WILLIS AVE

20250420	8/5/2025	Raymond Kallio	Open	long grass, dead tree, front steps missing railing and in disrepair		201045060000	606 6TH ST W
20250441	8/11/2025	Raymond Kallio	Closed	lawn	8/26/2025	201035700000	2101 5TH ST E
20250452	8/15/2025	Raymond Kallio	Closed	lawn	8/26/2025	201030030000	812 10TH AVE W
20250457	8/19/2025		Open	long grass and weeds		201012380000	622 ST CLAIRE ST
20250479	8/25/2025	Raymond Kallio	Closed	large brush pile by the alley	9/9/2025	201005550000	723 11TH AVE W
20250484	8/25/2025	Raymond Kallio	Open	private vehicles parked on public property		201017610200	
20250486	8/26/2025	Raymond Kallio	Open	long grass		201028410000	1119 2ND AVE W
20250487	8/26/2025	Raymond Kallio	Open	misc storage		201022000000	609 ELLIS AVE
20250485	8/25/2025	Raymond Kallio	Open	vehicle		201022930000	
20250479	8/25/2025	Raymond Kallio	Closed	large brush pile by the alley	9/9/2025	201005550000	723 11TH AVE W
20250479	8/25/2025	Raymond Kallio	Closed	large brush pile by the alley	9/9/2025	201005550000	723 11TH AVE W
20250480	8/25/2025	Raymond Kallio	Open	long weeds and grass		201015480000	222 STUNTZ AVE

20250482	8/25/2025	Raymond Kallio	Open	long grass and sofa on lawn by front door		201028641000	1108 PRENTICE AVE
20250447	8/14/2025	Raymond Kallio	Closed	lawn	8/25/2025	201023100000	700 3RD AVE W
20250436	8/8/2025	Raymond Kallio	Closed	furniture	8/25/2025	201017220000	408 3RD ST E
20250417	8/5/2025	Raymond Kallio	Closed	long grass	9/2/2025	201016240000	220 MAIN ST E
20250406	8/1/2025	Raymond Kallio	Closed	long grass and weeds in the backyard	8/25/2025	201017420000	317 WILLIS AVE
20250444	8/13/2025	Raymond Kallio	Closed	lawn	8/22/2025	201021590000	619 5TH AVE E
20250461	8/19/2025	Raymond Kallio	Closed	long grass and weeds	8/22/2025	201021670000	622 3RD AVE E
20250471	8/20/2025	Raymond Kallio	Closed	lawn	8/22/2025	201004230000	503 14TH AVE W
20250465	8/20/2025	Raymond Kallio	Closed	furniture	8/22/2025	201023660000	712 3RD AVE E
20250478	8/22/2025	Raymond Kallio	Open	lawn		201002390000	304 12TH AVE W
20250474	8/21/2025	Raymond Kallio	Closed	long grass and weeds	8/28/2025	201022830000	414 7TH ST W
20250475	8/21/2025	Raymond Kallio	Closed	lawn	9/2/2025	201036920000	1610 6TH ST E
20250477	8/21/2025	Raymond Kallio	Closed	long grass and weeds	9/2/2025	201014450000	116 13TH AVE E
20250472	8/21/2025	Raymond Kallio	Closed	long grass	8/28/2025	201022800000	712 VAUGHN AVE
20250473	8/21/2025	Raymond Kallio	Closed	lawn	8/27/2025	201022820000	420 7TH ST W

20250431	8/7/2025	Raymond Kallio	Closed	gravel on sidewalk	8/21/2025	201015990000	Vacant Lot: Main Street E and Willis Avenue
20250418	8/5/2025	Raymond Kallio	Closed	bldg. materials stored outside	8/21/2025	201014850000	218 14TH AVE E
20250330	7/9/2025	Raymond Kallio	Closed	lawn	8/25/2025	201022790000	714 VAUGHN AVE
20250333	7/9/2025	Raymond Kallio	Closed	lawn	8/25/2025	201022730000	715 VAUGHN AVE
20250200	5/28/2025	Raymond Kallio	Closed	driveway needs repair	9/9/2025	201032020000	1515 BEASER AVE
20250465	8/20/2025	Raymond Kallio	Closed	furniture	8/22/2025	201023660000	712 3RD AVE E
20250466	8/20/2025	Raymond Kallio	Open	weeds junk and debris		201004830000	1814 6TH ST W
20250468	8/20/2025	Raymond Kallio	Closed	long grass	9/2/2025	201044510000	804 9TH AVE W
20250471	8/20/2025	Raymond Kallio	Closed	lawn	8/22/2025	201004230000	503 14TH AVE W
20250469	8/20/2025	Raymond Kallio	Closed	lawn	8/28/2025	201044760000	616 19TH AVE W
20250470	8/20/2025	Raymond Kallio	Closed	long grass	9/2/2025	201028310000	1100 4TH AVE W
20250462	8/20/2025	Raymond Kallio	Closed	long grass/weeds	9/10/2025	201000400000	1017 MAIN ST W
20250463	8/20/2025	Raymond Kallio	Closed	long grass and weeds	9/2/2025	201022510000	615 VAUGHN AVE
20250464	8/20/2025	Raymond Kallio	Closed	WEEDS	8/28/2025	201042320000	509-515 MAIN ST W

20250448	8/14/2025	Raymond Kallio	Closed	construction sign beyond 30 days and property is occupied	8/20/2025	201006460000	1214 10TH ST W
20250456	8/19/2025	Raymond Kallio	Closed	lawn	8/27/2025	201036300000	1803 6TH ST E
20250457	8/19/2025		Open	long grass and weeds		201012380000	622 ST CLAIRE ST
20250455	8/19/2025	Raymond Kallio	Closed	grass and furniture	8/28/2025	201036220000	504 18TH AVE E
20250459	8/19/2025	Raymond Kallio	Closed	grass	8/19/2025	201017040000	214 3RD ST E
20250461	8/19/2025	Raymond Kallio	Closed	long grass and weeds	8/22/2025	201021670000	622 3RD AVE E
20250458	8/19/2025	Raymond Kallio	Closed	lawn	8/27/2025	201024830000	807 5TH AVE E
20250422	8/7/2025	Raymond Kallio	Closed	lawn		201027290000	605 11TH ST E
20250445	8/13/2025	Raymond Kallio	Closed	lawn and garbage	8/28/2025	201023330000	714 ELLIS AVE
20250252	6/10/2025	Raymond Kallio	Closed	lawn	6/24/2025	201012380000	622 ST CLAIRE ST
20250313	7/1/2025	Raymond Kallio	Closed	miscellaneous storage violations, long grass and weeds,failure to comply with raze order	8/19/2025	201014160000	118 10TH AVE E
20250282	6/23/2025	Raymond Kallio	Closed	lawn	8/19/2025	201027440000	1000 PRENTICE AVE
20250358	7/15/2025	Raymond Kallio	Closed	missing siding		201026880000	906 5TH AVE E

20250420	8/5/2025	Raymond Kallio	Open	long grass, dead tree, front steps missing railing and in disrepair		201045060000	606 6TH ST W
20250406	8/1/2025	Raymond Kallio	Closed	long grass and weeds in the backyard	8/25/2025	201017420000	317 WILLIS AVE
20250396	7/31/2025	Raymond Kallio	Closed	missing house numbers	8/18/2025	201002560000	322 BEASER AVE
20250335	7/10/2025	Raymond Kallio	Closed	weeds and siding	8/26/2025	201019050000	417 WILLIS AVE
20250438	8/8/2025	Raymond Kallio	Closed	long grass	8/18/2025	201016940000	302 2ND AVE E
20250435	8/8/2025	Raymond Kallio	Closed	long grass and weeds, rubbish, building materials in backyard and sideyard	8/18/2025	201016950000	210 3RD ST E
20250454	8/18/2025	Raymond Kallio	Closed	grass and brush	8/28/2025	201015890000	511 3RD ST E
20250453	8/18/2025	Raymond Kallio	Closed	mattresses by garage	9/2/2025	201012330000	609 LAKE SHORE DR E
20250452	8/15/2025	Raymond Kallio	Closed	lawn	8/26/2025	201030030000	812 10TH AVE W
20250449	8/15/2025	Raymond Kallio	Closed	long grass and weeds	8/27/2025	201015670000	221 STUNTZ AVE
20250450	8/15/2025	Raymond Kallio	Closed	lawn	8/25/2025	201006650000	700 11TH AVE W

20250451	8/15/2025	Steve Schraufnagel	Closed	siding job, no permit as of 8/15/2025 purchased permit on 8/27/2025	8/28/2025	201006810000	622 11TH AVE W
20250421	8/6/2025	Raymond Kallio	Closed	lawn	8/15/2025	201015250000	1121 3RD ST E
20250429	8/7/2025	Raymond Kallio	Closed	long grass	8/15/2025	201012210000	701 LAKE SHORE DR E
20250442	8/11/2025	Raymond Kallio	Closed	Lawn	8/15/2025	201036720000	609 14TH AVE E
20240301	8/9/2024	Raymond Kallio	Closed	exterior siding not weatherprofed	8/15/2025	201030630000	1000 11TH AVE W
20250359	7/15/2025	Raymond Kallio	Closed	missing siding on garage	8/15/2025	201020980000	604 12TH AVE E
20250404	7/31/2025	Raymond Kallio	Closed	misc storage	8/15/2025	201002580000	317 BEASER AVE
20250419	8/5/2025	Raymond Kallio	Closed	rubbish by fence and long grass by alley and backyard	8/14/2025	201022390000	416 6TH ST W
20240349	7/21/2025	Raymond Kallio	Open	exterior wall not weatherproof		201002610000	301 BEASER AVE
20240360	8/28/2024	Raymond Kallio	Closed	long grass	9/6/2024	201003380000	408 14TH AVE W
20250325	7/7/2025	Raymond Kallio	Closed	lawn and weeds	8/14/2025	201022270000	619 3RD AVE W
20250437	8/8/2025	Raymond Kallio	Closed	vision triangle	8/14/2025	201043760000	601 9TH AVE W
20250447	8/14/2025	Raymond Kallio	Closed	lawn	8/25/2025	201023100000	700 3RD AVE W

20250433	8/7/2025	Raymond Kallio	Closed	lawn	8/14/2025	201007832000	419 CHAPPLE AVE
20250434	8/8/2025	Raymond Kallio	Closed	tree encroachment	8/14/2025	201006980000	300 9TH AVE W
20250448	8/14/2025	Raymond Kallio	Closed	construction sign beyond 30 days and property is occupied	8/20/2025	201006460000	1214 10TH ST W
20250445	8/13/2025	Raymond Kallio	Closed	lawn and garbage	8/28/2025	201023330000	714 ELLIS AVE
20250443	8/12/2025	Raymond Kallio	Closed	House numbers	8/27/2025	201006080000	820 15TH AVE W
20250282	6/23/2025	Raymond Kallio	Closed	lawn	8/19/2025	201027440000	1000 PRENTICE AVE
20250372	7/21/2025	Raymond Kallio	Closed	long grass	8/12/2025	201024600000	608 8TH ST E
20250417	8/5/2025	Raymond Kallio	Closed	long grass	9/2/2025	201016240000	220 MAIN ST E
20250411	8/1/2025	Raymond Kallio	Closed	vehicle parked in front yard	8/11/2025	201018600000	402 STUNTZ AVE
20250412	8/1/2025	Raymond Kallio	Closed	long weeds and grass by garage and alley	8/11/2025	201024580000	808 WILLIS AVE
20250399	7/31/2025	Raymond Kallio	Closed	lawn	8/11/2025	201004070000	523 BEASER AVE
20250400	7/31/2025	Raymond Kallio	Closed	long grass	8/11/2025	201000520000	1101 MAIN ST W
20250401	7/31/2025	Raymond Kallio	Closed	lawn	8/11/2025	201004720000	1923 6TH ST W
20250402	7/31/2025	Raymond Kallio	Closed	long grass	8/11/2025	201004930000	605 17TH AVE W

20250407	8/1/2025	Raymond Kallio	Closed	long grass and weeds	8/11/2025	201015960000	213 WILLIS AVE
20250409	8/1/2025	Raymond Kallio	Closed	long grass and weeds	8/11/2025	201015980000	207 WILLIS AVE
20250410	8/1/2025	Raymond Kallio	Closed	long grass and weeds by garage and alley	8/11/2025	201015770000	212 WILLIS AVE
20250397	7/31/2025	Raymond Kallio	Closed	lawn		201004010000	512 BEASER AVE
20250394	7/30/2025	Raymond Kallio	Closed	grass	8/11/2025	201002770000	316 15TH AVE W
20250395	7/30/2025	Raymond Kallio	Closed	misc storage	8/11/2025	201027660000	1001 ELLIS AVE
20250391	7/28/2025	Raymond Kallio	Closed	long grass and weeds	8/11/2025	201023020000	308 7TH ST W
20250260	6/11/2025	Raymond Kallio	Closed	lawn	7/7/2025	201007720000	316 CHAPPLE AVE
20250250	6/10/2025	Raymond Kallio	Closed	long grass and weeds	6/20/2025	201002080000	
20250439	8/11/2025	Raymond Kallio	Open	long grass and damaged front steps		201016930000	306 2ND AVE E
20250440	8/11/2025	Raymond Kallio	Open	broken sidewalk, landscape and drainage		201023010000	306 7TH ST W
20250442	8/11/2025	Raymond Kallio	Closed	Lawn	8/15/2025	201036720000	609 14TH AVE E
20250441	8/11/2025	Raymond Kallio	Closed	lawn	8/26/2025	201035700000	2101 5TH ST E
20250430	8/7/2025	Raymond Kallio	Open	disabled vehicles/tires		201010590000	705 WATER ST
20250436	8/8/2025	Raymond Kallio	Closed	furniture	8/25/2025	201017220000	408 3RD ST E

20250434	8/8/2025	Raymond Kallio	Closed	tree encroachment	8/14/2025	201006980000	300 9TH AVE W
20250435	8/8/2025	Raymond Kallio	Closed	long grass and weeds, rubbish, building materials in backyard and sidevard	8/18/2025	201016950000	210 3RD ST E
20250437	8/8/2025	Raymond Kallio	Closed	vision triangle	8/14/2025	201043760000	601 9TH AVE W
20250438	8/8/2025	Raymond Kallio	Closed	long grass	8/18/2025	201016940000	302 2ND AVE E
20250250	6/10/2025	Raymond Kallio	Closed	long grass and weeds	6/20/2025	201002080000	
20250286	6/24/2025	Raymond Kallio	Closed	unregistered/i noperable motor vehicle	8/8/2025	201044670000	905 MACARTHUR AVE
20250370	7/18/2025	Raymond Kallio	Closed	Tires	8/8/2025	201034240000	KENWOOD TERRACE COMMUNITY 18th Ave E and Main St E
20250302	6/27/2025	Raymond Kallio	Open	siding		201004400000	513 16TH AVE W
20250206	6/2/2025	Raymond Kallio	Open	exterior walls-missing siding		201033750000	2705 MAIN ST E
20250433	8/7/2025	Raymond Kallio	Closed	lawn	8/14/2025	201007832000	419 CHAPPLE AVE
20250429	8/7/2025	Raymond Kallio	Closed	long grass	8/15/2025	201012210000	701 LAKE SHORE DR E

20250431	8/7/2025	Raymond Kallio	Closed	gravel on sidewalk	8/21/2025	201015990000	Vacant Lot: Main Street E and Willis Avenue
20250422	8/7/2025	Raymond Kallio	Closed	lawn		201027290000	605 11TH ST E
20250421	8/6/2025	Raymond Kallio	Closed	lawn	8/15/2025	201015250000	1121 3RD ST E
20250393	7/29/2025	Raymond Kallio	Closed	lawn	8/6/2025	201015840000	211 7TH AVE E
20250398	7/31/2025	Raymond Kallio	Closed	long grass and weeds	8/6/2025	201001920000	900 MAIN ST W
20250383	7/24/2025	Raymond Kallio	Closed	long grass	8/5/2025	201014840000	222 14TH AVE E
20250384	7/24/2025	Raymond Kallio	Closed	lawn	8/5/2025	201014220000	109 11TH AVE E
20250386	7/25/2025	Raymond Kallio	Closed	long grass and weeds	8/5/2025	201021800000	205 7TH ST E
20250387	7/25/2025	Raymond Kallio	Closed	lawn	8/5/2025	201024660000	800 5TH AVE E
20250416	8/5/2025	Raymond Kallio	Closed	long grass	8/14/2025	201016190000	223 3RD AVE E
20250417	8/5/2025	Raymond Kallio	Closed	long grass	9/2/2025	201016240000	220 MAIN ST E
20250420	8/5/2025	Raymond Kallio	Open	long grass, dead tree, front steps missing railing and in disrepair		201045060000	606 6TH ST W
20250419	8/5/2025	Raymond Kallio	Closed	rubbish by fence and long grass by alley and backyard	8/14/2025	201022390000	416 6TH ST W

20250418	8/5/2025	Raymond Kallio	Closed	bldg. materials stored outside	8/21/2025	201014850000	218 14TH AVE E
20250418	8/5/2025	Raymond Kallio	Closed	bldg. materials stored outside	8/21/2025	201014850000	218 14TH AVE E
20250413	8/4/2025	Raymond Kallio	Closed	long grass and weeds	8/11/2025	201016520000	218 MAIN ST W
20250415	8/4/2025	Steven Wiley	Open	complaint storm water runoff		201016530000	220 MAIN ST W
20250412	8/1/2025	Raymond Kallio	Closed	long weeds and grass by garage and alley	8/11/2025	201024580000	808 WILLIS AVE
20250411	8/1/2025	Raymond Kallio	Closed	vehicle parked in front yard	8/11/2025	201018600000	402 STUNTZ AVE
20250410	8/1/2025	Raymond Kallio	Closed	long grass and weeds by garage and alley	8/11/2025	201015770000	212 WILLIS AVE
20250409	8/1/2025	Raymond Kallio	Closed	long grass and weeds	8/11/2025	201015980000	207 WILLIS AVE
20250407	8/1/2025	Raymond Kallio	Closed	long grass and weeds	8/11/2025	201015960000	213 WILLIS AVE
20250406	8/1/2025	Raymond Kallio	Closed	long grass and weeds in the backyard	8/25/2025	201017420000	317 WILLIS AVE
20250405	8/1/2025	Raymond Kallio	Closed	kitchen stove in backyard	8/5/2025	201017350000	310 5TH AVE E
20250329	7/9/2025	Raymond Kallio	Closed	debris	8/1/2025	201022480000	410 6TH ST W

Total Records: 173

9/10/2025

Permit Detail Report

08/01/2025 - 08/31/2025

Permit #	Permit Date	Building Type	Applicant Name	Applicant Address	City, State, Zip	Description	Project Cost	Square Feet	Issued Date	Type of Work	Work Location	Total Fees	Parcel #	Parcel Address
20250237	8/29/2025	Residential - Remodel/Repair/Additions (over 5,000)	Marilyn Wilson	1009 5th Ave E	Ashland, WI 54806	Interior remodeling including electrical upgrades, plumbing upgrades, finishing work, countertops and cabinets. Exterior work includes back mudroom foundation repairs, garage siding and door framing. Omer-Nelson Electrical, plumber to be verified.	100,000	1,080	8/29/2025	Primary Structure	522 18th Ave W, Ashland, WI 54806	\$500.00	201004530000	522 18TH AVE W
20250236	8/28/2025	Residential - Detached Accessory Building	Kim Pocernich	909 5th Ave E	ASHLAND, WI 54806	Replace existing shed with new larger 14 x 26 shed (includes eaves). Eaves of shed to be a minimum of 3 feet away from interior property line. A minimum of 6 feet of clearance must be maintained between any part shed and house. To be placed on gravel pad. Fall 2025 Installation. Hard-board siding.	18,000	325	8/28/2025	Accessory Structure	909 5th Ave E	\$50.00	201026830000	909 5TH AVE E

20250235	8/28/2025	Residential - Remodel/Repair/Additions (over 5,000)	Crysta Foster	367 Garfield Ave Ste 5	Duluth MN 55802	Replace 6 Windows. 1 both in the playroom, bedroom dining room and living room, 2 in kitchen	7,907	1,074	8/28/2025	Primary Structure	609 3rd St E	\$50.00	201015750000	609 3RD ST E
20250234	8/28/2025	Residential - Remodel/Repair/Additions (over 5,000)	Crysta Foster	367 Garfield Ave STE 5	Duluth	Replace 4 windows - 3 in living room and in entryway stairwell	7,717	0		Primary Structure	814 7th Ave E	\$50.00	201024520000	814 7TH AVE E
20250233	8/27/2025	Residential - Siding (material cost over 1,000)	Duane Berg	622 11th Ave W	ASHLAND, WI 54806	New vinyl siding over existing wood shingle siding. Trim out all windows	12,000	0	8/27/2025	Primary Structure	622 11th Ave W	\$30.00	201006810000	622 11TH AVE W
20250232	8/26/2025		Tom Trudeau/Scott Warren (Signature Sign & Graphic - Glenn Wegner)	Trudeau Construction	PO Box 233	1. Modification of existing projecting wall sign (32 SF) on upper front facade. 2. Rear entrance sign above overhead door (32 SF). 3. Informational sign on front facade (8 SF). Note: Future combined signage on front facade shall be limited to 1 SF per lineal foot of elevation including the existing area of the resurfaced projecting sign and new directional	0	0	9/2/2025	Primary Structure	308 9th Ave W	\$50.00	201006990000	308 9TH AVE W

20250231	8/26/2025	Commercial - Miscellaneous Repair of a Commercial Structure	Seth Morris (GM)	101 Lakeshore Dr W	Ashland, WI 54806	Remove water damaged materials and replace as necessary due to sprinkler system discharge. The total cost of rehab is to be determined and established as further assessment is made. Area of damage started on top level in central unit and extends down all floors into restaurant on main level.	100,000	0	8/26/2025	Primary Structure	101 Lakeshore Dr W	\$500.00	201012950000	101 LAKE SHORE DR W
20250230	8/25/2025	Residential - Roofing (Material cost over 1,000)	Dennis Miller	4613 ISLAND LAKE DR	DULUTH, MN 55803	TEAR OFF AND INSTALL 18.5 SQ. HOUSE ROOF USING SHINGLES	21,895	19	8/26/2025	Primary Structure	707 2ND AVE E	\$30.00	201023440000	707 2ND AVE E
20250229	8/25/2025	Residential - Fence	KAREM WATLAND	1612 MACARTHUR AVE	ASHLAND WI 54806	FENCE	0	0	8/25/2025	Other	1612 MACARTHUR AVE	\$50.00	201032870000	1612 MACARTHUR AVE
20250228	8/25/2025	Commercial - Miscellaneous Repair of a Commercial Structure	Jose J Alvarez	2320 Lakeshore Dr.	ASHLAND, WI 54806	Repair of fire damaged wall. Approx. 8-foot by 8-foot area. Scope of work includes demo of damaged materials, wall/ceiling/ro of repair at location of fire. Replaced plumbing and electrical - work to be completed by licensed contractors.	30,000	0	8/25/2025	Primary Structure	2320 Lakeshore Dr	\$150.00	201047451000	2320 LAKE SHORE DR W

20250227	8/21/2025	Residential - Siding (material cost over 1,000)	Zachary Zakovec	41875 st hwy 13	Marengo wi 54855	Gray vinyl siding to be installed over existing wood lan siding.	4,000	2,000	9/8/2025	Primary Structure	1110-1112 Ellis Ave	\$30.00	201028540000	1110 ELLIS AVE
20250226	8/20/2025	Zoning Approval - Signage	Ashland Area Development Corporation	422 3rd St W	ASHLAND, WI 54806	4-foot x 7-foot permanent wall mounted facade sign on East side of building. To be illuminated with two new external light fixtures above sign with gooseneck stem. Note: Any electrical cabling to be concealed or covered. Light shall not cast glare upon adjacent roadway. The height from grade to the bottom of sign is to be 52" per the submitted photo.	2,500	0	8/22/2025	Other	422 3rd St W	\$50.00	201043210000	422 3RD ST W
20250225	8/19/2025	Residential - Remodel/Repair/Additions (over 5,000)	James Olby	623 16th Ave W	ASHLAND, WI 54806	Replace four (4) windows; three (3) upstairs and one (1) bay window on main level. All on 7th Street (south) side.	5,426	0	8/19/2025	Primary Structure	623 16th Ave W	\$50.00	201004980000	623 16TH AVE W
20250224	8/19/2025	Residential - Roofing (Material cost over 1,000)	Kim Brown	4613 Island Lake Dr	Duluth, MN 55803	Tear off and replace 21 sq. house roof with shingles	14,985	21	8/22/2025	Primary Structure	900 2nd Ave E	\$30.00	201026570000	900 2ND AVE E

20250223	8/19/2025	Commercial - Raze/Demolition	C Reiss Co.	3105 Winter St	Superior, WI 54880	Demolition of two (2) dilapidated and empty structures. This permit is contingent upon: 1. The contractor is to furnish our office with a construction work schedule, before commencement of any work.	32,000	6,000	8/21/2025	Other	601 1/2 Lake Shore Dr.	\$160.00	201007170000	
20250222	8/19/2025	Residential - Siding (material cost over 1,000)	Kim Brown	4613 Island Lake Dr	Duluth, MN 55803	Overlay 18 sq. house with vinyl siding and 3/8" foam insulation	39,850	18	8/22/2025	Primary Structure	900 E 2nd Ave	\$30.00	201026570000	900 2ND AVE E
20250221	8/18/2025	Residential - Fence	Robian Lemmons	622 4th Ave W	Ashland, WI	Add 18-20 feet of fence as shown on submitted site plan. Attach to existing fence to help straighten and support. New fence to not extend closer to alley than existing fence to maintain existing clearance for vision triangle. Structural posts to be located on interior side of property.	300	18	8/21/2025	Other	622 4th Ave W	\$50.00	201022170000	622 4TH AVE W

20250220	8/18/2025	Commercial - New/Replacement HVAC System	The Jamar Company	4701 Mike Colalillo Drive	Duluth, MN 55807	Convert cooling system for direct expansion to chilled water, including 1 chiller, 3 coils, and piping; replace 2 heating boilers, 1 air handling unit, and 1 makeup air unit. Work taking place in mechanical room and on roof.	798,400	22,000	8/19/2025	Primary Structure	220 6th St E	\$3,992.00	201021820000	220 6TH ST E
20250219	8/15/2025	Zoning Approval - Development Permit	Lindsey Marcelli	34 Golf View Drive	Superior, WI 54880	New Short-term Rental License for 2025	0	0	8/15/2025	Other	323 11th Ave W		201002330000	323 11TH AVE W
20250218	8/15/2025	Commercial - Electrical	Lumi Norr Properties, LLC	417B Main St W	ASHLAND, WI 54806	Re-wire entire front office space - new outlets, new switches, overhead and wall lighting fixture boxes, new panel, bath fan. Upgrade to 200 AMP service. Remove all old wiring and panels.	12,750	0	8/15/2025	Primary Structure	417B Main St W	\$100.00	201042440000	417 MAIN ST W
20250217	8/14/2025	Residential - Fence	Richard Brick	1518 3rd st w	ashland	install 6' wood privacy fence	3,200	95		Other	1518 3rd st w		201002820000	1518 3RD ST W
20250216	8/14/2025	Residential - Siding (material cost over 1,000)	Doug and Amy Wilman	1514 3rd St E	Ashland, WI 54806	Removing old asphalt shingle siding and installing new LP Smart siding and vapor lock on first floor elevation only.	6,000	1,352	8/14/2025	Primary Structure	1514 3rd St E	\$30.00	201035330000	1514 3RD ST E
20250215	8/14/2025	Commercial - Structural Addition/Alteration	Conor Scott	1455 Gruber Rd.	Green Bay	Remove and replace concrete.	38,750	2,106		Other	2500 Lake Shore Dr E, Ashland, WI 54806	\$387.50	201035740100	2500 LAKE SHORE DR E

20250214	8/10/2025	Residential - Remodel/Repair/Additions (over 5,000)	Andrew Traaholt	1617 6th St E	Ashland, WI 54806	Demo and remodel basement bathroom & new paver sidewalk and pad with enclosed gazebo in back yard. Some existing sidewalk to be removed. September start.	22,300	100	8/18/2025	Primary Structure	1617 6th St E	\$161.500	201036440000	1617 6TH ST E
20250213	8/9/2025	Residential - Remodel/Repair/Additions (over 5,000)	Dan & Sara Heisler	1321 Chapple Ave	Ashland	Storage space remodeled into accessible bathroom. This permit is contingent upon the owner forwarding a construction work schedule to our office.	20,000	74	8/12/2025	Primary Structure	1321 Chapple Ave. Ashland	\$100.000	201045650000	1321 CHAPPLE AVE
20250212	8/7/2025	Residential - Roofing (Material cost over 1,000)	KIM BROWN	4613 ISLAND LAKE DR	DULUTH, MN 55803	TEAR OFF AND RE-SHINGLE HOUSE AND GARAGE	49,980	66	8/29/2025	Primary Structure	3101 CITY HEIGHTS RD; ASHLAND	\$30.000	201048240200	3101 CITY HEIGHTS RD
20250211	8/7/2025	Residential - Roofing (Material cost over 1,000)	Laura Amundson	11564 S Steinhilpert Dr	Solon Springs, WI 54873	Tear off existing shingles and re-roof with new asphalt shingles.	6,000	17	8/7/2025	Primary Structure	1420 3RD ST W, ASHLAND	\$30.000	201002750000	1420 3RD ST W
20250210	8/6/2025	Residential - Roofing (Material cost over 1,000)	Don Hieb	117 N Willis Ave	ASHLAND, WI 54806	Re-roofing house. Removing existing asphalt shingles and replacing with new asphalt shingles. Approx. 15-16	5,000	16	8/7/2025	Primary Structure	117 N Willis Ave	\$30.000	201012560000	117 N WILLIS AVE

20250209	8/5/2025	Residential - Remodel/Repair/Additions (over 5,000)	Timothy R. Leier	3204 N Lake Shore Drive E	Ashland WI 54806	Building a new breezeway and deck to replace the existing entry and deck recently removed. This permit is contingent upon: 1) The new work shall be compliant with the UDC code. 2) Provide our office with a construction work schedule.	25,000	50	8/12/2025	Primary Structure	3204 N Lake Shore Drive E	\$125.00	201008170000	3204 LAKE SHORE DR E
20250208	8/5/2025	Residential - Roofing (Material cost	KAY TUTOR	1114 3RD ST E	ASHLAND WI 54806	ROOFING PERMIT	0	0	8/5/2025	Primary Structure	1114 3RD ST E ASHLAND WI 54806	\$30.00	201017830000	1114 3RD ST E
20250207	8/5/2025	Residential - Siding (material cost over 1,000)	Gail Maderich	722 16th Ave W	Ashland, WI 54806	Replacing old wood siding with vinyl siding on the detached garage. Contractor: <u>Pete Miller</u>	12,000	0	8/5/2025	Accessory Structure	722 16th Ave W	\$30.00	201005850000	722 16TH AVE W
20250206	8/4/2025	Residential - Fence	Heather Tolliver	1322 MacArthur Ave	Ashland Wi	Install new 6' wood privacy fence (142l.f.) in the back yard. Yellow line on attached	4,500	142	8/11/2025	Other	1322 MacArthur Ave	\$75.00	201045600000	1322 MACARTHUR AVE
20250205	8/2/2025	Residential - Parking Lot/Driveway	Bram Bystrom	703 7th St W	Ashland	1000 SQ FT of existing driveway area will be dug up to allow for new base material and an asphalt driveway will be installed in place of current gravel driveway to include concrete walkway and apron in front of garage.	7,500	1,000	8/7/2025	Driveway	Driveway in front of garage attached to 7th St W	\$75.00	201043470000	703 7TH ST W

20230292	8/21/2025	Residential - Fence	Jack Pearce	815 15th Ave W	Ashland, WI 54806	Installing 104 linear feet of 4' tall Trex deck board fencing on south side of the house per site plan provided. PERMIT RENEWED 06/25/2025 PERMIT AMENDED 08/21/2025 for additional fence - approx. 400 LF total. Note: structural posts to be installed on interior side of property.	4,000	0	8/21/2025	Other	815 15th Ave W	\$118.75	201005970000	815 15TH AVE W
												\$7,174.75		

Total Records: 34

9/10/2025

Ref: 2025-199

COUNCIL AGENDA: 8.A.
(9/16/2025)

SUBJECT: Approve a Consulting Contract between the City of Ashland and CIVILIS Consultants to Perform a Feasibility Study for Reuse of Northland College Campus (*Administration*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

EXHIBITS:

1. DRAFT Consulting Contract
2. Exhibit A - Northland Assessment - Proposal for City of Ashland, WI

EXPENDITURES REQUIRED: \$7,500

AMOUNT BUDGETED: \$0

APPROPRIATION REQUIRED: \$7,500 - TBD

TREASURER'S CERTIFICATE: The Treasurer's Office has certified that Civilis Consultants is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH CHAPTER 51: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

The closure of Northland College is a very sad, disheartening moment for the Ashland community. We have not only lost a major employer in the City but also the vibrancy that 350 youth bring to our City. However, this loss has also provided us with an opportunity to engage stakeholders in determining the future of the campus that has been left behind — an opportunity to take a bad situation and turn it back into a community asset. The first step in this process is to examine what is feasible at the former college campus.

I am proposing to enter into a contract with Civilis Consultants for an assessment on the feasibility of purchasing and adaptively reusing the Northland College campus. The cost of the contract will not exceed \$7,500. Please refer to the attached assessment PDF for a detailed description of what is included in the scope of work. The mayor and I have already spoken to the owner of Civilis Consultants, Michele Reeves, and were both extremely impressed with her knowledge and experience.

Consulting Contract

This Agreement is entered into as of the 8th day of September, 2025 between the City of Ashland, 601 Main Street West, Ashland, WI 54806 ("Company") and CIVILIS Consultants, PO Box 28502, Portland, OR 97228 ("Consultant").

1. **Consultant.** Subject to the terms and conditions of this Agreement, Company hereby engages Consultant as an independent consultant to perform the services set forth herein, and the Consultant hereby accepts such engagement.

2. **Duties, Term, Responsibilities, and Compensation:** Consultant's duties, term of engagement, responsibilities, compensation, and provisions for payment thereof shall be as set forth in the estimate previously provided to Company by Consultant and which is attached as Exhibit A, which may be amended in writing from time to time or supplemented with subsequent estimates for services to be rendered by the Consultant and agreed to by Company and which collectively are hereby incorporated by reference. Special areas of responsibility for either Consultant or Company will be outlined in Exhibit A.

3. **Conflicts of Interest; Non-hire Provision:** During the term of this agreement, Consultant shall devote as much of its productive time, energy, and abilities to the performance of its duties hereunder as is necessary to perform the required duties in a timely and productive manner. The Consultant is expressly free to perform services for other parties while performing services for the Company.

4. **Termination:** This agreement may be terminated with the mutual consent of both parties in writing. If this agreement is terminated while Consultant is in the midst of completing the duties outlined in Exhibit A, Company will reimburse Consultant for the work done up to the date of termination at a rate of \$250.00/hour. Total hourly compensation for the Consultant in the case of early termination of this Agreement will not exceed the stated compensation totals contained in Exhibit A to this Agreement. If Consultant is guilty of serious misconduct in connection with performance hereunder, or materially breaches provisions of this Agreement, Company at any time may terminate the engagement of Consultant immediately and without prior written notice to Consultant.

5. **Independent Contractor:** This Agreement shall not render Consultant an employee, partner, agent of, or joint venturer with Company for any purpose. Consultant is and will remain an independent consultant in its relationship to Company. Company shall not be responsible for withholding taxes with respect to Consultant's compensation hereunder. Consultant shall have no claim against Company hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

6. **Insurance:** Consultant will carry liability insurance and errors & omissions insurance relative to any services that are performed for Company in the amounts listed below, and will name Company as an additional insured. Consultant shall furnish a Certificate of Insurance to Company.

6a. Professional Errors and Omissions Liability. Consultant agrees to carry errors and omissions insurance on a policy form appropriate to the services being provided with a limit no less than \$1,000,000 per claim/\$1,000,000 aggregate. Consultant shall maintain this insurance for damages alleged to be as a result of errors, omissions, or negligent acts of Consultant. Such policy shall have a retroactive date effective before the commencement of any work by Consultant on the Services covered by this Agreement.

6b. Commercial General Liability Insurance. Consultant shall obtain, at its own expense, and keep in effect during the term of this Agreement, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy and shall be in the amount of \$1,000,000 for each occurrence and \$2,000,000 general aggregate.

7. **Work Product:** All work products of the Consultant which result from this Agreement (collectively, the "Work Products") are the exclusive property of the Consultant, which retains all common law, statutory, and other reserved rights, including copyrights, in and to Work Products. Work Products include, but are not limited to all data, information in any form, documents, drawings, photographs, research, analysis and any other work subject to intellectual property laws and doctrines. Consultant grants to Company the non-exclusive right to use, reproduce and distribute Work Products at Company's sole discretion.

8. **Successors and Assigns:** All of the provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, if any, successors, and assigns.

9. **Choice of Law:** The laws of the state of Wisconsin shall govern the validity of this Agreement, the construction of its terms, and the interpretation of the rights and duties of the parties hereto.

10. **Arbitration:** Any controversies arising out of the terms of this Agreement or its interpretation shall be settled in Minnesota in accordance with the rules of the American Arbitration Association, and the judgment upon award may be entered in any court having jurisdiction thereof.

11. **Headings:** Section headings are not to be considered a part of this Agreement and are not intended to be a full and accurate description of the contents hereof.

12. **Waiver:** Waiver by one party hereto of breach of any provision of this Agreement by the other shall not operate or be construed as a continuing waiver.

13. **Assignment:** Consultant shall not assign any of its rights under this Agreement, or delegate the performance of any of its duties hereunder, without the prior written consent of the Company.

14. **Notices:** Any and all notices, demands, or other communications required or desired to be given hereunder by any party shall be in writing and shall be validly given or made to another party if personally served, sent by email, or if deposited in the United States mail. If such notice or demand is served personally, notice shall be deemed constructively made at the time of such personal service. If such notice, demand, or other communication is given by mail, such notice shall be conclusively deemed given five days after deposit thereof in the United States mail addressed to the party to whom such notice, demand, or other communication is to be given as follows:

If to Company: City of Ashland, 601 Main Street West, Ashland, WI 54806, Attention Brant Kucera,
bkucera@coawi.org

If to Consultant: CIVILIS Consultants, Michele E. Reeves, PO Box 28502 Portland OR 97228,
michele@civilisconsultants.com

Any party hereto may change its address for purposes of this paragraph by written notice given in the manner provided above.

15. **Modification or Amendment:** No amendment, change, or modification of this Agreement shall be valid unless in writing signed by the parties hereto.

16. **Entire Understanding:** This document and any exhibit attached constitute the entire understanding and agreement of the parties, and any and all prior agreements, understandings, and representations are hereby terminated and canceled in their entirety and are of no further force and effect.

17. **Unenforceability of Provisions:** If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above. The parties hereto agree that facsimile or scanned/mailed signatures shall be as effective as if originals.

By: _____
Michele E. Reeves, Principal
CIVILIS Consultants

By: _____
(Signature)

Print Name/Title: _____
[Client Company]

Date: _____

Date: _____

EXHIBIT A
Duties, Term, Compensation and Responsibilities

Please see the attached.

Northland Assessment

a proposal for
City of Ashland, Wisconsin



CIVILIS CONSULTANTS
PO Box 28502
Portland, OR 97228
503.867.8465
michele@civilisconsultants.com

WHAT COULD NORTHLAND BE IN THE FUTURE?

Northland College has long been an important economic engine for the City of Ashland, which it could continue to be in the future, with a different set of uses. There are many turnkey spaces that would work immediately for office, maker, food hall, YMCA, smaller education uses, such as a craft college or micro-college, as well as hospitality and residential opportunities. The public sector stakeholders in the region and state have an opportunity to consider acquiring and/or partnering on the acquisition of the college to create a model for rural economic development in the State of Wisconsin.

BEAUTIFUL TURNKEY SPACES



NORTHLAND SCOPE OF WORK

Scope Overview

This scope is designed to develop a quick first pass assessment to determine initial feasibility to acquire and adaptively reuse the campus in a way that provides economic opportunities and amenity experiences for the greater Ashland community. This work would be done in collaboration with the City of Ashland, local/Northland stakeholders, and local/regional governing entities. It would involve four steps.

Step 1. Fact-finding. Gather information on the campus in terms of site plans and building plans. Liaise with the office of Representative Stroud regarding financing opportunities. Determine rough master leasing/revenue streams from various building reuse ideas. Quantify/estimate basic financial constraints, to the extent possible within a tight timeline: operating expenses, deferred maintenance, vacancy factors, local real estate market conditions, and capitalization rates in the area.

Step 2. Sample Scenario Development. Using data gathered in step 1, develop a preliminary rapid re-use plan for the campus, including structures, housing, parking lots, etc.

Step 3. *Finances.* Assign rough numbers to the scenario developed in Part 2, specifically looking at creating a proforma that will consider the three phases of successful development: 1) can you finance it in some way? 2) can you generate enough revenue to move to permanent financing if you acquire it with patient capital or short-term funds? 3) Does the project cash flow when you are done?

Step 4. *Findings Meeting.* Consultant will attend a findings meeting with whomever the City of Ashland would like to convene for an in-person review of the findings and Q&A.

Deliverables: Feasibility memo with adaptive reuse schematic and accompanying financial proformas. In-person Q&A at the end to review deliverables.

Scope Timeline

It is envisioned that this work will begin in mid- to late-September and finish by late October/early November, on timelines mutually acceptable between City and Consultant. There may be delays in deliverables if information on the existing structures is not sufficiently detailed or available and must be estimated/constructed from scratch.

Scope Fee Schedule

Civilis Consultants will complete this work for an amount Not to Exceed (NTE) \$7,500. Any additional work will be agreed to in writing by both parties, and compensation for that work will be agreed to at that time, or will be billed at Michele Reeves rate of \$250/hour. Consultant will bill in a single payment at the end of the project, unless it is unduly delayed.



Education

Bachelor of Science, Aerospace Engineering, University of Texas at Austin

Select Speaking and Panel Engagements

MN State Main Street, *Keynote Presentation: Science of Retail*. 2025.

APA Regional Panel on CA Housing: *Do the Right Thing: It Takes a Ville-Age to Build One*. 2024.

Iowa Tourism Conference, Keynote Presentation: *Branding, Marketing, and Story for Places*, Quad Cities, IA 2016.

Sacramento's State of the County Event, Keynote Presentation: *Small Business, Big Corridor*, Sacramento, CA 2015.

Railvolution, Panel: *Managing Parking to Promote Livability, Conflict or Balance?* Los Angeles, CA 2012 and Seattle, WA 2013.

Panelist for the NEA's Mayors' Institute on City Design. Portland, OR 2009.

International Downtown Association Conference: *Everything You Need to Know about Retail*. Anchorage, AK 2007.

Public Service

Past Member Portland Mayor's Council of Economic Advisors

Past Member Prosper Portland Neighborhood Economic Development Leadership Group

Past Chair of the Metro Brownfields Task Force

Michele Reeves

Principal



Michele E. Reeves is an urban strategist with over two decades of experience revitalizing mixed-use districts, placemaking, retail leasing, development consulting, and creating land use policy to incentivize what cities want to see built.

She founded Civilis Consultants in 2010 to help cities improve neighborhoods through the renewal of commercial districts. She does this by teaching the building blocks of economically successful places, one policy, one owner, one business, and one building at a time, if need be. She works closely with property owners of all sizes to reimagine their holdings to increase sales per square foot, boost overall brand identity, and improve rentability. Her specialties include mid-century corridor redevelopment, site intensification, adaptive reuse of existing structures, creating phased development plans, and completing initial development pro formas.

Michele's real estate knowledge was assembled over twenty years owning Civilis Consultants and a boutique commercial real estate practice specializing in urban development in Portland, Oregon. She also had real estate oversight during her stint as Director of Business Development, Asia for Chromalloy, a multi-national aerospace corporation.

Her experience in Portland included marketing unknown or undesirable districts, acquisition planning for private sector investors, and all phases of redevelopment work. When she was based in Taipei, Taiwan, she worked on site selection for manufacturing plants, developed business plans for joint ventures, and conducted facilities engineering projects.

Project Highlights:

➤ **Historic N Mississippi Ave Revival.** Through a mix of development consulting, marketing, branding, and tenant mixing, helped transform an industrial district with a robust illegal drug trade to one of the most successful commercial districts in Portland, Oregon.

➤ **Downtown Beaverton Revitalization.** *"Thank you Michele! It was a wonderful afternoon on Monday! You bring a really exciting presence and can speak "English" to property owners in a way that they seem to eat up. Thank you for helping make Beaverton even better!"*

—Megan Braunsten, Development Project Manager, City of Beaverton, OR



Firm Profile

Wichita, Kansas



10Y in Portland, Oregon



Galt Market Planning



Ojai, California



Civilis Consultants is a boutique consulting practice that takes a holistic approach to improving places by leveraging their existing strengths and authentic identities. The cornerstone of our approach is to always work from the perspective of what makes economically successful and vital places. We collaborate closely with stakeholders in the community who control businesses, buildings, and policy because they are the gateway to improving financial and emotional metrics. Our firm offers everything from unique outreach and technical assistance programs for developers and retailers, to district identity and branding assessments, to public sector toolkits to help cities achieve their land use goals.

A successful downtown, neighborhood, or commercial district is a complex ecosystem involving infrastructure, policy, public spaces, buildings, people, cars, and brand. Because we understand this entire ecosystem, we are able to facilitate economic improvement through a range of property investments in new construction and adaptive reuse, always focusing first on the areas with the most economic potential for success.

Our goal is to arm the public and private sector with tools they can use immediately to begin realizing their own unique vision.

Select Projects:

- **10Y Parking Garage.** Gorgeous renovation of the ground floor of a block-sized parking garage. Developed into a retail ecosystem that provides access to opportunity for small businesses shut out of downtown, while meeting city goals for downtown experience. Portland, Oregon.
- **Property Owner and Business Disaster Resiliency.** Completed plan to kick off business resiliency efforts in Ventura County for a regional economic development agency as they sought to assist property and business owners facing disruption from natural disasters (fires). Ojai and Meiners Oaks, California.
- **Mall 205 Reinvention.** Assisted owners of a freeway-adjacent regional mall to develop a new approach to mall ownership, including tenanting, financial analysis, identification of NGO/public sector partners, and development of marketing pieces for the new approach. Portland, Oregon
- **Wichita Development Assistance.** Worked with local developer who had acquired a critical 10 acres in between downtown and old town. Included review of circulation, use of historic structures, new construction approaches, and building long-term value. Wichita, Kansas
- **Galt Market Assessment.** Created a reinvention assessment for one of the oldest outdoor Latino markets in California. Included new market layouts, sales improvement initiatives, and better integration with the historic downtown. Galt, California

Ref: 2025-200

COUNCIL AGENDA: 8.B.
(9/16/2025)

SUBJECT: Accept Grant Funding from the Wisconsin Coastal Management Program for Improvements of Interpretative and Informational Signage along the Waterfront Trails (*Parks & Rec, Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: Parks and Recreation Director
Public Works Director

EXHIBITS:

1. Grant Agreement between the City of Ashland and the Wisconsin Coastal Management Program-Great Lakes Education
2. Grant Agreement between the City of Ashland the Wisconsin Coastal Management Program -Contamination Control

EXPENDITURES REQUIRED: \$50,000- Signage
\$81,725- Storm Water Quality Measures
\$131,725 Total

AMOUNT BUDGETED: \$25,000 match grant- fund 463 waterfront trail (Signage)
\$49,034 match grant- fund 100 Storm Sewer Maintenance (Storm Water Quality Measures)

APPROPRIATION REQUIRED: 0.00

TREASURER'S CERTIFICATE:

COMPLIANCE WITH CHAPTER 51: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The City of Ashland "will work to protect and strengthen our natural setting and resources; our small city character and our sense of community; our heritage; our arts, architectural roots, and recreational assets; and our economic prosperity."

SUMMARY STATEMENT:

City staff submitted two grant applications to the Wisconsin Coastal Management program, one for signage improvements and one for stormwater quality measures.

In the City of Ashland 2024 Capital Improvement Budget, the City has budgeted a total of \$25,000 from the Waterfront Development Fund to be used towards the signage project. The City's Waterfront Development Fund was created by ordinance to fund projects specifically located on and along Ashland's Waterfront. No federal funds will be used as match for this project. The City will continue to look for other funding opportunities to better leverage funds for this project.

In 2024 the City of Ashland was awarded a grant to update the City of Ashland Comprehensive Outdoor Recreation Plan (CORP). This project includes replacing existing waterfront signage with new and inclusive interpretive and informational signage that is appropriate and relevant. This project will improve the beautification and tourist attraction to the trail.

The stormwater portion consists of focusing street sweeping and catch basin cleaning on a specific area and evaluating the effectiveness of these (relatively low cost) measures in improving stormwater quality. No funds have specifically been budgeted for this grant as the funds will be used to complement regular activities of the Public Works Department that are already budgeted in a given year's annual operating budget.

**GRANT AGREEMENT
BETWEEN THE

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF INTERGOVERNMENTAL RELATIONS
WISCONSIN COASTAL MANAGEMENT PROGRAM

AND

CITY OF ASHLAND**

THIS AGREEMENT is made and entered into by and between the Division of Intergovernmental Relations (“Division”), Department of Administration (“Department”), representing the State of Wisconsin (collectively “State”), and **CITY OF ASHLAND** ("Grantee") with a UEI Number of VCYWKD4B17Q9, for the Performance Period of July 1, 2024 through June 30, 2025. This agreement is effective on the date of signature by the State of Wisconsin.

WHEREAS, on behalf of the State, the Department administers the Wisconsin Coastal Management Program ("Program") through the Division to provide funds for eligible activities; and

WHEREAS, it is the intention of the parties to this Agreement that all activities described herein shall be for their mutual benefit; and

WHEREAS, the State has approved an award to the Grantee in the amount of **Twenty-Five Thousand Dollars (\$25,000.00)** and the Grantee agrees to provide **Twenty-Five Thousand Dollars (\$25,000.00)** for eligible activities herein described; and

WHEREAS, the terms and conditions herein shall survive the Performance Period and shall continue in full force and effect until the Grantee has completed and is in compliance with all the requirements of this Agreement; and

WHEREAS, this Agreement is mutually exclusive and is distinguished from all previous Agreements between the Grantee and the State and contains the entire understanding between the parties;

NOW, THEREFORE, in consideration of the mutual promises and dependent documents, the parties hereto agree as follows:

The following documents are part of this Agreement:

- 1) This Agreement (including all attachments)
- 2) Grantee’s Proposal (as accepted by the State) See Attachment A

CITY OF ASHLAND

**STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF INTERGOVERNMENTAL
RELATION**

BY: _____
Matthew MacKenzie

BY: _____
Dawn Vick

TITLE: Mayor

TITLE: Administrator

DATE: _____

DATE: _____

This page intentionally left blank

GENERAL TERMS AND CONDITIONS

ARTICLE 1. CONTRACT ADMINISTRATION

The Division employee responsible for the administration of this Agreement shall be **Lydia Salus**, or their designee and who shall represent the Department's interest in review of quality, quantity, rate of progress, timeliness of services, and related considerations as outlined in this Agreement.

The Grantee's employee responsible for the administration of this Agreement shall be **Mandy Lyons**, who shall represent the Grantee's interest regarding Agreement performance, financial records and related considerations. The Division shall be immediately notified of any change of this designee.

ARTICLE 2. APPLICABLE LAW

This Agreement shall be governed by the Laws of the State of Wisconsin and the United States. In addition, the Grantee pledges to abide by and comply with the following requirements:

1. Grant funds shall not be used to supplant existing funding otherwise budgeted or planned for projects outside of this program whether under local, state or federal law, without the consent of the State.
2. The Grantee, its agents and employees shall observe all relevant provisions of the Ethics Code for Public Officials under Wis. Stat. Secs. 19.41 *et seq* and 19.59 *et seq*.

ARTICLE 3. LEGAL RELATIONS AND INDEMNIFICATION

The Grantee shall at all times comply with and observe all federal and state laws and published circulars, local laws, ordinances, and regulations which are in effect during the Performance Period of this Agreement and which in any manner affect the work or its conduct.

In carrying out any provisions of this Agreement or in exercising any power or authority contracted to the Grantee thereby, there shall be no personal liability upon the State, it being understood that in such matters the Division and the Department act as agents and representatives of the State.

The Grantee shall indemnify and hold harmless the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Grantee, or of any of its agents or subrecipients, in performing work under this Agreement. The Grantee shall indemnify and hold harmless the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any obligations arising out of agreements between Grantee and subrecipient(s) to perform services or otherwise supply products or services. The Grantee shall also hold the State harmless for any audit disallowance related to the allocation of administrative costs under this Agreement, irrespective of whether the audit is ordered by federal or state agencies or by the courts.

If an audit is required by federal law and if the Grantee is also the recipient of State funds under the same or a separate contract program, then the State funded programs shall also be included in the scope of the federally required audit.

ARTICLE 4. SCOPE OF WORK

1. The Grantee shall supply or provide for all the necessary personnel, equipment, and materials (except as may be otherwise provided herein) to accomplish the tasks set forth on the attached Scope of Work (Attachment A). In the event of a conflict between the summary in Attachment A and the application and/or other supporting documents previously submitted to the State by the Grantee, Attachment A shall control. Changes to the Scope of Work may be made only by written agreement of both the State and the Grantee.
2. Special Requirements apply to public access, land acquisition and habitat restoration projects and are detailed in Attachment C.

3. Work Products - The Grantee shall complete all work tasks that they committed to in their application submission (Attachment A). Failure to meet this requirement may result in termination of this contract under "Cancellation for Cause", Article 12 of this contract.

ARTICLE 5. PERIOD OF PERFORMANCE

The effective period of this Agreement shall be for the period **July 1, 2025** through **December 31, 2026** (the "Performance Period").

ARTICLE 6. STANDARDS OF PERFORMANCE

The Grantee shall perform the project and activities as set forth in the Contract Application and described herein in accordance with those standards established by statute, administrative rule, the Division, and any applicable professional standards.

ARTICLE 7. SUBLET OR ASSIGNMENT OF AGREEMENT

The Grantee, its agents, subgrantees or subcontractors shall not sublet or assign all or any part of the work under this Agreement without prior written approval of the State. The State reserves the right to reject any subcontractor or subgrantee after notification. The Grantee shall be responsible for all matters involving any subcontractor or subgrantee engaged under this Agreement, including grant compliance, performance, and dispute resolution between itself and a subcontractor or subgrantee. The State bears no responsibility for subcontractor or subgrantee compliance, performance, or dispute resolution hereunder.

ARTICLE 8. DISCLOSURE: STATE PUBLIC OFFICIALS AND EMPLOYEES

If a State public official (as defined in section 19.42, Wis. Stats.) or an organization in which a State public official holds at least a 10% interest is a party to this Agreement, this Agreement shall be voided by the State unless timely, appropriate disclosure is made to the State of Wisconsin Government Accountability Board, 212 East Washington Ave., Third Floor, Madison, Wisconsin 53703.

The Grantee shall not engage the services of any person or persons now employed by the State, including any department, commission or board thereof, to provide services relating to this Agreement without the prior written consent of the State and the employer of such person or persons.

ARTICLE 9. NONDISCRIMINATION IN EMPLOYMENT

The Grantee shall not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in section 51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This includes, but is not limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee shall take affirmative action to ensure equal employment opportunities. The Grantee shall post in conspicuous places, available for employees and applicants for employment, notices to be provided by the State setting forth the provisions of the nondiscrimination clause.

Grants estimated to be over fifty thousand dollars (\$50,000) require the submission of a written affirmative action plan by the Grantee. An exemption occurs from this requirement if the Grantee has a workforce of less than fifty (50).

Within fifteen (15) working days after this Agreement is executed, the Grantee shall submit the Affirmative Action Plan/exemption statement to the Department of Administration, State Bureau of Procurement, PO Box 7867, Madison, WI 53707, unless compliance eligibility is current. No extensions of this deadline shall be granted. Grantee is encouraged to contact this office at (608) 266-2605 for technical assistance on Equal Opportunity requirements.

Failure to comply with the conditions of this clause may result in the declaration of Grantee ineligibility, the termination of this Agreement, or the withholding of funds.

ARTICLE 10. SMALL BUSINESS AND MINORITY-OWNED BUSINESSES

The Grantee shall make positive efforts to utilize small business and minority-owned business sources of supplies and services. Such efforts shall allow these sources the maximum feasible opportunity to compete for contracts or subcontracts to be performed utilizing state or federal funds.

ARTICLE 11. TERMINATION AT WILL

The Division may terminate this Agreement at any time with or without cause by delivering written notice to the Grantee by Certified Mail, Return Receipt Requested, not less than 30 days prior to the effective date of termination. Date of receipt as indicated on the Return Receipt shall be the effective date of notice of termination. Upon termination, the State's liability shall be limited to the actual costs incurred in carrying out the project as of the date of termination plus any termination expenses having prior written approval of the State.

The Grantee may terminate this Agreement with or without cause by delivering written notice to the Division by Certified Mail, Return Receipt Requested, not less than 30 days prior to effective date of termination. Date of receipt, as indicated on the Return Receipt, shall be the effective date of notice of termination. Upon receipt of termination notice, the Grantee shall make available to the Division program records, equipment, and any other programmatic materials. In the event the Agreement is terminated by either party, for any reason whatsoever, the Grantee shall refund to the Division within forty-five (45) days of the effective date of notice of termination any payment made by the Division to the Grantee which exceeds actual approved costs incurred in carrying out the project as of the date of termination.

ARTICLE 12. TERMINATION FOR NONAPPROPRIATION

The State reserves the right to terminate this Agreement in whole or in part without penalty due to nonappropriation of necessary funds by the Legislature or the Federal Government.

ARTICLE 13. FAILURE TO PERFORM

The State reserves the right to suspend payment of funds if required reports are not provided to the State on a timely basis or if performance of grant activities is not evidenced. The State further reserves the right to suspend payment of funds under this Agreement if there are deficiencies related to the required reports or if performance of contracted activities is not evidenced on other contracts between the State and the Grantee in whole or in part.

The Grantee's management and financial capability including, but not limited to, audit results and performance may be taken into consideration in any or all future determinations by the State and may be a factor in a decision to withhold payment and may be cause for termination of this Agreement.

ARTICLE 14. PUBLICATIONS

The Grantee may publish materials produced under this Agreement subject to the following conditions:

- a) All materials produced under this Agreement shall become the property of the Department of Administration and may be copyrighted in its name. The Grantee reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use such materials for government purposes.
- b) All reports, studies, videos, websites or other documents resulting from this contract shall acknowledge the financial assistance provided by the Department. The following notation shall be carried on all articles, reports, publications or other documents resulting from this Agreement.

"This (article, report, publication or document) is funded (in whole or in part) by the Wisconsin Department of Administration, Wisconsin Coastal Management Program and the National Oceanic and Atmospheric Administration under the terms and conditions of this Agreement." (see Attachment B for further guidance).

ARTICLE 15. AMENDMENT

This Agreement may be amended at any time by mutual consent of the parties hereto. Amendments shall be documented by written, signed and data addenda.

ARTICLE 16. SEVERABILITY

If any provision of this Agreement shall be adjudged to be unlawful or contrary to public policy, then that provision shall be deemed null and void and severable from the remaining provisions, and shall in no way affect the validity of this Agreement.

ARTICLE 17. WAIVER

Failure or delay on the part of either party to exercise any right, power, privilege or remedy hereunder shall not constitute a waiver thereof. A waiver of any default shall not operate as a waiver of any other default or of the same type of default on a future occasion.

ARTICLE 18. FORCE MAJEURE

Either party's performance of any part of this Agreement shall be excused to the extent that it is hindered, delayed or otherwise made impractical by reason of flood, riot, fire, explosion, war, acts or omissions of the other party or any other cause, whether similar or dissimilar to those listed, beyond the reasonable control of that party. If any such event occurs, the nonperforming party shall make reasonable efforts to notify the other party of the nature of such condition and the extent of the delay and shall make reasonable, good faith efforts to resume performance as soon as possible.

ARTICLE 19. EXTRA WORK

If the State desires to have the Grantee perform work or render services other than provided for by the expressed intent of this Agreement such work shall be considered as Extra Work, subject to written amendment to this Agreement setting forth the nature and scope thereof and the compensation therefor as determined by mutual agreement between the State and the Grantee. Work under such amendment shall not proceed unless and until so authorized by the State. Any such continuance of service which would cause compensation to exceed the total amount of this Agreement shall be contingent upon the above provision and the appropriation of necessary funds by the Legislature.

ARTICLE 20. LABOR STANDARDS

The Grantee shall comply with and assure compliance of all Project contractors and subcontractors with the Davis-Bacon Act, as amended 40 U.S.C. 3141-3148, the Contract Work Hours and Safety Standards Act 40 U.S.C. 3701-3708, other applicable Federal laws and regulations pertaining to labor standards, and the Labor Standards section of the Implementation Handbook.

ARTICLE 21. CHOICE OF LAW AND VENUE

In the event of a dispute this Agreement shall be interpreted in accordance with the laws of the State of Wisconsin, to the extent that there is no conflict with Federal law or applicable program requirements. The venue for any dispute shall be Dane County, Wisconsin.

FISCAL TERMS AND CONDITIONS

ARTICLE 22. AVAILABILITY OF FUNDS

Funds have been appropriated by the Wisconsin Legislature or received from the Federal Government for the services covered under this Agreement.

ARTICLE 23. SOURCE OF FUNDS

Federal funds for this grant by the Wisconsin Coastal Management Program are authorized by the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 *et seq.*; 31 U.S.C. 6506; 42 U.S.C. 3334; and 15 CFR Part 923). The U.S. Department of Commerce, National Oceanic and Atmospheric Administration awards funding to the state through "Coastal Zone Management Administration Awards", listed in the Catalog of Federal Domestic Assistance (CFDA) under number 11.419.

The funds awarded under this contract have been encumbered and are subject to the continued availability of funding from the National Oceanic and Atmospheric Administration, through Award Number **NA24NOSX419C0009**. The pass-through entity is the Wisconsin Department of Administration, and the awarding official is Director, Grants Management Division, NOAA.

ARTICLE 24. VARIANCES

Variances to the budget outlined in Attachment A may be permissible as long as the transfer of funds among cost categories does not exceed 10 percent of the current total award. If the transfer of funds is above 10 percent of the total award, the changes shall be approved by the Division in writing. A variance shall not be used to authorize a revision of the amount awarded or a change in the performance period. Such changes shall be made by amendment to the Agreement.

ARTICLE 25. LIMITATION ON COSTS

Reimbursement by the Department shall be **50%** of the total cost or not to exceed **Twenty-Five Thousand Dollars (\$25,000.00)**. The Grantee shall provide **50%** of the total cost, or **Twenty-Five Thousand Dollars (\$25,000.00)**. See itemized budget in Attachment A.

ARTICLE 26. ELIGIBLE COSTS

Eligible Costs are those costs which can be audited and which are directly attributable to grant activities and identified and approved in Attachment A.

1. No Eligible Costs subject to reimbursement by this Grant may be incurred prior to the execution of this Agreement.
2. Costs only as identified in the Budget and described in the Scope of Work are allowed.
3. All methods of charging expenses against this Agreement shall be submitted for review and approval by the State.

ARTICLE 27. ALLOWABLE COSTS

Office of Management and Budget (OMB) Uniform Guidance, Subpart E (codified at 2 CFR Part 200), shall be complied with by the grantee with respect to specific items and their cost allowability.

ARTICLE 28. REIMBURSEMENT OF FUNDS

The Grantee shall return to the State or other appropriate governmental agency or entity any funds paid to the Grantee in excess of the allowable eligible costs under this Agreement. If the Grantee fails to return excess funds, the State may deduct the appropriate amount from subsequent payments due to the Grantee from the State. The State also reserves the right to recover such funds by any other legal means including litigation if necessary.

The Grantee shall be responsible for reimbursement to the State for any disbursed funds, which are determined by the State to have been misused or misappropriated. The State may also require reimbursement of funds if the State determines that any provision of this Agreement has been violated. Any reimbursement of funds which is required by the State, with or without termination, shall be due within forty-five (45) days after giving written notice to the Grantee.

ARTICLE 29. LIMITED USE OF PROGRAM FUNDS

This Agreement is a mutually exclusive Agreement. The Grantee shall not apply funds authorized pursuant to other Program Agreements toward the activities for which funding is authorized by this Agreement nor shall funding authorized by this Agreement be used toward the activities authorized pursuant to other Program Agreements. The word "funds" as used in this Article does not include Program income.

ARTICLE 30. FINANCIAL MANAGEMENT

The Grantee agrees to maintain a financial management system that complies with the rules and regulations required by the Program funding source described in ARTICLE 23 and with standards established by the State to assure funds are spent in accordance with law and to assure that accounting records for funds received under this Agreement are sufficiently segregated from other Agreements, programs, and/or projects.

ARTICLE 31. METHOD OF PAYMENT

Payment shall be by the Department to the Grantee upon receipt of **quarterly** invoices submitted on the required reimbursement form and submitted electronically.

- a) Invoices shall reflect eligible costs incurred by approved Budget line item. Invoices shall be accompanied by written documentation of eligible costs. The Department shall make payment if it determines that the Grantee is making satisfactory progress in completing the project tasks based on the Grantee's progress report submitted at the same time as the invoice.
- b) Final invoice shall be submitted to the Department no later than (60) days following close of the Agreement.

ADMINISTRATIVE TERMS AND CONDITIONS

ARTICLE 32. SINGLE AUDIT REQUIREMENT

The Grantee shall have a certified annual audit performed utilizing Generally Accepted Accounting Principles and Generally Accepted Auditing Standards.

Federal Funded Awards:

Governmental and Non-profit Grantees, or their assignees, that **expend** federal funds during their fiscal year shall comply with Subpart F of the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200), and the State Single Audit Guidelines issued by the Department. Audit reports are due to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.

State Funded Awards:

NOTE: If an audit is required under the Omni Circular Subpart F as described above, then this section does not apply as State Funded Awards will already be included in that audit.

Governmental and Non-profit Grantees, or their assignees, which **received** state funds during their fiscal year, shall comply with the requirements set forth in the State Single Audit Guidelines issued by the Department. Audit reports are due to the State within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.

Submit To:

Please review the Department of Administration's Single Audit Compliance Supplement for details on submission of the reporting package ([https://doa.wi.gov/Pages/State-Single-Audit-Guidelines-\(SSAG\).aspx](https://doa.wi.gov/Pages/State-Single-Audit-Guidelines-(SSAG).aspx)).

ARTICLE 33. EXAMINATION OF RECORDS

The Division, any of its authorized representatives and the U.S. Government shall have access to and the right at any time to examine, audit, excerpt, transcribe and copy on the Grantee's premises any directly pertinent records and computer files of the Grantee involving transactions relating to this Agreement. Similarly, the State shall have access at any time to examine, audit, test and analyze any and all physical projects subject to this Agreement. If the material is held in an automated format, the Grantee shall provide copies of these materials in the automated format or such computer file as may be requested by the State. Such material shall be retained for three years by the Grantee following final payment on the Agreement.

This provision shall also apply in the event of cancellation or termination of this Agreement. The Grantee shall notify the State in writing of any planned conversion or destruction of these materials at least 90 days prior to such action. Any charges for copies provided by the Grantee of books, documents, papers, records, computer files or computer printouts shall not exceed the actual cost thereof to the Grantee and shall be reimbursed by the State.

The minimum acceptable financial records for the project consist of: 1) Documentation of employee time; 2) Documentation of all equipment, materials, supplies and travel expenses; 3) Inventory records and supporting documentation for allowable equipment purchased to carry out the project scope; 4) Documentation and justification of methodology used in any in-kind contributions; 5) Rationale supporting allocation of space charges; 6) Rationale and documentation of any indirect costs (submitted with initial invoice); 7) Documentation of Agreement Services and Materials; and 8) Any other records which support charges to project funds. The Grantee shall maintain sufficient segregation of project accounting records from other projects or programs.

ARTICLE 34. PERFORMANCE REPORTS

The Grantee shall submit Performance Reports to the State on a quarterly basis as long as this Agreement is in effect. Reporting dates are as follows: **September 30, December 30, March 30, June 30**. The Performance Reports shall detail the uses of the funds received under this Agreement, how funds have been expended and the amounts expended during the preceding fiscal period, until all funds have been expended.

1. Progress Reports - The Grantee shall provide quarterly progress reports which detail project tasks completed and related expenses. Any program and/or fiscal problems encountered must be itemized.
2. Close-out period - The Grantee shall be allowed 60 days after contract completion date to prepare the final report and invoice. Only costs for compiling, editing and printing of final reports, preparation of financial reports and other costs associated solely with contract close-out activities may be incurred during this period.
3. Program Summary and Final Report - A separate summary of the project by the Grantee shall be included with the final report. The summary should include: an identification of the coastal resource management issue addressed; a summary of improvements; where possible, quantitative information on the degree of improvement, i.e., acres of wetlands protected, areas mapped, feet of trail developed, etc.; and where possible, state, federal, and local funds expended for the overall project. This report shall not exceed 1-2 single-spaced pages.
4. Final Work Products - Submit one copy in digital/electronic format of any final work products.

SPECIAL TERMS AND CONDITIONS

ARTICLE 35. COMPETITIVE PROCUREMENT PRACTICES

Grantee shall utilize State of Wisconsin competitive procurement practices for products and services purchased as a result of this award. Where state and local procurement practices differ, state rules, standards, policies and practices shall take precedence.

ARTICLE 36. REASONABLE COSTS

Grantee shall attempt to control unit costs for products and services procured as a result of this Agreement, to the state average experience.

ARTICLE 37. AUDITS

Grantee shall perform an "Agreed Upon Procedures Audit" on request. This audit shall consist of procedures and questions agreed upon by the State and the Auditor and shall expand beyond the scope of that provided for under the Wisconsin State Single Audit Guideline requirements.

ARTICLE 38. EQUIPMENT ACCOUNTABILITY

Title to equipment purchased with funds provided under this Agreement shall vest in the Grantee's name, unless otherwise specified by an attachment. Disposition of any equipment shall be in accordance with applicable property disposal procedures.

ARTICLE 39. PATENT INFRINGEMENT

The Grantee selling to the State of Wisconsin the articles described herein guarantees the articles were manufactured or produced in accordance with applicable federal labor laws. Further that the sale or use of the articles described herein shall not infringe any United States patent. The Grantee covenants that it shall, at its own expense, defend every suit which shall be brought against the State of Wisconsin (provided that such Grantee is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale of use of such articles and agrees that it shall pay all costs, damages, and profits recoverable in any such suit.

ARTICLE 40. PROGRAM INCOME

Program income means gross income received by the Grantee that is directly generated from the use of the Agreement award, including but not limited to repayments of funds that had been previously provided to eligible beneficiaries; interest earned on any or all Agreement funds obtained from the State; proceeds derived after the Agreement close out from the disposition of real property acquired with any or all funds provided under this Agreement or interest earned on Program income pending its disposition.

All Program income shall be recorded and used in accordance with the rules and regulations of the Program funding source described herein. If at any time changes in the use of Program income are considered, the Grantee shall submit a plan detailing the proposed uses of Program income to the State for approval. Should the Grantee decide following Agreement close out to discontinue using Program income for such purposes, the Grantee shall return the Program income balance and any additional Program income accrued to the State by January 31 of the following year.

ARTICLE 41. TRAINING – WORKSHOPS – SEMINARS – EXHIBIT SPACE

If any portion of the funds are used to support training, workshops, seminars, exhibit space, etc., the Wisconsin Department of Administration, Division of Intergovernmental Relations shall receive complimentary registrations and/or exhibit/booth space, if requested.

ARTICLE 42. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

The Grantee certifies that to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period receding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b); and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this article, such prospective participant shall attach an explanation to this proposal

This page intentionally left blank

Attachment A

Grant Agreement # AD259154 – 026.12

1. Type of Project (check one):	☐ Coastal Wetland Protection and Habitat Restoration ☐ Nonpoint Source Pollution Control ☐ Coastal Resources and Community Planning ☒ Great Lakes Education ☐ Public Access and Historic Preservation
2. Project Title (max. 15 words): Ashland: In our Own Words	
3. Organization applying: City of Ashland	5. Unique Entity Identifier (UEI): VCYWKD4B17Q9
4. Contact Person and Organization's Address: Sara Hudson _____ 601 Main St W _____ Ashland, WI 54806-1300 _____ <i>Nine-digit zip code required</i> Phone: 715-685-1644 Email: shudson@coawi.org	6. Primary County where project is located: Ashland 7. Other Counties where project is located: 8. Congressional District #: 7 9. State Senate District #: 25 10. State Assembly District #: 73
11. Total Project Cost: \$ 50,000	
12. WCMP Share: \$ 25,000	14. WCMP Percent of Total Project Cost: 50 %
13. Applicant Share: \$ 25,000	15. Applicant Percent of Total Project Cost: 50 %

16. Brief Summary of the Project (300 word maximum) Consider completing this portion of the application last, to summarize your proposal.

a. Project Description (1-2 paragraphs)

The City of Ashland is actively seeking funding to engage a consultant who can assist in the development of a thoughtful plan for updating and creating interpretive signs along the Ashland Rails to Trails System (ARTS) and in our City parks. These signs will respectfully represent the diverse history of the Ashland area, encompassing aspects such as geology, natural resources, the Anishinaabe heritage, the experiences of western European immigrants, and the stories of local residents. Our goal is to beautifully intertwine these narratives to illustrate the journeys that brought these various communities to the southern shores of Lake Superior. This project presents an excellent opportunity to convey these rich stories through a variety of artistic media, including sculpture, song, and painting.

b. Project Tasks/Deliverables (title and 1-2 sentence description for each task/deliverable) The project should have at least one task. If there are more than five tasks, please combine tasks if possible and/or provide additional detail in the Methodology section.

Task/Deliverable	Description
1. Consultant	1. Retainage of a qualified consultant, example I06 Group
2. Interpretive Plan	2. Creation and implementation of an interpretation plan for the Ashland Rails to Trails System and City Parks.
3. Public Outreach	3. Building strong and healthy relationship with community members and creating a sense of belonging thru storytelling and art
4.	4.
5.	5.

1. Background/context: Concisely state the problem or issue that this proposal addresses. Include important background information.

The City of Ashland is situated on the southern shores of Lake Superior in Chequamegon Bay. It is part of the ceded territory of the Bad River Band of Lake Superior Chippewa, as established by the Treaty of 1854. The city is home to approximately 7,800 resilient community members, of whom 26% live at or below the poverty level, with a median household income of \$47,000. Additionally, 10% of Ashland's population identifies as Native American. According to the guidelines of the Inflation Reduction Act, Ashland qualifies as a Disadvantaged Community.

Attachment A

Grant Agreement # AD259154 – 026.12

The current interpretive signs along the city's Waterfront Trail were created in the mid-1990s and are now dilapidated. They only present a one-sided narrative focused on European immigration, resource extraction, and the industrialization of the city's waterfront. With the recent completion of the Ashland Oredock Redevelopment Project, the remediation of the Kreher Park Superfund site, and increasing awareness of climate change, there is a growing societal push to explore the area's roots. This project aims to provide an opportunity to share diverse stories through various media, including sculpture, song, and painting.

The challenge—and opportunity—of this project is to engage the Anishinaabe community, fostering trusting relationships to learn and potentially pass on Traditional Ecological Knowledge from those who were the original stewards of this land.

2. Project Description:

- a. Describe the project for which funding is requested. Describe how the project will address the issue(s) outlined in the Background/Context section, above. Do NOT include information about tasks that are not part of the funding request.
- b. Describe how this project is part of an integrated effort or approach.

a. Describe the project for which funding is requested. Describe how the project will address the issue(s) outlined in the Background/Context section, above. Do NOT include information about tasks that are not part of the funding request.

The project's vision is to collaborate with a diverse range of community members to create and share stories, facilitated by an artist or consultant. This bottom-up approach ensures engagement from key individuals within Chequamegon Bay who have stories to share. The consultant will work alongside project partners, including the Wisconsin Historical Society, Northland College, the Ashland Historical Museum, students from the School District of Ashland, and the Bad River Band of Lake Superior Chippewa, among others, to gather and develop these stories.

b. Describe how this project is part of an integrated effort or approach.

This proposed project represents a crucial element of an integrated approach that encompasses various levels of community planning and development. To begin with, the City of Ashland has recently completed its Master Parks Plan, which lays the foundation for enhancing public spaces and recreational opportunities within the city. Additionally, within the next eight months, the city will be undertaking an update to its Comprehensive Outdoor Recreation Plan (CORP). This updated plan will serve as a critical guiding document for the effective management and improvement of city parks, ensuring that they meet the diverse needs of the community.

The proposed project is prominently featured in the CORP, highlighting its significance in the city's vision for outdoor recreation. Moreover, it aligns with specific objectives outlined in the Ashland Oredock Redevelopment Plan. One of the key goals of this redevelopment initiative is to create interpretive signs that provide valuable educational information about the area's historical and ecological significance. By integrating these interpretive elements, the project aims to enhance public engagement and foster a greater appreciation for Ashland's natural and cultural heritage.

3. Impact on Coastal Resources: Address all of the issues listed below as they relate to your project.

- a. Describe the coastal impacts of the project. How will the project address a coastal problem, need or priority?
- b. Describe the extent to which the project permanently addresses the problem or need. How will results of the project be sustained after the funding period ends? What will the long-term impacts of the project be?
- c. Describe how this project addresses priorities identified in local, state, regional, or national plans (such as remedial action plans, basin plans, Lakewide Area Management Plans, State of Wisconsin Hazard Mitigation Plan, county Land and Water Conservation Plans, et cetera), the priorities of the Conference of Great Lakes and St. Lawrence Governors and Premiers, or the Great Lakes Regional Collaboration Strategy. For plan or ordinance updates, explain the need for the revisions. Updates to comprehensive plans must provide details on the activities or topics that would not be addressed without WCMP funding.
- d. Describe the measurable results (give estimated benefits for all that apply) that you will be able to report. Use the suggested indicators listed below, or others that are appropriate to your project.

Type of Project

Suggested Indicators

Wetland Protection and Habitat Restoration

- Acres of habitat restored or protected

Nonpoint Source Pollution Control

- Reduction in tons of soil erosion/sedimentation

Great Lakes Education

- Number of people trained
- Projected audience

Coastal Resources and Community Planning

- Number of municipalities included in a plan
- Land area/coastline covered by the plan
- Type of coastal resource (e.g., habitat) protected
- Ordinances developed

Public Access and Historic Preservation

- Linear feet of coastline made accessible or acquired
- Acres Acquired

Attachment A

Grant Agreement # AD259154 – 026.12

a. Describe the coastal impacts of the project. How will the project address a coastal problem, need, or priority?

This proposal aims to assist the City in developing an interpretation plan that reflects the social, economic, environmental, and infrastructural changes that have occurred over the last 10,000 years. Support from WCMP is crucial at this time because the community is making significant investments in transformative projects along its public lakefront.

b. Describe the extent to which the project permanently addresses the problem or need. How will results of the project be sustained after the funding period ends? What will the long-term impacts of the project be? This project will not permanently address the need, as the community is constantly evolving. However, it will provide residents and visitors with valuable insights into the area's history, climate adaptation strategies, environmental concerns, and outdoor recreational opportunities.

c. Describe how this project addresses priorities identified in local, state, regional, or national plans (such as remedial action plans, basin plans, Lakewide Area Management Plans, State of Wisconsin Hazard Mitigation Plan, county Land and Water Conservation Plans, et cetera), the priorities of the Conference of Great Lakes and St. Lawrence Governors and Premiers, or the Great Lakes Regional Collaboration Strategy. For plan or ordinance updates, explain the need for the revisions. Updates to comprehensive plans must provide details on the activities or topics that would not be addressed without WCMP funding.

This project will address the below high priority needs

International:

- Under the Great Lakes Water Quality Agreement (GLWQA), the governments of Canada and the United States have committed to restore and maintain the physical, biological and chemical integrity of the waters of the Great Lakes. From this the **2020-2024 Lake Superior Lakewide Action and Management Plan (LAMP)** was created, Action #24 “Support climate change impact initiatives, projects or adaptation planning that increases the resilience of Lake Superior ecosystem’s habitats and species”, #26 “Plan, undertake and/or support low impact development, green infrastructure projects, and nature-based solutions that are suited to future extreme weather events and better protect species and habitat, including a possible pilot project to use natural alternatives to conventional pesticides” and #36 “Engage the public and landowners on the importance of Lake Superior ecosystem’s habitats and species including the impacts of climate change”.

Multi-State:

- A major priority of the Council of Great Lakes Governors is to “adopt sustainable use practices that protect environmental resources and may enhance the recreational and commercial value of our Great Lakes.”
- The Council of Great Lakes Governors has established nine priorities to guide the restoration and protection of the Great Lakes, one priority is “use [best] practices that protect environmental resources and may enhance the recreational and commercial value of our Great Lakes”. This project, creating access for fishing, viewing and swimming on Lake Superior would increase the recreational value for all users.

State of Wisconsin:

- The Five Primary Goals for the 2019-2023 Wisconsin Statewide Comprehensive Outdoor Recreation Plan (SCORP) include:
 - Boost participation in outdoor recreation
 - Grow partnerships
 - Provide high quality experiences
 - Improve data to enhance visitor experience and benefits
 - Enhance funding and financial stability

Regional:

- A goal appearing in the “Comprehensive Economic Development Strategy” of Northwest Wisconsin Regional Planning Commission is to “protect, conserve, and encourage the efficient management of the region’s forest, water, land, and other natural resources”.

Local:

- City of Ashland Waterfront Development Plan (2019): Strategic Action Plan numerous items pages 66-69 mentions park improvements along the City of Ashland waterfront parks, greenspaces and trail
- City of Ashland Comprehensive Plan Authentic Ashland 2015-2035: Ashland Priorities: Protect and Connect the Lake, Knit the Urban Fabric Together and Sustainability. All three priorities mention park and greenspace improvements.
- City of Ashland Strategic Priorities 2022-2026
- The logo and motto for the City of Ashland “Find Yourself by the Water”

e. Describe the measurable results (give estimated benefits for all that apply) that you will be able to report. Use the suggested indicators listed below, or others that are appropriate to your project.

Attachment A

Grant Agreement # AD259154 – 026.12

A measurable result of this project will be the update of the City of Comprehensive Outdoor Recreation Plan. Though this plan is specifically for the City of Ashland, regional visitors, residents, and developers will be affected by the updates. The CORP will assist in the creation of new ordinances that relate to the outdoor recreation, parks, green spaces and natural areas. These plans will be guiding principles for the City of Ashland.

4. Methodology and Timetable

- a. Provide a timeline (list, table, or chart) with grant and match-funded tasks and major milestones.
Your timeline may begin no earlier than July 1 (this includes activities that are to be counted as match funding) and end no later than December 30 of the following calendar year.
- b. Provide a list of tasks or deliverables. Describe how you will develop the work products and/or achieve tasks. “Measurable results” from Section 3d should be incorporated into this section.
- c. Describe how the project will encourage public participation and how the final product(s) will be distributed (as appropriate). If the project requires public participation (by state or other regulations), does the project exceed minimum standards?
- d. For Public Access projects, please describe how the project incorporates planning for changing lake levels.

- a. Provide a timeline (list, table, or chart) with grant and match-funded tasks and major milestones. Your timeline may begin no earlier than July 1 (this includes activities that are to be counted as match funding) and end no later than December 30 of the following calendar year.**

Ashland: In Our Own Words Tasks and Timeline:

August 2025	– Create RFP
September 2025	– Advertise for a qualified consultant
October 2025	– Hold interviews and make recommendations to the Common Council for approval
November 2024	– Hold first input session with municipal stakeholders; tour City outdoor recreation spaces/amenities
January 2025	– Hold first public input session
February 2025	– Hold a second input session for the public and municipal stakeholders
March -April 2025	– Write plan
May 2025	– Draft plan released for public comments
June 2025	– Draft plan approved by Parks and Recreation and Public Works Committee & Final plan approved/adopted by Common Council;
July 2025	– Closeout Grant

- b. Provide a list of tasks or deliverables. Describe how you will develop the work products and/or achieve tasks. “Measurable results” from Section 3d should be incorporated into this section.**

Ashland: In Our Own Words Deliverables:

- 1) Retain a consulting firm to assist with plan creation
 - Outcome #1: Retention of a reputable and qualified firm
- 2) Gathering of Public Input
 - Outcome #2: Creation of stakeholder group and hosting of three meetings (1 stakeholder and 2 public) to gather input
- 3) Development of Interpretation Plan
 - Outcome #3: Retained firm and City will compile public input to create the interpretation plan
- 4) Approval and Implementation
 - Outcome #4: City Staff and Retained firm will present each plan to the Ashland City Council for approval and implementation. A public presentation and hearing will be held as part of the approval process.

- c. Describe how the project will encourage public participation and how the final product(s) will be distributed (as appropriate). If the project requires public participation (by state or other regulations), does the project exceed minimum standards?**

The project cannot happen without public input. The City of Ashland values community input and knows that plans created with the help of community members are successful. The plan will affect how the citizen’s public land is managed. This proposal calls for the creation of a stakeholder group and two public meetings/charrettes for community feedback on the creation of an interpretation plan. These meetings will be held at community gathering spaces to welcome and encourage the community to share their thoughts. The City will also do community outreach in the form of social media, web-based opportunities for input, and info provided at various prominent locations within the community where input/comments can also be gathered. The City will also work with Northland College Sustainable Community Development professors and students in the planning process.

The final plans will be available on the City of Ashland website (www.coawi.org) for public viewing. Members of the Common Council, Public Works, and Parks and Recreation Committee will also receive copies of each for their records.

5. Project Budget

- a. **Use the separate Microsoft Excel document, *Budget Table*, to develop the budget** Fill out all of the tabs of the workbook. Transcribe

Attachment A

Grant Agreement # AD259154 – 026.12

(or copy and paste) the information into Table 1, below. Please contact WCMP staff with questions.

Provide a breakdown of the proposed project budget in **Table 1**.

WCMP Grant projects with a total budget of \$60,000 or less require a 50% match (that is, 1 to 1). Projects with a total budget larger than \$60,000 require a 60% match (that is, 1 to 1.5). Applicants requesting more than \$100,000 should contact the WCMP while they develop their applications.

- b. Provide additional budget details. Include personnel names, fringe rates/benefits, calculations, equipment and supplies descriptions, travel details, indirect rate and calculation, and other items as needed.
- c. Contractual costs must be itemized (if known) using Table 2.
- d. Applicant may also provide further budget details using additional categories/sub-categories in the Table 3 or in another format, if necessary.

For all tables, round to the nearest dollar.

a. Table 1: Budget (Required) **PLEASE USE THE SEPARATE MICROSOFT EXCEL FILE TO FILL OUT THIS TABLE!**

Activity (do not change categories)	WCMP Request	Match	Total
Personnel	\$0	\$2,300	\$2,300
Fringe	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Supplies	\$0	\$700	\$700
Contractual	\$25,000	\$20,000	\$45,000
Other	\$0	\$2,000	\$2,000
Indirect Charges (requested indirect should not exceed 15% of total requested amount)	\$0	\$0	\$0
Indirect rate (%) (automatically calculated based on total indirect charges/total)			0.00000%
Total	\$25,000	\$25,000	\$50,000

b. Budget description (Required) Use separate Microsoft Excel file. If not applicable, list as NA.

Personnel names and salaries or hourly wages	Sara Hudson \$37/hr X 62 hrs = \$2300
Fringe rate(s) (percentage and included benefits)	
Consultant name(s)	TBD – 106 Group
Equipment (list items)	
Indirect rate (percentage and description)	

Attachment A
Grant Agreement # AD259154 – 026.12

Travel details	
Supplies (additional details needed if over \$5,000 requested)	Marketing materials, public meetings supplies : neutral space, refreshments
Other details	Misc

c. Table 2: Contractual (Required if there is “Contractual” funding in Table 1)

Activity – Contractual Costs	WCMP Request	Match	Total
Personnel	\$	\$	\$
Fringe Benefits			
Equipment			
Travel			
Supplies			
Contractual	25000	20000	
Other			
Indirect Charges <i>(requested indirect should not exceed 15% of total requested amount)</i>			
Totals			

d. Table 3: Additional budget items (optional)

Activity	WCMP Request	Match	Total
	\$	\$	\$
Totals			

6. Match Budget Description and Leveraged Funds

- Describe the composition and source of the matching funds. Indicate whether nonfederal matching funds have been secured or committed. Are all funding and activities counted as match in direct support of the project?
- Describe efforts to fully explore other grant funding sources, to establish the project's need for WCMP funding.
- Describe how the project will leverage additional funding, separate from the WCMP grant and match amounts.
- Describe any past WCMP-projects that are directly related to this project, if applicable. (For example, if WCMP provided past funding for site planning at a proposed public access project.)

- a. Describe the composition and source of the matching funds. Indicate whether nonfederal matching funds have been secured or committed. Are all funding and activities counted as match in direct support of the project?**
In the City of Ashland 2024 Capital Improvement Budget, the City has budgeted a total of \$25,000 from the Waterfront Development Fund to be used towards this project. The City’s Waterfront Development Fund was created by ordinance to fund projects specifically located on and along Ashland’s Waterfront. No federal funds will be used as match for this project.
- b. Describe efforts to fully explore other grant funding sources, to establish the project’s need for WCMP funding.**
The City plan on applying for a Duluth Superior Area Community Foundation Belong Grant and others to help with the cost of the project.
- c. Describe how the project will leverage additional funding, separate from the WCMP grant and match amounts.**
The City of Ashland will work with its partners, including Northland College, Ashland School District, Superior Rivers Watershed Association, to leverage additional funds and resources. The City will continue to look for other funding opportunities to better leverage funds for this project.

Attachment A

Grant Agreement # AD259154 – 026.12

d. Describe any past WCMP-projects that are directly related to this project, if applicable. (For example, if WCMP provided past funding for site planning at a proposed public access project.)

In 2024 the City of Ashland was awarded a grant to update the City of Ashland Comprehensive Outdoor Recreation Plan (CORP).

7. Bonus objectives. Address all of the issues listed below as they relate to your project.

- a. Build partnership alliances with other organizations or agencies (describe their roles and contributions).
- b. Develop exceptional marketing, outreach, or education strategies.
- c. Encourage coast-wide projects or solutions.
- d. Engage underrepresented communities.

a. Build partnership alliances with other organizations or agencies (describe their roles and contributions).

The City of Ashland will be the lead agency in this project. The project will be completed through existing and enhanced alliances with Northland College, Lake Superior Collaborative, Ashland Chamber of Commerce and other local businesses and organizations for input, research, education, and letters of support to complete the overall project.

b. Develop exceptional marketing, outreach, or education strategies.

The City will work with the retained consultant, with experience in innovative outreach and educational strategies, to create marketing materials not only for public input sessions but also for the final product. These plans will be ready to implement, not just take up space on a shelf.

c. Encourage coast-wide projects or solutions.

The proposed project will be a visible demonstration to other coastal communities on how plan integration across City Departments can happen.

d. Engage underrepresented communities.

The City will work with the retained consultants, Bad River Band of Chippewa, and other agencies to ensure that the unserved populations' voices are heard and all have access to this project.

ATTACHMENT B

ACKNOWLEDGEMENTS FOR PROJECTS FUNDED BY THE WISCONSIN COASTAL
MANAGEMENT PROGRAM

1. For audio productions:

Funding provided by the Wisconsin Coastal Management Program and the National Oceanic and Atmospheric Administration.

2. For video productions:

On the screen, in color, all of the following:

Wisconsin Coastal Management Program wave logo with the words “Wisconsin Coastal Management Program”

National Oceanic and Atmospheric Administration gull logo with the words “National Oceanic and Atmospheric Administration”

3. For printed documents and work products, including web-based publications:

Wisconsin Coastal Management Program Logo ([also available as electronic file](#)):



National Oceanic and Atmospheric Administration Logo ([also available as electronic file](#)):



Downloadable versions of the Wisconsin Coastal Management Program and NOAA logo can be found at <http://coastal.wisconsin.gov>

Required text acknowledgement:

Funded by the Wisconsin Coastal Management Program and the National Oceanic and Atmospheric Administration, Office for Coastal Management under the Coastal Zone Management Act, Grant # NA24NOSX419C0009

ATTACHMENT E

ENVIRONMENTAL DATA SHARING POLICY FOR WISCONSIN DEPARTMENT OF ADMINISTRATION COASTAL MANAGEMENT GRANTS

Introduction

For projects that receive federal funds for collection or production of environmental data, grant recipients must provide expected data collection dates, type of collection, flight lines, etc. to the Department of Administration (DOA) as early as practicable before collection so that it can be shared with the National Oceanic and Atmospheric Administration (NOAA) office(s). For Coastal Management grants, recipients must include these details with their scope of work (Attachment A).

The grant recipient must comply with the requirements of [NOAA Administrative order 212-15](https://www.noaa.gov/organization/administration/nao-212-15-Management-of-NOAA-Data-and-Information) and any associated guidance at: <https://www.noaa.gov/organization/administration/nao-212-15-Management-of-NOAA-Data-and-Information>.

If the Grantee completed a Data Management Plan, it will be included in Attachment A and is incorporated by reference.

WCMP grant recipients must submit their environmental data with their final grant report to the Wisconsin Department of Administration.

Environmental Data

Data Sharing

The Grantee must make environmental data collected or created under this Grant Agreement publicly visible, accessible in a timely manner, free of charge or at minimal cost that is no more than the cost of distribution to the user, except where limited by law, regulation, policy, or national security requirements. The Grantee must make data available in a form that would permit further analysis or reuse: data must be encoded in a machine-readable format, preferably using existing open format standards; data must be sufficiently documented, preferably using open metadata standards, to enable users to independently read and understand the data. The location (internet address) of the data should be included in the final report. Pursuant to NOAA Information Quality Guidelines, data should undergo quality control (QC) and a description of the QC process and results should be referenced in the metadata. Failure to perform quality control does not constitute an excuse not to share data. NOAA will consider data without QC "experimental products" and the Grantee must disseminate said data accompanied by explicit limitations on their quality or by an indicated degree of uncertainty.

Timelines

Data accessibility must occur no later than publication of a peer-reviewed article based on the data, or two years after the data are collected and verified, or two years after the original end date of the grant (not including any extensions or follow-on funding), whichever is soonest, unless a delay has been authorized by the NOAA funding program.

Disclaimer

Data produced under this award and made available to the public must be accompanied by the following statement: "These data and related items of information have not been formally disseminated by NOAA, and do not represent any agency determination, view, or policy."

Failure to Share Data

Failing or delaying to make environmental data accessible in accordance with the Data Management Plan and this Attachment, unless authorized, may lead to enforcement actions, and will be considered when making future award decisions. Grantees are responsible for ensuring these conditions are also met by subrecipients and subcontractors.

Acknowledgement

Federal funding sources shall be identified in all scholarly publications. An Acknowledgements section shall be included in the body of the publication stating the relevant Grant Programs and Award Numbers (Attachment B). In addition, funding sources shall be reported during the publication submission process using the Open Funder Registry mechanism if supported by the Publisher.

Submission

The final pre-publication manuscripts of scholarly publications produced shall be submitted to the NOAA Institutional Repository after acceptance, and no later than upon publication, of the paper by a journal. NOAA will produce a publicly-visible catalog entry directing users to the published version of the article. After an embargo period of one year after publication, NOAA shall make the manuscript itself publicly visible, free of charge, while continuing to direct users to the published version of record.

Citation

Publications based on data, and new products derived from source data, must cite the data used according to the conventions of the Publisher, using unambiguous labels such as Digital Object Identifiers (DOIs). All data and derived products that are used to support the conclusions of a peer-reviewed publication must be made available in a form that permits verification and reproducibility of the results.

Unoccupied Aircraft Systems.

If this project involves Unoccupied Aircraft Systems (UAS or drone technology), the Grantee is responsible for coordinating with the State regarding any applicable policies and standards. The Grantee must comply with applicable federal/state/local laws for Unoccupied Aircraft Systems and must have appropriate permits in hand prior to conducting drone operations.

Metadata

Metadata will be available explaining the data content and characteristics.

- Metadata standards used to document the data must be identified. Metadata standards may include Digital Object Identifier (DOI), International Organization for Standardization (ISO) or Federal Geographic Data Committee (FGDC).
- Current FGDC standards can be found at: <http://www.fgdc.gov/metadata/csdgm/>. Metadata that conforms to the proposed North American Profile of the International Organization for Standardization (ISO) 19115 is acceptable.
- Tools for metadata development:
 - Overview at the Federal Geographic Data Committee's home page, <http://fgdc.gov>.
 - Plain language overview, <http://geology.usgs.gov/tools/metadata/tools/doc/ctc/>

Geo-referencing system

The preferred geo-referencing system is the Wisconsin Transverse Mercator based on the 1991 adjustment to the North American Datum of 1983.

For more information on geo-referencing see <https://www.sco.wisc.edu/coordinate-reference-systems/>

Data Access, Sharing and Preservation

Any restrictions or stipulations on public access to the project data must be identified and shared with DOA before the collection of the data. The grant recipient will back-up or provide other contingency planning to protect the project data. DOA may request the data to be shared through a hard drive or similar means.

Publications:

The final pre-publication manuscripts of scholarly publications produced with NOAA, funding shall be submitted to the NOAA Institutional Repository at <https://repository.library.noaa.gov/> after acceptance, and no later than upon publication, of the paper by a journal.

ATTACHMENT F

**SCIENTIFIC INTEGRITY FOR
WISCONSIN DEPARTMENT OF ADMINISTRATION
COASTAL MANAGEMENT PROGRAM GRANTS**

A. General Guidelines

Wisconsin Coastal Management Program (WCMP) promotes scientific integrity of research activities and management policies based on scientific research activities. WCMP discourages research bias, plagiarism, falsification, fabrication, and conflicts of interest. WCMP encourages transparency in research and policy decisions.

1. *Maintaining Integrity.* The recipient shall maintain the scientific integrity of research performed pursuant to this agreement including the prevention, detection, and remediation of any allegations regarding the violation of scientific integrity or scientific and research misconduct, and the conduct of inquiries, investigations, and adjudications of allegations of violations of scientific integrity or scientific and research misconduct.

2. *Peer Review.* The peer review of the results of scientific activities under the agreement shall be accomplished to ensure consistency with National Oceanic and Atmospheric Administration (NOAA) standards on quality, relevance, scientific integrity, reproducibility, transparency, and performance. NOAA will ensure that peer review of "influential scientific information" or "highly influential scientific assessments" is conducted in accordance with the Office of Management and Budget (OMB) Final Information Quality Bulletin for Peer Review and NOAA policies on peer review, such as the Information Quality Guidelines.

3. In performing or presenting the results of scientific activities under this agreement and in responding to allegations regarding the violation of scientific integrity or scientific and research misconduct, the recipient shall comply with the provisions herein and [NOAA Administrative Order \(NAO\) 202-735D](https://www.noaa.gov/organization/administration/nao-202-735d-2-scientific-integrity), Scientific Integrity, and its Procedural Handbook, including any amendments thereto. That Order can be found at <https://www.noaa.gov/organization/administration/nao-202-735d-2-scientific-integrity>.

4. The recipient assumes the primary responsibility to prevent, detect, and investigate allegations of a violation of scientific integrity or scientific and research misconduct. The recipient shall promptly notify WCMP of any incidents of misconduct.

5. By executing this agreement, the recipient provides its assurance that it has established an administrative process for performing an inquiry, investigating, and reporting allegations of a violation of scientific integrity or scientific and research misconduct; and that it will comply with its own administrative process for performing an inquiry, investigation, and reporting of such misconduct.

B. Investigating Scientific Integrity or Scientific and Research Misconduct

1. *Initiating Investigation.* If the recipient determines that there is sufficient evidence to proceed to an investigation, it shall notify WCMP and, unless otherwise instructed, shall:

a. Promptly conduct an investigation to develop a complete factual record and an examination of such record leading to either a finding regarding the violation of scientific integrity or scientific and research misconduct and an identification of appropriate remedies or a determination that no further action is warranted.

b. If the investigation leads to a finding regarding the violation of scientific integrity or scientific and research misconduct, obtain adjudication by a neutral third-party adjudicator. The adjudication must include a review of the investigative record and, as warranted, a determination of appropriate corrective actions and sanctions.

2. *Finalizing Investigation.* When the investigation is complete, the recipient shall forward to WCMP a copy of the evidentiary record, the investigative report, any recommendations made to the neutral third-party adjudicating

official, that adjudicating official's decision and notification of any corrective action taken or planned, and the subject's written response (if any).

C. Findings and Corrective Actions

If the recipient finds that scientific integrity has been violated or scientific and research misconduct has occurred, it shall assess the seriousness of the misconduct and its impact on the research completed or in process and shall:

1. Take all necessary corrective actions, which includes, but are not limited to, correcting the research record, and, as appropriate, imposing restrictions, controls, or other parameters on research in process or to be conducted in the future; and
2. Coordinate remedial action.

**GRANT AGREEMENT
BETWEEN THE

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF INTERGOVERNMENTAL RELATIONS
WISCONSIN COASTAL MANAGEMENT PROGRAM

AND

CITY OF ASHLAND**

THIS AGREEMENT is made and entered into by and between the Division of Intergovernmental Relations (“Division”), Department of Administration (“Department”), representing the State of Wisconsin (collectively “State”), and **CITY OF ASHLAND** ("Grantee") with a UEI Number of VCYWKD4B17Q9, for the Performance Period of July 1, 2025 through December 30, 2026. This agreement is effective on the date of signature by the State of Wisconsin.

WHEREAS, on behalf of the State, the Department administers the Wisconsin Coastal Management Program ("Program") through the Division to provide funds for eligible activities; and

WHEREAS, it is the intention of the parties to this Agreement that all activities described herein shall be for their mutual benefit; and

WHEREAS, the State has approved an award to the Grantee in the amount of **Thirty-Two Thousand Six Hundred Ninety-One Dollars (\$32,691.00)** and the Grantee agrees to provide **Forty-Nine Thousand Thirty-Four Dollars (\$49,034.00)** for eligible activities herein described; and

WHEREAS, the terms and conditions herein shall survive the Performance Period and shall continue in full force and effect until the Grantee has completed and is in compliance with all the requirements of this Agreement; and

WHEREAS, this Agreement is mutually exclusive and is distinguished from all previous Agreements between the Grantee and the State and contains the entire understanding between the parties;

NOW, THEREFORE, in consideration of the mutual promises and dependent documents, the parties hereto agree as follows:

The following documents are part of this Agreement:

- 1) This Agreement (including all attachments)
- 2) Grantee’s Proposal (as accepted by the State) See Attachment A

CITY OF ASHLAND

**STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF INTERGOVERNMENTAL
RELATION**

BY: _____
Matthew MacKenzie

BY: _____
Dawn Vick

TITLE: Mayor

TITLE: Administrator

DATE: _____

DATE: _____

This page intentionally left blank

GENERAL TERMS AND CONDITIONS

ARTICLE 1. CONTRACT ADMINISTRATION

The Division employee responsible for the administration of this Agreement shall be **Todd Breiby**, or their designee and who shall represent the Department's interest in review of quality, quantity, rate of progress, timeliness of services, and related considerations as outlined in this Agreement.

The Grantee's employee responsible for the administration of this Agreement shall be **John Butler**, who shall represent the Grantee's interest regarding Agreement performance, financial records and related considerations. The Division shall be immediately notified of any change of this designee.

ARTICLE 2. APPLICABLE LAW

This Agreement shall be governed by the Laws of the State of Wisconsin and the United States. In addition, the Grantee pledges to abide by and comply with the following requirements:

1. Grant funds shall not be used to supplant existing funding otherwise budgeted or planned for projects outside of this program whether under local, state or federal law, without the consent of the State.
2. The Grantee, its agents and employees shall observe all relevant provisions of the Ethics Code for Public Officials under Wis. Stat. Secs. 19.41 *et seq* and 19.59 *et seq*.

ARTICLE 3. LEGAL RELATIONS AND INDEMNIFICATION

The Grantee shall at all times comply with and observe all federal and state laws and published circulars, local laws, ordinances, and regulations which are in effect during the Performance Period of this Agreement and which in any manner affect the work or its conduct.

In carrying out any provisions of this Agreement or in exercising any power or authority contracted to the Grantee thereby, there shall be no personal liability upon the State, it being understood that in such matters the Division and the Department act as agents and representatives of the State.

The Grantee shall indemnify and hold harmless the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Grantee, or of any of its agents or subrecipients, in performing work under this Agreement. The Grantee shall indemnify and hold harmless the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any obligations arising out of agreements between Grantee and subrecipient(s) to perform services or otherwise supply products or services. The Grantee shall also hold the State harmless for any audit disallowance related to the allocation of administrative costs under this Agreement, irrespective of whether the audit is ordered by federal or state agencies or by the courts.

If an audit is required by federal law and if the Grantee is also the recipient of State funds under the same or a separate contract program, then the State funded programs shall also be included in the scope of the federally required audit.

ARTICLE 4. SCOPE OF WORK

1. The Grantee shall supply or provide for all the necessary personnel, equipment, and materials (except as may be otherwise provided herein) to accomplish the tasks set forth on the attached Scope of Work (Attachment A). In the event of a conflict between the summary in Attachment A and the application and/or other supporting documents previously submitted to the State by the Grantee, Attachment A shall control. Changes to the Scope of Work may be made only by written agreement of both the State and the Grantee.
2. Special Requirements apply to public access, land acquisition and habitat restoration projects and are detailed in Attachment C.

3. Work Products - The Grantee shall complete all work tasks that they committed to in their application submission (Attachment A). Failure to meet this requirement may result in termination of this contract under "Cancellation for Cause", Article 12 of this contract.

ARTICLE 5. PERIOD OF PERFORMANCE

The effective period of this Agreement shall be for the period **July 1, 2025** through **December 31, 2026** (the "Performance Period").

ARTICLE 6. STANDARDS OF PERFORMANCE

The Grantee shall perform the project and activities as set forth in the Contract Application and described herein in accordance with those standards established by statute, administrative rule, the Division, and any applicable professional standards.

ARTICLE 7. SUBLET OR ASSIGNMENT OF AGREEMENT

The Grantee, its agents, subgrantees or subcontractors shall not sublet or assign all or any part of the work under this Agreement without prior written approval of the State. The State reserves the right to reject any subcontractor or subgrantee after notification. The Grantee shall be responsible for all matters involving any subcontractor or subgrantee engaged under this Agreement, including grant compliance, performance, and dispute resolution between itself and a subcontractor or subgrantee. The State bears no responsibility for subcontractor or subgrantee compliance, performance, or dispute resolution hereunder.

ARTICLE 8. DISCLOSURE: STATE PUBLIC OFFICIALS AND EMPLOYEES

If a State public official (as defined in section 19.42, Wis. Stats.) or an organization in which a State public official holds at least a 10% interest is a party to this Agreement, this Agreement shall be voided by the State unless timely, appropriate disclosure is made to the State of Wisconsin Government Accountability Board, 212 East Washington Ave., Third Floor, Madison, Wisconsin 53703.

The Grantee shall not engage the services of any person or persons now employed by the State, including any department, commission or board thereof, to provide services relating to this Agreement without the prior written consent of the State and the employer of such person or persons.

ARTICLE 9. NONDISCRIMINATION IN EMPLOYMENT

The Grantee shall not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in section 51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This includes, but is not limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee shall take affirmative action to ensure equal employment opportunities. The Grantee shall post in conspicuous places, available for employees and applicants for employment, notices to be provided by the State setting forth the provisions of the nondiscrimination clause.

Grants estimated to be over fifty thousand dollars (\$50,000) require the submission of a written affirmative action plan by the Grantee. An exemption occurs from this requirement if the Grantee has a workforce of less than fifty (50).

Within fifteen (15) working days after this Agreement is executed, the Grantee shall submit the Affirmative Action Plan/exemption statement to the Department of Administration, State Bureau of Procurement, PO Box 7867, Madison, WI 53707, unless compliance eligibility is current. No extensions of this deadline shall be granted. Grantee is encouraged to contact this office at (608) 266-2605 for technical assistance on Equal Opportunity requirements.

Failure to comply with the conditions of this clause may result in the declaration of Grantee ineligibility, the termination of this Agreement, or the withholding of funds.

ARTICLE 10. SMALL BUSINESS AND MINORITY-OWNED BUSINESSES

The Grantee shall make positive efforts to utilize small business and minority-owned business sources of supplies and services. Such efforts shall allow these sources the maximum feasible opportunity to compete for contracts or subcontracts to be performed utilizing state or federal funds.

ARTICLE 11. TERMINATION AT WILL

The Division may terminate this Agreement at any time with or without cause by delivering written notice to the Grantee by Certified Mail, Return Receipt Requested, not less than 30 days prior to the effective date of termination. Date of receipt as indicated on the Return Receipt shall be the effective date of notice of termination. Upon termination, the State's liability shall be limited to the actual costs incurred in carrying out the project as of the date of termination plus any termination expenses having prior written approval of the State.

The Grantee may terminate this Agreement with or without cause by delivering written notice to the Division by Certified Mail, Return Receipt Requested, not less than 30 days prior to effective date of termination. Date of receipt, as indicated on the Return Receipt, shall be the effective date of notice of termination. Upon receipt of termination notice, the Grantee shall make available to the Division program records, equipment, and any other programmatic materials. In the event the Agreement is terminated by either party, for any reason whatsoever, the Grantee shall refund to the Division within forty-five (45) days of the effective date of notice of termination any payment made by the Division to the Grantee which exceeds actual approved costs incurred in carrying out the project as of the date of termination.

ARTICLE 12. TERMINATION FOR NONAPPROPRIATION

The State reserves the right to terminate this Agreement in whole or in part without penalty due to nonappropriation of necessary funds by the Legislature or the Federal Government.

ARTICLE 13. FAILURE TO PERFORM

The State reserves the right to suspend payment of funds if required reports are not provided to the State on a timely basis or if performance of grant activities is not evidenced. The State further reserves the right to suspend payment of funds under this Agreement if there are deficiencies related to the required reports or if performance of contracted activities is not evidenced on other contracts between the State and the Grantee in whole or in part.

The Grantee's management and financial capability including, but not limited to, audit results and performance may be taken into consideration in any or all future determinations by the State and may be a factor in a decision to withhold payment and may be cause for termination of this Agreement.

ARTICLE 14. PUBLICATIONS

The Grantee may publish materials produced under this Agreement subject to the following conditions:

- a) All materials produced under this Agreement shall become the property of the Department of Administration and may be copyrighted in its name. The Grantee reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use such materials for government purposes.
- b) All reports, studies, videos, websites or other documents resulting from this contract shall acknowledge the financial assistance provided by the Department. The following notation shall be carried on all articles, reports, publications or other documents resulting from this Agreement.

"This (article, report, publication or document) is funded (in whole or in part) by the Wisconsin Department of Administration, Wisconsin Coastal Management Program and the National Oceanic and Atmospheric Administration under the terms and conditions of this Agreement." (see Attachment B for further guidance).

ARTICLE 15. AMENDMENT

This Agreement may be amended at any time by mutual consent of the parties hereto. Amendments shall be documented by written, signed and data addenda.

ARTICLE 16. SEVERABILITY

If any provision of this Agreement shall be adjudged to be unlawful or contrary to public policy, then that provision shall be deemed null and void and severable from the remaining provisions, and shall in no way affect the validity of this Agreement.

ARTICLE 17. WAIVER

Failure or delay on the part of either party to exercise any right, power, privilege or remedy hereunder shall not constitute a waiver thereof. A waiver of any default shall not operate as a waiver of any other default or of the same type of default on a future occasion.

ARTICLE 18. FORCE MAJEURE

Either party's performance of any part of this Agreement shall be excused to the extent that it is hindered, delayed or otherwise made impractical by reason of flood, riot, fire, explosion, war, acts or omissions of the other party or any other cause, whether similar or dissimilar to those listed, beyond the reasonable control of that party. If any such event occurs, the nonperforming party shall make reasonable efforts to notify the other party of the nature of such condition and the extent of the delay and shall make reasonable, good faith efforts to resume performance as soon as possible.

ARTICLE 19. EXTRA WORK

If the State desires to have the Grantee perform work or render services other than provided for by the expressed intent of this Agreement such work shall be considered as Extra Work, subject to written amendment to this Agreement setting forth the nature and scope thereof and the compensation therefor as determined by mutual agreement between the State and the Grantee. Work under such amendment shall not proceed unless and until so authorized by the State. Any such continuance of service which would cause compensation to exceed the total amount of this Agreement shall be contingent upon the above provision and the appropriation of necessary funds by the Legislature.

ARTICLE 20. LABOR STANDARDS

The Grantee shall comply with and assure compliance of all Project contractors and subcontractors with the Davis-Bacon Act, as amended 40 U.S.C. 3141-3148, the Contract Work Hours and Safety Standards Act 40 U.S.C. 3701-3708, other applicable Federal laws and regulations pertaining to labor standards, and the Labor Standards section of the Implementation Handbook.

ARTICLE 21. CHOICE OF LAW AND VENUE

In the event of a dispute this Agreement shall be interpreted in accordance with the laws of the State of Wisconsin, to the extent that there is no conflict with Federal law or applicable program requirements. The venue for any dispute shall be Dane County, Wisconsin.

FISCAL TERMS AND CONDITIONS

ARTICLE 22. AVAILABILITY OF FUNDS

Funds have been appropriated by the Wisconsin Legislature or received from the Federal Government for the services covered under this Agreement.

ARTICLE 23. SOURCE OF FUNDS

Federal funds for this grant by the Wisconsin Coastal Management Program are authorized by the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 *et seq.*; 31 U.S.C. 6506; 42 U.S.C. 3334; and 15 CFR Part 923). The U.S. Department of Commerce, National Oceanic and Atmospheric Administration awards funding to the state through "Coastal Zone Management Administration Awards", listed in the Catalog of Federal Domestic Assistance (CFDA) under number 11.419.

The funds awarded under this contract have been encumbered and are subject to the continued availability of funding from the National Oceanic and Atmospheric Administration, through Award Number **NA24NOSX419C0009**. The pass-through entity is the Wisconsin Department of Administration, and the awarding official is Director, Grants Management Division, NOAA.

ARTICLE 24. VARIANCES

Variances to the budget outlined in Attachment A may be permissible as long as the transfer of funds among cost categories does not exceed 10 percent of the current total award. If the transfer of funds is above 10 percent of the total award, the changes shall be approved by the Division in writing. A variance shall not be used to authorize a revision of the amount awarded or a change in the performance period. Such changes shall be made by amendment to the Agreement.

ARTICLE 25. LIMITATION ON COSTS

Reimbursement by the Department shall be **40%** of the total cost or not to exceed **Thirty-Two Thousand Six Hundred Ninety-One Dollars (\$32,691.00)**. The Grantee shall provide **60%** of the total cost, or **Forty-Nine Thousand Thirty-Four Dollars (\$49,034.00)**. See itemized budget in Attachment A.

ARTICLE 26. ELIGIBLE COSTS

Eligible Costs are those costs which can be audited and which are directly attributable to grant activities and identified and approved in Attachment A.

1. No Eligible Costs subject to reimbursement by this Grant may be incurred prior to the execution of this Agreement.
2. Costs only as identified in the Budget and described in the Scope of Work are allowed.
3. All methods of charging expenses against this Agreement shall be submitted for review and approval by the State.

ARTICLE 27. ALLOWABLE COSTS

Office of Management and Budget (OMB) Uniform Guidance, Subpart E (codified at 2 CFR Part 200), shall be complied with by the grantee with respect to specific items and their cost allowability.

ARTICLE 28. REIMBURSEMENT OF FUNDS

The Grantee shall return to the State or other appropriate governmental agency or entity any funds paid to the Grantee in excess of the allowable eligible costs under this Agreement. If the Grantee fails to return excess funds, the State may deduct the appropriate amount from subsequent payments due to the Grantee from the State. The State also reserves the right to recover such funds by any other legal means including litigation if necessary.

The Grantee shall be responsible for reimbursement to the State for any disbursed funds, which are determined by the State to have been misused or misappropriated. The State may also require reimbursement of funds if the State determines that any provision of this Agreement has been violated. Any reimbursement of funds which is required by the State, with or without termination, shall be due within forty-five (45) days after giving written notice to the Grantee.

ARTICLE 29. LIMITED USE OF PROGRAM FUNDS

This Agreement is a mutually exclusive Agreement. The Grantee shall not apply funds authorized pursuant to other Program Agreements toward the activities for which funding is authorized by this Agreement nor shall funding authorized by this Agreement be used toward the activities authorized pursuant to other Program Agreements. The word "funds" as used in this Article does not include Program income.

ARTICLE 30. FINANCIAL MANAGEMENT

The Grantee agrees to maintain a financial management system that complies with the rules and regulations required by the Program funding source described in ARTICLE 23 and with standards established by the State to assure funds are spent in accordance with law and to assure that accounting records for funds received under this Agreement are sufficiently segregated from other Agreements, programs, and/or projects.

ARTICLE 31. METHOD OF PAYMENT

Payment shall be by the Department to the Grantee upon receipt of **quarterly** invoices submitted on the required reimbursement form and submitted electronically.

- a) Invoices shall reflect eligible costs incurred by approved Budget line item. Invoices shall be accompanied by written documentation of eligible costs. The Department shall make payment if it determines that the Grantee is making satisfactory progress in completing the project tasks based on the Grantee's progress report submitted at the same time as the invoice.
- b) Final invoice shall be submitted to the Department no later than (60) days following close of the Agreement.

ADMINISTRATIVE TERMS AND CONDITIONS

ARTICLE 32. SINGLE AUDIT REQUIREMENT

The Grantee shall have a certified annual audit performed utilizing Generally Accepted Accounting Principles and Generally Accepted Auditing Standards.

Federal Funded Awards:

Governmental and Non-profit Grantees, or their assignees, that **expend** federal funds during their fiscal year shall comply with Subpart F of the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200), and the State Single Audit Guidelines issued by the Department. Audit reports are due to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.

State Funded Awards:

NOTE: If an audit is required under the Omni Circular Subpart F as described above, then this section does not apply as State Funded Awards will already be included in that audit.

Governmental and Non-profit Grantees, or their assignees, which **received** state funds during their fiscal year, shall comply with the requirements set forth in the State Single Audit Guidelines issued by the Department. Audit reports are due to the State within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.

Submit To:

Please review the Department of Administration's Single Audit Compliance Supplement for details on submission of the reporting package ([https://doa.wi.gov/Pages/State-Single-Audit-Guidelines-\(SSAG\).aspx](https://doa.wi.gov/Pages/State-Single-Audit-Guidelines-(SSAG).aspx)).

ARTICLE 33. EXAMINATION OF RECORDS

The Division, any of its authorized representatives and the U.S. Government shall have access to and the right at any time to examine, audit, excerpt, transcribe and copy on the Grantee's premises any directly pertinent records and computer files of the Grantee involving transactions relating to this Agreement. Similarly, the State shall have access at any time to examine, audit, test and analyze any and all physical projects subject to this Agreement. If the material is held in an automated format, the Grantee shall provide copies of these materials in the automated format or such computer file as may be requested by the State. Such material shall be retained for three years by the Grantee following final payment on the Agreement.

This provision shall also apply in the event of cancellation or termination of this Agreement. The Grantee shall notify the State in writing of any planned conversion or destruction of these materials at least 90 days prior to such action. Any charges for copies provided by the Grantee of books, documents, papers, records, computer files or computer printouts shall not exceed the actual cost thereof to the Grantee and shall be reimbursed by the State.

The minimum acceptable financial records for the project consist of: 1) Documentation of employee time; 2) Documentation of all equipment, materials, supplies and travel expenses; 3) Inventory records and supporting documentation for allowable equipment purchased to carry out the project scope; 4) Documentation and justification of methodology used in any in-kind contributions; 5) Rationale supporting allocation of space charges; 6) Rationale and documentation of any indirect costs (submitted with initial invoice); 7) Documentation of Agreement Services and Materials; and 8) Any other records which support charges to project funds. The Grantee shall maintain sufficient segregation of project accounting records from other projects or programs.

ARTICLE 34. PERFORMANCE REPORTS

The Grantee shall submit Performance Reports to the State on a quarterly basis as long as this Agreement is in effect. Reporting dates are as follows: **September 30, December 30, March 30, June 30**. The Performance Reports shall detail the uses of the funds received under this Agreement, how funds have been expended and the amounts expended during the preceding fiscal period, until all funds have been expended.

1. Progress Reports - The Grantee shall provide quarterly progress reports which detail project tasks completed and related expenses. Any program and/or fiscal problems encountered must be itemized.
2. Close-out period - The Grantee shall be allowed 60 days after contract completion date to prepare the final report and invoice. Only costs for compiling, editing and printing of final reports, preparation of financial reports and other costs associated solely with contract close-out activities may be incurred during this period.
3. Program Summary and Final Report - A separate summary of the project by the Grantee shall be included with the final report. The summary should include: an identification of the coastal resource management issue addressed; a summary of improvements; where possible, quantitative information on the degree of improvement, i.e., acres of wetlands protected, areas mapped, feet of trail developed, etc.; and where possible, state, federal, and local funds expended for the overall project. This report shall not exceed 1-2 single-spaced pages.
4. Final Work Products - Submit one copy in digital/electronic format of any final work products.

SPECIAL TERMS AND CONDITIONS

ARTICLE 35. COMPETITIVE PROCUREMENT PRACTICES

Grantee shall utilize State of Wisconsin competitive procurement practices for products and services purchased as a result of this award. Where state and local procurement practices differ, state rules, standards, policies and practices shall take precedence.

ARTICLE 36. REASONABLE COSTS

Grantee shall attempt to control unit costs for products and services procured as a result of this Agreement, to the state average experience.

ARTICLE 37. AUDITS

Grantee shall perform an "Agreed Upon Procedures Audit" on request. This audit shall consist of procedures and questions agreed upon by the State and the Auditor and shall expand beyond the scope of that provided for under the Wisconsin State Single Audit Guideline requirements.

ARTICLE 38. EQUIPMENT ACCOUNTABILITY

Title to equipment purchased with funds provided under this Agreement shall vest in the Grantee's name, unless otherwise specified by an attachment. Disposition of any equipment shall be in accordance with applicable property disposal procedures.

ARTICLE 39. PATENT INFRINGEMENT

The Grantee selling to the State of Wisconsin the articles described herein guarantees the articles were manufactured or produced in accordance with applicable federal labor laws. Further that the sale or use of the articles described herein shall not infringe any United States patent. The Grantee covenants that it shall, at its own expense, defend every suit which shall be brought against the State of Wisconsin (provided that such Grantee is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale of use of such articles and agrees that it shall pay all costs, damages, and profits recoverable in any such suit.

ARTICLE 40. PROGRAM INCOME

Program income means gross income received by the Grantee that is directly generated from the use of the Agreement award, including but not limited to repayments of funds that had been previously provided to eligible beneficiaries; interest earned on any or all Agreement funds obtained from the State; proceeds derived after the Agreement close out from the disposition of real property acquired with any or all funds provided under this Agreement or interest earned on Program income pending its disposition.

All Program income shall be recorded and used in accordance with the rules and regulations of the Program funding source described herein. If at any time changes in the use of Program income are considered, the Grantee shall submit a plan detailing the proposed uses of Program income to the State for approval. Should the Grantee decide following Agreement close out to discontinue using Program income for such purposes, the Grantee shall return the Program income balance and any additional Program income accrued to the State by January 31 of the following year.

ARTICLE 41. TRAINING – WORKSHOPS – SEMINARS – EXHIBIT SPACE

If any portion of the funds are used to support training, workshops, seminars, exhibit space, etc., the Wisconsin Department of Administration, Division of Intergovernmental Relations shall receive complimentary registrations and/or exhibit/booth space, if requested.

ARTICLE 42. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

The Grantee certifies that to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period receding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b); and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this article, such prospective participant shall attach an explanation to this proposal

This page intentionally left blank

Attachment A

Grant Agreement # AD259154 – 026.03

1. Type of Project (check one):	☐ Coastal Wetland Protection and Habitat Restoration ☒ Nonpoint Source Pollution Control ☐ Coastal Resources and Community Planning ☐ Great Lakes Education ☐ Public Access and Historic Preservation
2. Project Title (max. 15 words): Elimination of contaminants in City of Ashland stormwater system	
3. Organization applying: City of Ashland – Department of Public Works	5. Unique Entity Identifier (UEI): VCYWKD4B17Q9
4. Contact Person and Organization's Address: John Butler, Director of Public Works _____ 2020 6 th St. E _____ Ashland, WI 54806-2281 _____ <i>Nine-digit zip code required</i> Phone: (715) 682-7061 Email: jbutler@coawi.org	6. Primary County where project is located: Ashland 7. Other Counties where project is located: 8. Congressional District #: 7 th Congressional district 9. State Senate District #: 25 th district 10. State Assembly District #: 74 th district
11. Total Project Cost: \$81,725	
12. WCMP Share: \$32,691	14. WCMP Percent of Total Project Cost: 40%
13. Applicant Share: \$49,034	15. Applicant Percent of Total Project Cost: 60%

16. Brief Summary of the Project (300 word maximum) Consider completing this portion of the application last, to summarize your proposal.

a. Project Description (1-2 paragraphs)

The City of Ashland values its position on Lake Superior and looks to improve and maintain the pristine beauty of the area. Efforts have been made to decrease the amount of contaminants that are released into the lake. One of the main sources of contaminants such as total suspended solids (TSS), E. Coli, and phosphorus is the city's stormwater system. Multiple studies completed by Northland College have identified the presence of E. Coli in a stormwater outfall located near Lake Superior. The city would like to clean and televise the associated drainage basin in hopes of identifying the cause of the contamination. While there are wastewater pipes that run in close proximity to the stormwater system, no cross connections have been found to this point. While the city has the equipment to perform the work, due to staffing challenges and added job duties, the cleaning of the storm sewer system has fallen by the wayside. The second, related portion of the project would be the adjustment of our street sweeping program to target areas that may be contributing a larger portion of the contaminants to the stormwater system. All streets in Ashland are swept on the same 10-day cycle regardless of its location, or traffic levels. Areas have been identified as possible areas to increase that cleaning cycle to once every 5 days. The additional funding would allow the city to pilot the increase in street sweeping in those areas while still providing the same level of service to all the streets in the city. If efforts prove to increase the efficacy of removing TSS from the stormwater system, a permanent change to the budget and street sweeping program will be implemented.

b. Project Tasks/Deliverables (title and 1-2 sentence description for each task/deliverable) The project should have at least one task. If there are more than five tasks, please combine tasks if possible and/or provide additional detail in the Methodology section.

Task/Deliverable	Description
1. Street Sweeping route change	1. Increase the frequency of street sweeping on street identified as likely contributors to the high TSS levels at the stormwater outfalls, while at the same time maintaining the same level of service for other streets.
2. Clean Storm sewer mains and structure	2. Clean and televise the stormwater infrastructure associated with an outfall that has had positive E. Coli tests in the past, hoping to identify the source of the contamination.
3. Obtain water quality tests throughout the project schedule.	3. Take water samples prior to and throughout the sweeping and cleaning schedule to monitor the effectiveness of the activities.
4. Identify source of contamination	4. Locate and identify solution to source of contamination. The correction of the problem would likely fall outside the budget of this project, but very likely could be funded using other means.
5.	5.

Attachment A

Grant Agreement # AD259154 – 026.03

Example

Task/Deliverable	Description
1. Report	1. A final report containing the findings and recommendations of the project will be completed and distributed to participants and local decision-makers.
2. Public Outreach	2. The organization will host at least five public meetings.
3. Website	3. A website will include information about public meetings. Any plans and reports will be published on the website.
4.	4.
5.	5.

1. Background/context: Concisely state the problem or issue that this proposal addresses. Include important background information.

Keeping Chequamegon Bay of Lake Superior clean has become of utmost importance for the City of Ashland. One of the main avenues of surface water in the city to reach the lake is through the stormwater system. A lot of work has been done by city employees to explore ways to improve the water quality of the stormwater system before it is released into Lake Superior. This grant request would be two-fold, first we would like to implement a modification to our street sweeping plan to explore the effect increased localized street sweeping has on the reduction of total suspended solids (TSS) introduced to the stormwater systems and ultimately Lake Superior. Secondly, we would use grant dollars to fund the cleaning and televising/mapping of a stormwater drainage area that has been associated with an E.Coli positive outfall, with the possible identification of the source of contamination being the final outcome.

2. Project Description:

- Describe the project for which funding is requested. Describe how the project will address the issue(s) outlined in the Background/Context section, above. Do NOT include information about tasks that are not part of the funding request.
- Describe how this project is part of an integrated effort or approach.

a. **Street sweeping adjustment** – Currently the streets of Ashland are swept in no particular priority order. No street is swept with greater frequency than another. Each street is swept on the same 10 day cycle regardless of vehicular traffic or location of street within the network. While street sweeping is known to reduce total suspended solids (TSS) and other contaminants before they enter the stormwater system, there have been areas identified that based on their location and traffic levels would be more important to sweep more frequently. We would like to pilot a program to increase the street sweeping of areas identified as having a high traffic count or further ‘downstream’ and thus having a larger impact on the TSS introduced into the stormwater system. The funding would provide for additional staff time to perform the cleaning of the target areas without a reduction of level of service to the other areas of the city. Pending confirmation of the efficacy of the changes to street sweeping plan by the end of 2025, permanent changes to the street sweeping routes and budget would be implemented to ensure adequate funding of future street sweeping activities.

Cleaning and televising of drainage basin – Multiple studies have identified the presence of E. Coli in a stormwater outfall located near and discharging into Chequamegon Bay. This outfall is located near a public swimming beach maintained by the City that has experienced the most frequent beach closures in the City. Grant funding would be used to clean and televise all storm sewer mains in the drainage area of the outfall. No known cross connections between the stormwater system and the wastewater system exist, but the presence of E.Coli in the outfall warrants further investigation. This section of the stormwater system includes a very old portion of the stormwater system that is very large yet poorly mapped and identified. Testing of the outfall throughout the process for E.Coli would be conducted and compared to levels throughout the project timeline.

- The City of Ashland has a number of different efforts currently active to address and improve the water quality being released from our stormwater system. The city received a USFWS Coastal Program Grant to assess failing stream banks and gather geomorphic and hydrologic data. The city has also received a grant from the DNR Great Lakes Restoration Initiative for the exploration and improvement of the stormwater system that enter Bay City Creek, which ultimately dumps into Lake Superior. Improving the quality of water that is released from the city has been of increasing importance and will continue to be a area of collaboration.

3. Impact on Coastal Resources: Address all of the issues listed below as they relate to your project.

- Describe the coastal impacts of the project. How will the project address a coastal problem, need or priority?
- Describe the extent to which the project permanently addresses the problem or need. How will results of the project be sustained after the funding period ends? What will the long-term impacts of the project be?
- Describe how this project addresses priorities identified in local, state, regional, or national plans (such as remedial action plans, basin plans, Lakewide Area Management Plans, State of Wisconsin Hazard Mitigation Plan, county Land and Water Conservation Plans, et cetera), the priorities of the Conference of Great Lakes and St. Lawrence Governors and Premiers, or the Great Lakes Regional Collaboration Strategy. For plan or ordinance updates, explain the need for the revisions. Updates to comprehensive plans must provide details on the activities or topics that would not be addressed without WCMP funding.
- Describe the measurable results (give estimated benefits for all that apply) that you will be able to report. Use the suggested indicators listed below, or others that are appropriate to your project.

Attachment A

Grant Agreement # AD259154 – 026.03

Type of Project	Suggested Indicators
Wetland Protection and Habitat Restoration	Acres of habitat restored or protected
Nonpoint Source Pollution Control	Reduction in tons of soil erosion/sedimentation
Great Lakes Education	- Number of people trained - Projected audience
Coastal Resources and Community Planning	- Number of municipalities included in a plan - Land area/coastline covered by the plan - Type of coastal resource (e.g., habitat) protected - Ordinances developed
Public Access and Historic Preservation	- Linear feet of coastline made accessible or acquired - Acres Acquired

- a. The cleaning of the stormwater systems, both surface sweeping and storm main cleaning, have been shown to reduce the amount of contaminants and sediment released into the lake. For the identification of contaminant source on the drainage basin that has produced positive E.Coli tests, it would address a coastal problem and a serious health problem for those who recreate near or on Lake Superior.
- b. The goal of the street sweeping pilot initiative is to permanently alter our street sweeping program to best reduce the TSS that are introduced into the stormwater system from the roadway system. If the alterations are shown to effective, the street sweeping would be reduced in non-critical areas and maintained in the critical areas to maintain a generally steady budget needed for street sweeping operations. If the source of the E.Coli contamination can be located and addressed, the short term benefit would be quality of water at the outfall. The long term benefit would be the knowledge and capacity to locate and address any future contamination that may be similar.
- c. A main priority in Ashland comprehensive plan (2015-2035) is protect and connect to Lake Superior. The importance of the lake, both economically and environmentally, to the City of Ashland cannot be stressed enough. Having clean water benefits all residents, as well as visitors to the area and most importantly the wildlife that calls the area home.
- d. Street sweeping is a proven method for the reduction of TSS in the stormwater system. This project would hopefully improve the efficiency at which we are able to remove the contaminants before they exit our stormwater system and enter the lake. Testing would occur at the outfalls throughout the project. This testing would be for TSS and E.Coli as well as other contaminants (i.e. phosphorus)

4. Methodology and Timetable

- a. Provide a timeline (list, table, or chart) with grant and match-funded tasks and major milestones.
Your timeline may begin no earlier than July 1 (this includes activities that are to be counted as match funding) and end no later than December 30 of the following calendar year.
- b. Provide a list of tasks or deliverables. Describe how you will develop the work products and/or achieve tasks. “Measurable results” from Section 3d should be incorporated into this section.
- c. Describe how the project will encourage public participation and how the final product(s) will be distributed (as appropriate). If the project requires public participation (by state or other regulations), does the project exceed minimum standards?
- d. For Public Access projects, please describe how the project incorporates planning for changing lake levels.

- a. **July 1st, 2025** – obtain water quality tests for all stormwater outfalls directly into Lake Superior. Begin pilot program of street sweeping priority areas with greater frequency. Begin cleaning of stormwater mains and structures in stormwater basin of outfall with positive E.Coli tests.
August 15th, 2025 – obtain water quality tests for all stormwater outfalls directly into Lake Superior. Begin televising of storm mains in stormwater basin of outfall with positive E.Coli tests.
October 1st, 2025 – obtain water quality tests for all stormwater outfalls directly into Lake Superior
November 15th, 2025 – obtain water quality tests for all stormwater outfalls directly into Lake Superior. Approximate end of street sweeping season – weather dependent.
April 15th, 2026 – obtain water quality tests for all stormwater outfalls directly into Lake Superior. Approximate start date for street sweeping season.
July 1st, 2026 – obtain water quality tests for all stormwater outfalls directly into Lake Superior. End pilot program of street sweeping adjustment, obtaining one year of data to evaluate for future considerations.
- b. Tasks/Activities include 1) adjustment of street sweeping schedule 2) cleaning of stormwater drainage basin of outfall with positive E.Coli tests 3) televising/mapping of stormwater mains in drainage basin of outfall with positive E.Coli tests. 4) investigation of any I&I or possible cross connection of stormwater mains and wastewater mains. Water quality test results from the City of Ashland Water Department Lab will be used to evaluate effectiveness of activities. Water quality tests will include test for TSS, E.Coli, and phosphorus.

Attachment A

Grant Agreement # AD259154 – 026.03

- c. N/A.
- d. N/A

5. Project Budget

- a. **Use the separate Microsoft Excel document, *Budget Table, to develop the budget*** Fill out all of the tabs of the workbook. Transcribe (or copy and paste) the information into Table 1, below. Please contact WCMP staff with questions.

Provide a breakdown of the proposed project budget in **Table 1**.

WCMP Grant projects with a total budget of \$60,000 or less require a 50% match (that is, 1 to 1). Projects with a total budget larger than \$60,000 require a 60% match (that is, 1 to 1.5). Applicants requesting more than \$100,000 should contact the WCMP while they develop their applications.

- b. Provide additional budget details. Include personnel names, fringe rates/benefits, calculations, equipment and supplies descriptions, travel details, indirect rate and calculation, and other items as needed.
- c. Contractual costs must be itemized (if known) using Table 2.
- d. Applicant may also provide further budget details using additional categories/sub-categories in the Table 3 or in another format, if necessary.

For all tables, round to the nearest dollar.

- a. Table 1: Budget (Required) **PLEASE USE THE SEPARATE MICROSOFT EXCEL FILE TO FILL OUT THIS TABLE!**

Activity (do not change categories)	WCMP Request	Match	Total
Personnel	\$8,743	\$13,112	\$21,855
Fringe	\$0	\$0	\$0
Equipment	\$18,182	\$27,273	\$45,455
Travel	\$0	\$0	\$0
Supplies	\$2,000	\$3,000	\$5,000
Contractual	\$3,766	\$5,649	\$9,415
Other	\$0	\$0	\$0
Indirect Charges (requested indirect should not exceed 15% of total requested amount)	\$0	\$0	\$0
Indirect rate (%) (automatically calculated based on total indirect charges/total)			#DIV/0!
Total	\$32,691	\$49,034	\$81,725

- b. Budget description (Required) Use separate Microsoft Excel file. If not applicable, list as NA.

Personnel names and salaries or hourly wages	Street Sweeper Operator – billable rate of \$44.39/hr Vac/Jetter Truck Operator – billable rate of \$44.39/hr Limited Term Employee – assists with jetter truck operation; billable rate of \$16.49/hr
Fringe rate(s) (percentage and included benefits)	
Consultant name(s)	N/A

Attachment A

Grant Agreement # AD259154 – 026.03

Equipment (list items)	Swarze M6SE Avalanche mechanical Street Sweeper – already owned and operated by city; billable shop rates of \$136.30/hr Vac/Jetter Truck – already owned and operated by city; billable shop rate of \$69.26/hr
Indirect rate (percentage and description)	N/A
Travel details	N/A
Supplies (additional details needed if over \$5,000 requested)	Water for use in storm sewer cleaning operations – estimated value at \$3,000 Dumping fees for waste produced from vac/jetter truck and street sweeper – estimated value at \$2,000
Other details	N/A

c. Table 2: Contractual (Required if there is “Contractual” funding in Table 1)

Activity – Contractual Costs	WCMP Request	Match	Total
Personnel	\$ 3,766	\$ 5,649	\$ 9,415
Fringe Benefits			
Equipment			
Travel			
Supplies			
Contractual			
Other			
Indirect Charges (<i>requested indirect should not exceed 15% of total requested amount</i>)			
Totals	\$3,766	\$5,649	\$9,415

d. Table 3: Additional budget items (optional)

Activity	WCMP Request	Match	Total
	\$	\$	\$
Totals			

6. Match Budget Description and Leveraged Funds

- Describe the composition and source of the matching funds. Indicate whether nonfederal matching funds have been secured or committed. Are all funding and activities counted as match in direct support of the project?
- Describe efforts to fully explore other grant funding sources, to establish the project’s need for WCMP funding.
- Describe how the project will leverage additional funding, separate from the WCMP grant and match amounts.
- Describe any past WCMP-projects that are directly related to this project, if applicable. (For example, if WCMP provided past funding for site planning at a proposed public access project.)

a. The match funds would come from existing operating budget. All tasks for this project are currently within the capacity of existing personnel and equipment.

Attachment A

Grant Agreement # AD259154 – 026.03

- | |
|--|
| <ul style="list-style-type: none">b. Other funding sources have been explored, and successfully received, for stormwater system projects within the city. We feel this funding best fits the WCMP due to its direct correlation to Lake Superior waterse. The City of Ashland will continue to use the operations budget to fund activities such as the ones described in the application. If additional funding is received, the level of service we provide the residents of Ashland would not suffer.f. N/A |
|--|

7. Bonus objectives. Address all of the issues listed below as they relate to your project.

- a. Build partnership alliances with other organizations or agencies (describe their roles and contributions).
- b. Develop exceptional marketing, outreach, or education strategies.
- c. Encourage coast-wide projects or solutions.
- d. Engage underrepresented communities.

- | |
|---|
| <ul style="list-style-type: none">a. We would envision reaching out to other municipalities in our area to share the success that we had in the reduction contaminants in the stormwater system. We hope this would lead to additional communities, whether they are coastal or not, to begin similar projects or programs.b. While we don't expect any direct public outreach to be a part of this project, making people aware of the harm that can be done to coastal waters through the stormwater runoff is important. Efforts have been made in other areas to educate the residents that the storm water inlets and basins they see every day eventually drain to Lake Superior.c. As mentioned in section 7a; we hope to share our successes with other coastal communities and possibly help them develop a similar program or project.d. While this project would not directly engage underrepresented communities, we hope to share our successes with as many groups, agency, municipalities, and communities as we can to encourage them to consider a similar undertaking. |
|---|

ATTACHMENT B

ACKNOWLEDGEMENTS FOR PROJECTS FUNDED BY THE WISCONSIN COASTAL
MANAGEMENT PROGRAM

1. For audio productions:

Funding provided by the Wisconsin Coastal Management Program and the National Oceanic and Atmospheric Administration.

2. For video productions:

On the screen, in color, all of the following:

Wisconsin Coastal Management Program wave logo with the words “Wisconsin Coastal Management Program”

National Oceanic and Atmospheric Administration gull logo with the words “National Oceanic and Atmospheric Administration”

3. For printed documents and work products, including web-based publications:

Wisconsin Coastal Management Program Logo ([also available as electronic file](#)):



National Oceanic and Atmospheric Administration Logo ([also available as electronic file](#)):



Downloadable versions of the Wisconsin Coastal Management Program and NOAA logo can be found at <http://coastal.wisconsin.gov>

Required text acknowledgement:

Funded by the Wisconsin Coastal Management Program and the National Oceanic and Atmospheric Administration, Office for Coastal Management under the Coastal Zone Management Act, Grant # NA24NOSX419C0009

ATTACHMENT E

ENVIRONMENTAL DATA SHARING POLICY FOR WISCONSIN DEPARTMENT OF ADMINISTRATION COASTAL MANAGEMENT GRANTS

Introduction

For projects that receive federal funds for collection or production of environmental data, grant recipients must provide expected data collection dates, type of collection, flight lines, etc. to the Department of Administration (DOA) as early as practicable before collection so that it can be shared with the National Oceanic and Atmospheric Administration (NOAA) office(s). For Coastal Management grants, recipients must include these details with their scope of work (Attachment A).

The grant recipient must comply with the requirements of [NOAA Administrative order 212-15](https://www.noaa.gov/organization/administration/nao-212-15-Management-of-NOAA-Data-and-Information) and any associated guidance at: <https://www.noaa.gov/organization/administration/nao-212-15-Management-of-NOAA-Data-and-Information>.

If the Grantee completed a Data Management Plan, it will be included in Attachment A and is incorporated by reference.

WCMP grant recipients must submit their environmental data with their final grant report to the Wisconsin Department of Administration.

Environmental Data

Data Sharing

The Grantee must make environmental data collected or created under this Grant Agreement publicly visible, accessible in a timely manner, free of charge or at minimal cost that is no more than the cost of distribution to the user, except where limited by law, regulation, policy, or national security requirements. The Grantee must make data available in a form that would permit further analysis or reuse: data must be encoded in a machine-readable format, preferably using existing open format standards; data must be sufficiently documented, preferably using open metadata standards, to enable users to independently read and understand the data. The location (internet address) of the data should be included in the final report. Pursuant to NOAA Information Quality Guidelines, data should undergo quality control (QC) and a description of the QC process and results should be referenced in the metadata. Failure to perform quality control does not constitute an excuse not to share data. NOAA will consider data without QC "experimental products" and the Grantee must disseminate said data accompanied by explicit limitations on their quality or by an indicated degree of uncertainty.

Timelines

Data accessibility must occur no later than publication of a peer-reviewed article based on the data, or two years after the data are collected and verified, or two years after the original end date of the grant (not including any extensions or follow-on funding), whichever is soonest, unless a delay has been authorized by the NOAA funding program.

Disclaimer

Data produced under this award and made available to the public must be accompanied by the following statement: "These data and related items of information have not been formally disseminated by NOAA, and do not represent any agency determination, view, or policy."

Failure to Share Data

Failing or delaying to make environmental data accessible in accordance with the Data Management Plan and this Attachment, unless authorized, may lead to enforcement actions, and will be considered when making future award decisions. Grantees are responsible for ensuring these conditions are also met by subrecipients and subcontractors.

Acknowledgement

Federal funding sources shall be identified in all scholarly publications. An Acknowledgements section shall be included in the body of the publication stating the relevant Grant Programs and Award Numbers (Attachment B). In addition, funding sources shall be reported during the publication submission process using the Open Funder Registry mechanism if supported by the Publisher.

Submission

The final pre-publication manuscripts of scholarly publications produced shall be submitted to the NOAA Institutional Repository after acceptance, and no later than upon publication, of the paper by a journal. NOAA will produce a publicly-visible catalog entry directing users to the published version of the article. After an embargo period of one year after publication, NOAA shall make the manuscript itself publicly visible, free of charge, while continuing to direct users to the published version of record.

Citation

Publications based on data, and new products derived from source data, must cite the data used according to the conventions of the Publisher, using unambiguous labels such as Digital Object Identifiers (DOIs). All data and derived products that are used to support the conclusions of a peer-reviewed publication must be made available in a form that permits verification and reproducibility of the results.

Unoccupied Aircraft Systems.

If this project involves Unoccupied Aircraft Systems (UAS or drone technology), the Grantee is responsible for coordinating with the State regarding any applicable policies and standards. The Grantee must comply with applicable federal/state/local laws for Unoccupied Aircraft Systems and must have appropriate permits in hand prior to conducting drone operations.

Metadata

Metadata will be available explaining the data content and characteristics.

- Metadata standards used to document the data must be identified. Metadata standards may include Digital Object Identifier (DOI), International Organization for Standardization (ISO) or Federal Geographic Data Committee (FGDC).
- Current FGDC standards can be found at: <http://www.fgdc.gov/metadata/csdgm/>. Metadata that conforms to the proposed North American Profile of the International Organization for Standardization (ISO) 19115 is acceptable.
- Tools for metadata development:
 - Overview at the Federal Geographic Data Committee's home page, <http://fgdc.gov>.
 - Plain language overview, <http://geology.usgs.gov/tools/metadata/tools/doc/ctc/>

Geo-referencing system

The preferred geo-referencing system is the Wisconsin Transverse Mercator based on the 1991 adjustment to the North American Datum of 1983.

For more information on geo-referencing see <https://www.sco.wisc.edu/coordinate-reference-systems/>

Data Access, Sharing and Preservation

Any restrictions or stipulations on public access to the project data must be identified and shared with DOA before the collection of the data. The grant recipient will back-up or provide other contingency planning to protect the project data. DOA may request the data to be shared through a hard drive or similar means.

Publications:

The final pre-publication manuscripts of scholarly publications produced with NOAA, funding shall be submitted to the NOAA Institutional Repository at <https://repository.library.noaa.gov/> after acceptance, and no later than upon publication, of the paper by a journal.

NOAA OCM Data Management and Sharing Plan Review Form

NOAA as well as NOAA grantees are required to comply with a number of data management requirements as outlined in [NOAA Administrative Order 212-15](#) as well as the [NOAA Data Sharing Directive for NOAA Grants](#). The purpose of this data sharing plan is to satisfy the requirement for a data management plan, as well as have grantees begin to plan how they will meet other requirements such as: public access to data, metadata creation, archiving of data, and citation for publications. This data sharing plan will not delay an award. We encourage you to work with your Regional Coastal Management Specialists and your Regional Geospatial Coordinators to complete this data sharing plan. [See Guidance on pages 3&4.](#)

Grantee Identification

Select project fiscal year, state OR reserve, and CZM OR NERR:

Section 1. General Project Information

1.1 Project / Title:

1.2 Project Abstract and Purpose:

1.3.1 Data Manager Name:

1.3.2 Title/Position:

1.3.3 Organization:

1.3.4 Email Address:

1.3.5 Phone Number:

Please provide additional name and email information for the data manager (optional):

Section 2. General Data Information

2.1 What type(s) of data and format(s) will be used within the project?

2.2 Will any technical publications or journal articles be published as part of this project? If YES, please explain.

2.3 What is the geographic and temporal coverage anticipated within the project?

2.3 What is the anticipated quantity, volume or size of data collected for the project?

2.4 What collection and/or generation methods will be used to develop the data?

2.5 Will any personally identifiable information, restricted, or other sensitive data be collected? If YES, please briefly describe the sensitive nature of the data:

Section 3. Data Quality Assurance/Quality Control Procedures, Documentation, and Metadata Requirements

3.1 What quality control and quality assurance procedures will be used within the project?

3.2 What data acquisition standards will be used within the project?

3.3 Which metadata standard(s) will be used to document the data? (Note that the ISO standard is required in NOAA and we will work with you to migrate from FGDC if necessary. Check all that apply.)

Digital Object Identifier (DOI)

International Organization for Standardization (ISO)

Federal Geographic Data Committee (FGDC)

Other:

Section 4. Data Access, Sharing and Preservation

4.1 Data Availability to the Public

4.1.1 Will there be any restrictions or stipulations on public access to the project data?

If YES, please briefly describe the restrictions or stipulations:

4.1.2 What are the data access protocols, if there are access limitations? (select one)

No limitation, data will be publicly available and open.

All data is restricted, no access available.

Request to access the data will need to be sent to the project lead.

Other:

4.1.3 When and how frequently will the data be made available?

4.2 Access Limitations, Conditions and Restrictions

4.2.1 How will project data be protected from unauthorized access?

4.2.2 Are there management of access permission protocols in place for the project data?

If YES, please briefly describe the permission protocols:

4.2.3 What is the process following any unauthorized access of the project data?

4.3 Protection

4.3.1 How will the project data be protected from accidental or malicious modification or deletion?

4.3.2 What is the back-up, disaster recovery or contingency planning used to protect the project data? (select one)

Data is backed up on: local servers, cloud, and/or external hard drives.

No back-up, disaster recovery or contingency planning is in place.

Other:

4.4 Are there long-term preservation (archival) requirements for the project data upon completion?

If YES, please briefly describe the archiving requirements:

NOAA OCM Data Management and Sharing Plan Review Guidance

Section 1. General Project Information

1.1 Project Title: (detailed project title) **Example:** Bridging the gap between quadrats and satellites: assessing utility of drone-based imagery to enhance emergent vegetation biomonitoring

1.2 Project Abstract and Purpose: (short paragraph to briefly describe the project) **Example:** The National Estuarine Research Reserve System (NERRS) has made a huge investment to monitor tidal wetlands. Through these efforts, important processes at intermediate spatial (i.e., marsh platform) and fine temporal (i.e., storm events) scales may be missed. Unmanned Aerial Systems (UAS, i.e., drones) can improve tidal wetland monitoring by providing high spatial resolution and coverage, with customizable sensors, at user-defined times. Based on a needs assessment and discussions with NERRS end users, we propose to conduct a regionally coordinated effort in tidal wetlands in all NERRs in the Southeast/Caribbean to develop a UAS-based tidal wetlands monitoring protocol.

1.3 Project Point of Contact: (primary contact for project, but other contacts may be listed)

1.3.1 Name: (name of primary contact, first and last name)

1.3.2 Title: (primary contact for project official position) **Example:** Physical Scientist

1.3.3 Organization: (primary contact organization for project) **Example:** NOAA

1.3.4 Email Address: (email address of primary contact for project)

1.3.5 Phone Number: (phone number to include area code) **Example:** (555) 444-3333

Section 2. General Data Information

2.1 Type of Data and Format: (list all data types and their data format being collected or generated) **Example:** shoreline maps will be stored in a ESRI Geodatabase OR drone image mosaics will be stored as GeoTIFF files.

2.2 Geographic and Temporal Coverage: (brief description) **Example:** All of Chesapeake Bay OR Every day for the months of June, July, and August.

2.3 Quantity, Volume or Size: (estimated amount of data) **Example:** 2 GB of imagery OR ~60 photos.

2.4 Collection and/or Generation Methods: (brief description of how the data are being collected or generated including hardware and software if applicable) **Example:** Aerial imagery collected by Civil Air Patrol using Nikon camera OR Extraction of shoreline land cover data from C-CAP land cover using heads up digitizing.

2.5 Sensitivity (e.g. personally identifiable information or restriction): (describe any sensitive data that is being collected or generated that may be restricted by law or national security) **Example:** Data are being collected over military operational areas OR Bathymetry may contain unidentified shipwrecks that are culturally significant.

Section 3. Data Quality Assurance/Quality Control Procedures, Documentation, and Metadata Requirements

3.1 Quality control and quality assurance procedures: (brief summary of which quality assurance/ quality control procedures or references will be employed) **Example:** Data entered into the database will be validated against field collection sheets for accuracy OR positional accuracy of data will be assessed using ASPRS Specifications.

3.2 Data Acquisition Standards Used: (list known data standards used for the project) **Example:** USGS Lidar Base Specification OR NERRS SWMP Standards.

3.3 Metadata Standards Used: (list known metadata standards used for the project, learn more about the importance of metadata at the [NOAA NCEI Metadata webpage](#)) **Example:** ISO OR FGDC Metadata Standards.

Section 4. Data Access, Sharing and Preservation

4.1 Data Availability to the Public: (this section will identify if the data will be made publicly available and estimation on when the data will first be available, ideally within two years. Will this be a one-time release or ongoing series of measurements? Does the project require a hold or other delay between data collection and publication, and for how long?)

4.1.1 Restrictions on Public Use and/or Stipulations: (briefly explain why and under what circumstances or authority the data may be restricted for public use. Enter NO if no restrictions are present. Also describe any data access conditions and/or restrictions, non-disclosure statements requirements) **Example:** Data are restricted for internal NOAA use only due to ongoing review by the state historical preservation office OR NA, data is available for public use.

4.1.2 Data Access Protocols and Limitations: (briefly describe any data access protocols used to enable data sharing. The use of open-standard, inter-operable, non-proprietary, machine readable data formats that are publicly accessible are highly recommended) **Example:** Photos of coastal access points will be available for download from the coastal zone management program website in JPEG format OR All beach access points will be posted as a web feature service on ArcGIS Online.

4.1.3 Data Availability: (briefly describe when the data will be initially available and if there is any frequency for future data updates or releases) **Example:** Data will be made publicly available 6 months after the completion of the project. No delay is expected due to publication requirements.

4.2 Access Limitations, Conditions and Restrictions: (this section will capture methods for controlling data access during the project and upon project completion)

4.2.1 Protection from Unauthorized Access: (list any methods for protecting from unauthorized access) **Example:** Data are stored on a system requiring two factor authentications.

4.2.2 Management of Access Permissions: (list any applicable procedures for controlling access to the data) **Example:** Access to the data will be limited to team members or others assigned by the project lead. Data will be stored on local servers in a password protected.

4.2.3 Process Following Any Unauthorized Access: (briefly describe the process following any attempted unauthorized access to the data) **Example:** Project will halt and project lead will work with IT staff to ensure data integrity and remove unauthorized access points.

4.3 Protection: (this section will capture methods for protecting the data during the project and upon project completion)

4.3.1 From Accidental or Malicious Modification and/or Deletion: (briefly describe how the data will be protected from accidental or malicious activities) **Example:** Data are stored in password protected encryption services and require dual verification.

4.3.2 Back-up, Disaster Recovery, and/or Contingency Planning: (briefly describe the use of data back-ups, disaster recovery, contingency planning and any off-site storage procedures used for the project data) **Example:** Daily project data backups will be performed at the end of the day and stored on state program servers and backed up to the cloud.

4.4 Long-term Preservation (Archival) Practices and/or Requirements: (briefly describe the final data products long-term preservation methods and administration including archive location(s) and government record requirements, if there are any) **Example:** Final data products and metadata records will be stored at the state geospatial data clearinghouse OR Sediment samples will be stored at the geological survey and analysis results (CSVs) will be archived at <https://www.pangaea.de/>.

Please click the button below once the form has been filled out completely, thank you!

ATTACHMENT F

**SCIENTIFIC INTEGRITY FOR
WISCONSIN DEPARTMENT OF ADMINISTRATION
COASTAL MANAGEMENT PROGRAM GRANTS**

A. General Guidelines

Wisconsin Coastal Management Program (WCMP) promotes scientific integrity of research activities and management policies based on scientific research activities. WCMP discourages research bias, plagiarism, falsification, fabrication, and conflicts of interest. WCMP encourages transparency in research and policy decisions.

1. *Maintaining Integrity.* The recipient shall maintain the scientific integrity of research performed pursuant to this agreement including the prevention, detection, and remediation of any allegations regarding the violation of scientific integrity or scientific and research misconduct, and the conduct of inquiries, investigations, and adjudications of allegations of violations of scientific integrity or scientific and research misconduct.

2. *Peer Review.* The peer review of the results of scientific activities under the agreement shall be accomplished to ensure consistency with National Oceanic and Atmospheric Administration (NOAA) standards on quality, relevance, scientific integrity, reproducibility, transparency, and performance. NOAA will ensure that peer review of "influential scientific information" or "highly influential scientific assessments" is conducted in accordance with the Office of Management and Budget (OMB) Final Information Quality Bulletin for Peer Review and NOAA policies on peer review, such as the Information Quality Guidelines.

3. In performing or presenting the results of scientific activities under this agreement and in responding to allegations regarding the violation of scientific integrity or scientific and research misconduct, the recipient shall comply with the provisions herein and [NOAA Administrative Order \(NAO\) 202-735D](https://www.noaa.gov/organization/administration/nao-202-735d-2-scientific-integrity), Scientific Integrity, and its Procedural Handbook, including any amendments thereto. That Order can be found at <https://www.noaa.gov/organization/administration/nao-202-735d-2-scientific-integrity>.

4. The recipient assumes the primary responsibility to prevent, detect, and investigate allegations of a violation of scientific integrity or scientific and research misconduct. The recipient shall promptly notify WCMP of any incidents of misconduct.

5. By executing this agreement, the recipient provides its assurance that it has established an administrative process for performing an inquiry, investigating, and reporting allegations of a violation of scientific integrity or scientific and research misconduct; and that it will comply with its own administrative process for performing an inquiry, investigation, and reporting of such misconduct.

B. Investigating Scientific Integrity or Scientific and Research Misconduct

1. *Initiating Investigation.* If the recipient determines that there is sufficient evidence to proceed to an investigation, it shall notify WCMP and, unless otherwise instructed, shall:

a. Promptly conduct an investigation to develop a complete factual record and an examination of such record leading to either a finding regarding the violation of scientific integrity or scientific and research misconduct and an identification of appropriate remedies or a determination that no further action is warranted.

b. If the investigation leads to a finding regarding the violation of scientific integrity or scientific and research misconduct, obtain adjudication by a neutral third-party adjudicator. The adjudication must include a review of the investigative record and, as warranted, a determination of appropriate corrective actions and sanctions.

2. *Finalizing Investigation.* When the investigation is complete, the recipient shall forward to WCMP a copy of the evidentiary record, the investigative report, any recommendations made to the neutral third-party adjudicating

official, that adjudicating official's decision and notification of any corrective action taken or planned, and the subject's written response (if any).

C. Findings and Corrective Actions

If the recipient finds that scientific integrity has been violated or scientific and research misconduct has occurred, it shall assess the seriousness of the misconduct and its impact on the research completed or in process and shall:

1. Take all necessary corrective actions, which includes, but are not limited to, correcting the research record, and, as appropriate, imposing restrictions, controls, or other parameters on research in process or to be conducted in the future; and
2. Coordinate remedial action.

Ref: 2025-201

**COUNCIL AGENDA: 9.A.
(9/16/2025)**

SUBJECT: Consider an Ordinance to Amend Chapter 544 (1026) Vehicular Stopping and Parking, Ashland City Ordinances, to Remove a Designated Reserved Parking Place (*Clerk*) Roll

RECOMMENDATION: Approval of Amendment

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Administrator, DPEAC

EXHIBITS:

1. Proposed Ordinance No. 2025-2023
2. 544.22 (r) Map

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, permits the Mayor and/or Clerk to schedule items directly for Council action. 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: N/A

SUMMARY STATEMENT:

At the meeting of the Disabled Parking Enforcement Assistance Council (DPEAC) on August 20, 2025, it was brought to City Staff's attention that the accessible parking space at 1219 Main

Street West was no longer needed.

The business, formerly the Chiropractic Clinic, is no longer in existence. The DPEAC recommended to City Staff that the space no longer be designated by ordinance as a Reserved Parking Space for Physically Disabled Persons as it no longer serves a business. The next closest business is the Neighborly Bar, and the DPEAC feels that disabled persons should not be encouraged to park in a space that requires them to cross a busy street such as Beaser Avenue is, to access a business.

Staff recommends the amending of [544.22](#) by removing section [\(r\) On the north side of the 1200 block of Main Street West.](#)

Sequential Ordinance No 2025-2023

**ORDINANCE TO AMEND CHAPTER 544 (1026) VEHICULAR STOPPING AND PARKING,
ASHLAND CITY ORDINANCES**

An Ordinance adopted by the Common Council for the City of Ashland at a regular meeting of September 16, 2025 for the purpose of amending Chapter 544 (1026) Vehicular Stopping and Parking, Ashland City Ordinances.

SECTION I:

Section 544.22(r) On the north side of the 1200 block of Main Street West *shall be removed*

SECTION II

Sections 544.22(s) through 544.22(af) *shall be renumbered as 544.22(r) through 544.22(ae) respectively.*

SECTION III

Effective Date. *This ordinance shall take effect on the day after publication.*

PASSED: September 16, 2025

PUBLISHED: September 23, 2025

Aldersperson

ATTEST:

Denise Oliphant, City Clerk

Matthew MacKenzie, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney



Ref: 2025-202

COUNCIL AGENDA: 9.B.
(9/16/2025)

SUBJECT: Consider a Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing through the State of Wisconsin Clean Water Loan Program (CWLP) for the FY2026 Replacement Sewer Jetter Truck Purchase (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Public Works Director

EXHIBITS: 1. Proposed Resolution No. 17849

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE: N/A

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: This item conforms to the Ashland Comprehensive Plan in that it is "...in accordance with existing and future needs, best promote public health, safety, morals, and the general welfare..." for the City's residents and community.

SUMMARY STATEMENT:

The Wastewater Utility has a jetter/vactor truck for the purpose of maintaining the sanitary sewer collection system. This equipment is used for routine sewer main cleaning as well as emergency response when customers experience sewer backups. The Water and Wastewater Utilities maintains emergency response capabilities on a 24/7/365 basis, with sewer back-ups being one of the main types of response required. Thus, the jetter/vactor is a critical piece of City equipment.

The current truck is a 2011 model and, based on age and wear/tear, several significant upgrades to the equipment will be required to extend its useful life. In addition, Wastewater Utility staff have been exploring the use of the equipment in "hydro excavating", which consists of using pressurized water to create slurry of soil that can then be removed via vacuum. Contractors and other utilities frequently use hydro excavating as a less intrusive way of excavating that minimizes the risk of damage to other utilities. However, the current jetter/vactor truck offers only limited applicability in hydro excavating.

In Fall 2024, staff submitted a preliminary application to the Wisconsin Department of Natural Resources (WI DNR) Clean Water Loan Program (CWLP) for the purpose of possibly replacing the truck. The WI DNR CWLP offers low interest loans with possible principal forgiveness.

The preliminary application to the WI DNR was reviewed and determined to be eligible for CWLP funds, including possible principal forgiveness. The next step in the process is to submit a full application to the CWLP. Because of the possibility of receiving principal forgiveness funding toward the purchase, the opportunity to replace the equipment before incurring additional repair/maintenance costs, and the opportunity to increase the Wastewater Utility's use of hydro excavating, staff recommends submitting the CWLP application. Short, Elliott, Hendrickson, Inc (SEH) has staff available to work with City staff to complete the application.

The cost of a replacement jetter/vactor truck has been included in the capital improvement plan that was analyzed by Ehlers, Inc in the long-term user rate study that was presented to Council at their August 26, 2025 Committee of the Whole meeting.

After considering input from Council about the timing of future user rate increases, staff is recommending delaying wastewater rate increases until 2027. The purchase of the jetter/vactor truck would have no bearing on the timing of wastewater rate increases.

Council is asked to adopt the attached resolution to ensure that it will be possible to reimburse municipal funds from the future CWLP funding for the purchase of the truck. This is a necessary step in the CWLP application process. Further Council approval would be required to actually purchase the truck. The resolution simply allows for pursuit of the CWLP funds, with the application being due September 30, 2025.

RESOLUTION No. 17849

RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING THROUGH THE STATE OF WISCONSIN CLEAN WATER LOAN PROGRAM (CWLP) FOR THE SFY2026 REPLACEMENT SEWER JETTER TRUCK PURCHASE

WHEREAS, the City of Ashland, Wisconsin intends to file an application for state financial assistance for the replacement of its sewer jetter truck, WDNR Project Number 4525-29, (referred to as the "Project"), under the Wisconsin Environmental Improvement Fund; and

WHEREAS, the City of Ashland expects to finance the Project on a long-term basis by issuing tax-exempt bonds or promissory notes (the "Bonds"); and

WHEREAS, because the Bonds will not be issued prior to September 2025, the City of Ashland Common Council must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, it is necessary, desirable, and in the best interests of the City of Ashland to advance monies from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

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

Section 1) Expenditure of Funds. The City of Ashland City Council shall make expenditures as needed as needed from its funds on hand to pay the costs of the Project until Bond proceeds become available.

Section 2) Declaration of Official Intent. The City of Ashland City Council hereby officially declares its intent under Treas. Regs. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expended to exceed an estimated amount of \$800,000 for the replacement sewer jetter truck; and

Section 3) Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the City of Ashland pursuant to its budget or financial policies.

Section 4) Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at the City Clerk's office within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5) Effective Date. This Resolution shall be effective upon its adoption and approval.

City of Ashland, Ashland County, Wisconsin

Approved: September 16, 2025

Councilperson

ATTEST:

Denise Oliphant, City Clerk

Matthew MacKenzie Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney