

# APPLICATION FOR APPOINTMENT TO CITY OF ASHLAND CITY COUNCIL POSITION – ALDERMANIC DISTRICT 5

Thank you for your interest in serving the community as a member of the City of Ashland City Council.

The timeline for filling these Council positions is as follows:

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|--------------------------|--|
| <b>October 3, 2023:</b>  | Applications due to City Clerk by 3:00 p.m.                      |
| <b>October 10, 2023:</b> | Candidate interviews & Anticipated Council vote and appointments |

To be considered, your application must be completed and received by the City Clerk at City Hall (601 Main Street W. Ashland, WI 54806) **no later than 3:00 p.m. on October 3, 2023**. Applications received after 3:00 p.m. will not be accepted. Additional written information after this date will not be accepted unless requested by the City Council. For additional information please contact the City Clerk's Office at 715-682-7071 or email [CityClerk@ashland.wi.gov](mailto:CityClerk@ashland.wi.gov)

Please submit the following items:

- Application (see page 3)
- A **1 page** cover letter indicating your interest and general qualifications for the position.
- A resume of **no more than 2 pages**.

If delivered or mailed the application and any correspondence should be addressed to:

**Denise Oliphant, City Clerk  
601 Main St W  
Ashland WI 54806**

Applications and correspondence may be emailed to [CityClerk@ashland.wi.gov](mailto:CityClerk@ashland.wi.gov)

## COUNCILMEMBER ELIGIBILITY, REQUIREMENTS AND PUBLIC DISCLOSURE

To be eligible to be appointed to the Ashland City Council, you must have continuously resided within Ashland city limits for a minimum of one year prior to your appointment to the Council and must be a registered voter in the City of Ashland.

If you hold, participate in, or are involved in any contract(s) with the City of Ashland or if you hold any other elected public office, please explain in your cover letter.

**Please note that:**

- Once a Councilmember application is filed with the City, it is a public record available to the public.
- The applications received from all candidates who meet the minimum requirements of State law, along with the answers to the supplemental questions, will be posted on the City of Ashland's website as part of the Council's meeting packet the Friday prior to the candidate interviews.

## CITY COUNCIL DUTIES & COMPENSATION

The City of Ashland City Council is the legislative authority of the City of Ashland. The City operates under a Mayor-City Administrator form of government. The City Council serves as the legislative body of the City. The Council is responsible for setting policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services.

The duties of a City Councilmember will involve varied time commitment with a minimum of 3 hours per City Council meeting along with time for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Councilmember duties include, but are not limited to:

- Attendance is required at regular City Council meetings, which are held on the second and last Tuesday of each month at 6:00 p.m. in the City Hall Council Chambers. From time to time, the City Council or Mayor may call Special City Council meetings to handle City business.
- Councilmembers are expected to serve as liaisons to the City's Commissions and on Council Standing Committees, regional boards and commissions, and to represent the City Council at various community functions. These various meetings and functions occur normally during the evenings, but may also occur on some weekends, during some weekdays, and/or holidays.
- Some travel is expected locally, regionally, and/or within the State of Wisconsin, involving various organizations of which the City of Ashland is a member. Councilmembers may also at their discretion, travel and attend training, education and/or participate in other organizations at the local, regional, state. Travel, education, and training expenses for local, regional, and state activities are reimbursed in accordance with City policy applicable to all employees and city officials, subject to the budgetary limit set for the City Council as a whole.

Councilmembers receive a \$125 stipend per City Council meeting attended.

## COVER LETTER QUESTIONS

Please address the following four questions in your cover letter.

1. Why do you want to serve on the City Council?
2. What experiences, talents or skills do you bring to the Council and community that you would like to highlight?
3. Are there any regional issues or forums in which you have expertise? (e.g. transportation, water supply, human services, water quality, fiscal management, solid waste, parks & open space, etc.)
4. Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broadly distributed?

The Council may ask additional questions of candidates during their interview. Example supplemental questions provided on page 4 of this application.



**City Council Vacancy Application Form**

601 Main Street West  
Ashland, WI 54806  
(715) 682-7071

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

How long at residence: \_\_\_\_\_ Best time to be contacted: \_\_\_\_\_

Do you foresee any possible conflicts of interest with any of your current employment or civic positions? \_

If selected to serve on the City Council, do you feel you could be impartial and base your decision on the overall need and benefit of the Community, rather than personal feelings?

Are there any days or evenings you are unavailable to meet?

If appointed, would you seek election to the position?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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FOR OFFICE USE ONLY

Date Application Received: \_\_\_\_\_

## EXAMPLE SUPPLEMENTAL QUESTIONS

Please be prepared to respond to the following questions regarding your interest in the position of Councilmember for the City of Ashland at the appointment meeting on October 10, 2023. You will be given 3 minutes to answer each question during this item's discussion period.

1. Why are you interested in serving as a City of Ashland City Councilmember?
2. What strength would you bring to the Council?
3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?
4. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Black Diamond community. Address its relevance to the position of City of Ashland City Councilmember.
5. What do you wish to accomplish during this appointed term as a City of Ashland City Councilmember?
6. What is your vision for our City and community?
7. Is there anything else you would like to add that would help us get to know you a little better?

Please return this form, your cover letter, and resume the City Clerk at Ashland City Hall (601 Main Street West Ashland, WI 54806, or by email to [CityClerk@ashland.wi.gov](mailto:CityClerk@ashland.wi.gov) **no later than 3:00 p.m. on October 3, 2023.**