



Agenda
City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, OCTOBER 4, 2022 – 7:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/5997866403?pwd=alcreldSbGpNUVl1VnR1RWF5bXovdz09>

Meeting ID: 599 786 6403

Passcode: 53538

Dial by Location

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If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 397-9901. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

1. **Call meeting to order**
2. **Roll call**
3. **Public Hearings – None**
4. **Public Comment:** *The City Council will receive comments from City residents. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information. No action will be taken on any public comments unless the item is also elsewhere on the agenda.*
5. **Consent Agenda:** *The Consent Agenda outlined below is hereby presented for action by the City Council. Items may be removed from the Consent Agenda on the request of any one Council member. Items not removed may be adopted by one action without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Council President.*

- a. Review and possible action relating to the **minutes of the September 20, 2022 regular Fort Atkinson City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- b. Review and possible action relating to the **minutes of the September 26, 2022 Joint Review Board meeting** (LeMire, City Manager)
- c. Review and possible action relating to the **minutes of the September 27, 2022 regular Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)

6. **Petitions, Requests, and Communications:**

- a. Review and possible action relating to a proclamation recognizing **Fire Prevention Week in the City of Fort Atkinson** (LeMire, City Manager)

7. **Resolutions and Ordinances:**

- a. Review and possible action relating to a **Resolution Authorizing Entry into an Intergovernmental Cooperation Agreement** relating to the “Wisconsin Investment Series Cooperative” and authorizing participation in the Investment Programs of the Fund (LeMire, City Manager)

8. **Reports of Officers, Boards, and Committees:**

- a. City Manager’s Report (LeMire, City Manager)

9. **Unfinished Business – None**

10. **New Business:**

- a. Review and possible action relating to an **Extra-Territorial Certified Survey Map** for the Gore/Mellage property located at 1917 S. Main St. (Selle, City Engineer/Director of Public Works)
- b. Review and possible action relating to a **Ground Lease between the City of Fort Atkinson and United States Cellular Operating Company LLC** for use of a portion of the property at 711 Zaffke Street (LeMire, City Manager)
- c. Review and possible action on **awarding a Demolition and Remediation Bid** for the Loeb-Lorman site located at 115 Lorman St. (Selle, City Engineer/Director of Public Works)
- d. Review and possible action relating to an **Intergovernmental Agreement** continuing the Jefferson County Economic Development Consortium (LeMire, City Manager)

11. **Miscellaneous – None**

12. **Claims, Appropriations and Contract Payments:**

- a. Review and possible action relating to the **Verified Claims** presented by the Director of Finance and authorization of payment (Ebbert, Clerk/Treasurer/Finance Director)

13. **Adjournment**

Date Posted: September 30, 2022

CC: City Council; City Staff; City Attorney; News Media; Fort Atkinson School District; Fort Atkinson Chamber of Commerce

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**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, SEPTEMBER 20, 2022 – 7:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

President Scherer called the meeting to order at 7:00 pm.

2. ROLL CALL

Present: Cm. Becker, Cm. Hartwick, Cm. Johnson, Cm. Schultz and President Scherer.

3. PUBLIC HEARINGS - NONE

4. PUBLIC COMMENT - NONE

5. CONSENT AGENDA:

- a) *Review and possible action relating to the minutes of the September 6, 2022 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b) *Review and possible action relating to the minutes of the September 13, 2022 Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c) *Review and possible action relating to the minutes of the September 13, 2022 Finance Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- d) *Review and possible action relating to the minutes of the September 14, 2022 Parks & Recreation Advisory Board meeting (Franseen, Parks and Recreation Director)*
- e) *Review and possible action relating to building, plumbing, and electrical permit report for August 2022 (Draeger, Building Inspector/Zoning Administrator)*
- f) *Review and possible action relating to the City Clerk-issued License and Permit Report for August 2022 (Ebbert, Clerk/Treasurer/Finance Director)*
- g) *City Sewer, Water, and Stormwater Utility Financial Statements as of August 31, 2022 (Ebbert, Clerk/Treasurer/Finance Director)*

Cm. Becker moved, seconded by Cm. Johnson to approve the Consent Agenda as listed, items 5.a. through 5.g. Motion carried.

6. PETITIONS, REQUESTS, AND COMMUNICATIONS:

- a) *Presentation from Hoffman Development Group, LLC & CedarPrise, LLC relating to the Banker Road Development Project (LeMire, City Manager)*

No action required.

b) Review and possible action relating to a Master Development and Professional Services Agreement between the City of Fort Atkinson and Hoffman Development Group, LLC and CedarPrise, LLC relating to the Banker Road Development Project (LeMire, City Manager)
Manager LeMire provided the history that began in 2021 with the City contracting with Vandewalle & Associates to create concept neighborhood plans for the City-owned property along Banker Road. In 2022, staff released the approved neighborhood plan, along with a Request for Interest (RFI), to the public and development community with the goal of finding a partner with which to work on the development of the City-owned land along Banker Road. After reviewing three proposals, the City has determined that the best option will be to engage with Hoffman Development Group/CedarPrise on this development project. The Master Development and Professional Services Agreement (Agreement) that solidifies this relationship for an initial 12-month period is attached to this memorandum for the Council's review and consideration.

Cm. Becker moved, seconded by Cm. Schultz to approve the Master Development and Professional Services Agreement between the City of Fort Atkinson and Hoffman Development Group, LLC and CedarPrise, LLC relating to the Banker Road Development Project; to authorize the City Manager to execute the Agreement; and to authorize up to \$35,000 in professional services to be paid for through the Banker Road borrowing account. Motion carried on a roll call vote.

c) Review and possible action relating to a proclamation recognizing Curt Witynski and Gail Sumi of the Wisconsin League of Municipalities upon their retirement (LeMire, City Manager)
Cm. Hartwick moved, seconded by Cm. Schultz to approve the proclamation recognizing Curt Witynski and Gail Sumi of the Wisconsin League of Municipalities and congratulate them on their retirement. Motion carried.

7. RESOLUTIONS AND ORDINANCES:

a) Second reading and possible third/final reading of an Ordinance Annexing the territory located at W6124 Sunset Avenue to the City of Fort Atkinson (Draeger, Building Inspector/Zoning Administrator)

Inspector Draeger presented the third and final reading of the annexation ordinance. This property is as noted in the City's Comprehensive Plan, is part of the South Neighborhood Planning Area, and the future land use is designated as Single-family Residential - Urban. The Proposed use is in concert with the City Comprehensive Plan. The parcel will continue as a single-family residence. The applicant has requested SR-2, Single-family Residential, zoning within the City

Cm. Schultz moved, seconded by Cm. Johnson to approve the second reading, suspend the rules and waive the third reading to annex property at W6124 Sunset Avenue. Motion carried on a roll call vote.

Cm. Becker moved, seconded by Cm. Hartwick to adopt the Ordinance Annexing the territory located at W6124 Sunset Avenue to the City of Fort Atkinson. Motion carried on a roll call vote.

8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

a) City Manager's Report (LeMire, City Manager)

No action required.

9. UNFINISHED BUSINESS – NONE

10. NEW BUSINESS:

a) Review and possible action relating to the 2023 Recycling Grant Application to the Wisconsin Department of Natural Resources (LeMire, City Manager)

Manager LeMire presented the annual grant program through the Wisconsin Department of Natural Resources. The grant award supplements the cost of both recycling and composting for the City. The City's estimated recycling expenditures in 2023 is \$225,262.10, as outlined in the table on page 2 of this memo. The total represents an estimated increase of 2.5% over estimated 2022 recycling expenditures. The WDNR has provided around \$35,000 in grant funds over the last several years. In 2023 WDNR is expected to provide a similar amount.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the 2023 Recycling Grant and authorize staff to sign and submit the application to the Wisconsin Department of Natural Resources. Motion carried.

b) Review and possible action relating to the 2023 Squad Car Bid and related equipment at a cost not to exceed \$56,000 (Bump, Police Chief)

Chief Bump discussed the schedule to replace one (1) police vehicle in 2023. In 2022, the City borrowed for projects in 2022 and 2023. The purchase of one squad car was included in this borrowing. Funds will be established in the 2023 Budget under the Police Outlay Account in the amount of \$56,000.00 for this purchase. The Police Department requested bids for the 2023 Ford Interceptor SUV, and receive two qualified bids from Ewald Ford and Griffin Ford.

Cm. Hartwick moved, seconded by Cm. Becker to authorize the City Manager to execute an order for a 2023 squad car from Griffin Ford for \$38,774 and authorize staff to purchase additional equipment and squad transition items at a total cost not to exceed \$56,000 in 2023. Motion carried.

c) Review and possible action relating to a preliminary Certified Survey Map for the property located on the 800 block of Messmer Street (Draeger, Building Inspector/Zoning Administrator)

Inspector Draeger reviewed the zoning of the property as SR-5, and requires a minimum lot depth of 120', a minimum lot width of 65', and a minimum area of 8,000 SF. The proposal CSM creates a sub-standard lot as the maximum depth on the lot is 93', approximately 27' short of the required minimum. Due to the topography of the area, there is significant separation between the rear yard of the proposed buildable lot and the rear yard neighbor. In the opinion of staff this will accomplish the intent of the required SR-5 lot depth.

Cm. Hartwick moved, seconded by Cm. Schultz to approve the preliminary Certified Survey Map for the property located on the 800 block of Messmer Street subject to the conditions that the property owner of the remainder of parcel 34-049 and parcel 34-048 combine those lots into one lot, containing a single-family dwelling and accessory structure outlined in the staff report. Motion carried.

d) Review and possible action on the rental agreement for agriculture land at the Fort Atkinson Municipal Airport (LeMire, City Manager)

Cm. Becker moved, seconded by Cm. Johnson to authorize the City Manager to execute the agricultural land lease for the Fort Atkinson Municipal Airport with Broedlow Farms LLC for a total of \$26,649 over the 2023-2025 term. Motion carried.

e) Review and possible action on rental agreement for agriculture land on City owned property in the Klement Business Park (LeMire, City Manager)

Cm. Hartwick moved, seconded by Cm. Schultz to authorize the City Manager to execute the agricultural land lease for the City-owned lands in the Klement Business Park with Wilharm Hay Sales for \$20,700 for the 2023-2025 term. Motion carried.

f) Review and possible action on rental agreement for agriculture hay land on City owned property in the Klement Business Park (LeMire, City Manager)

Cm. Becker moved, seconded by Cm. Hartwick to authorize the City Manager to execute the agricultural hay land lease for the City-owned lands in the Klement Business Park with Andrew Luebke for \$24,318 for the 2023-2025 term. Motion carried.

g) Review and possible action on rental agreement for hunting land on City owned property near the Wastewater Utility (LeMire, City Manager)

Cm. Hartwick moved, seconded by Cm. Johnson to authorize the City Manager to execute the hunting land lease for the City-owned property adjacent to the Wastewater Treatment Facility with Matt Christiansen for \$4,200 for the 2022-2024 term. Motion carried.

11. MISCELLANEOUS – NONE

12. CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS:

a) Review and possible action relating to the Verified Claims presented by the Director of Finance and authorization of payment (Ebbert, Clerk/Treasurer/Finance Director)

Cm. Becker moved, seconded by Cm. Hartwick to approve the Verified Claims presented and authorize payment. Motion carried on a roll call vote.

13. ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Becker to adjourn. Meeting adjourned at 8:27 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer/Finance Director



**JOINT REVIEW BOARD ANNUAL AND ORGANIZATIONAL MEETING
REGARDING THE PROPOSED PROJECT PLANS AND DISTRICT BOUNDARIES
FOR TAX INCREMENTAL DISTRICTS (TIDS) NO. 9 AND NO. 10
IN PERSON AND VIA ZOOM
IN THE CITY OF FORT ATKINSON, WISCONSIN
MONDAY, SEPTEMBER 26, 2022 -- 3:00 P.M.
CITY HALL—SECOND FLOOR**

1. CALL MEETING TO ORDER

Manager Lemire called the meeting to order at 3:00 pm.

2. ROLL CALL

Present: Jefferson County Representative Ben Wehmeier; Fort Atkinson School District Representative Jason Demerath; Madison Area Technical College Representative Maria McClellan; Citizen Representative Chip Day; and City Representative Rebecca Houseman LeMire.

3. REVIEW AND POSSIBLE ACTION ON THE MINUTES OF THE JOINT REVIEW BOARD MEETING OF JULY 19, 2021.

Wehmeier moved, Demerath seconded to approve the minutes of the Joint Review Board meeting of July 19, 2021. Motion carried unanimously.

4. DISCUSS THE ROLE OF THE JOINT REVIEW BOARD

Manager LeMire reviewed the provided Department of Revenue Joint Review Board manual.

5. APPOINTMENT OF CHAIRPERSON

Wehmeier nominated City Representative City Manager LeMire to serve as Chairperson. Seconded by Day and accepted by LeMire. Motion carried unanimously.

6. APPOINTMENT OF PUBLIC MEMBER

LeMire nominated Chip Day to serve as the Public Member. Seconded by Demerath and accepted by Day. Motion carried unanimously.

7. REVIEW AND POSSIBLE ACTION RELATING TO THE 2021 ANNUAL REPORT FOR TAX INCREMENT DISTRICT 6

Chairperson LeMire reviewed the filed annual report for TID 6 which includes the Klement Business Park. TID No. 6 was created as an Industrial TID on January 18, 2000. 2018 was the last year to incur TIF related costs. This TID has been designated as a "distressed TID" which allows the City to extend its life by 10 years to recover the costs associated with the improvements to the TID. This designation also allows the City's other TIDs (No. 7 and No. 8) to donate excess

increment to this TID. In 2021, TID No. 7 allocated \$180,573 and TID No. 8 allocated \$250,398 to TID No. 6. This TID is required to close by 2033; however, it may be terminated early if/when all costs are recovered. Per the Current Status document prepared by the City's Financial Advisors, TID No. 6 is expected to recover all funds by 2025. Whether or not all funds will be recovered by this time depends on many factors, including the TID's valuation, the tax rate, interest rates, new development, additional increment, and transfers from other TIDs.

Wehmeier moved, seconded by Demerath to approve the 2021 Annual Report for Tax Increment District 6. Motion carried unanimously.

8. REVIEW AND POSSIBLE ACTION RELATING TO THE 2021 ANNUAL REPORT FOR TAX INCREMENT DISTRICT 7

Chairperson LeMire discussed TID No. 7, which was created as a Blight Elimination TID on January 18, 2000. 2022 is the last year to incur TIF-related costs. As such, no new projects, incentives, or financing may be implemented. This TID was scheduled to close in 2027; however, because it has been designated as a Donor to Distressed TID No. 6, its life can be extended to 2033.

Demerath moved, seconded by Day to approve the 2021 Annual Report for Tax Increment District 7. Motion carried unanimously.

9. REVIEW AND POSSIBLE ACTION RELATING TO THE 2021 ANNUAL REPORT FOR TAX INCREMENT DISTRICT 8

Chairperson LeMire continued with TID 8 annual report. TID No. 8 was created as a Mixed Use TID on September 15, 2009. 2024 is the last year to incur TIF-related costs. This is the City's newest and most successful TID. It is scheduled to close in 2029; however, because it has been designated as a Donor to Distressed TID No. 6, its life can be extended to 2033. In 2021, the City entered into a Developer's Agreement with Garrison Holdings, LLC, for the Highland Dental building construction through pay-go financing for a total of \$66,500 for infrastructure costs over five years. Payments to the developer will likely begin in 2023, provided the required assessed valuation of the building and property has been met. At the end of 2021, there was a positive fund balance of \$448,114. These funds will likely be used by 2024 for projects identified in the project plan and public infrastructure projects that may benefit the City's Banker Road development within ½-mile of the TID boundaries.

Day moved, seconded by Wehmeier to approve the 2021 Annual Report for Tax Increment District 8. Motion carried unanimously.

10. OVERVIEW OF PURPOSE AND DESCRIPTION OF THE TIDS BEING CREATED

Chairperson LeMire presented TID 9 and 10 to the Board. TID #9 is being created as a "Mixed-Use District." It is located on the northwest side of the City and will overlay certain sections of TID #8. TID #10 is being created as a "Blight District" and is located on the northeast side of the City. The City of Fort Atkinson has three (3) Tax Incremental Financing Districts, and staff is proposing to add two additional Districts in late 2022. The attached draft project plans include



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additional information on the purpose and description of the Districts proposed and the timeline for approval and implementation.

11. SET NEXT MEETING NOVEMBER 1, 2022 FOR APPROVAL OF THE TIDS NO. 9 AND NO.10

Wehmeier moved, Day seconded to set the next meeting for Tuesday November 1st, 2022 at 3:00 pm in person and via zoom. Motion carried unanimously.

12. ADJOURNMENT

Demerath moved, seconded by Day to adjourn. Meeting adjourned at 3:40 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, SEPTEMBER 27, 2022 – 4:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

Manager LeMire called the meeting to order at 4:00 pm.

2. ROLL CALL

Present: Cm. Highfield, Cm. Kessenich, Cm. Lescohier, Cm. Schultz, Engineer Selle and Manager LeMire. Also present: Clerk/Treasurer, Attorney and Building Inspector.

3. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE SEPTEMBER 13, 2022 REGULAR PLAN COMMISSION MEETING

Cm. Lescohier moved, seconded by Cm. Kessenich to approve the minutes of the September 13, 2022 regular Plan Commission meeting. Motion carried.

4. REVIEW AND POSSIBLE ACTION RELATING TO THE REQUEST FOR A SPECIAL AREA DESIGN REVIEW FOR THE PROPERTY LOCATED AT 130 N. MAIN ST. (SADR-2022-03) (DRAEGER)

Inspector Draeger reviewed the submission by applicant and owner Nettie Toeller to repaint the exterior of the building façade located at 130 N. Main St. The paint is chipping, peeling, faded and in need of maintenance. The owner is also seeking permission to touch up paint the mural in the north side of the building. The original artist will be re-painting the mural.

Prior to the application being submitted to the Historic Preservation Commission and the application to the City of Fort Atkinson, the owner did have the building painted without approval. When the owner of the building was notified of the need for Plan Commission approval, Ms. Toeller indicated that she did not know the requirements. She submitted the property application and information, but did complete the project without approval.

The Historic Preservation Commission reviewed this application at the meeting on September 14, 2022, and provided the feedback included in the attached letter. In the future, a proper review of historic district façade changes, which includes the Historic Preservation Commission, City staff, and the Plan Commission, will result in more historically-appropriate changes.

Cm. Kessenich moved, seconded by Cm. Lescohier to approve the Special Area Design Review for the property located at 130 N. Main Street (SADR-2022-03). Motion carried.

5. REVIEW AND POSSIBLE ACTION RELATING TO THE REQUEST FOR SITE PLAN REVIEW-SIGNAGE FOR FORT TRANSPORTATION LOCATED AT 1600 JANESVILLE AVENUE (SPR-2022-07) (SELLE)

Engineer Selle reviewed the request from Fort Transportation to remove and replace multiple wall signs located on the east, north, and south facades of the building, facing Janesville Avenue and Larson Road. The proposed signs will be located in approximately the same location as the existing signs. The proposed wall signs in replacement of the existing wall signs meets the requirements of the City's ordinances.

Signart Studio, 325 W Front Street, Mount Horeb representative was here on behalf of Fort Transportation.

Cm. Lescohier moved, seconded by Cm. Schultz to approve the request for Site Plan Review signage for Fort Transportation, located at 1600 Janesville Avenue (SPR-2022-07). Motion carried.

6. REVIEW AND POSSIBLE ACTION RELATING TO THE REQUEST FOR SITE PLAN REVIEW-SIGNAGE FOR R&H SERVICES LLC., LOCATED AT 710 HIGHLAND AVENUE (SPR-2022-08) (SELLE)

Engineer Sell presented the request. R&H Services is proposing to remove and replace the existing wall sign located on the south façade of the building, facing Highland Avenue. The proposed sign will be located in approximately the same location as the existing sign. It will be internally illuminated at a total area of approximately 22 square feet. The proposed wall sign in replacement of the existing wall sign meets the requirements of the City's ordinances.

Cm. Kessenich moved, seconded by Cm. Highfield to approve the request for Site Plan Review signage for R&H Services, LLC, located at 710 Highland Avenue (SPR-2022-08). Motion carried.

7. PRESENTATION TO THE PLAN COMMISSION AND PUBLIC RELATING TO THE PROPOSED TAX INCREMENTAL DISTRICTS NO. 9 AND NO. 10 IN THE CITY OF FORT ATKINSON (LEMIRE)

Manager LeMire presented the proposed creation of TIDs 9 and 10. TID #9 is being created as a "Mixed-Use District." It is located on the northwest side of the City and will overlay certain sections of TID #8. TID #10 is being created as a "Blight District" and is located on the northeast side of the City. LeMire reviewed the Project Plans, District Boundaries and provided additional information on the purpose and description of the Districts proposed, the timeline for approval and implementation.

8. PUBLIC HEARING: PROJECT PLAN & DISTRICT BOUNDARY – TAX INCREMENTAL DISTRICT NO. 9 IN THE CITY OF FORT ATKINSON, WISCONSIN (LEMIRE)

Manager LeMire opened the Public Hearing for TID 9. After three calls, the public hearing was closed without comment.

9. PUBLIC HEARING: PROJECT PLAN & DISTRICT BOUNDARY – TAX INCREMENTAL DISTRICT NO. 10 IN THE CITY OF FORT ATKINSON, WISCONSIN (LEMIRE)

Manager LeMire opened the Public Hearing for TID 10.

Curtis Abendroth, 1000 N. Main Street – asked why the properties owned by Opportunities are not included in the plan. Manager LeMire stated those properties take up a majority of the land on parcel leaving little room for development and being tax exempt, those properties would not add value to the tax base. Mr. Abendroth does not think the City should take on more debt. Manager LeMire explained this is to approve a project plan, not debt. He would like this property removed from the district/project plan as a majority of the property is wetland and green space. Mr. Abendroth inquired on the Lorman property owned by the City.

Public hearing was closed.

**10. REVIEW AND POSSIBLE ACTION RELATING TO A RESOLUTION RECOMMENDING
ADOPTION OF THE PROJECT PLAN AND BOUNDARIES FOR TAX INCREMENTAL DISTRICT
NO. 9, CITY OF FORT ATKINSON, WISCONSIN (LEMIRE)**

Cm. Lescohier, inquired on overlapping of TID 8 and TID 9. Manager LeMire confirmed the benefits for overlapping the TIDs including future development of Banker Road land and the increment to be gained advantageously for both TIDs.

Cm. Highfield moved, seconded by Cm. Lescohier to approve a Resolution recommending Adoption of the Project Plan and Boundaries for Tax Incremental District No. 9, City of Fort Atkinson Wisconsin. Motion carried.

**11. REVIEW AND POSSIBLE ACTION RELATING TO A RESOLUTION RECOMMENDING
ADOPTION OF THE PROJECT PLAN AND BOUNDARIES FOR TAX INCREMENTAL DISTRICT
NO. 10, CITY OF FORT ATKINSON, WISCONSIN (LEMIRE)**

Manager LeMire recommended the parcel located at 1000 N. Main Street remain in the district to maintain the contiguity of the properties to be included to the north.

Cm. Kessenich asked about the environmental corridor, that can be privately or publicly owned. Manager LeMire wetlands cannot be built on, the creation of the TID is to promote and incentivize development of properties within the TID. There would be no value change to the property being included in the TID. Properties located in the TID could benefit as future development could be incentivized.

Cm. Lescohier asked if it is premature to discuss debt for TID 10. LeMire commented there is no plan for debt or development at this time. The City is in a very solid financial position with borrowing capacity available.

Cm. Kessenich inquired on the definition of 'blight'. Manager LeMire provided the State of Wisconsin's definition as it pertains to TIDs.

Cm. Schultz moved, seconded by Cm. Lescohier to approve a Resolution recommending Adoption of the Project Plan and Boundaries for Tax Incremental District No. 10, City of Fort Atkinson Wisconsin. Motion carried.

12. **ADJOURNMENT**

Cm. Highfield moved to adjourn, Engineer Selle seconded the motion. Meeting adjourned at 4:51 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director

PROCLAMATION
2022 Fire Prevention Week

WHEREAS, the City of Fort Atkinson is committed to ensuring the safety and security of all those living in and visiting our City; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires caused 2,580 civilian deaths in the United States in 2020, according to the National Fire Protection Association, and fire departments in the United States responded to 356,500 home fires; and

WHEREAS, smoke alarms sense smoke well before you can, alerting you to danger in the event of fire in which you may have as little as two minutes to escape safely; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, City residents should be sure everyone in their home understands the sounds of smoke alarms and knows how to respond; and

WHEREAS, City residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, City residents will make sure their smoke and carbon monoxide (CO) alarms meet the needs of all their family members, including those with sensory or physical disabilities; and

WHEREAS, City first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, City residents that are responsive to public education measures are better able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2022 Fire Prevention Week™ theme, “Fire won’t wait. Plan your escape.™,” effectively serves to remind residents it is important to have a home fire escape plan.

NOW, THEREFORE, I, Christopher Scherer, City Council President of the City of Fort Atkinson, do hereby proclaim October 9-15, 2022, as Fire Prevention Week throughout the City of Fort Atkinson, and I urge all the people of the City to plan and practice a home fire escape for Fire Prevention Week 2022 and to support the many public safety activities and efforts of the City’s fire and emergency services.

Proclaimed this 4th day of October, 2022.

CITY OF FORT ATKINSON

Christopher Scherer, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: October 4, 2022

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action to adopt a Resolution Authorizing Entry into an Intergovernmental Cooperation Agreement relating to the "Wisconsin Investment Series Cooperative" and authorizing participation in the Investment Programs of the Fund

BACKGROUND

The City has an Investment Policy included in the approved Financial Stability Guidebook. The policy outlines the goals, parameters and other matters when the City considers investment opportunities. The City has funds invested with local banks and the state's Local Government Investment Pool (LGIP). The City also has several money market accounts that serve as savings accounts.

DISCUSSION

As the City's investment in the LGIP continues to grow, staff has considered additional investment opportunities to yield higher interest rates while remaining in line with the City's Investment Policy and best practices.

PMA is a national firm that provides customized, integrated financial solutions to the public sector and related entities. PMA serves over 4,000 municipalities, school districts, and local government investment pools, and other institutions across 14 states. As of June 30, 2022, PMA had over \$32.5 billion in assets under administration.

PMA serves many local governments and school districts in Wisconsin and has relationships with many professional local government organizations including the League of Wisconsin Municipalities (LWM), the Wisconsin City/County Management Association (WCMA), the Wisconsin Municipal Clerks Association (WMCA), and the Wisconsin Government Finance Officers Association (WGFOA).

FINANCIAL ANALYSIS

PMA has offered a proposal to invest \$4,000,000 of the City's funds currently invested in the Wisconsin LGIP through the Wisconsin Investment Services Cooperative (WISC). PMA is proposing a ladder investment structure, with maturities every six months, and the option to be liquidated, added to, or re-invested after the two-year investment.

Page 7 of the proposal outlines the net rates for the investments as of September 26th. With the structure proposed, the City may receive an estimated \$205,946 in investment income over the two-year term. For comparison purposes, the same amount invested in the LGIP at the August 2022 interest rate of 2.15% would be \$86,000. The investment in WISC may provide an additional \$120,000 in interest income and allows the City to diversify investments.

At the end of September, the City had \$10,200,000 in the LGIP. Moving \$4,000,000 of these funds into this mid-term investment maintains a substantial investment in the LGIP, which can be accessed at any time, while adding a longer-term investment strategy to the City's portfolio. This investment adheres to the City's Investment Policy.

RECOMMENDATION

Staff recommends that the City Council adopt the Resolution authorizing entry into an Intergovernmental Cooperation Agreement relating to the "Wisconsin Investment Series Cooperative" and authorizing participation in the Investment Programs of the Fund. Staff further recommends that the City Council authorize the City Manager to invest \$4,000,000 of funds currently held in the Local Government Investment Pool (LGIP) with PMA Securities in WISC in accordance with the proposal.

ATTACHMENTS

Financial Stability Guide Book – 5 – Investment Policy; PMA Handouts – City of Fort Atkinson; Resolution Authorizing Entry into an Intergovernmental Cooperation Agreement relating to the Wisconsin Investment Series Cooperative and Authorizing Participation in the Investment Programs of the Fund; WISC Information Statement August 2022

5- INVESTMENT POLICY

5.1 Governing Authority

Legality – The investment program shall be operated in conformance with federal, state and other legal requirements, including Wisconsin Statute §66.0603.

5.2 Scope

This policy applies to the investment of all funds. Proceeds from certain bond issues, as well as separate foundation or endowment assets, may be covered by a separate policy as necessary.

1. Pooling of Funds

Except for cash in certain restricted and special funds. The City of Fort Atkinson will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

5.3 General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The City of Fort Atkinson will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section 7 of this Investment Policy
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and adviser with which the City of Fort Atkinson will do business in accordance with Section 5.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The City of Fort Atkinson will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in the market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter term securities, money market funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see Section 8)

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the short term portion of the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer the same date liquidity for short term funds.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4. Local Considerations

Where possible, funds may be invested for the betterment of the local economy or that of local entities within the state. The City of Fort Atkinson may accept a proposal from an eligible institution, which provides for a reduced rate of interest provided that such institution documents the use of deposited funds for community development projects.

5.4 Standards of Care

1. Prudence

The standard of care to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from the expectations

are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The “prudent person” standard states that, “Investments shall be made with judgment and care, under circumstances when prevailing, which the persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City of Fort Atkinson.

3. Delegation of Authority

Authority to manage the investment program is granted to the Clerk/Treasurer and City Manager, hereinafter referred to as investment officers and derived from the following: Wisconsin State Statute 59.62. Responsibility for the operation of the investment program is hereby delegated to the investment officers.

5.5 Safekeeping and Custody

Securities will be held by a (centralized) independent third party custodian selected by the entity as evidenced by safekeeping receipts in the City of Fort Atkinson’s name.

5.6 Internal Controls

The Clerk/Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City of Fort Atkinson are protected from losses, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefit requires estimates and judgments by management. The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority and review from accounting and recordkeeping.
- Custodial safekeeping.
- Avoidance of physical delivery of securities.
- Clear delegation of authority to subordinate staff members.

- Written confirmation of transactions for investment and wire transfers.

5.7 Suitable and Authorized Investments

1. Investment Types

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state and local law where applicable:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States Government and are considered to be the most secure instruments available;
- U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value (e.g., debt issued by the Federal National Mortgage Association, Federal Home Loan Mortgage Corp, Federal Home Loan Bank, Federal Farm Credit Bank);
- Certificates of Deposit and other evidences of deposit at financial institutions;
- Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1 or D-1 or higher) by a nationally recognized rating agency;
- Bonds, notes, debentures or other evidences of indebtedness issued or guaranteed by a corporation which are, at the time of purchase, rated by any Rating Agency in any of the three highest rating categories (without regard to any refinement or gradation of rating category by numerical modifier or otherwise);
- Investment-grade obligations of state provincial and local governments and public authorities;
- Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
- Money Market mutual funds regulated by the Security and Exchange Commission and whose portfolios consist only of dollar denominated securities; and
- Local government investment pool either state administered or developed through joint powers statutes and other intergovernmental agreement legislation.

2. Collateralization

Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization may be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit

5.8 Investment Parameters

1. Diversification

The City of Fort Atkinson will minimize concentration of credit risk, the risk of loss attributed to the magnitude of a government's investment in a single issuer, by diversifying the portfolio so that reliance on any one issuer or broker/dealer will not place an undue financial burden on the City of Fort Atkinson. Accordingly, the permitted concentrations of investments, as a percentage of the portfolio and per individual issuer, are as follows:

- U.S. Treasury Obligations: 0-100 percent.
- State or Municipal Debt Obligations: 0-50 percent, 0-10 percent per issuer.
- U.S. Sponsored Agencies: 0-70 percent, 0-10 percent per issuer.
- Certificates of Deposit: 0-10 percent, not to exceed applicable FDIC coverage per institution.
- Corporate Notes/Bonds: 0-70 percent, 0-10 percent per issuer.
- Cash and cash equivalents (savings and money market accounts): 0-100 percent, not to exceed applicable FDIC coverage unless covered by a collateralization agreement or bond(s).

2. Maximum Maturities

To the extent possible, the City of Fort Atkinson shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City of Fort Atkinson will not directly invest in securities maturing more than seven (7) years from the date of purchase or in accordance with state and local statutes and ordinances. The City of Fort Atkinson shall adopt weighted average maturity limitations (which range from 90 days to 7 years), consistent with the investment type objectives.

Reserve funds and other funds with longer term investment horizons may be invested in securities exceeding six (6) years if the maturities of such investments are made to coincide as nearly as practicable with expected use of funds.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as the local government investment pool, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

5.9 Policy Considerations

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

5.10 Approval of Investment Policy

The investment policy shall be formally approved and adopted by the city council and may be reviewed as deemed appropriate.



PMA®

Financial strategies for stronger communities

We're here to help your community thrive. For over 35 years, public entities like yours have turned to PMA as a trusted partner and integral component of their long-term financial success. With billions of dollars invested annually, PMA provides over 4,000 public entities with a diverse lineup of customized financial solutions through a team of highly experienced professionals and some of the most innovative technology available. PMA has earned a reputation in the public sector for developing financial solutions that work. Each year since 2009, PMA Securities, LLC has been ranked the #1 financial advisor for K-12 districts in Illinois.¹

¹Based on the par amount and number of issue advised upon for K-12 districts for the 12-month periods ending June 30, 2009 through 2018. Does not include debt issued by the Chicago Board of Education or State of Illinois. Source: Thomson Financial Services and emma.msrb.org. Note that past performance does not indicate future results.

Local Government Investment Pools

- Pool administration, transfer agency and accounting services¹
- Online account access and reporting via PMA GPS™¹
- Marketing services²
- Distribution services²

Fixed Rate Investment Products

- Certificates of Deposit¹
- Government securities²
- Municipal securities²
- Term series pools²
- DTC eligible CDs²

Value-added Services

- Cash Flow Management (CFLO)¹
- Bond Proceeds Management Program (BPM)²
- Financial advisory services²

¹Services provided through PMA Financial Network, LLC, a financial services company

²Services provided through PMA Securities, LLC, registered broker-dealer and municipal advisor (member FINRA and SIPC)



Securities, public finance services and institutional brokerage services are offered through PMA Securities, LLC. PMA Securities, LLC is a broker-dealer and municipal advisor registered with the SEC and MSRB, and is a member of FINRA and SIPC. PMA Asset Management, LLC, an SEC registered investment advisor, provides investment advisory services to local government investment pools. All other products and services are provided by PMA Financial Network, LLC. PMA Financial Network, LLC, PMA Securities, LLC and PMA Asset Management, LLC (collectively "PMA") are under common ownership. Securities and public finance services offered through PMA Securities, LLC are available in CA, CO, FL, IL, IN, IA, MI, MN, MO, NE, NY, OH, OK, PA, SD, TX, and WI. This document is not an offer of services available in any state other than those listed above, has been prepared for informational and educational purposes and does not constitute a solicitation to purchase or sell securities, which may be done only after client suitability is reviewed and determined. All investments mentioned herein may have varying levels of risk, and may not be suitable for every investor. PMA and its employees do not offer tax or legal advice. Individuals and organizations should consult with their own tax and/or legal advisors before making any tax or legal related investment decisions. Additional information available upon request. ©2022 PMA Financial Network, LLC. All rights reserved. For Institutional Use Only

The Power of the Network

Relationships with experienced institutional trading partners and an extensive network of more than 1,000 local and national financial institutions provide statute-compliant fixed income opportunities, including FDIC Insured CDs, Collateralized CDs, U.S. Government Agency Investments and U.S. T-Bills and Notes. This gives a competitive advantage and allows for an innovative bidding process that helps secure the best rates on investments, saving time and resources.

Fixed Rate Investments

Institutional relationships with some of Wall Street's most experienced professionals and an extensive local and national bank network enable PMA to provide world-class fixed income opportunities. PMA offers direct access to multiple durations of Certificates of Deposit and government securities.

Fixed Rate Opportunities

PMA's investment bidding services provide the opportunity to secure the best possible rates on investments. PMA obtains these rates through multiple banks, saving clients time. Clients receive a single consolidated monthly report for all of the entity's Fixed Rate account investments and LGIP pool activity.

Cash Flow Analysis

There is more to money management than shopping for investments. An accurate cash flow plan allows a public entity to intelligently build an investment schedule that capitalizes on the yield curve benefits of longer-term investing. PMA's cash flow analysis helps meet liabilities with a maturity, invest longer to take advantage of higher rates, plan for cash shortfalls, identify long-term investment potential and maximize interest income. This service is free for PMA's investment clients.

Bond Proceeds Management Program

PMA's Bond Proceeds Management Program assists clients with investment, arbitrage and reporting. This program helps establish a reliable and sufficient flow of funds, maximize earnings through an asset-liability matching investment schedule, cover expenses, comply with IRS arbitrage regulations and save administrative time. Each public entity has a single contact for all of its investment needs.

Public Finance

PMA has earned a reputation in the public sector for developing financial solutions that work. We provide comprehensive long-range financial planning for capital needs, straightforward solutions and ongoing client support. With a deep understanding of local, state and federal statutes for the issuance of debt, PMA is registered as a municipal securities dealer and a municipal advisor with the Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB).



Wisconsin Investment Series Cooperative

Guarding, guiding and growing your investments.

Discover the power of WISC

Since 1988, WISC has earned a well-deserved reputation among Wisconsin public entities. The Fund is known for its excellent performance built around safety, liquidity and yield.

As a WISC Participant, you can benefit from a full range of cash management and investment services designed specifically for public entities. These include:

- ▶ Competitive Liquid Investment Options
- ▶ Cash Flow Management
- ▶ Bond Proceeds Management (PMA Securities)
- ▶ Fixed Income Investments
- ▶ Credit Risk Analysis

About WISC

OPTIONS TO MEET YOUR LIQUID AND MID-TERM INVESTMENT NEEDS

The Wisconsin Investment Series Cooperative (WISC or “the Fund”) is an investment opportunity open to Wisconsin public entities including school districts, municipalities, counties and technical colleges. WISC is governed by a commission of representatives from participating entities that has the full power, control and authority over the affairs, investments and assets of the pools. The Fund was created in 1988 by school district officials interested in investments that strive to maintain safety and liquidity while preserving capital. Through the Intergovernmental Cooperation Agreement, WISC provides a vehicle for investment in U.S. government obligations, agencies, commercial paper and other high quality short-term instruments. The combined purchasing power of many public entities contributes to attractive interest rates for public fund Participants.

THE MULTI-CLASS SERIES

The Multi-Class Series invests in money market instruments having a maximum remaining maturity of one year. It has earned an AAAM rating from Standard & Poor’s (“S&P”). The Multi-Class Series consists of two classes of shares: the Cash Management (CMS) and the Investment (IS) Class. CMS offers check writing privileges and banking services through US Bank NA. The Investment Class offers potentially higher yields with no minimum balance requirements.

LIMITED TERM DURATION SERIES

The Limited Term Duration Series (LTD) seeks to provide Participants with the ability to earn a higher yield than WISC Multi Class investments with limited additional risk. WISC LTD invests in high quality fixed income investments with short term maturities around one year that are compliant with Wisconsin State Statutes. Please see the WISC LTD Series Fact Sheet for more details related to investment restrictions and historical yields.

Each WISC Series is managed by US Bank NA and PMA Asset Management, LLC, experienced SEC registered Investment Advisers providing fixed income sector and credit research specialization. With the experience and expertise of US Bank NA and PMA, WISC gives you access to a powerful investment management team that functions with a high standard of vision, synergy, and quality.

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TERM SERIES POOL

Term Series Pools comprised of statute allowable investments having a designated maturity of between 30 days and 3 years may also be offered at certain times. Each Term Series will be comprised of statute allowable investments and will have a designated maturity.

FIXED INCOME INVESTMENTS

The Fund also provides a Fixed Income Investment Program that allows investors to purchase investment instruments including FDIC insured or collateralized certificates of deposit of banks and thrift institutions ("CDs"), government securities and municipal securities.

WISC Services

CASH FLOW MANAGEMENT PROGRAM

A complete and accurate picture of your entity's cash flow so you can put your money to work sooner... and longer.

BOND PROCEEDS MANAGEMENT PROGRAM

Bringing your project to life with a comprehensive investment and arbitrage management program for bond proceeds through PMA Securities, LLC.

USER GROUP SEMINARS

WISC Participants are invited to attend quarterly user group seminars at various locations throughout Wisconsin.



Securities, public finance and institutional fixed income brokerage services are offered through PMA Securities, LLC. PMA Securities, LLC is a broker-dealer and municipal advisor registered with the SEC and MSRB, and is a member of FINRA and SIPC. As a Municipal Advisor, PMA Securities, LLC provides financial advisory services and advice with respect to the investment of proceeds of municipal securities. PMA Asset Management, LLC, an SEC registered investment adviser, provides investment advisory services to local government investment pools. All other financial products and services are provided by PMA Financial Network, LLC. These entities operate under common ownership with the Firm. Securities and public finance services offered through PMA Securities, LLC are available in CA, CO, FL, IL, IN, IA, MI, MN, MO, NE, NY, OH, OK, PA, SD, TX and WI. This document is not an offer of services available in any state other than those listed above, has been prepared for informational and educational purposes only and does not constitute a solicitation to purchase or sell securities, which may be done only after client suitability is reviewed and determined. All investments mentioned herein may have varying levels of risk, and may not be suitable for every investor. For more information, please visit us at www.pmanetwork.com. ©2022 PMA Securities, LLC. For Institutional Use Only



PMA[®]

Fixed Income Trading

**We have
solutions you
can trust.**

PMA's Bank Funding and Trading teams provide sales, trading and institutional services to governmental entities. We're committed solely to the fixed income marketplace, with solutions you can trust.

Focused Institutional Trading for the Public Sector

- All major government and agency securities
- Certificates of Deposit (“CDs”) at Qualified Public Depositories
- Money market funds
- Municipals

Overview

PMA has built an extensive institutional network of local and national investment providers that give PMA the ability to provide innovative investment solutions, competitive fixed income products and liquidity through many business cycles.

Benefits

- Vast market coverage built from over 20 years of developed relationships
- Multiple primary dealers and sources
- Variety of products including U.S. Treasuries, Government Agencies, DTC Eligible Certificates of Deposit (“CDs”), Municipals and Money Market funds
- Advanced technological platforms
- Market transparency (buy and/or bid requests)
- Auto-execution capabilities
- Access to institutional buyer benefits such as wholesale pricing

We provide solutions you can trust.



Government securities are offered through PMA Securities, LLC, a registered member of the SEC, FINRA and SIPC. All other products and services are provided by PMA Financial Network, LLC. Services offered through PMA Securities, LLC are available in CA, CO, FL, IL, IN, IA, MI, MN, MO, NE, NY, OH, OK, PA, SD, TX, and WI. Investment banking and institutional brokerage services are offered through PMA Securities, LLC. This brochure is not an advertisement of services available in any state other than those listed above, has been prepared for informational and educational purposes and does not constitute a solicitation to purchase or sell securities, which may be done only after client suitability is reviewed and determined. All investments mentioned herein contain varying levels of risk, and may not be suitable for every investor. PMA Asset Management, LLC is a Registered Investment Advisor. Additional information on insurance products is available upon request. PMA Financial Network, LLC, PMA Securities, LLC, PMA Asset Management, LLC and its employees do not offer tax or legal advice. Individuals and organizations should consult their personal tax and/or legal advisors before making any tax- or legal-related investment decisions. ©2022 PMA Financial Network, LLC. For Institutional Use Only



**Interest Income Projection For:
City of Fort Atkinson**

2022 Ladder: \$ 4,000,000.00
Rates as of: 09/26/22

Date	Initial Investment	Maturities	Interest Income	Number of Days	Net Rates	Investment Instrument
09/27/22	\$4,000,000.00	\$0.00	\$0.00	-		
03/31/23		\$1,000,000.00	\$19,310.96	185	3.81%	US Treasury Bills
09/30/23		\$1,000,000.00	\$41,034.52	368	4.07%	US Treasury Notes
03/31/24		\$1,000,000.00	\$62,949.86	551	4.17%	US Treasury Notes
09/30/24		\$1,000,000.00	\$82,650.41	734	4.11%	US Treasury Notes
Total		\$4,000,000.00	\$205,945.75			

Time and Dollar Weighted Portfolio Yield:	4.09%
Weighted Average Portfolio Maturity (days):	455
Total Anticipated Interest Income:	\$205,945.75

These are "desired" maturity dates and may fluctuate by a day or two if advantageous from an interest rate perspective.
 Draw schedule is an illustration only and investment rates are general market rates for illustration only.
 Investment rates quoted are net of all fees, including insurance.
 Investment rates are indicative as of 09/26/22. Investment Rates at the time of execution may vary, based on market conditions at that time.

RESOLUTION NO _____

**A RESOLUTION AUTHORIZING ENTRY INTO AN INTERGOVERNMENTAL
COOPERATION AGREEMENT RELATING TO THE
“WISCONSIN INVESTMENT SERIES COOPERATIVE”
AND AUTHORIZING PARTICIPATION IN THE INVESTMENT PROGRAMS OF THE FUND**

WHEREAS, Wisconsin school districts, technical college districts, cities, villages, counties and towns may invest their monies as authorized by Wisconsin Statutes, Section 66.0603 (1m); and

WHEREAS, Wisconsin Statutes, Section 66.0301 (the “Intergovernmental Cooperation Act”) provides, among other things, that municipalities may contract with other municipalities for the joint exercise of any power or duty required or authorized by law, including investment of their monies; and

WHEREAS, the Wisconsin Investment Series Cooperative (formerly known as the Wisconsin School District Liquid Asset Fund) (the “Fund”) was formed as of June 23, 1988 pursuant to the Intergovernmental Cooperation Act by the adoption of an Intergovernmental Cooperation Agreement relating to the Wisconsin School District Liquid Asset Fund by Oregon School District and Sheboygan Area School District, as the initial participants of the Fund, which Agreement was amended as of July 15, 1994 and July 12, 2002 (the “Intergovernmental Cooperation Agreement”); and

WHEREAS, the Fund is governed by the Wisconsin Investment Series Cooperative Commission (the “Commission”) in accordance with the terms of the Intergovernmental Cooperation Agreement; and

WHEREAS, the Intergovernmental Cooperation Agreement has been presented to this governing body (the “Governing Body”); and

WHEREAS, the Intergovernmental Cooperation Agreement authorizes municipalities to adopt and enter into the Intergovernmental Cooperation Agreement and become participants of the Fund; and

WHEREAS, this Governing Body deems it to be advisable for this Municipality (the “Municipality”) to adopt and enter into the Intergovernmental Cooperation Agreement and become a participant of the Fund for the purpose of exercising jointly with other municipalities the power to invest their monies, so as to enhance the investment earnings accruing to each; and

WHEREAS, this Governing Body deems it to be advisable for this Municipality to make use from time to time, in the discretion of the officials of the Municipality identified in Section 2 of this Resolution, of the Fixed Rate Investment Program available to participants of the Fund; and

WHEREAS, this Governing Body deems it advisable for this Municipality to make use of, from time to time, the services provided by PMA Financial Network, LLC, PMA Securities, LLC, U.

S. Bank National Association, and/or their affiliates and successors, in connection with the Municipality's utilization of the Fund.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. This Municipality shall join with other Wisconsin municipalities in accordance with the Intergovernmental Cooperation Act by becoming a participant of the Fund and adopting and entering into the Intergovernmental Cooperation Agreement. A copy of the Intergovernmental Cooperation Agreement shall be filed in the minutes of the meeting at which this Resolution was adopted. The City Council President and the Clerk/Treasurer/Finance Director are authorized to take such actions and execute any and all such documents as they may deem necessary and appropriate to effectuate the entry of this Municipality into the Intergovernmental Cooperation Agreement and to utilize Fund programs through PMA Financial Network, LLC, PMA Securities, LLC, U. S. Bank National Association, and/or their affiliates and successors.

Section 2. This Municipality is authorized to invest its available monies from time to time and to withdraw such monies from time to time in accordance with the provisions of the Intergovernmental Cooperation Agreement, including investment in the fixed-income program of the Fund through the intermediaries PMA Financial Network, LLC and PMA Securities, LLC. The following officers and officials of this Municipality and their respective successors in office each are designated as "Authorized Officials" with full power and authority to effectuate the investment and withdrawal of monies of this Municipality from time to time in accordance with the Intergovernmental Cooperation Agreement and pursuant to the Fixed Rate Investment Program available to participants of the Fund: (List the name(s) and title(s) of the officer(s) and official(s) who will be authorized to invest and withdraw monies in and from the Fund and pursuant to the Fixed Rate Investment Program. You may have any number of Authorized Officials; attach an additional list if necessary.)

Name: Rebecca Houseman LeMire **Position:** City Manager

Signature: _____

Name: Michelle Ebbert **Position:** City Clerk/Treasurer/Finance Director

Signature: _____

The Clerk (Secretary) shall advise the Commission of any changes in Authorized Officials in accordance with procedures established by the Commission.

Section 3. Members of this Governing Body and officials of this Municipality are authorized to serve as Commissioners of the Commission from time to time if selected as such pursuant to the provisions of the Intergovernmental Cooperation Agreement.

Section 4. This Municipality may open depository accounts, enter into wire transfer agreements, safekeeping agreements, and lockbox agreements, or other applicable or related documents with U. S. Bank National Association, and any other institutions participating in the Fund programs or programs of PMA Financial Network, LLC and PMA Securities, LLC, pursuant

to Wisconsin Statutes, Section 34.05, Wisconsin Statutes, Section 120.12(7) (if applicable) and, when directed by one of the Authorized Officials, Wisconsin Statutes, Section 66.0603. PMA Financial Network, LLC and/or PMA Securities, LLC are authorized to act on behalf of this Municipality as its agent with respect to such accounts and agreements.

Section 5. Credit unions, banks, savings banks, trust companies and savings and loan associations authorized to transact business in the State of Wisconsin which qualify as depositories under Wisconsin law and are included on a list approved and maintained for such purpose by the Administrator of the Fund are designated as depositories of this Municipality pursuant to Wisconsin Statutes, Section 120.12(7) (if applicable) and Wisconsin Statutes, Section 34.05. Monies of this Municipality may be deposited in such depositories, from time to time in the discretion of the Authorized Officials, pursuant to the Fixed Rate Investment Program available to participants of the Fund through the intermediary PMA Financial Network, LLC.

Adopted this _____ day of _____, 2022.

CITY COUNCIL OF THE CITY OF FORT ATKINSON

Christopher Scherer, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

It is hereby certified that the City of Fort Atkinson duly adopted the Model Resolution at a duly convened meeting of the Governing Body of the Municipality held on the 4th day of October, 2022, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

Signature of Clerk

Date

It is only necessary to adopt this resolution for the first account (master account) opened by your entity.



WISCONSIN INVESTMENT SERIES COOPERATIVE

INFORMATION STATEMENT August 1, 2022

A Comprehensive Cash Management Program exclusively for Wisconsin School Districts, Technical College Districts, Municipalities and Other Public Entities.

The Wisconsin Investment Series Cooperative (the “Fund”) consists of separate portfolio series (each a “Portfolio” and collectively, the “Portfolios”), each of which has a distinct investment objective and program. An investment in a Portfolio represents an undivided beneficial ownership interest in the assets of that Portfolio and the securities and instruments in which the assets of that Portfolio are invested. An investment in any of the Portfolios is not a deposit of U.S. Bank, National Association or any affiliates of U.S. Bancorp, or of any other bank, and is neither insured nor guaranteed by the Federal Deposit Insurance Corporation, the U.S. Government, any state governmental agency or the Fund. Participants could lose money investing in the Fund, and there can be no assurance that any Portfolio of the Fund that seeks to maintain a stable net asset value of \$1.00 per share will be able to do so.

This Information Statement provides detailed information about the organization, structure and goals of the Fund and its programs. Please read it carefully and retain it for future reference.

No person or entity has been authorized to provide any information or make any representations regarding the Fund other than those contained in this Information Statement, and, if provided or made, such information or representations must not be relied upon as having been authorized by the Commission governing the Fund, its Commissioners, investment advisor, sub-advisor, administrator, marketing agent or any agent of the Commission or the Commissioners.

All capitalized terms not otherwise defined in this Information Statement shall have the meanings assigned to them in the Intergovernmental Cooperation Agreement which established the Fund. The full text of the Intergovernmental Cooperation Agreement is hereby incorporated into this Information Statement by reference, and to the extent the terms of the Intergovernmental Cooperation Agreement conflict with this Information Statement, the Intergovernmental Cooperation Agreement shall control. Potential Participants should obtain a copy of, and read carefully, the Intergovernmental Cooperation Agreement before investing in the Fund.

TABLE OF CONTENTS

	Page
THE FUND.....	4
INVESTMENT PROGRAMS AVAILABLE TO PARTICIPANTS.....	4
PORTFOLIOS OF THE FUND.....	5
INVESTMENT OBJECTIVE AND POLICIES OF THE PORTFOLIOS	5
INVESTMENT RESTRICTIONS OF THE PORTFOLIOS.....	9
OTHER INVESTMENT PROGRAMS.....	12
CERTAIN RISKS OF INVESTMENT IN THE FUND	13
THE COMMISSION	20
THE INVESTMENT ADVISOR	22
THE SUBADVISOR	23
THE ADMINISTRATOR.....	24
THE MARKETING AGENT	24
THE BANKING AGENT	25
THE CUSTODIAN.....	25
TERM SERIES ADMINISTRATION AND MARKETING AGREEMENT	25
EXPENSES OF THE PORTFOLIOS.....	26
EXPENSES OF THE FIXED RATE INVESTMENT PROGRAM	29
INCOME ALLOCATIONS.....	29
YIELD AND TOTAL RETURN INFORMATION.....	30
DETERMINATION OF NET ASSET VALUE.....	31
PORTFOLIO TRANSACTIONS	33
REPORTS TO PARTICIPANTS	34
LEGAL COUNSEL AND INDEPENDENT ACCOUNTANTS.....	35
TAXES.....	35
INTERGOVERNMENTAL COOPERATION AGREEMENT.....	35
PROCEDURES FOR BECOMING A PARTICIPANT AND OPENING ACCOUNTS.....	37
MAKING ADDITIONAL DEPOSITS IN OR WITHDRAWALS FROM THE FUND.....	37
CONFLICT OF INTEREST POLICY	38
THE FUND’S PRIVACY POLICY	38
THE FUND’S PORTFOLIO HOLDINGS DISCLOSURE POLICY	39
FINANCIAL AND PERFORMANCE INFORMATION.....	40

THE FUND

The Wisconsin Investment Series Cooperative (the “Fund”) was established pursuant to an Intergovernmental Cooperation Agreement under the Wisconsin intergovernmental cooperation statute, Wisconsin Statutes, Section 66.0301. The Fund was established as of June 23, 1988 by the adoption of the Intergovernmental Cooperation Agreement by Sheboygan Area School District and Oregon School District as the initial Participants. The Fund is governed by a commission (the “Commission”) in accordance with the terms of the Intergovernmental Cooperation Agreement. The Commission has full power, control and authority (including delegative authority) over the affairs, investments and assets of the Fund.

The Intergovernmental Cooperation Agreement allows school districts, technical college districts, municipalities and other Wisconsin public entities to open an account and become a Participant as described in this Information Statement. The Fund provides a mechanism through which Participants may invest their respective available funds so as to enhance their investment opportunities pursuant to an investment program conducted in accordance with Wisconsin law. The term “Municipality” as used in this Information Statement includes any school district, village, city, county, town or other governmental entity described in Wisconsin Statutes, Section 66.0301(1)(a) which is organized under the laws of the State of Wisconsin and is authorized to invest its funds in the Permitted Investments described in the Intergovernmental Cooperation Agreement.

To receive specific information about the Fund and the Commission, write to: PMA Financial Network, LLC, 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563 or call 1-866-747-4477.

INVESTMENTS IN THE FUND INVOLVE CERTAIN RISKS WHICH SHOULD BE CONSIDERED BY EACH POTENTIAL PARTICIPANT IN THE FUND BEFORE INVESTING. SEE “CERTAIN RISKS OF INVESTMENT IN THE FUND” ON PAGES 13 TO 20.

INVESTMENT PROGRAMS AVAILABLE TO PARTICIPANTS

Portfolios of the Fund. The Fund consists of separate portfolio series (each a “Portfolio” and collectively the “Portfolios”), each of which has a distinct investment objective and program. The Fund currently offers participants in the Fund (the “Participants”) the following Portfolios for investment:

Multi-Class Series

Limited Term Duration Series

Extended Term Duration Series

Term Series

The Portfolios currently offered by the Fund are described in greater detail under “Portfolios of the Fund.” The Multi-Class Series consists of two separate classes, the Cash Management Class and the Investment Class, as described in greater detail under “Portfolios of the Fund.”

Other Investment Programs. In addition to the Portfolios described above, Participants may also participate in the following other investment programs and services (“Other Investment

Programs”) currently made available by the Fund’s Administrator and Marketing Agent to Participants:

Fixed Rate Investment Program

PARTICIPANTS SHOULD NOTE THAT THE OTHER INVESTMENT PROGRAMS DO NOT CONSTITUTE AN INVESTMENT IN THE FUND OR ITS PORTFOLIOS, BUT ARE SIMPLY OTHER INVESTMENT PROGRAMS MADE AVAILABLE BY THE FUND’S ADMINISTRATOR AND MARKETING AGENT TO PARTICIPANTS IN THE FUND. The Other Investment Programs are described in greater detail under “Other Investment Programs.”

Participants should also note that the Portfolios and Other Investment Programs may have different investment policies and procedures and that the Fund may establish other Portfolios from time to time at the discretion of the Commission. The availability of the Fixed Rate Investment Program does not constitute an offering or recommendation on the part of the Fund of an investment in the Fixed Rate Investment Program.

PORTFOLIOS OF THE FUND

The Intergovernmental Cooperation Agreement provides for the creation of multiple specialized investment Portfolios within the Fund and sets forth the manner in which Portfolios may be created and managed. Currently, the Fund consists of the Multi-Class Series, the Limited Term Duration Series, the Extended Term Duration Series, and the Term Series. A Portfolio of longer term investments designed for the investment of funds to be used to meet Participants’ liability for the payment of other post-employment benefits (the “OPEB Series”) is authorized but is not currently offered.

The Multi-Class Series consists of two classes, the Cash Management Class and the Investment Class. Each class has its own expense structure and has different restrictions on the minimum amount of time that investments in the relevant class must be held. For more information about these differences, see “Investment Objective and Policies of the Portfolios.”

The Multi-Class Series, the Limited Term Duration Series, the Extended Term Duration Series, and each of the portfolios of the Term Series are separate portfolios. Each is invested in a separate portfolio of Permitted Investments. The Commission determines when and what types of Portfolios are made available to Participants. A Participant may participate in as few or as many Portfolios as it chooses, provided that all Participants must invest in the Cash Management Class of the Multi-Class Series.

INVESTMENT OBJECTIVE AND POLICIES OF THE PORTFOLIOS

The investment objective and policies of the Portfolios are described below. All investments made by Portfolios are restricted to Permitted Investments (defined below) and are subject to other restrictions described below under “Investment Restrictions of the Portfolios”.

Investment Objective. The investment objective of the Fund is to invest only in instruments authorized by Wisconsin law governing the temporary investment of funds by Municipalities and to provide a competitive yield for its participants (“Participants”) while maintaining liquidity, as well as preserving capital. The Multi-Class Series and Term Series seek to maintain a constant net asset value per share of \$1.00, whereas the net asset value of the Limited Term Duration Series

and Extended Term Duration Series will fluctuate as the value of securities held by those respective Series fluctuates.

Each Portfolio seeks to attain its investment objective by pursuing an investment program consistent with the policies and restrictions described below:

Multi-Class Series. The Multi-Class Series will invest solely in Permitted Investments (defined below) in such a manner as to result in an average dollar weighted maturity for the Portfolio of no greater than sixty (60) days. The Permitted Investments in which the Multi-Class Series invests are selected by the Fund's investment advisor, US Bank National Association (the "Investment Advisor") and its sub-advisor, Prudent Man Advisors, LLC (d/b/a PMA Asset Management, LLC) ("PMA Asset Management" or the "Subadvisor"), and consist of money market instruments having a maximum maturity of 397 days.

The Multi-Class Series offers two different classes, the Cash Management Class and the Investment Class:

Cash Management Class. The Cash Management Class has no minimum balance requirements and no minimum amount requirements for deposits or withdrawals. A Participant may withdraw funds from the Cash Management Class in any amount not in excess of its account balance in such Portfolio. Upon request, a Participant may have unlimited check writing privileges on its Cash Management Class account(s). Participants are responsible for maintaining a positive balance in all accounts and subaccounts.

Investment Class. Like the Cash Management Class, the Investment Class has no minimum balance, deposit, or withdrawal amount requirements. Funds may be deposited in, or withdrawn from, the Investment Class through transfers from or to the Cash Management Class or wire transfers from or to a Participant's regular banking institution.

In contrast with the Cash Management Class, however, except as provided below, all investments in the Investment Class by Participants must be deposited for a minimum of fourteen (14) calendar days (the "Aging Requirement"). The Aging Requirement does not apply to State aid monies transferred directly to a Participant's Investment Class account by the State of Wisconsin Department of Public Instruction. Investments made by a Participant in the Investment Class which are subject to the Aging Requirement may not be withdrawn by the Participant making it during the first fourteen (14) calendar days after it is made without the incurrence of a penalty for such premature withdrawal. In the event that a Participant withdraws a deposit in the Investment Class which is subject to the Aging Requirement during such initial fourteen (14) calendar day period, the withdrawal will be subject to a premature withdrawal penalty equal to the loss of the interest on the amount so withdrawn, up to a maximum of seven (7) days' interest. If the seven (7) day interest penalty applies, such interest penalty shall be calculated on the basis of the dividend rates in effect for the Investment Class for the seven (7) day period immediately preceding the withdrawal date.

In determining whether an amount is eligible for withdrawal from a particular account of a Participant established within the Investment Class, the first-in/first-out method will be used. In determining whether the fourteen (14) day deposit requirement has been met where a Participant has more than one account in the Investment Class, only the dates on which deposits were made in the particular account to which a withdrawal request relates are taken into consideration.

By requiring all Participant investments which are subject to the Aging Requirement to be deposited for a minimum of fourteen (14) days and by not offering check writing and related banking privileges, it is anticipated that the Investment Class will have a lower expense structure than the Cash Management Class. This difference is intended to result in the Investment Class normally having a lower expense ratio and therefore a higher yield than the Cash Management Class. However, there can be no assurance that such a result will occur.

Limited Term Duration Series. The Limited Term Duration Series seeks to maintain safety of principal and limited price volatility while maximizing income through a diversified portfolio of high-quality investments. The Limited Term Duration Series will invest in a diversified portfolio of short-term, investment-grade fixed-income securities. The Limited Term Duration Series will invest solely in Permitted Investments (defined below). The Limited Term Duration Series is expected to be invested in such a manner as to result in an average dollar weighted maturity for the Portfolio that does not exceed two years and expects a target duration of approximately one year. The Portfolio will seek to preserve capital while offering enhanced opportunities to generate income relative to the Multi-Class Series. In contrast with the Multi-Class Series, the net asset value of the Limited Term Duration Series will fluctuate as the market value of the securities in the Portfolio changes over time, and the net asset value of a Participant's investment could decline below the amount originally invested by the Participant. A Participant that cannot bear this risk should not invest in the Limited Term Duration Series.

The Limited Term Duration Series requires that each Participant maintain a minimum balance of at least \$100,000 but has no minimum amount requirements for deposits or withdrawals. In circumstances where a Participant is not making a complete withdrawal of funds in the Limited Term Duration Series, a Participant may withdraw funds from the Limited Term Duration Series in any amount not in excess of this minimum account balance requirement in such Portfolio. However, withdrawals may generally only be made on the third Wednesday of each March, June, September, and December by providing advance written notice to the Fund no later than the first Wednesday of the month during which the withdrawal is being made. In addition, the Commission is permitted to designate additional withdrawal dates and determine the number of days' notice required in conjunction with those additional withdrawal dates from time to time where the Commission has determined that the additional withdrawal date and corresponding notice period will not adversely affect the Limited Term Duration Series or its remaining Participants, viewed as a whole. As a result, a Participant should not invest funds in the Limited Term Duration Series if those funds may be needed by the Participant on shorter notice.

Extended Term Duration Series. The Extended Term Duration Series seeks to enhance income with potential additional return over market cycles by investing in the 1-10 year portion of the yield curve through a diversified portfolio of high-quality investments consistent with a goal of capital preservation. The Extended Term Duration Series will invest in a diversified portfolio of longer-term, investment-grade fixed-income securities. The Extended Term Duration Series will invest solely in Permitted Investments (defined below). The Extended Term Duration Series is expected to be invested in such a manner as to result in an average dollar weighted maturity for the Portfolio that does not exceed ten years and expects a target duration of approximately 3-4.5 years. The Portfolio will seek to preserve capital while offering enhanced opportunities to generate income relative to the Multi-Class Series or Limited Term Duration Series. In contrast with the Multi-Class Series, the net asset value of the Extended Term Duration Series will fluctuate as the market value of the securities in the Portfolio changes over time, and the net asset value of a

Participant's investment could decline below the amount originally invested by the Participant. Because of the longer targeted duration of the Extended Term Duration Series relative to the other Portfolios of the Fund that are currently offered, the Extended Term Duration Series is expected to experience greater volatility than those other Portfolios. A Participant that cannot bear these risks should not invest in the Extended Term Duration Series.

The Extended Term Duration Series requires that each Participant maintain a minimum balance of at least \$100,000 but has no minimum amount requirements for deposits or withdrawals. In circumstances where a Participant is not making a complete withdrawal of funds in the Extended Term Duration Series, a Participant may withdraw funds from the Extended Term Duration Series in any amount not in excess of this minimum account balance requirement in such Portfolio. However, withdrawals may generally only be made on the third Wednesday of each March, June, September, and December by providing advance written notice to the Fund no later than the first Wednesday of the month during which the withdrawal is being made. In addition, the Commission is permitted to designate additional withdrawal dates and determine the number of days' notice required in conjunction with those additional withdrawal dates from time to time where the Commission has determined that the additional withdrawal date and corresponding notice period will not adversely affect the Extended Term Duration Series or its remaining Participants, viewed as a whole. As a result, a Participant should not invest funds in the Extended Term Duration Series if those funds may be needed by the Participant on shorter notice.

Term Series. The Term Series consists of separate portfolios of Permitted Investments ("Term Series Portfolios"), each authorized pursuant to the terms of an Investment Pool Information Certificate approved by the Commission. Each Term Series Portfolio consists of specifically identified investments with a fixed maturity. All Participants of the Fund are eligible to participate in any Term Series Portfolio. Each Participant determines whether to participate in a Term Series Portfolio, and makes its own independent investment decision. The Investment Advisor does not select the investments for the Term Series Portfolios. The investments for the Term Series Portfolios are selected by PMA Asset Management pursuant to the terms of the Term Series Administration and Marketing Agreement and not in its role as Subadvisor. See "Term Series Administration and Marketing Agreement" on page 25 for additional information on the Term Series.

Further Considerations Applicable to All Portfolios. No assurance can be given that a Portfolio will achieve its investment objective or that any benefits described in this Information Statement will result from the placement of monies in the Fund by a Municipality that becomes a Participant.

Under adverse market, economic, political or other conditions, including conditions when the Investment Advisor and Subadvisor are unable to identify attractive investment opportunities, each Portfolio may temporarily invest in, without limitation, to the extent permitted by applicable law, such securities and cash that the Investment Advisor and Subadvisor believe are consistent with the preservation of a Portfolio's principal and the maintenance of suitable liquidity and yield. Should a Portfolio make a temporary investment under such conditions, the Portfolio may not achieve its investment objective and it may not achieve the same yield had the Portfolio not made a temporary investment.

INVESTMENT RESTRICTIONS OF THE PORTFOLIOS

Permitted Investments. The Fund is specifically designed for Wisconsin Municipalities. Accordingly, its Portfolios' investments at all times consist solely of securities and instruments in

which Municipalities are permitted to invest. Such securities and instruments currently include the following:

- (i) Time deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in Wisconsin.
- (ii) Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
- (iii) Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of Wisconsin; bonds issued by a local exposition district under subchapter II of Chapter 229 of the Wisconsin Statutes; bonds issued by a local professional baseball park district created under subchapter III of Chapter 229 of the Wisconsin Statutes; bonds issued by a local professional football stadium district created under subchapter IV of Chapter 229 of the Wisconsin Statutes; bonds issued by the University of Wisconsin Hospitals and Clinics Authority; bonds issued by a local cultural arts district under subchapter V of Chapter 229 of the Wisconsin Statutes; and bonds issued by the Wisconsin Aerospace Authority.
- (iv) Repurchase agreements described in Wisconsin Statutes, Section 66.0603(1m)(d). Such repurchase agreements are financial transactions in which (1) a public depository, as defined in Wisconsin Statutes, Section 34.01(5), agrees to repay funds advanced to it plus interest and (2) the agreement to repay the funds is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.
- (v) Any security which matures or which may be tendered for purchase at the option of the holder within not more than seven years of the date on which it is acquired, if that security has a rating which is the highest or second highest rating category assigned by S&P Global Ratings (“S&P”), Moody’s Investors Service, LLC (“Moody’s”) or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.
- (vi) Investments which Municipalities are authorized to make pursuant to Chapter 219 of the Wisconsin Statutes.
- (vii) Securities of an open-end management investment company or investment trust described in Wisconsin Statutes, Section 66.0603(1m)(a)5, so long as such investment company or investment trust does not charge a sales load, is registered under the Investment Company Act of 1940 and its portfolio is limited to (a) bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government; (b) bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government; or (c) repurchase agreements that are fully collateralized by bonds or securities under (a) or (b) above.

- (viii) Any other investments presently permitted by applicable statutes or permitted in the future by reason of the amendment of applicable statutes or the adoption of any other applicable statutes.

These investment instruments are referred to in this Information Statement as “Permitted Investments.”

Permitted Investments include commercial paper and other corporate obligations that are issued by U.S. Bank, N.A. and its affiliates that otherwise meet the criteria for Permitted Investments. As a result, the Fund may invest in commercial paper and other corporate obligations issued by the Investment Advisor to the Fund or its affiliates. The Commission receives regular reports from the Investment Advisor or Subadvisor regarding any such commercial paper and other corporate obligations issued by the Investment Advisor to the Fund or its affiliates.

As described above, the Fund may invest in bonds or securities issued by any county, city, drainage district, technical college district, village, town or school district of Wisconsin. As such, the Fund may invest in bonds or securities issued by Participants of the Fund.

For information regarding certain risks associated with investment by the Fund in various Permitted Investments, see “Certain Risks of Investment in the Fund” on pages 13 to 20.

Investment Restrictions of the Fund. The Commission may buy and sell, and enter into agreements to buy and sell, Permitted Investments for the Fund subject to the restrictions described below. The restrictions are considered to be fundamental to the operation and activities of the Fund and may not be changed without the affirmative vote of a majority of the Participants in the Fund. The Commission:

- (i) May not make any investment other than investments authorized by provisions of law applicable to the investment of funds by the Participants, as the same may be amended from time to time;
- (ii) May not borrow money or incur indebtedness except to facilitate as a temporary measure:
 - (a) withdrawal requests which might otherwise require unscheduled dispositions of Portfolio investments;
 - (b) for a period not to exceed one business day, withdrawal requests pending receipt of collected funds from investments sold on the date of the withdrawal requests or withdrawal requests from Participants who have notified the Commission of their intention to deposit funds in their accounts on the date of the withdrawal requests; or
 - (c) for a period not to exceed one business day, the purchase of Permitted Investments pending receipt of collected funds from Participants who have notified the Commission of their intention to deposit funds in their accounts on the date of the purchase of the Permitted Investments;
- (iii) May not make loans, other than Permitted Investments;

- (iv) May not hold any Fund property in a manner not authorized by law or provide for the custody of any Fund property by an institution or Person not authorized by law to hold property such as the Fund property;
- (v) May not purchase securities or shares of investment companies or any entities similar to the Fund, except as provided in Section 2.2(b)(vii) (which relates to securities of an open-end management investment company or investment trust described in Wisconsin Statutes, Section 66.0603(1m)(a)5), or as permitted by Section 2.2(b)(v) (which relates to securities of the type described above in subsection (v) of Investment Restrictions of the Portfolios - Permitted Investments”), of the Intergovernmental Cooperation Agreement;
- (vi) May not pledge assets except to secure indebtedness permitted by (ii) above; however, in the case of indebtedness incurred under (ii)(b) or (c), it may pledge assets only to the extent of the actual funds in the account of a Participant on whose behalf the permitted indebtedness was incurred plus an amount equal to that amount which that Participant has notified the Commission that it intends to deposit in its account on that date;
- (vii) May not purchase any Permitted Investment which has a maturity date more than 397 days from the date of the Commission’s purchase thereof, unless subject, at the time of such purchase by the Commission to an irrevocable agreement on the part of a Responsible Person (as defined below) to purchase such Permitted Investment from the Fund within 397 days; provided, however, that (a) this restriction is not applicable to the OPEB Series, Limited Term Duration Series, or Extended Term Duration Series and (b) the Commission may, in its discretion, by an action set forth in the applicable Investment Pool Information Certificate, waive such 397-day limitation with respect to any one or more Portfolios other than the Multi-Class Series; and
- (viii) May not purchase any Permitted Investment if the effect of such purchase would be to make the average dollar weighted maturity of the Multi-Class Series greater than ninety (90) days, or to make the average dollar weighted maturity of any other Portfolio greater than that which was designated by the Commission as the intended average dollar weighted maturity of such Portfolio to which the purchase of such Permitted Investment relates; provided, however, that in making such determination any Permitted Investment which is subject to an irrevocable agreement of the nature referred to in the preceding clause (ii) shall be deemed to mature on the day on which the Commission is obligated to sell such Permitted Investment back to a Responsible Person or the day on which the Commission may exercise its rights under such agreement to require the purchase of such Permitted Investment by a Responsible Person. The Commission has designated that the average dollar weighted maturity of the Multi-Class Series shall not exceed sixty (60) days.

The phrase “Responsible Person” means a recognized securities firm on the Federal Reserve Bank of New York list of Primary Government Securities Dealers designated as such from time to time by the Commission acting with the advice and counsel of the Investment Advisor and Subadvisor.

The Fund may not invest in investment instruments of the nature commonly referred to as “derivatives,” such as options or future contracts, or short sales. However, the Fund may invest in repurchase agreements and mutual funds that invest in repurchase agreements provided that such investment otherwise qualifies as a Permitted Investment.

OTHER INVESTMENT PROGRAMS

The Commission has full and complete power to contract with qualified third party service providers such as the Fund’s administrator, PMA Financial Network, LLC (the “Administrator”), to develop Other Investment Programs. From time to time such service providers may make Other Investment Programs available to Participants of the Fund. Participation in any Other Investment Program by a Participant is optional. Participants wishing to participate in any Other Investment Program are urged to read carefully the description of such program set forth below. All requests for additional information or questions regarding any such Other Investment Programs should be directed to the service providers offering it.

PARTICIPANTS ARE ADVISED THAT ALL OTHER INVESTMENT PROGRAMS ARE SEPARATE FROM THE PORTFOLIOS OF THE FUND AND AN INVESTMENT IN ANY OTHER INVESTMENT PROGRAM BY A PARTICIPANT DOES NOT CONSTITUTE AN INVESTMENT IN THE FUND OR ANY OF ITS PORTFOLIOS. OTHER INVESTMENT PROGRAMS ARE MADE AVAILABLE BY THIRD-PARTY SERVICE PROVIDERS AS AN ADDITIONAL BENEFIT TO FUND PARTICIPANTS AND THE FUND DOES NOT MANAGE OR OTHERWISE OVERSEE THE ACTIVITIES OF OTHER INVESTMENT PROGRAMS. THE THIRD-PARTY SERVICE PROVIDER OFFERING THE OTHER INVESTMENT PROGRAM IS SOLELY RESPONSIBLE FOR MANAGEMENT OF, AND INVESTMENT OF FUNDS IN, SUCH PROGRAM.

Fixed Rate Investment Program. The Administrator makes available to Participants a fixed rate investment program (the “Fixed Rate Investment Program”). Pursuant to the Fixed Rate Investment Program, Participants can purchase, through the Administrator and its affiliate the Marketing Agent, certificates of deposit and other deposit products of banks and thrift institutions, securities of the United States government and its agencies and instrumentalities, municipal and corporate securities, commercial paper and bankers’ acceptances.

Through the Fixed Rate Investment Program, Participants can purchase deposit products through the Administrator using monies from their Fund account to pay for the investment. Participants select from among deposit products of varying maturities issued by a variety of financial institutions. The institutions used in such program are selected by the Administrator from a list of institutions determined to satisfy criteria established by the Commission. The Administrator assesses a transaction charge for handling these transactions. All deposit product principal and interest is credited to a Participant’s Fund account when paid by the issuing financial institution at maturity.

Participants that wish to participate in the Fixed Rate Program or that have questions regarding the Fixed Rate Program should contact the Administrator, PMA Financial Network, LLC, telephone toll-free, 1-866-747-4477, during regular business hours or by mail at 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

CERTAIN RISKS OF INVESTMENT IN THE FUND

There are risks associated with investment in the Fund and its Portfolios. The Fund and its Portfolios may not be an appropriate investment in certain situations for some Participants and

potential Participants. Although each Portfolio has been designed and is operated with the goal of minimizing risk, Participants and potential Participants should carefully consider the factors described in this section in light of their particular circumstances.

An investment in any Portfolio is not a bank deposit and is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Each Portfolio takes investment risks and Participants could lose money by investing in a Portfolio, including those Portfolios that seek to maintain a stable net asset value of \$1.00 per share.

As previously discussed under the caption “Permitted Investments,” the Fund and its Portfolios may only invest in Permitted Investments as authorized by Wisconsin law, which include time deposits (such as certificates of deposit, money market accounts and bankers’ acceptances), U.S. Government securities (including Treasury securities and securities issued by a commission, agency or other instrumentality of the U.S. Government, such as those issued by the Federal National Mortgage Association, Federal Home Loan Banks, Federal Home Loan Mortgage Corporation, and SLM Corporation), bonds or securities guaranteed as to principal and interest by the U.S. Government or a commission, agency or instrumentality thereof, bonds or securities of any county, city, drainage district, village, town or school district in Wisconsin, repurchase agreements, high quality commercial paper and corporate obligations, and certain money market mutual funds.

Income Risk. Investments in the Fund are subject to income risk. Income risk is the potential for a decline in current income of each Portfolio. The current income of each Portfolio other than the Extended Term Duration Series is based on relatively short-term interest rates, which can fluctuate substantially over short periods. Accordingly, investments in the Fund are subject to current income volatility. There is no guarantee that a Portfolio will provide a certain level of income or that any such income will exceed the rate of inflation. On days during which there are net purchases of shares of a Portfolio, the Portfolio must invest the proceeds at prevailing market yields or hold cash. If a Portfolio holds cash, or if the yield of the securities purchased is less than that of the securities already in a Portfolio, the Portfolio’s yield will likely decrease.

Inflation/Deflation Risk. The Funds may be subject to inflation and deflation risk. Inflation risk is the risk that the present value of assets or income from investments will be less in the future as inflation decreases the value of money. As inflation increases, the present value of the Funds’ assets can decline. As of the date of this Information Statement, the inflation rate in the United States has been at or near its highest level in several decades. Deflation risk is the risk that prices throughout the economy decline over time. Deflation may have an adverse effect on the creditworthiness of issuers and may make issuer default more likely, which may result in a decline in the value of the fund’s assets.

Market Risk. Market risk is the potential for a decline in the market value of fixed-income securities held in a Portfolio or other Investment Program as a result of factors such as a rise in prevailing interest rates, changes in the risk appetite of investors generally, and changes in the actual perceived ability of an issuer to meet its obligations. Other factors, such as public health crises and the responses of governments and corporations to those crises, can also affect the market value of these securities. This could result in a loss with respect to a security if such a security were to be sold for a market price less than its amortized value. This risk is likely to be more pronounced with respect to the Limited Term Duration Series and Extended Term Duration Series, both of which generally expect to invest in higher-yielding, higher-risk investments than the Multi-Class Series and which have net asset values of that will fluctuate on a daily basis.

Interest-Rate Risk. Prices of fixed-income securities generally fall when interest rates rise. The longer the maturity of a fixed-income security, the more susceptible it is to interest-rate risk. As a result, the Extended Term Duration Series and, to a lesser extent, the Limited Term Duration Series, is subject to a greater degree of interest-rate risk than the Multi-Class Series. As of the date of this Information Statement, interest rates in the United States have been rising at a rapid pace off of near-historic lows, which particularly exposes the Fund and its Portfolio to risks associated with rising interest rates.

Credit Risk. Credit risk is the possibility that an issuer of securities held in a Portfolio or other Investment Program fails to make timely payments of principal or interest. The creditworthiness of an issuer could deteriorate because of developments affecting the issuer uniquely, industry developments or general economic conditions. Such deterioration increases the risk of default and would likely cause a decline in the security's value, particularly if the rating of the security is downgraded. The credit risk of each Portfolio depends on the securities in which it invests. The investment mix of each Portfolio varies from the other. A discussion of the credit risks associated with certain Permitted Investments is set forth below.

Active Management Risk. The selection of securities for a Portfolio may not perform as well as expected when those securities were purchased or as well as the securities markets generally. This risk is exacerbated when an investment is significant relative to a Portfolio's net assets.

Obligations of United States Government Agencies and Instrumentalities. U.S. Government obligations may be adversely affected by changes in interest rates. Participants should be aware that not all obligations issued by agencies, instrumentalities, or government-sponsored enterprises of the United States Government are the subject of a guarantee of the full faith and credit of the United States Government. The obligations of some agencies, instrumentalities, and government-sponsored enterprises of the United States Government that may be purchased by the Fund or through an Investment Program of the Fund from time to time are obligations only of the applicable agency, instrumentality, or government-sponsored enterprise and are not full faith and credit obligations of the United States. For example, securities issued by the Federal Home Loan Banks are supported by the right of the issuer to borrow from the U.S. Treasury; those issued by the Federal National Mortgage Association are supported by the discretionary authority of the U.S. Government to purchase certain obligations of that agency, instrumentality, or government-sponsored enterprise; and those issued by SLM Corporation are supported only by the credit of that issuer. The creditworthiness of such obligations relates only to the credit of the issuing agency, instrumentality, or government-sponsored enterprise. No assurance can be given that the agency or instrumentality will under all circumstances be able to obtain funds from the United States Government or other sources to support all of its obligations.

Prepayment/Extension Risk. Certain debt obligations, such as callable bonds, may be prepaid prior to their maturity dates. Additionally, the loans collateralizing certain mortgage- and asset-backed securities may be prepaid, affecting the value of the mortgage or asset-backed securities to which they relate. The level of interest rates and other factors affect the frequency of such prepayments. In periods of rising interest rates, prepayment rates tend to decrease, which lengthens the average life of these debt obligations. The market values of securities with longer maturities are typically subject to greater interest-rate risk and their values are more volatile as a result. During periods of falling interest rates, an issuer of mortgages and other securities may be able to repay principal prior to the security's maturity, causing the Portfolio to have to reinvest in securities with a lower yield, resulting in a decline in the Portfolio's income.

Liquidity Risk. A Portfolio could experience significant net redemptions of its shares at a time when it was unable to find willing buyers for its portfolio securities or could only sell its portfolio securities at a material loss.

Concentration Risk. Because the Fund Portfolios invest a significant portion of their assets in securities issued by companies in the financial services industry, developments affecting this industry may have a disproportionate impact on a Portfolio. Interest rate risk, credit risk, and the risk of regulatory changes in the financial services industry, among other risks, may have a negative effect on companies in the financial services industry.

Repurchase Agreements. The Fund Portfolios may invest in Permitted Investments that are subject to what are commonly known as repurchase agreements. In such a situation a Permitted Investment is sold to the Fund and placed in the applicable Portfolio. When the Permitted Investment is sold to the Fund, the seller agrees to repurchase the Permitted Investment from the Fund at a specified time and at an agreed upon price. The difference between the price paid by the Fund and the price at which it sells the Permitted Investment sets the Fund's yield with respect to the transaction. This yield may be more or less than the interest rate on the underlying Permitted Investment.

Although the Fund enters into such repurchase agreement arrangements only with recognized and established securities firms or public depositories designated as Responsible Persons from time to time by the Commission acting with the advice and counsel of the Investment Advisor and Subadvisor, there can be no assurance that such a Responsible Person will pay the agreed upon repurchase amount on the designated date. In the event that such a person fails to pay the agreed upon price at the specified time, the applicable Portfolio of the Fund might suffer a loss resulting from (i) diminution in value of the underlying Permitted Investment to an amount below the amount of the anticipated repurchase price, (ii) the costs associated with the resale of the Permitted Investment and (iii) any loss that may result from any delay experienced in foreclosing upon and selling the Permitted Investment.

Although at the time a Portfolio enters into a repurchase agreement the underlying Permitted Investment has a market value which is equal to at least 102% of the price paid by the Portfolio and equal to or greater than the anticipated repurchase price, there can be no assurance that such market value will continue to equal or exceed the repurchase price. If the market value of the underlying Permitted Investment falls below the agreed upon repurchase price, the Responsible Person with which the Portfolio has entered into the repurchase agreement will be required to deliver additional Permitted Investments to the Portfolio. There can be no assurance that such deliveries of additional Permitted Investments will be made in all circumstances. In the event that such a delivery is not made and the Responsible Person does not pay the repurchase price on the specified date, the amount of the Portfolio's loss will be increased as a result of such failure of delivery because the value of the underlying Permitted Investments will be less than the amount originally paid by the Portfolio.

FDIC-Insured Certificates of Deposit or Deposit Products. Some of the assets in the Portfolios may be invested in certificates of deposit or other deposit products issued by depository institutions which are insured by the Federal Deposit Insurance Corporation (the "FDIC"). Currently under these regulations deposits in each insured institution are insured up to \$250,000 in the aggregate for all time and savings deposits and up to \$250,000 in the aggregate for all demand deposits. Although the Investment Advisor and Subadvisor or, in the case of the Fixed Rate Investment

Program, the Administrator and, in the case of the Term Series Portfolios, PMA Asset Management, use the investment criteria established by the Commission in an effort to reduce risk when determining which institutions will be used for such investments, no assurance can be given that such an institution will not become insolvent during the life of an investment.

If an institution issuing a deposit product in which the Fund or a Participant investing through the Fixed Rate Investment Program has invested becomes insolvent, or if any other default occurs with respect to such a deposit product, an insurance claim will be filed with the FDIC. In such a case, there may be delays before the FDIC, or other financial institution to which the FDIC has arranged for the deposit to be transferred, makes the relevant payments. Such delays may be occasioned by requirements relating to the filing and processing of insurance claims, including requests for additional information by the FDIC. Furthermore, if the defaulted deposit is transferred to another institution, the transferee institution may, instead of paying the insured amount, elect to keep the deposit in existence with or without changing its original terms. Such changes of terms may include a reduction of the original interest rate paid on the deposit. Any of these actions may have adverse consequences to the particular Participants participating in the Portfolios to which the defaulted deposit relates or to the Participant which made the investment through the Fixed Rate Investment Program.

The amount insured by the FDIC is the principal of the relevant deposit and the interest accrued on the deposit to the date of default, up to \$250,000 in the aggregate. There is no insurance with respect to interest on a deposit between the date of the default and the date of the payment of insurance by the FDIC. Accordingly, a default by an institution might result in a delay in the receipt of invested principal and pre-default accrued interest by an affected Participant and a loss of interest related to the period between the date of the default and the payment of the insurance.

In addition, the FDIC is free to deny any claim that it does not deem to be valid. Any such denial might have to be challenged in judicial or administrative proceedings brought by the Portfolio and any affected Participant. Furthermore, there can be no assurance that the FDIC will have sufficient assets to pay any or all insurance claims resulting from the insolvency of any institution. In the event that funds are not made available to it by the United States or other sources, Participants could experience a loss due to a full or partial nonpayment of insurance claims by the FDIC.

Collateralized Deposits or Privately Insured Deposits. From time to time, the Fund or a Participant participating in the Fixed Rate Investment Program may invest in collateralized deposit products or privately insured deposit products as permitted by law. In the event of a default on such a deposit product, it may be necessary to submit a claim on the collateral or insurance. Such foreclosure will entail certain risks for the Participants partaking in the affected investments. These risks include losses resulting from a diminution in the value of the collateral before it can be sold, procedural delays relating to the foreclosure, costs of foreclosure and a failure to realize an amount in the foreclosure equal to the principal of and interest on the defaulted deposit product.

Bank Obligations. Investments in certificates of deposit, time deposits, bank notes, and bankers' acceptances may be made by the Fund or by Participants participating in the Fixed Rate Investment Program. Certificates of deposit are negotiable interest-bearing instruments evidencing the obligation of a bank to repay funds deposited with it for a specified period of time. Time deposits are non-negotiable receipts issued by a bank in exchange for the deposit of funds. Like a certificate of deposit, a time deposit earns a specified rate of interest over a definite period of time, but it cannot be traded in the secondary market. Bank notes are notes used to represent obligations

issued by banks in large denominations. Bankers' acceptances are credit instruments evidencing the obligation of a bank to pay a draft drawn on it by a customer. These instruments reflect the obligation both of the bank and of the drawer to pay the face amount of the instrument upon maturity. To the extent a Portfolio's investments are concentrated in the banking industry, the Portfolio will have correspondingly greater exposure to the risk factors which are characteristic of such investments. For example, sustained increases in interest rates can adversely affect the availability or liquidity and cost of capital funds for a bank's lending activities, and a deterioration in general economic conditions could increase the exposure to credit losses. In addition, the banking industry is subject to the effects of a concentration of loan portfolios in leveraged transactions and in particular businesses, and to competition among financial institutions. Each Portfolio will seek to reduce its exposure to such risks by investing only in debt securities of banks which are determined by the Investment Advisor, Subadvisor or Administrator to be of high quality.

Certificates of Deposit or other deposit products that are liquidated prior to maturity may be subject to early withdrawal penalties. Participants participating in the Fixed Rate Investment Program should be aware that the Administrator does not "make a market" in non-negotiable securities.

Commercial Paper and Other Corporate Obligations. Commercial paper and other corporate obligations rated at the time of purchase within one of the two highest classifications established by S&P, Moody's, or another similar nationally recognized rating agency, and any security that is senior to, or on a parity with, a security of the same issuer which has such a rating may be purchased for the Portfolios of the Fund or by individual participants through the Fixed Rate Investment Program. Prior to the purchase of any particular commercial paper or other corporate obligations for the Portfolios, the Investment Advisor or Subadvisor or (in the case of the Term Series) PMA Asset Management, as the case may be, shall verify that the issuer of the obligation in question meets certain criteria established by the Commission and Wisconsin law. Commercial paper is short-term, unsecured debt issued by a company to finance its short-term credit needs. Other corporate obligations which may be purchased for the Portfolios of the Fund or by individual participants through the Fixed Rate Investment Program consist of high-quality bonds and notes issued by domestic corporations. The creditworthiness of such obligations relates only to the credit of the issuing company. Although the Investment Advisor and Subadvisor (in the case of the Multi-Class Series, Limited Term Duration Series, and Extended Term Duration Series) or the Administrator or Marketing Agent (in the case of the Fixed Rate Investment Program) or PMA Asset Management (in the case of the Term Series) uses certain criteria when determining what companies' commercial paper or bonds and notes will be purchased, no assurance can be given that such companies will not become insolvent during the life of the investment. In the event of the insolvency of a company issuing commercial paper or bonds and notes in which the Fund or a Participant has invested, or in the event of any other default with respect to such commercial paper or bonds and notes, if appropriate, a claim will be filed by the Fund against the company and a Participant which has made such an Investment may file such a claim on its own behalf. However, there is no assurance that the Fund or a Participant will receive any recovery as a result of filing a claim since the commercial paper or bonds and notes are not secured.

The Investment Advisor or Subadvisor may direct the Fund to purchase commercial paper and other corporate obligations that are issued by the Advisor or its affiliates. As a result, the Advisor or Subadvisor may have incentives to favor the purchase of the Advisor's own commercial paper and other corporate obligations and that of its affiliates over the purchase of commercial paper and other corporate obligations of issues that are unaffiliated with the Advisor. The Advisor and

Subadvisor are required to ensure that all investments of the Fund, including investments by the Fund in commercial paper and other corporate obligations that are issued by the Advisor or its affiliates, meet the investment objective and policies of the particular series of the Fund, including complying with all investment restrictions. However, investment in the commercial paper and other corporate obligations of the Advisor or its affiliates could nevertheless result in the Fund achieving a lower return and/or incurring a higher level of risk of default with respect to those obligations than the Fund could have achieved by investing in the commercial paper and corporate obligations of unaffiliated entities.

Mortgage-Backed Securities. Each Portfolio may invest in mortgage-backed securities, which include securities that represent interests in pools of mortgage loans made by lenders such as savings and loan institutions, mortgage bankers, commercial banks and others. Pools of mortgage loans are combined for sale to investors (such as a Portfolio) by various governmental and government-related entities, as well as by commercial banks, savings and loan institutions, private mortgage insurance companies, mortgage bankers and other private issuers. These pools generally provide for a “pass-through” of monthly payments made by individual borrowers on their residential mortgage loans, net of any fees paid to the issuer or guarantor of the securities.

The Government National Mortgage Association (“GNMA”) is the principal government guarantor of mortgage-backed securities. GNMA is authorized to guarantee, with the full faith and credit of the U.S. Government, timely payment of principal and interest on securities it approves that are backed by pools of mortgages insured by the Federal Housing Administration or guaranteed by the Department of Veterans Affairs. GNMA securities are described as “modified pass-through” in that they provide a monthly payment of interest and principal payments owed on the mortgage pool, net of certain fees, regardless of whether the mortgagor actually makes the payment. Other government-related guarantors of these securities include the Federal National Mortgage Association (“FNMA”) and the Federal Home Loan Mortgage Corporation (“FHLMC”). FNMA and FHLMC securities are guaranteed as to payment of principal and interest by those agencies, instrumentalities, or government-sponsored enterprises, but are not backed by the full faith and credit of the U.S. Government. With respect to private mortgage-backed securities, timely payment of principal and interest of these pools is supported by various forms of insurance or guarantees, including individual loan, title, pool and hazard insurance. There can be no assurance that private insurers or guarantors can meet their obligations under such policies.

Government actions, including legislative changes, could affect the manner in which the mortgage-backed securities market functions, which could increase the likelihood that a Portfolio would realize losses on its investment in mortgage-backed securities.

The mortgages underlying privately issued mortgage-backed securities are not subject to the same underwriting standards as mortgage-backed securities comprised of a pool of mortgages underwritten with a guaranty of a government or government-sponsored entity; they therefore often carry greater credit risk and weaker underwriting standards and have less favorable collateral than mortgage-backed securities backed with such a government or government-sponsored entity guaranty. This creates a higher risk of defaults.

Collateralized mortgage obligations are debt obligations collateralized by mortgages and divided into classes, or “tranches,” that each bear different stated maturities and are entitled to different schedules for payments of principal and interest, including prepayments. Collateralized mortgage obligations may be less liquid and may experience greater price volatility than other kinds of mortgage-backed securities.

Asset-Backed Securities. Each Portfolio may invest in asset-backed securities. Asset-backed securities have structural characteristics similar to mortgage-backed securities but have underlying assets that are not mortgage loans or interests in mortgage loans. These securities represent fractional interests in, or are secured by and payable from, pools of assets such as motor vehicle installment sales contracts and receivables from revolving credit (for example, credit card) agreements. Assets are securitized through the use of trusts and special purpose corporations that issue securities that are often backed by a pool of assets representing the obligations of a number of different parties. Repayments relating to the assets underlying the asset-backed securities largely depend on the cash flows generated by such assets. The credit quality of most asset-backed securities depends primarily on the credit quality of the assets underlying such securities, how well the entity issuing the security is insulated from the credit risk of the originator or any other affiliated entities, and the amount and quality of any credit enhancements associated with the securities. Payments or distributions of principal and interest on asset-backed securities may be supported by credit enhancements including letters of credit, an insurance guarantee, reserve funds and overcollateralization. Asset-backed securities have structures and characteristics similar to those of mortgage-backed securities; as a result, they are subject to many of the same risks as mortgage-backed securities, though often, to a greater extent.

Investments in Investment Companies. To the extent a Permitted Investment made by a Portfolio is a money market mutual fund or other investment company, such investment may cause the Portfolio to incur increased costs since the operating expenses of such other mutual funds and investment companies are borne by the shareholders of those funds and investment companies.

Restricted Securities. The Portfolios may invest in securities and instruments which have not been registered under federal securities laws and may not be resold except in a transaction exempt from registration. As a result, such securities and instruments are not freely tradeable and may be considered illiquid.

Cancellation of Multi-Class Shares to Maintain \$1.00 Net Asset Value. Participants in the Multi-Class Series should note that if for any reason there is a net loss on any day with respect to that Series, the Fund will reduce the accrued net income for the month for that Series in an amount necessary to maintain its net asset value per share of beneficial interest at a value of \$1.00. To the extent that accrued net income for the month is insufficient, then the Fund will cancel outstanding shares of beneficial interest then held by Participants in that Series in the amount required to maintain the net asset value per share of beneficial interest at \$1.00, with each Participant contributing its pro rata portion of the total number of shares to be canceled. Each Participant will be deemed to have agreed to such a contribution in these circumstances by its investment of monies in the Fund. In the event of such a cancellation, the aggregate value of each Participant's investment in the Multi-Class Series will be reduced even though each share of the Series continues to maintain a net asset value of \$1.00 per share.

Floating Net Asset Value Risk. Neither the Limited Term Duration Series nor the Extended Term Duration Series maintains a stable net asset value per share. The value of its shares will fluctuate with changes in the values of its portfolio securities. When a Participant sells its shares, they may be worth more or less than what the Participant originally paid for them.

Cybersecurity Risk. The Fund is susceptible to operational, information-security, and related risks arising from the increased use of the internet and other technology to conduct business. Cyber incidents can result from both deliberate attacks as well as unintentional events. Such incidents include, but are not limited to, gaining unauthorized access to digital systems for purposes of

misappropriating assets or sensitive information, corrupting data, or causing operational disruption. Cyber incidents affecting the Fund or its service providers may cause disruptions and affect business operations, potentially resulting in financial losses, interference with the ability to calculate the net asset value of the Fund, the inability of Participants to transact business, violations of applicable privacy and other laws, regulatory fines, penalties, reputational damage, reimbursement costs, or additional compliance costs. While the Fund's service providers have established risk-management systems that seek to prevent such cyber incidents and business continuity plans in the event they do occur, there are inherent limitations in such systems and plans, including the possibility that certain risks have not been identified. In addition, the Fund cannot control the cybersecurity plans and systems put in place by its service providers or any other third parties whose operations may affect the Fund or Participants.

THE COMMISSION

The Commission has full, exclusive and absolute control and authority over the business and affairs of the Fund and the Fund's assets, subject to the rights of the Participants as provided in the Intergovernmental Cooperation Agreement. The Commission may perform such acts as in its sole judgment and discretion are necessary and proper for conducting the business and affairs of the Fund or promoting the interest of the Fund. The Commission oversees, reviews, and supervises the activities of all consultants and professional advisors to the Fund.

The Commission consists of a maximum of eleven (11) Commissioners. Any position on the Commission which is vacant is not counted for purposes of determining a quorum of the Commission. The Commissioners will serve until their successors are elected and qualified. The Commissioners will be divided into three classes, arranged so that the term of one class expires each year. At each annual meeting or vote, the Commissioners of the class whose term then expires are elected to terms of three years. Commissioners may be elected to any number of successive terms.

All Commissioners must be a member of the governing body of a Municipality or the chief executive or administrative officer of a Municipality or an official charged with responsibility for financial matters. In the case of a School District, a Commissioner may be a school superintendent, a school business official or other managerial employee of a School District charged with responsibility for school finance. The Municipality with which a Commissioner is affiliated must be a Participant of the Fund.

In addition, two (2) positions on the Commission are reserved for school business officials, or other managerial employees of a School District charged with responsibility for school finance; one (1) position on the Commission is reserved for a school superintendent; one (1) position on the Commission is reserved for a Municipal Employee employed by a Municipality other than a School District; and one (1) position on the Commission is reserved for a Municipal Employee employed by a county.

The Commissioners serve without compensation, but they are reimbursed by the Fund for reasonable travel and other out-of-pocket expenses incurred in connection with their duties as Commissioners. The Commissioners are not required to and will not devote their entire time to the affairs of the Fund.

The Commissioners annually elect one of their members to serve as Chairman of the Commission, who serves as chief officer of the Commission. They also elect a Vice Chairman from their number, and a Secretary and a Treasurer who need not be Commissioners. Election of the

Commissioners is by the affirmative vote of a majority of the Participants. A Commissioner's vacancy on the Commission may be filled for the unexpired portion of the applicable term by vote of a majority of the remaining Commissioners or a majority of the Participants. Information pertaining to the current Commissioners and Officers of the Fund is set forth below:

<u>Name</u>	<u>Position with the Fund</u>	<u>Principal Occupation</u>
Shawn M. Yde	Commission Treasurer	Director of Business Services School District of Whitefish Bay
Chad Trowbridge	Commission Chairman	Business Manager Chippewa Falls Area Unified School District
Laurie Grigg	Commission Vice Chairman	Controller Madison Area Technical College
Bob Tess	Commission Secretary	Chief Finance and Business Services Officer Wausau School District
Steve Summers	Commissioner	Business Manager Waunakee Community School District
Bruce Quinton	Commissioner	District Administrator Pepin Area School District
Rebecca Hansen	Commissioner	Director of Business Services Kimberly Area School District
Margaret Hamers	Commissioner	Finance Director Washington County
Aaron Engel	Commissioner	Superintendent School District of La Crosse

The Commissioners are responsible for the general investment policy and program of the Fund and for the general supervision and administration of the business and affairs of the Fund. However, the Commissioners are not required personally to conduct all of the business of the Fund. Consistent with their ultimate responsibility and to assist the Commissioners with the day-to-day operation of the Fund, the Commissioners have appointed an administrator, a marketing agent, an investment advisor, a banking services agent, and a custodian. The Commissioners assign such duties to such service providers as they deem to be appropriate. In addition, the investment advisor has selected a sub-advisor for the Fund (together with the administrator, marketing agent, investment advisor, banking services agent, and custodian, each a "Service Provider" and collectively, the "Service Providers").

THE INVESTMENT ADVISOR

Pursuant to an Investment Advisory Agreement dated as of August 1, 2022, as may be amended from time to time, US Bank National Association has been appointed by the Commission to act as Investment Advisor to the Fund. US Bank National Association has served as the Investment Advisor to the Fund since October 22, 2007. JPMorgan Chase Bank and its predecessors, Bank One, Wisconsin and Bank One, NA acted as the Fund's investment advisor from February 1994 until October 22, 2007.

Subject to the direction and control of the Commission, the Investment Advisor supervises the investment program of the Multi-Class Series, Limited Term Duration Series, and Extended Term Duration Series and the composition of their investment portfolios, determines the securities and instruments to be purchased or sold for those Portfolios and arranges for the purchase and sale of such securities and instruments. Under the terms of the Investment Advisory Agreement, the Investment Advisor is authorized to retain a sub-advisor to the Fund to assist in the management of the investments of the Portfolios. The Investment Advisor has retained PMA Asset Management to act as sub-advisor to the Fund. PMA Asset Management is an SEC-registered investment advisor under common ownership with PMA Financial Network, LLC and PMA Securities, LLC. The Investment Advisor remains responsible for the investment of the Fund's assets and implementation of each Portfolio's investment program and for the performance of the services provided by the Subadvisor.

Under the Investment Advisory Agreement, the Investment Advisor is not liable for (i) any loss suffered by reason of any investment decision, recommendation, or other action taken or omitted by the Investment Advisor in good faith; (ii) any loss arising from the Investment Advisor's adherence to the Commission's instructions or its compliance with the Fund's investment guidelines; or (iii) any act or failure to act by any broker or dealer to which the Investment Advisor directs transactions for the Funds, or by any other third party (provided that any third party selected by the Investment Advisor was chosen and supervised with reasonable care), except for losses sustained by the Fund as a result of the Investment Advisor's breach of, or refusal or failure to comply with, the terms of the Investment Advisory Agreement or from its bad faith, negligence, or willful misconduct in the performance of its duties under the Investment Advisory Agreement.

The Investment Advisory Agreement remains in effect until August 1, 2023, and, if approved by the Commission at its sole discretion and so long as the Investment Advisory Agreement is approved annually by the Commission, thereafter continues for an additional four-year term until August 1, 2027. The Investment Advisory Agreement terminates automatically upon its assignment by any party (except for certain assignments made by the Commission) and may be terminated by any party for any reason without penalty on 60 days' written notice to the other party. In addition, the Commission may terminate the Investment Advisory Agreement upon thirty (30) days' written notice to the Investment Advisor that the performance of the Subadvisor or any delegatee is not satisfactory to the Commission and the Investment Advisor has not by the end of such thirty (30)-day period cured such performance issues to the satisfaction of the Commission as determined in the Commission's sole discretion.

THE SUBADVISOR

Pursuant to a Sub-Advisory Agreement dated as of August 1, 2022, as may be amended from time to time, PMA Asset Management, has been selected by the Investment Advisor to act as sub-advisor to the Fund. RBC Global Asset Management (U.S.) LLC (formerly, Voyaguer Asset

Management, LLC), served as sub-advisor to the Fund from October 22, 2007 to August 1, 2014. JPMorgan Asset Management and its predecessors acted as the Fund's sub-advisor prior to October 22, 2007.

Subject to the direction of the Investment Advisor, the Subadvisor implements the investment program of the Multi-Class Series, Limited Term Duration Series, and Extended Term Duration Series and determines the securities and instruments to be purchased or sold for those Portfolios and arranges for the purchase and sale of such securities and instruments. The Investment Advisor remains responsible for the investment of the Fund's assets and implementation of each Portfolio's investment program and for the performance of the services provided by the Subadvisor.

Under the Sub-Advisory Agreement, the Subadvisor is not liable for (i) any loss suffered by reason of any investment decision, recommendation, or other action taken or omitted by the Subadvisor in good faith; (ii) any loss arising from the Subadvisor's adherence to the Commission's instructions or its compliance with the Fund's investment guidelines; or (iii) any act or failure to act by any broker or dealer to which the Subadvisor directs transactions for the Funds, or by any other third party, except for losses sustained by the Fund as a result of the Subadvisor's breach of, or refusal or failure to comply with, the terms of the Sub-Advisory Agreement or from its bad faith, negligence, or willful misconduct in the performance of its duties under the Sub-Advisory Agreement.

The Sub-Advisory Agreement remains in effect until August 1, 2023, and, if the Investment Advisory Agreement with the Cooperative is extended for an additional four-year term until August 1, 2027, then the Sub-Advisory Agreement will remain in effect until August 1, 2027, subject to annual review by the Investment Advisor. The Sub-Advisory Agreement may be terminated by either party for any reason without penalty on 60 days' written notice to the other party. In addition, the Investment Advisor may terminate the Sub-Advisory Agreement upon thirty (30) days' written notice to the Subadvisor that the performance of the Subadvisor is not satisfactory to the Investment Advisor and the Subadvisor has not by the end of such thirty (30)-day period cured such performance issues to the satisfaction of the Investment Advisor as determined in the Investment Advisor's sole discretion. Also, the Sub-Advisory Agreement automatically terminates without notice or penalty in the event of its assignment.

PMA Asset Management, is an SEC-registered investment advisor under common ownership with PMA Financial Network, LLC and PMA Securities, LLC

THE ADMINISTRATOR

The Commission has appointed PMA Financial Network, LLC (the "Administrator") as the Administrator of the Fund pursuant to an Administration Agreement dated as of August 1, 2022, as may be amended from time to time. PMA is a financial services provider and registered insurance provider in the State of Wisconsin.

The Administrator assists in supervising all aspects of the Fund's operations, other than investment advisory services, marketing and custodial operations, in conformity with the Intergovernmental Cooperation Agreement. Specifically, the Administrator services all Participant accounts in the Fund; determines and allocates income of the Fund; provides administrative personnel and facilities to the Fund; advises the Commission regarding methods of seeking and obtaining additional Participants for the Fund; determines the net asset value of the Fund; bears certain expenses for the Fund; and performs related administrative services for the Fund. On a quarterly basis, the Administrator provides the Commission with an evaluation of the performance of the

Fund. This evaluation includes a comparative analysis of the Fund's investment results in relation to industry standards, such as the performance of comparable mutual funds and various benchmark indices. The Administrator also manages the Fixed Rate Investment Program.

The Administration Agreement has a term which extends to August 1, 2027, and, thereafter, the agreement remains in effect from year to year if approved annually by the Commission or a majority of the Participants. The Administration Agreement is not assignable without the consent of the Commission and may be terminated without penalty on at least 60 days' written notice at the option of the Fund or the Administrator.

For information regarding additional programs available through the Administrator, see "Other Investment Programs" on page 12.

THE MARKETING AGENT

The Commission has appointed PMA Securities, LLC, as the Marketing Agent for the Fund, pursuant to a Marketing Agreement dated as of August 1, 2022, as may be amended from time to time.

The Marketing Agent engages in distribution efforts, retains the services of personnel competent to assist in marketing and sales efforts to encourage investment in the Fund, provides advice regarding various methods of seeking and obtaining additional Participants in the Fund, assists Participants in completing and submitting registration forms and assists in the preparation and dissemination of information with respect to the existence and operation of the various Portfolios of the Fund.

The Marketing Agreement has a term which extends to August 1, 2027, and, thereafter, the agreement remains in effect from year to year if approved annually by the Commission or by a majority of the Participants. The Marketing Agreement is not assignable without the consent of the Commission and may be terminated without penalty on 60 days' written notice at the option of the Fund or the Marketing Agent.

The Marketing Agent, as an SEC- and MSRB-registered broker-dealer and municipal advisor, provides securities and other investments for investors in the Fixed Rate Investment Program.

THE BANKING AGENT

US Bank National Association (the "Banking Agent") acts as depository for the Fund and provides banking services to the Fund pursuant to a Banking Services Agreement dated as of August 1, 2022, as may be amended from time to time. Pursuant to the Banking Services Agreement, the Banking Agent maintains Participant accounts, accepts deposits and processes redemptions for the Fund, and provides certain other banking-related services to the Fund and its Participants. The Banking Services Agreement remains in effect until August 1, 2023 and, if approved by the Commission at its sole discretion, thereafter continues for an additional four-year term until August 1, 2027. The Banking Services Agreement terminates automatically upon the termination of the Investment Advisory Agreement, and may be terminated by any party for any reason without penalty on 60 days' written notice to the other party.

THE CUSTODIAN

US Bank National Association (the "Custodian") has been appointed as the custodian for the Fund's Portfolios pursuant to a Custody Agreement, dated as of August 1, 2022, as may be

amended from time to time. Under the Custody Agreement, the Custodian acts as custodian and safekeeping agent for the cash and investments of the Fund's Portfolios. The Custodian, Administrator and the Banking Agent work together to process the investments made by the Fund and the deposits and withdrawals made by Participants. The Custody Agreement remains in effect until August 1, 2023 and, if approved by the Commission at its sole discretion, thereafter continues for an additional four-year term until August 1, 2027. The Custody Agreement terminates automatically upon the termination of the Investment Advisory Agreement, and may be terminated by any party for any reason without penalty on 60 days' written notice to the other party.

TERM SERIES ADMINISTRATION AND MARKETING AGREEMENT

The Term Series Portfolios of the Fund are administered and marketed under the terms of a Term Series Administration and Marketing Agreement dated as of August 1, 2022, as may be amended from time to time, between the Fund and PMA Asset Management, PMA Financial Network, LLC and PMA Securities, LLC. Pursuant to the Term Series Administration and Marketing Agreement, PMA Asset Management makes recommendations, prior to the establishment of any Term Series Portfolio, as to the duration of each Term Series Portfolio and the investment instruments to be purchased for each Term Series Portfolio (which duration and instruments shall be fixed with respect to a Term Series Portfolio upon the establishment of such Term Series Portfolio). PMA Financial Network, LLC provides administrative services with respect to the Term Series Portfolios and PMA Securities LLC provides marketing services with respect to the Term Series Portfolios.

PMA Asset Management is an SEC-registered investment advisor under common ownership with PMA Financial Network, LLC and PMA Securities, LLC.

The Term Series Administration and Marketing Agreement has a term which extends to August 1, 2027, and, thereafter, the agreement remains in effect from year to year if approved annually by the Commission. The agreement is not assignable without the consent of the Commission and may be terminated without penalty on at least 60 days' written notice at the option of the Commission or the PMA entities.

EXPENSES OF THE PORTFOLIOS

The Investment Advisor, the Subadvisor, the Marketing Agent, the Administrator, the Banking Agent and the Custodian of the Fund receive fees in connection with their services relating to the Multi-Class Series, Limited Term Duration Series, and Extended Term Duration Series. PMA Asset Management receives fees in connection with its activities relating to the Term Series Portfolios. As detailed below, those fees are calculated on the basis of, and paid from, the assets of those Portfolios. Investment earnings paid on assets that are placed in either class of the Multi-Class Series are paid to Participants net of such fees. From time to time, the Administrator, the Investment Advisor, the Marketing Agent, and other Service Providers may voluntarily waive a portion of their fees to support a positive yield during periods when any Series' (or either class of the Multi-Class Series') yield is reduced because of low interest rates. The amount of the waiver may vary by class of the Multi-Class Series. However, none of these Service Providers is obligated to so waive any portion of its fees. See "Cancellation of Multi-Class Shares to Maintain \$1.00 Net Asset Value" under "Certain Risks of Investment in the Fund" above.

The Fund pays the reasonable out-of-pocket expenses incurred by the Commissioners and officers in connection with the discharge of their duties, brokerage commissions, the legal fees

of the Fund, the fees of the Fund's independent accountants, the costs of appropriate insurance for the Fund and its Commissioners and officers, and various other expenses.

All funds received by the Fund from a Participant with respect to a particular Portfolio, together with all assets in which such funds are invested or reinvested, all income, earnings, profits and proceeds thereof, including any proceeds derived from the sale, exchange or liquidation of such assets, and (except to the extent otherwise determined by the Commission) any funds or payments derived from any reinvestment of such proceeds in whatever form the same may be, irrevocably belong to that Portfolio for all purposes, subject only to the rights of creditors, and will be so recorded upon the books of account of the Fund. In the event that there are any assets, income, earnings, profits, and proceeds thereof, funds, or payments which are not readily identifiable as belonging to any particular Portfolios, the Commission shall allocate them among any one or more of the Portfolios (or to a reserve) established and designated from time to time in such manner and on such basis as they, in their sole discretion, deem fair and equitable. Each such allocation by the Commission shall be conclusive and binding upon the Participants of all Portfolios for all purposes.

The assets belonging to each particular Portfolio are charged with the liabilities of the Fund in respect of that Portfolio and all expenses, costs charges and reserves attributable to that Portfolio (and, in the case of the Multi-Class Series, to a particular class) in such manner and on such basis as the Commission in its sole discretion deems fair and equitable. Any general liabilities, expenses, costs, charges or reserves of the Fund which are not readily identifiable as attributable to any particular Portfolio are allocated and charged by the Commission to and among any one or more of the Portfolios (and, in the case of the Multi-Class Series, to one or both classes) established and designated from time to time in such manner and on such basis as the Commission in its sole discretion deems fair and equitable. Each allocation of liabilities, expenses, costs, charges, and reserves by the Commission is conclusive and binding upon the Participants of all Portfolios (and classes thereof) for all purposes. The Commission has full discretion to determine which asset items will be treated as income and which as funds placed in the Fund by Participants and each such determination and allocation shall be conclusive and binding upon the Participants of all Portfolios.

The Administrator and Marketing Agent pay to WCA Services, LLC (a wholly owned subsidiary of the Wisconsin Counties Association) a royalty fee of 0.01% annualized of the average daily net assets invested in the Fund by Wisconsin counties and such other municipal entities agreed to by WCA Services, LLC and the Administrator and Marketing Agent.

Administration Agreement. Under the Administration Agreement the Administrator is paid a fee at an annual rate equal to: (a) for the Fund's Limited Term Duration Series and Extended Term Duration Series, 0.10% of the average daily net assets of each such Series; plus (b) for the Fund's Cash Management Class of the Multi-Class Series, 0.20% of the average daily net assets in the Multi-Class Series up to \$750,000,000, 0.19% of the average daily net assets in the Multi-Class Series between \$750,000,000 and \$1,000,000,000, 0.18% of the average daily net assets in the Multi-Class Series between \$1,000,000,000 and \$1,500,000,000, and 0.15% of the average daily net assets in the Multi-Class Series over \$1,500,000,000; plus (c) for the Fund's Investment Class of the Multi-Class Series, 0.10% of the average daily net assets in the Multi-Class Series up to \$1,000,000,000, 0.09% of the average daily net assets in the Multi-Class Series between \$1,000,000,000 and \$1,500,000,000, and 0.06% of the average daily net assets in the Multi-Class Series over \$1,500,000,000; inclusive of Fund balances maintained in interest-bearing, non-

interest-bearing, or equivalent accounts. These fees are calculated daily and paid monthly. The fees are allocated among the Series of the Fund and each Class of the Multi-Class Series on that same basis.

The allocation of fees among the Series of the Fund and between each Class of the Multi-Class Series is subject to review by both the Commission and the Administrator at the end of each calendar quarter and may be changed by mutual agreement of the Commission and the Administrator. The Administrator pays administrative costs of the Fund such as postage, telephone charges and computer time. The Administrator also furnishes the Fund, at the Administrator's expense, with the services of persons who perform certain administrative and clerical functions for the Fund and with office space, utilities, office equipment, and related services.

Marketing Agreement. Under its Marketing Agreement with the Fund, the Marketing Agent is paid a fee at an annual rate equal to (a) for the Fund's Limited Term Duration Series and Extended Term Duration Series, 0.03% of the average daily net assets of each such Series; plus (b) for the Fund's Cash Management Class of the Multi-Class Series, 0.08% of the average daily net assets in the Multi-Class Series up to \$750,000,000, 0.07% of the average daily net assets in the Multi-Class Series between \$750,000,000 and \$1,000,000,000, 0.06% of the average daily net assets in the Multi-Class Series between \$1,000,000,000 and \$1,500,000,000, and 0.05% of the average daily net assets in the Multi-Class Series over \$1,500,000,000; plus (c) for the Fund's Investment Class of the Multi-Class Series, 0.01% of the average daily net assets; inclusive of Fund balances maintained in interest-bearing, non-interest-bearing, or equivalent accounts, provided that if the balance in the Investment Class of the Multi-Class Series drops below a specified minimum balance (currently \$30,000,000) the Marketing Agent's Fee with respect to the Investment Class will be reduced to 0.00% during the period of time that the balance in the Investment Class is below the minimum balance. The fees are allocated between the Cash Management Class and the Investment Class of the Multi-Class Series on that same basis.

The allocation of fees among the Series of the Fund and each Class of the Multi-Class Series is subject to review by both the Commission and the Marketing Agent at the end of each calendar quarter and may be changed by mutual agreement of the Commission and the Marketing Agent. The Marketing Agent pays the Fund's reasonable expenses for printing and mailing certain documents (including this Information Statement), as well as other related marketing costs and expenses including the compensation of sales and marketing personnel employed or retained by the Marketing Agent.

Investment Advisory and Sub-Advisory Agreements. Under the Investment Advisory Agreement, the Investment Advisor is paid a fee for its services equal to 0.10% of the average daily net assets on deposit in the Multi-Class Series and managed by the Investment Advisor up to \$1,000,000,000, 0.09% of the average daily net assets on deposit in the Multi-Class and managed by the Investment Advisor between \$1,000,000,000 and \$1,500,000,000, and 0.07% of the average daily net assets on deposit in the Multi-Class Series and managed by the Investment Advisor over \$1,500,000,000; and equal to 0.13% of the average daily net assets on deposit in each of the Limited Term Duration Series and Extended Term Duration Series and managed by the Investment Advisor. The fees of the Multi-Class Series are allocated between the Cash Management Class and the Investment Class of the Multi-Class Series on that same basis. The fees are computed daily and paid monthly. All fees under the Sub-Advisory Agreement are paid by the Investment Advisor and not by the Fund, any Portfolio or any class thereof.

Banking Services Agreement. Under the Banking Services Agreement, the Banking Agent is compensated for each type of service it renders to the Fund based on a schedule agreed on from time to time between the Banking Agent and the Commission. The Commission reserves the right to bill the Participants in the Cash Management Class of the Multi-Class Series who utilize banking services for the cost of the services provided to them by the Banking Agent (at the prevailing rates charged to the Commission by the Banking Agent) or to require Participants to maintain specified minimum balances in the Cash Management Class of the Multi-Class Series to compensate for the cost of banking services provided to the Participant by the Banking Agent and paid for by the Commission.

The Banking Agent also makes available to Participants additional services which are available to customers of the Banking Agent generally. The charges for such additional services are paid by the individual Participant which requests them.

Custody Agreement. Under the Custody Agreement, the Custodian is compensated for each type of service it renders to the Fund based on a schedule agreed on from time to time between the Custodian and the Commission.

Term Series Administration and Marketing Agreement. Under the Term Series Administration and Marketing Agreement, the applicable Term Series Portfolio pays to PMA Asset Management, with respect to each Term Series Portfolio, a fee not to exceed 25 basis points (0.25%) annualized on the net asset value of all investments in such Term Series Portfolio, exclusive of insurance or collateral costs and any third-party placement fees. An additional fee, not to exceed 10 basis points (0.10%) annualized, will be charged for those net assets of a Term Series Portfolio that require management and administration of collateral, letters of credit, other third party guarantees or reciprocal or other programs. These fees shall be computed and accrued daily as an expense of the Term Series Portfolio.

EXPENSES OF THE FIXED RATE INVESTMENT PROGRAM

Investments through the Fixed Rate Investment Program are the subject of an annualized mark-up paid to the Administrator or its affiliate in an amount not to exceed 0.25% (annualized) on deposit products, exclusive of insurance costs and any third party placement fees. An additional fee not to exceed 0.10% (annualized) will be charged for those assets that require management and administration of collateral, letters of credit or other third-party guarantees or reciprocal or other programs. The Administrator (or its affiliate) charges these fees directly to Participants making investments through the Fixed Rate Investment Program. Investors purchasing commercial paper and bankers' acceptances through the Fixed Rate Investment Program will pay to the Administrator or its affiliate an annualized mark-up of up to 0.15% of the principal amount of each such investment. Investors purchasing securities of the United States government and its agencies and instrumentalities and of corporate and municipal securities will pay to the Marketing Agent an annualized mark-up of up to 0.15% of the principal of the amount of each such investment. In the event the annualized mark-up on any individual investment is less than \$50.00, the Administrator or Marketing Agent reserves the right to charge a minimum of \$50.00 on such transaction. Such fees are paid from the monies placed in the Fixed Rate Investment Program by the Participants participating in it. Such fees are not paid from the assets of any Series of the Fund. The Administrator and Marketing Agent pay to WCA Services, LLC (a wholly owned subsidiary of the Wisconsin Counties Association) a royalty fee of 0.01% annualized of the principal amount of each investment in the Fixed Rate Investment Program by Wisconsin counties and such other municipal entities excluded from the Fund payment.

INCOME ALLOCATIONS

Multi-Class Series. The net income of each class of the Multi-Class Series of the Fund is determined as of the close of business on each Wisconsin banking day (and at such other times as the Commission may determine) and is credited immediately thereafter pro rata to each Participant's Cash Management Class or Investment Class of the Multi-Class Series account, as applicable. Net income which has thus accrued to the Participants is converted as of the close of business of each calendar month into additional shares which are thereafter held in each Participant's Cash Management Class or Investment Class of the Multi-Class Series account, as applicable. Such net income is converted into full and fractional shares at the rate of one share for each one dollar credited. Although daily income accruals are not automatically transmitted in cash, Participants may obtain cash by withdrawing shares at their net asset value without charge (provided, with respect to the Investment Class, that sufficient notice is given as described above under "The Portfolios of the Fund - The Multi-Class Series - Investment Class"). In the event that a Participant withdraws all of its funds from an Investment Class account, accrued net income of that account will be converted into additional shares as of the close of business of the calendar month in which the withdrawal is made.

Net income for each class of the Multi-Class Series for each income period consists of (i) all accrued interest income on the Portfolio's assets attributable to the Cash Management Class or Investment Class, as the case may be, (ii) plus or minus all realized gains or losses on the Portfolio's assets attributable to such class and any amortized purchase discount or premium and (iii) less the Cash Management Class's or Investment Class's, as the case may be, accrued and paid expenses (including accrued expenses and fees payable to the Investment Advisor, Subadvisor, the Marketing Agent and Administrator) applicable to that income period.

Since net income of each class of the Multi-Class Series (including realized gains and losses on the Multi-Class Series assets, if any, attributable to such class) is allocated among the Participants each time net income is determined, the net asset value per share applicable to each class of the Multi-Class Series is expected to remain at \$1.00 per share. The Fund expects each class of the Multi-Class Series to have net income each day. If for any reason there is a net loss on any day attributable to either class, the Fund will reduce the number of the Multi-Class Series outstanding shares by having each Participant contribute to the Multi-Class Series its *pro rata* portion of the total number of shares of such class required to be cancelled in order to seek to maintain the net asset value per share of such class of the Multi-Class Series at a constant value of \$1.00. Each Participant will be deemed to have agreed to such a contribution in these circumstances by its adoption of the Intergovernmental Cooperation Agreement and its investment of funds in the Multi-Class Series.

Limited Term Duration Series and Extended Term Duration Series. The net income of the Limited Term Duration Series and Extended Term Duration Series is accrued daily, which has the effect of increasing the net asset value of each such Portfolio by the amount of such net income. Neither of these Portfolios expects to make any distributions to shareholders of such net income.

Term Series Portfolios. The net income of each Term Series Portfolio is allocated among the Participants participating in that Term Series Portfolio.

YIELD AND TOTAL RETURN INFORMATION

Yield information with respect to each Portfolio is presented as described below. The Fund also may quote the yield of a Portfolio from time to time on other bases for the information of its Participants. In addition, any waivers of expenses, as set forth in this Information Statement, may have a positive impact on the performance of the applicable Portfolio.

The yields quoted from time to time should not be considered a representation of the yield of a Portfolio in the future since the yield is not fixed. Actual yields will depend not only on the type, quality, and maturities of the investments held in the applicable Portfolio and changes in interest rates on such investment, but also on changes in the Fund's expenses or to any Portfolio or class of Portfolio thereof during the period.

Yield information may be useful in reviewing the performance of a Portfolio and for providing a basis for comparison with other investment alternatives. However, the yields of the Fund's Limited Term Duration Series, Extended Term Duration Series, and the Cash Management Class and Investment Class of the Multi-Class Series fluctuate, unlike certain other investments which may pay a fixed yield for a stated period of time.

Multi-Class Series. The "seven-day average yield" of each class of the Multi-Class Series may be quoted, from time to time, in reports, literature, and information published by the Fund. The Fund's "Seven Day Average" refers to the income that would have been generated by a Participant's investment in the relevant class of the relevant Portfolio for the preceding seven days. This average has been annualized, which is to say that the amount of income generated by the investment during that week is assumed to have been generated each week over a 52-week period and is shown as a percentage of that investment. The unannualized seven-day period return for such period is the change (namely accrued investment income, plus or minus any amortized purchase discount or premium less all expenses, including investment income accrued or income earned during the period and including realized capital gains and losses) in the value of the hypothetical account during the period divided by \$1.00. The seven-day average yield is calculated by multiplying the unannualized seven-day period return by 365 divided by 7. The Fund also may prepare an effective annual yield computed by compounding the unannualized seven-day period return as follows: by adding 1 to the unannualized seven-day period return, raising the sum to a power equal to 365 divided by 7, and subtracting 1 from the result.

Limited Term Duration Series and Extended Term Duration Series. Information regarding total returns and yield for the Limited Term Duration Series and Extended Term Duration Series is available on the Fund's website at <http://www.investwisc.com> and by contacting the Administrator, PMA Financial Network, LLC, telephone toll-free, 1-866-747-4477, during regular business hours or by mail at 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

Fixed Rate Investment Program. Information regarding the yield of investments made through the Fixed Rate Investment Program may be provided or reported from time to time by the Administrator. It will be reported on the basis of simple interest calculated on a 365 day year or will be based on such other methods of calculation as the Commission shall deem appropriate.

DETERMINATION OF NET ASSET VALUE

Multi-Class Series. The net asset value per share of each class of the Fund's Multi-Class Series for the purpose of calculating the price at which shares are issued and redeemed is determined by the Administrator as of the close of business of each Wisconsin banking day. Such determination is made by subtracting from the value of the assets of such Portfolio attributable to each class

thereof the amount of the applicable liabilities attributable to such class and dividing the remainder by the number of outstanding shares for that Portfolio attributable to such class.

In making these computations, the Administrator values the Portfolio's investments by using the amortized cost method. The amortized cost method of valuation involves valuing an investment at its cost at the time of purchase and thereafter assuming a constant amortization to maturity of any discount or premium, regardless of the impact of fluctuating interest rates on the market value of the instrument. While this method provides certainty in valuation, it may result in periods during which value, as determined by amortized cost, is higher or lower than the price the Portfolio would receive if it sold the instrument. During such periods the yield to Participants may differ somewhat from that which would be obtained if the Fund used the market value method for all its Multi-Class Series investments. For example, if the use of amortized cost resulted in a lower (higher) aggregate portfolio value on a particular day, a prospective Participant of the Multi-Class Series would be able to obtain a somewhat higher (lower) yield than would result if the Fund used the market value method, and existing Participants would receive less (more) investment income. The purpose of this method of calculation is to attempt to maintain a constant net asset value per share of \$1.00 for the Cash Management Class and Investment Class of the Multi-Class Series.

The Commission has adopted certain procedures with respect to the Fund's use of the amortized cost method to value its Multi-Class Series. These procedures are designed and intended (taking into account market conditions and the Fund's investment objectives) to stabilize the net asset value per share as computed for the purpose of investment and redemption at \$1.00 per share. The procedures include a monthly valuation of each such Portfolio by the Custodian using the market value method and a periodic review by the Commission, in such manner as it deems appropriate and at such intervals as are reasonable in light of current market conditions, of the relationship between the net asset value per share based upon the amortized cost value of the Fund's Multi-Class Series investments and the net asset value per share based upon available indications of market value with respect to such portfolio investments. The Commission has established procedures to (i) monitor differences between the amortized cost value and the market price value and (ii) consider what steps, if any, should be taken in the event of a difference of more than 0.5% between such values. In the event that there is a difference of more than 0.5% between the amortized cost value and the market value, the Commission will take such steps as it considers appropriate (such as shortening the average portfolio maturity or realizing gains or losses) to minimize any material dilution or other unfair results which might arise from differences between the amortized cost value and the market value.

The Commission intends to maintain a dollar weighted average portfolio maturity (which will not be more than 60 days for the Multi-Class Series) appropriate to the objective of maintaining a stable net asset value of \$1.00 per share for the Portfolio, and not to purchase any security or instrument with a remaining maturity of more than 397 days (unless such investment is subject at the time of its purchase by the Commission to an irrevocable agreement on the part of a Responsible Person to purchase such security or instrument from the Commission within one year). Should the disposition of a portfolio investment result in a dollar weighted average portfolio maturity of more than 60 days, the Commission intends to invest available cash in such a manner as to reduce such average portfolio maturity to 60 days, or less, as soon as is reasonably practicable.

Limited Term Duration Series and Extended Term Duration Series. For the purpose of calculating the price at which shares are issued and redeemed, the net asset value per share of both the Fund's Limited Term Duration Series and Extended Term Duration Series is determined by the Administrator as of the close of business of each Wisconsin banking day. Such determination is made by subtracting from the value of the assets of such Portfolio the amount of the applicable liabilities and dividing the remainder by the number of outstanding shares for that Portfolio.

Under the Fund's pricing and valuation policies and procedures, debt securities held by these Series are generally valued using prices provided by an independent pricing service, which uses valuation methods that are designed to approximate market or fair value, such as matrix pricing and other analytical pricing models, market transactions and dealer quotations. Debt securities with a remaining maturity of 60 days or less may be valued at amortized cost or fair value if a market price is not available. In some cases, prices may be provided by alternative pricing services or dealers. Shares of such Portfolio are valued at their last calculated net asset value per share. If market quotes are not readily available for a security held by such Portfolio, a price cannot be obtained from a pricing service or a dealer, or if the Administrator or its affiliate believes the price provided by the pricing service does not represent "fair value" for the security, the security is valued at "fair value" by the Administrator or its affiliate. In determining fair value, the Administrator or its affiliate applies valuation methods that take into account all relevant factors and available information. Consequently, the value of the security used by the Limited Term Duration Series or Extended Term Duration Series to calculate its net asset value per share may differ from a quoted or published price for the same security. Fair value pricing involves subjective judgments and it is possible that the fair value determined for a security is materially different than the value that could be realized upon the sale of that security.

Term Series Portfolios. The method for determining the net asset value of a Term Series Portfolio will be set forth in the Investment Pool Information Certificate relating to that Term Series Portfolio.

PORTFOLIO TRANSACTIONS

Subject to the general supervision of the Commission, the Investment Advisor is responsible for the investment decisions of the Multi-Class Series, Limited Term Duration Series, and Extended Term Duration Series of the Fund. The Investment Advisor or Subadvisor place orders for all purchases and sales of portfolio securities for each of these Series. Typically, these portfolio transactions occur through brokers and dealers. These portfolio transactions occur primarily with major dealers in money market and government instruments acting as principals. Such transactions are normally done on a net basis which does not involve payment of explicit brokerage commissions. Transactions with dealers normally reflect the spread between bid and asked prices.

When selecting brokers and dealers to execute trades of the Fund's portfolio transactions, the Investment Advisor and Subadvisor are required to select brokers or dealers based upon such broker's or dealer's ability to provide "best execution" of trades for each Fund, meaning the broker or dealer must execute securities transactions for the Fund in such a manner that the Fund's total cost or proceeds in each transaction is the most favorable under the circumstances. When the Investment Advisor or Subadvisor places orders for the execution of portfolio transactions for the Fund, it may allocate such transactions to such brokers and dealers for execution on such markets, at such prices and at such commission rates as in the good faith judgment of such advisor will be

in the best interests of the Fund, taking into consideration in the selection of such brokers and dealers not only available prices and rates of brokerage commissions, but also relevant factors such as execution capabilities, research, and other services provided by such brokers and dealers. Where price and execution offered by more than one dealer are comparable, the Investment Advisor or Subadvisor may, in its discretion, purchase and sell investments through dealers which provide research, statistical and other information to the Investment Advisor, Subadvisor or to the Fund. Such supplemental information received from a dealer is in addition to the services required to be performed by the Investment Advisor or Subadvisor under the Investment Advisory Agreement or Sub-Advisory Agreement, as the case may be, and the expenses of the Investment Advisor and Subadvisor will not necessarily be reduced as a result of the receipt of such information.

Neither the Investment Advisor nor the Subadvisor may select a broker or dealer to effect trades of the Fund's portfolio securities as consideration or compensation to such broker or dealer for any product, service or business provided to the Investment Advisor, Subadvisor or any of their respective clients that does not benefit the Fund.

The Investment Advisor and Subadvisor may employ an affiliate to act as broker or dealer in connection with the purchase or sale of the Fund's portfolio securities, provided the commissions, fees or other remuneration paid to such broker or dealer, from any source, do not exceed (i) the usual and customary broker's commission if the sale is effected on a securities exchange, or (ii) 2% of the sales price if the sale is effected in connection with a secondary distribution of such securities, or (iii) 1% of the purchase or sale price of such security if the purchase or sale is otherwise effected.

The Investment Advisor and Subadvisor are authorized to act on behalf of the Fund in buying or selling a particular security or instrument and as agent for another client on the other side of the transaction. These transactions are referred to as "agency cross transactions". However, the advisors may engage in agency cross transactions only if: (i) the transaction is a purchase or sale for no consideration other than cash payment against prompt delivery of a security for which market quotations are readily available; (ii) the transaction is effected at an independent current market price of the securities in question; and (iii) no brokerage commission, fee (except for customary transfer fees), or other remuneration is paid in connection with the transaction.

In order to decrease brokerage and transaction costs to the Fund through volume discounts and lower commissions that may not otherwise be available, the Investment Advisor and Subadvisor may, when appropriate, aggregate trade orders and allocate trades among the Funds and other client accounts they oversee, provided that: (i) investment opportunities are allocated pro rata among the Fund and such other client accounts with comparable investment objectives and positions; and (ii) the Fund must receive the same average execution price provided to such other client accounts and share commission costs pro rata based on the Fund's participation in the aggregated trade block.

Although the Fund does not ordinarily seek, but may nonetheless make, profits through short-term trading, the Investment Advisor or Subadvisor may dispose of any Multi-Class Series, Limited Term Duration Series, or Extended Term Duration Series investment prior to its maturity if it believes such disposition is advisable. The Multi-Class Series (and, to a lesser extent, the Limited Term Duration Series) will experience high portfolio turnover as a result of the Fund's policy of generally investing the Multi-Class Series assets in instruments with maturities of 397 days or less and the Limited Term Duration Series assets in instruments with maturities of less

than two years. However, since brokerage commissions are not normally paid on the types of investments which the Fund may make for these Portfolios, any turnover resulting from such investments should not adversely affect the net asset value or net income of the Fund's Multi-Class Series or Limited Term Duration Series.

REPORTS TO PARTICIPANTS

Each Participant receives quarterly and annual reports providing financial information regarding the Fund. The annual report includes audited financial statements of each Portfolio. In addition, a Participant receives a daily statement listing each investment and withdrawal that it makes that day and a monthly statement detailing the entire month's activity.

In the case of the Term Series Portfolios and the Fixed Rate Investment Program, each Participant will receive from the Administrator a confirmation of its investment at the time the purchase is made. In addition, such Participant's participation in such program is shown on the monthly statements to the Participant by the Administrator.

The Fund's fiscal year ends on March 31 of each calendar year. The most recent annual report of the Fund (including audited financial statements for the most recent fiscal year of any Portfolio of indefinite duration) and the Fund's most recent unaudited quarterly report are provided to each Municipality considering becoming a Participant. Potential Participants are advised to review such reports.

The Fund answers inquiries at any time during business hours from a Participant concerning the status of its account (number of shares owned, etc.) and the current yield available through the Fund's investment program. Such inquiries can be made by mail or by telephoning toll-free, 1-866-747-4477, or by writing to PMA Financial Network, LLC, at 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

LEGAL COUNSEL AND INDEPENDENT ACCOUNTANTS

Quarles & Brady LLP, Milwaukee, Wisconsin, serves as legal counsel to the Fund. CliftonLarsonAllen LLP, Milwaukee, Wisconsin, serves as the Fund's independent accountants.

TAXES

The Fund and the income of the Fund are exempt from federal and Wisconsin income and franchise taxation, and the Participants will not be subject to tax on the income earned from their investment in the Fund.

INTERGOVERNMENTAL COOPERATION AGREEMENT

Each potential Participant is given a copy of the Intergovernmental Cooperation Agreement before becoming a Participant. Certain portions of the Intergovernmental Cooperation Agreement are summarized in this Information Statement. These summaries are qualified in their entirety by reference to the text of the Intergovernmental Cooperation Agreement (as amended from time to time).

Description of Shares. The Intergovernmental Cooperation Agreement provides that the beneficial interests of the Participants in the assets of the Fund and the earnings thereon are, for convenience of reference, divided into shares which are used as units to measure the proportionate allocation of beneficial interest among the Participants. The Intergovernmental Cooperation Agreement authorizes an unlimited number of full and fractional shares of one or more classes as well as adjustments in the total number of shares outstanding from time to time

without changing their proportionate beneficial interest in the Fund in order to permit the Fund to maintain a constant net asset value of \$1.00 per share for each class of the Multi-Class Series. The shares have no preference, conversion, exchange, or preemptive rights.

The Commission in its discretion, from time to time, may authorize the division of shares of the Fund into two or more series or Portfolios, and into two or more classes of any such Portfolio. The number of shares of a particular Portfolio and class is used to measure and represent the proportionate allocation of beneficial interest among the Participants of that Portfolio and class. All shares of a particular class of a Portfolio participate equally in dividend allocations and have equal liquidation and other rights with respect to that Portfolio. All funds received by the Fund from a Participant with respect to a particular Portfolio, together with all assets in which such funds are invested or reinvested, all income, earnings, profits and proceeds thereof, and any funds or payments derived from any reinvestment of such proceeds, shall irrevocably belong to that Portfolio for all purposes, subject to the rights of creditors. If there are any assets, income, earnings, profit, proceeds, funds or payments which are not readily identifiable as belonging to any particular Portfolio, the Commission shall allocate them among any one or more of the established Portfolios (and classes thereof) in such manner and on such basis as it, in its sole discretion, deems fair and equitable. The assets belonging to a particular Portfolio (and class thereof) shall be charged with the liabilities of the Fund in respect of that Portfolio and class and all expenses, costs, charges and reserves attributable to that Portfolio and class. Any general liabilities, expenses, costs, charges or reserves of the Fund which are not readily identifiable as belonging to any particular Portfolio (or class thereof) shall be allocated among any one or more of the established Portfolios (and classes thereof) in such manner and on such basis as the Commission, in its sole discretion, deems fair and equitable. The net income of the Fund shall be determined separately for each Portfolio and for each class thereof, and shall be credited to the respective share accounts of the Participants in such Portfolio and class. For all matters requiring a vote of Participants that affect all Portfolios similarly, each Participant is entitled to one vote with respect to each matter, without regard to the number of shares held by the Participant. For all matters only affecting a particular Portfolio or class thereof, each Participant of that Portfolio (or class thereof) is entitled to one vote with respect to each such matter, without regard to the number of shares held by the Participant. It is not necessary for a Participant to hold any minimum number of shares to be entitled to vote. Participants are not entitled to cumulative voting. No shares may be transferred to any person other than the Commission itself at the time of withdrawal of monies by a Participant.

Participant Liability. The Intergovernmental Cooperation Agreement provides that Participants shall not be subject to any individual liability for the acts or obligations of the Commission and provides that every written undertaking made by the Commission shall contain a provision that such undertaking is not binding upon any of the Participants individually. The Commission intends to conduct the operations of the Fund and each Portfolio, with advice of counsel, in such a way as to seek to avoid ultimate liability of the Participants for liabilities of the Fund and each Portfolio.

Responsibility of Commissioners, Officers, Employees and Agents. No Commissioner, officer, employee or agent of the Commission is individually liable to the Commission, an officer, an employee or an agent of the Commission or a Participant of the Fund for any action or failure to act unless it is taken or omitted in bad faith or constitutes willful misfeasance, reckless disregard of duty or gross negligence. All third parties shall look solely to the Fund property for the satisfaction of claims arising in connection with the affairs of the Commission and the Fund. The

Commission will indemnify each Commissioner, officer, employee or agent of the Commission designated by the Commission to receive such indemnification, to the extent permitted by law, against all claims and liabilities to which they may become subject by reason of serving in such capacities for the Commission, except in certain circumstances set forth in the Intergovernmental Cooperation Agreement.

Termination of the Intergovernmental Cooperation Agreement. The Fund (or a Portfolio) may be terminated by the affirmative vote of a majority of the Participants (or the Participants of the Portfolio) entitled to vote, by resolution adopted by each of the Participants or by an instrument in writing, signed by a majority of the Commissioners and a majority of the Participants. Upon the termination of the Fund (or Portfolio) and after paying or adequately providing for the payment of all of its liabilities, and upon receipt of such releases, indemnities and refunding agreements as the Commission deems necessary for its protection, the Commission may distribute the remaining Fund (or Portfolio) property, in cash or in kind, or partly in cash and partly in kind, among the Participants according to their respective proportionate beneficial interests.

Amendment of the Intergovernmental Cooperation Agreement. The Intergovernmental Cooperation Agreement may be amended by the affirmative vote of a majority of the Participants entitled to vote, by resolution adopted by each of the Participants or by an instrument in writing, without a meeting, signed by a majority of the Commissioners and a majority of the Participants. The Commission may, from time to time, by a two-thirds vote of the Commissioners, and after fifteen days prior written notice to the Participants, amend the Intergovernmental Cooperation Agreement without the vote or consent of the Participants, to the extent they deem necessary to conform the Intergovernmental Cooperation Agreement to the requirements of applicable laws or regulations, or any interpretation thereof by a court or other governmental agency, but the Commissioners shall not be liable for failing to do so.

Withdrawal; Termination of Right to Participate. A Participant may withdraw from the Fund at any time by sending an appropriate notice to the Commission, as specified in the Intergovernmental Cooperation Agreement. In addition, a Participant's right to participate in the Fund may be terminated by a majority vote of the Commissioners, if the Commission finds that such Participant's use of the Fund is not in the best interest of the Participants of the Fund as a whole.

Official Newspaper. The *Wisconsin State Journal* has been designated as the official newspaper of the Fund, for purposes of open meeting law notice and other legal notices.

PROCEDURES FOR BECOMING A PARTICIPANT AND OPENING ACCOUNTS

For information on how to become a Participant of the Fund or open an account in any of the Fund's programs, please contact the Administrator by telephone toll-free, 1-866-747-4477, during regular business hours or by mail at 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563. Among other materials, the Administrator can provide a form of Model Resolution for use in becoming a Participant.

MAKING ADDITIONAL DEPOSITS IN OR WITHDRAWALS FROM THE FUND

Any Participant of the Fund wishing to make additional deposits or withdrawals from the Fund should contact the Administrator, PMA Financial Network, LLC, telephone toll-free, 1-866-747-4477, during regular business hours or by mail at 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563. In order for shares of any Series (or Class thereof) to be purchased

at the net asset value determined at the close of regular trading on a given date, the Administrator must receive your purchase request in good order by the applicable deadline on that date (11:00 a.m. Central Time for wire transfers, 2:00 p.m. Central Time for online next-day Automated Clearing House (ACH) transfers, and 3:00 p.m. Central Time for telephone next-day Automated Clearing House (ACH) transfers). In order for shares of any Series (or Class thereof) other than the Limited Term Duration Series or Extended Term Duration Series to be redeemed at the net asset value determined at the close of regular trading on a given date, the Administrator must receive your redemption request in good order by 11:00 a.m. Central Time on that date; all purchase orders or redemption requests received after the applicable deadline will be processed at the net asset value determined at the close of regular trading on the next business day. Special advance notice requirements apply for withdrawals from the Limited Term Duration Series and Extended Term Duration Series, as described above under “Investment Objectives and Policies of the Portfolios - Limited Term Duration Series” and “Investment Objectives and Policies of the Portfolios - Extended Term Duration Series,” respectively.

CONFLICT OF INTEREST POLICY

It is the policy of the Fund that its Commissioners, officers and representatives comply with all laws and regulations governing its investment operations and to conduct the Fund’s activities in such a manner that the Fund will be recognized as a sound vehicle for the investment of money by Wisconsin municipalities. This Fund policy requires that conflicts between the interests of any of the Commissioners, officers and representatives and the interests of the Fund and its Participants be avoided to the extent possible and that, if any conflict does exist, it be disclosed to the Fund. Under this policy, the Fund’s Commissioners and officers are required either to provide the Fund on an annual basis a certification that certain specified conflicts of interests do not exist or an explanation of any conflicts of interest.

THE FUND’S PRIVACY POLICY

We respect your right to privacy. We understand that the privacy and security of nonpublic information is important to you, and we maintain safeguards designed to protect your nonpublic information from unauthorized access. We do not sell this information to anyone and only share such information with others as allowed by law and/or for the purpose of providing you with products and services requested by you.

The Information We Collect About You

We may collect information about you, such as name, address, tax identification number, telephone number, email address, credit history and financial information. This information is collected from the following sources:

- information we receive from you on applications or other forms;
- information we receive from you through transactions, correspondence and other communications with us; and
- information we otherwise obtain from you in connection with providing you a product or service.

Why We Collect Your Information

We collect information only to the extent necessary to provide the services or products requested by you. Collecting this information allows us to:

- provide the products and services requested by you and deliver products and services that may be of interest to you;
- prevent unauthorized access to your account;
- improve customer service; and
- comply with legal and regulatory requirements.

The Information We Disclose

The Fund is an intergovernmental cooperative organized under Wisconsin law and is subject to the Wisconsin Open Records Law. This means that we will disclose information about Participants as may be required by such law. We may also disclose your nonpublic information to government agencies and regulatory organizations, when permitted or required by law.

Except as described above, any nonpublic information you provide to us is kept confidential. We do not share the information we collect about you with any third parties, except as may be necessary to provide the services or products requested by you. This means we may disclose your information to our affiliates and other third parties who help us provide products and services to you. For example, we may share your information with a transfer agent to process your transactions with us, and we may provide your account information to a third party service provider so that reports and account statements can be printed and mailed. These service providers are only permitted to use this information for purpose of providing us services for which we hired them, and they are not permitted to share this information or use this information for any other purpose.

Protection of Information

For your protection, we restrict access to your nonpublic information to those individuals who need to know that information to provide products and services to you. We maintain physical, electronic and procedural safeguards that are designed to comply with federal standards to maintain the confidentiality of your nonpublic information.

Updating Your Information

The accuracy of your personal information is important to us. You can correct, update or confirm your personal information anytime by calling the Administrator, PMA Financial Network, LLC, at 1-866-747-4477.

THE FUND'S PORTFOLIO HOLDINGS DISCLOSURE POLICY

The Fund has adopted a Disclosure of Portfolio Holdings Policy to provide reasonable assurance that information related to the portfolio holdings of the Fund remains confidential and is not selectively disclosed until such time as the information may be released publicly. Under the policy, the Fund and its service providers are required to protect the confidentiality of the Fund's portfolio holdings and rate history and prevent the selective disclosure of information about the Fund's

portfolio holdings that is not otherwise publicly available, except in the limited circumstances permitted by the policy. Generally, the Fund is permitted, if deemed necessary or appropriate by the Fund's management and deemed to be in the best interest of the Fund, to make public disclosures of the Fund's portfolio holdings, such as through publishing the information in a report to Participants or posting such information on the Fund's website. Disclosure of Fund information is also permitted to the extent necessary to comply with the Wisconsin Open Records Law.

In addition, under the policy, Fund portfolio holdings information that has not been publicly disseminated may be selectively disclosed to such persons, and subject to the conditions, identified forth below.

Fund Management. Fund portfolio holdings information may be provided to the Fund's Commissioners and its officers as may be requested by them to perform their respective duties.

Fund Service Providers. Fund portfolio holdings information may be provided to the Fund's service providers who are subject to duties of confidentiality with respect to such information, including, without limitation, the Fund's: investment advisor; sub-advisor; distributor; administrator; accounting agent; transfer agent; custodian; legal counsel; and auditors, but only to the extent required by law or to the extent management deems necessary to enable such service providers to carry out their specific duties, responsibilities and obligations to the Fund.

Rating or Ranking Agencies. Fund portfolio holdings information may be provided to a recognized rating or ranking agency, such as S&P, for its use in developing a rating for the Fund or in evaluating the category in which the Fund should be placed; provided that the recipient provides the Fund with a written confidentiality agreement in a form and substance acceptable to the Fund's legal counsel that reasonably protects the confidentiality of the protected information and limits the recipient's use and disclosure thereof.

Other Recipients. Fund portfolio holdings information may be provided to other persons upon advance approval by the Commissioners; provided that (1) the Commissioners make a good faith determination that the Fund has a legitimate business purpose to provide the information and that such disclosure is in the Fund's best interests; and (2) the recipient provides the Fund with a written confidentiality agreement in a form and substance acceptable to the Fund's legal counsel that reasonably protects the confidentiality of the Fund portfolio holdings information and limits the recipient's use and disclosure thereof.

Government Entities and Regulators. The Fund may disclose Fund portfolio holdings information in response to requests from government entities and regulators, to comply with valid subpoenas or to otherwise comply with applicable law.

Other than as described within the policy or as required by law, no person associated with the Fund or any other service provider to the Fund may disclose information regarding portfolio holdings of the Fund. The Fund and each of its Commissioners, officers, and service providers must adhere to the policy.

FINANCIAL AND PERFORMANCE INFORMATION

The financial, performance and rate information for the Portfolios can be obtained by contacting the Administrator, PMA Financial Network, LLC, telephone toll-free, 1-866-747-4477, during regular business hours or by mail at 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

The name “Wisconsin Investment Series Cooperative” is the designation of the Fund under its Intergovernmental Cooperation Agreement and the name “Wisconsin Investment Series Cooperative Commission” is the designation of the Commission under the Intergovernmental Cooperation Agreement. The names of the Commission and the Fund refer to the Commissioners collectively in such capacity and not personally or as individuals. All persons dealing with the Commission and the Fund must look solely to the Fund property for the enforcement of any claims against the Commission or the Fund since none of the Commissioners, officers, agents or Participants assume any personal liability for obligations entered into on behalf of the Commission.

QB\74846030.3



MEMORANDUM

DATE: October 4, 2022

TO: Fort Atkinson City Council

FROM: Andy Selle, P.E., City Engineer/Director of Public Works

RE: Review and possible action relating to a one-lot Certified Survey Map (extra-territorial) for the property located at 1917 S Main St

BACKGROUND

The applicant and property owner have requested to parcel off an approximately 2.8 AC lot from the parent parcel. The location is roughly 1917 S Main St. The parcel abuts the City of Fort Atkinson on two sides.

DISCUSSION

This parcel has come before both Plan Commission and City Council previously (2021), under ownership by the Merriman Family. The original parent parcel was +/- 11 acres and previous owners had preliminarily showed a subdivision with approximately 20 homes and 3 roads stubbed with utilities in anticipation of future urban residential development.

In 2021, the owners requested a one-lot CSM parceling the house along Main St from the parent parcel. The current owners purchased the house from the Merriman family (2.8 AC) as well as the remaining parcel (8.2 AC) in an effort to ensure no development would occur near the new home.

The City has planned on urban residential development on this parcel, and as such, had obviously constructed streets and utilities in such a way as to facilitate this for the owners at that time (ca. 1980). City staff have endeavored to stay the course with this plan for future urban residential development, using all legal avenues possible to preserve the parcel for future single-family development. To accomplish this, the City's Official Map, adopted in February 2022, preserved the right of way connections for the three roads stubbed into the parcel.

The current CSM under consideration today, further reduces the parent parcel size and will likely introduce a second owner, creating additional challenges for the future urban residential development of the area.

Regardless of the City's plan for the area, it is well within the legal rights of the property owner to divide the parcel as they see fit, conforming to legal standards governing such. Thus, the **Plan Commission reviewed this matter at their meeting on July 27 and recommended approval of**

the CSM with the condition that the right of ways noted on the Official Map be included on the CSM as well as the parent parcel. The condition was fulfilled on the CSM parcel by the applicant, however, the inclusion on the parent parcel was challenged due to added cost of surveying fees. The City offered to pay the added cost, as the value of communicating the right of ways on the CSM is significant. The applicant declined, questioning the authority of the City to require such on the parent parcel.

The City sought legal counsel from several sources as to whether such a condition could in fact be placed and required. The resulting advice indicated state statute was ambiguous and the question should likely be determined in court. Other cases with similar questions on ambiguous interpretations have generally sided against a municipality. In an effort avoid significant legal expenses on the applicant in determining an answer through the courts, the City has capitulated and **staff recommends that the City Council remove the requirement for including the Officially Mapped rights-of-way on the parent parcel.**

FINANCIAL ANALYSIS

There is no financial impact to the City, though the long term development of the parcel is certainly in the best financial interest of the City and its residents.

RECOMMENDATION

Staff recommends the City Council approve this one-lot extra-territorial Certified Survey Map Revised August 8, 2022 as submitted (without the recommendation from the Plan Commission to include the officially mapped right-of-way on the parent parcel).

ATTACHMENTS

Plan Commission Memo; Original Certified Survey Map Application; Recent Final Plat of Survey (showing right of ways on the CSM parcel) Revised August 8, 2022



City of Fort Atkinson
City Engineer's Office
101 N. Main Street
Fort Atkinson, WI 53538

CERTIFIED SURVEY MAP (EXTRA-TERRITORIAL) REPORT TO THE PLAN COMMISSION

DATE: July 26, 2022

FILE NUMBER: CSM-2022-03

PROPERTY ADDRESS: 1917 S Main St

EXISTING ZONING: N/A

PARCEL NUMBER: 016-0514-0914-07

PROPOSED ZONING: N/A

OWNER: Beth Gore / John Mellage

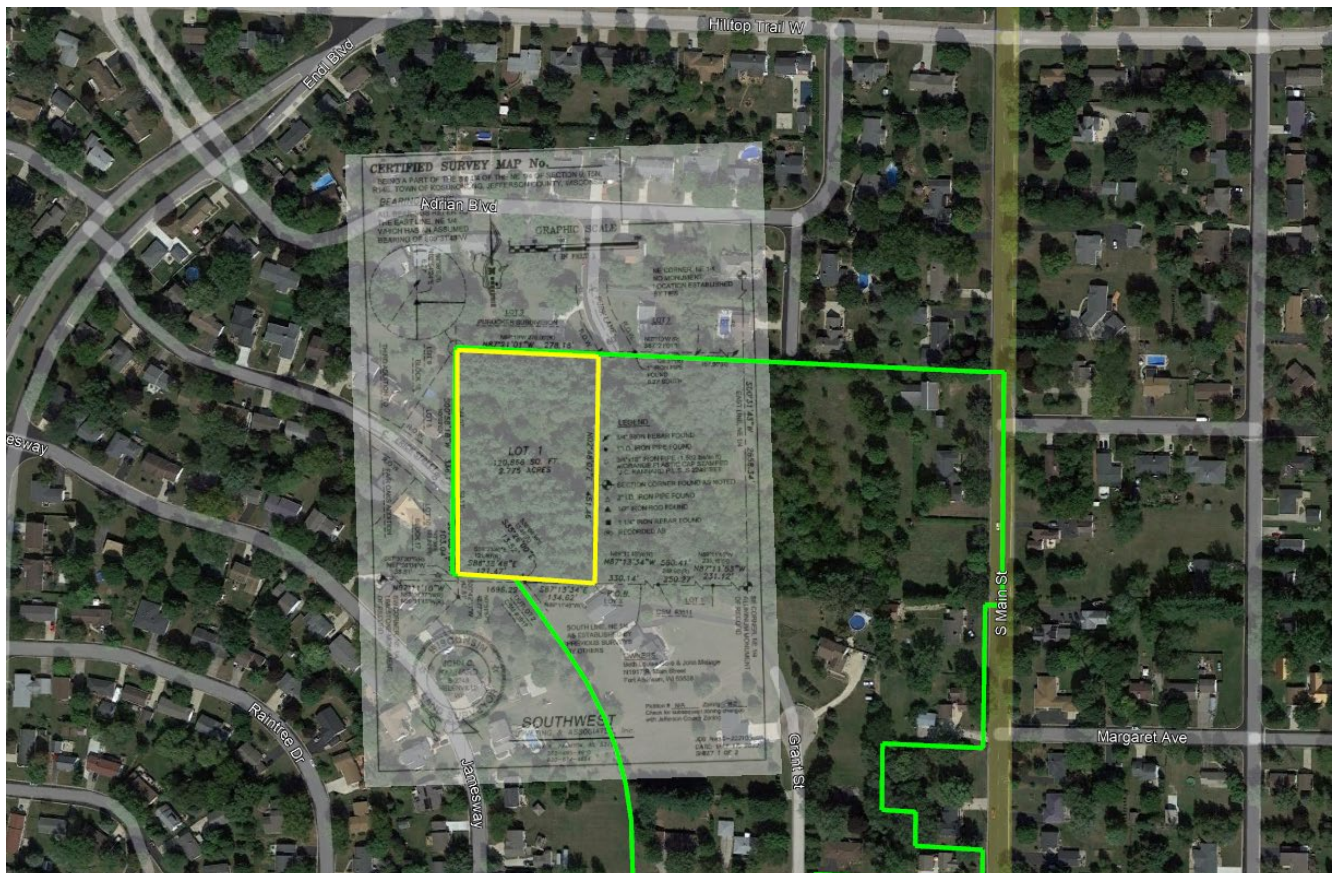
EXISTING LAND USE: Vacant

APPLICANT: Beth Gore / John Mellage

REQUESTED USES: N/A

REQUEST OVERVIEW:

The property owner would like to break off a +/- 2 acre parcel to sell to the adjacent landowner. This is within the extra-territorial area of the City of Fort Atkinson, abutting the City boundary on 3 sides of the proposed parcel.



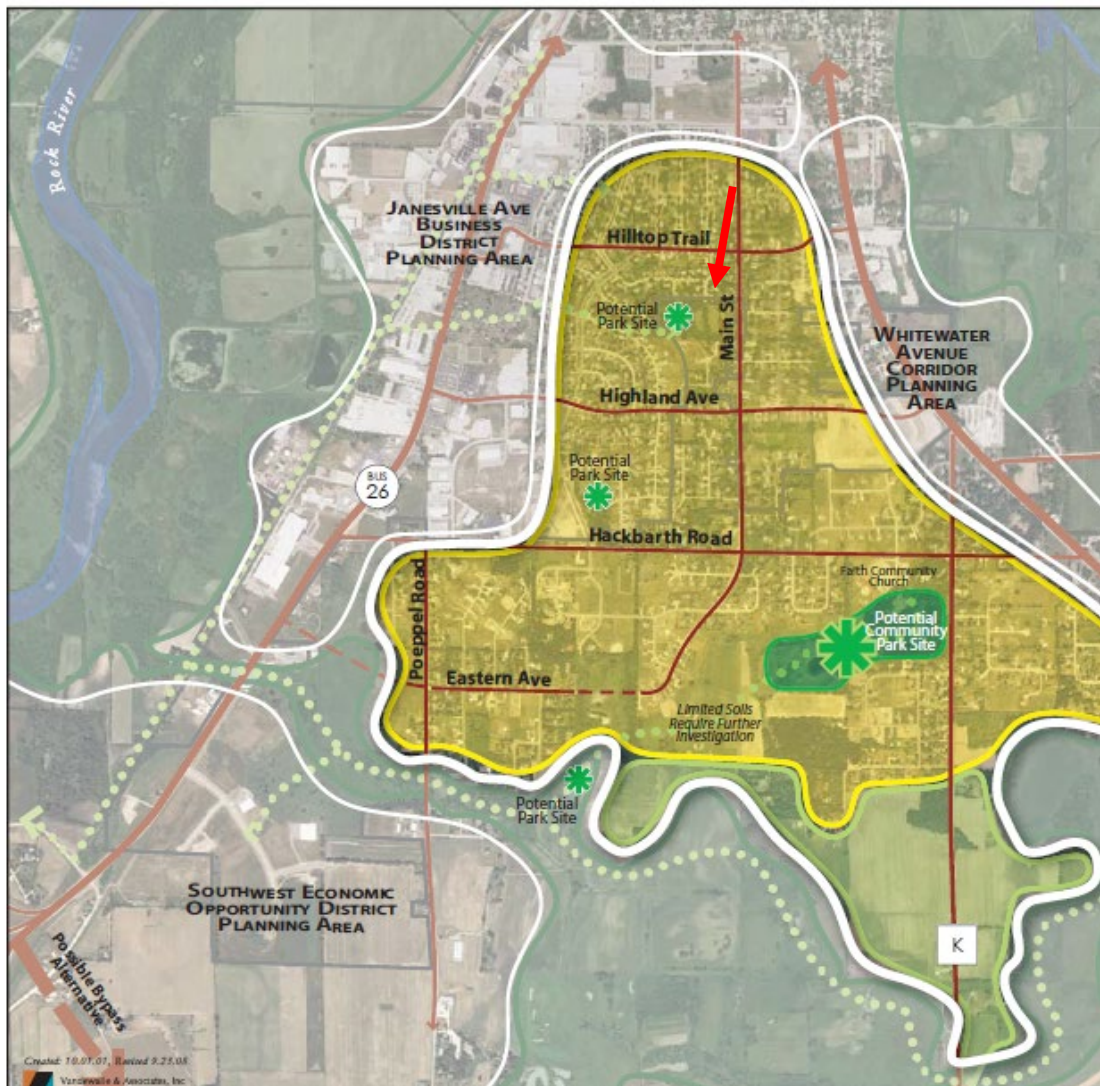
PUBLIC NOTICE:

Public Notice is not required.

COMPREHENSIVE LAND USE PLAN (2019):

The subject parcel lies within the South Neighborhood Planning Area. A possible park site is noted on the larger parent parcel, otherwise the corridor is noted to be residential. A multi-use path is planned for the S Main St corridor. In summary, this split has no impact on the comprehensive plan.

SOUTH NEIGHBORHOOD PLANNING AREA



OFFICIAL MAP (2022):

The City's Official Map has mapped right of way within the parcel, extending Purk Ln, Orchard Ln, and Erick St to the south. The figure below shows the road centerline along with the proposed CSM parcel.



DISCUSSION:

The City has required, as a condition of approval, the road right of way at 60 feet to be shown on the CSM of both the new parcel and parent parcel. Utilities are stubbed in all three roads that enter this parcel, and the parcel was divided on a preliminary plat map in the mid 1980s in anticipation of the construction of 20-30 homes within this area. That plan never came to fruition and most recently a City park in the area was preferred by the heirs of the original owners. The applicants purchased the house and the adjoining lot and also do not wish to allow development in the vacant lot during their tenure there. To offset the expense of purchasing the remaining vacant land, the CSM will allow them to sell a portion to an adjacent landowner. Discussions have been good and forthright with the applicant and the City understands their position. In kind, the applicant understands the City's position in trying to preserve the potential for a substantial residential development within the area that has already seen a significant investment of infrastructure and planning. The City's legal counsel

has indicated we have no recourse but to approve the CSM. Should development begin within the parcels the City does have some recourse through the Official Map and Land Development Code that can be employed to ensure the density of development is maximized.

RECOMMENDATION:

Staff recommends that the Plan Commission recommend the City Council approve this preliminary Certified Survey Map under the condition that the final map for City signature show the proposed road right of way(s) noted on the City's Official Map.

ATTACHMENTS:

Preliminary CSM Application



City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

City of Fort Atkinson Certified Survey Map Application

This form is designed to be used by the Applicant as a guide to submitting a complete application for review of a Certified Survey Map by the City to process the application.

APPLICANT Name, company, and client (if applicable): Beth Gore

Phone number: 336-588-0248 Email: cadyclaywi@yahoo.com

OWNER Name, company, and client (if applicable): same

Phone number: _____ Email: _____

Postal address for proposed CSM: n/a

Parcel Identification Numbers Involved: 016 - 0514 - 0914 - 070

Brief description of proposed division or combination and purpose: _____

LOT 1 2.775 acres
proposed land division from above PIN

I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

- ☐ A map of the subject property to scale depicting:
 - ☐ All lands and boundaries for the parcel(s)
 - ☐ Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - ☐ All lot dimensions of the subject property.
 - ☐ A graphic scale and a north arrow.
- ☐ Legal Description
- ☐ All easements, setbacks or land restrictions on the parcel(s)



City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

II Process Checklist

- ☒ Application fee of \$10.00/Lot received by City Treasurer
- ☒ Receipt of complete application packet by Zoning Administrator
- ☐ City Staff Review
- ☐ Plan Commission Public Hearing, review and recommendation
- ☐ City Council review and action

Date: SW

Date: SW

Date: _____

Date: _____

Date: _____

Dated this 7 day of June, 2022

Respectfully submitted,

Beth Gore

(Signature of Applicant)

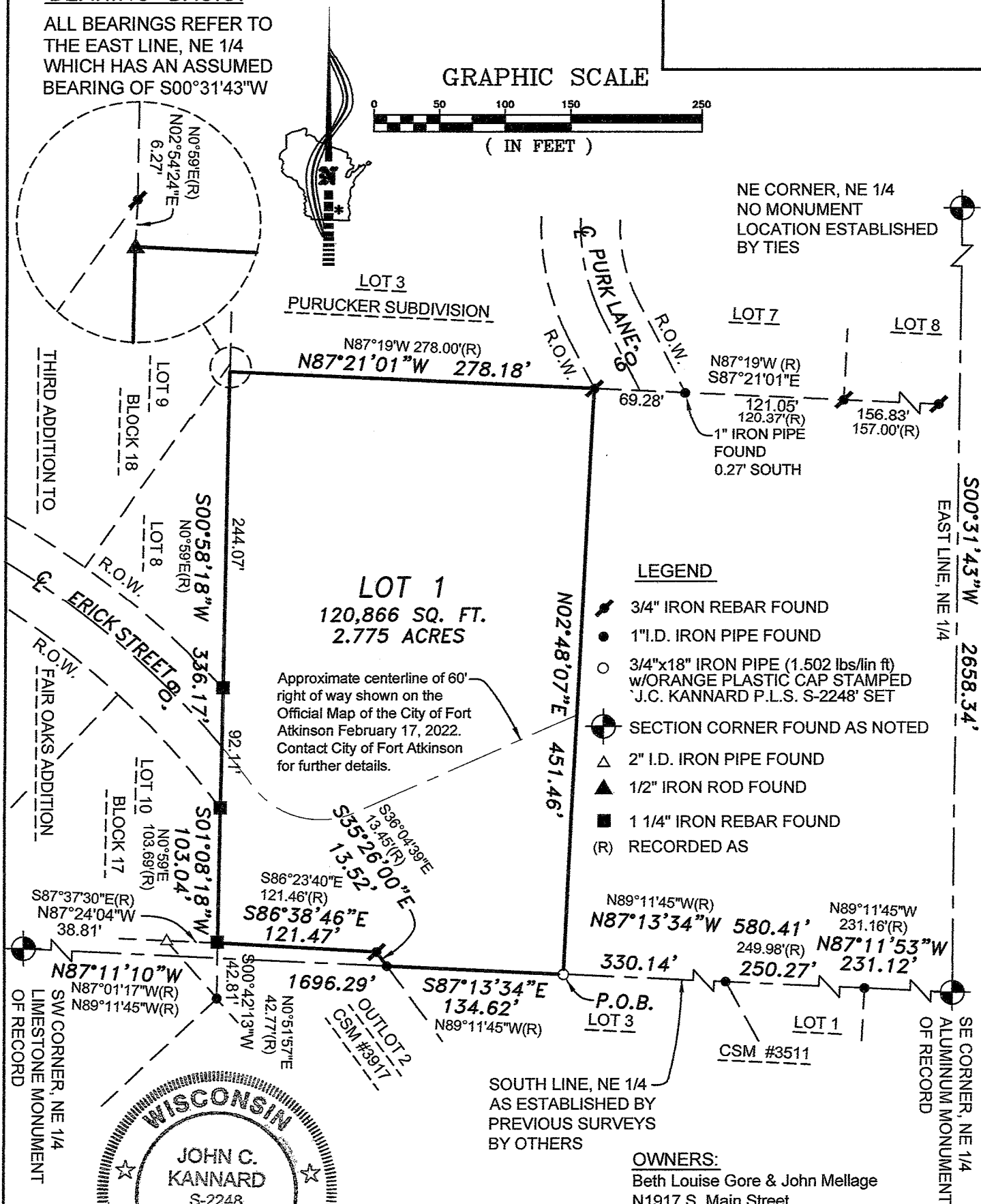
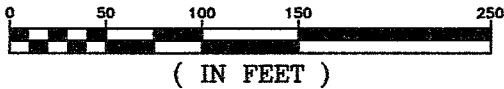
CERTIFIED SURVEY MAP No. _____

BEING A PART OF THE SE 1/4 OF THE NE 1/4 OF SECTION 9, T5N,
R14E, TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

BEARING BASIS:

ALL BEARINGS REFER TO
THE EAST LINE, NE 1/4
WHICH HAS AN ASSUMED
BEARING OF S00°31'43"W

GRAPHIC SCALE



SOUTHWEST
SURVEYING & ASSOCIATES, Inc.

P.O. BOX K, PALMYRA, WI. 53156
262-495-4910
920-674-4884

OWNERS:
Beth Louise Gore & John Mellage
N1917 S. Main Street
Fort Atkinson, WI 53538

Petition # N/A Zoning R-2
Check for subsequent zoning changes
with Jefferson County Zoning

JOB No.: G-222105
DATE: MAY 17, 2022
REVISED: AUGUST 8, 2022
SHEET 1 OF 2

CERTIFIED SURVEY MAP No. _____

BEING A PART OF THE SE 1/4 OF THE NE 1/4 OF SECTION 9, T5N, R14E, TOWN OF KOSHKONONG,
JEFFERSON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, John C. Kannard, Professional Land Surveyor No. 2248, hereby certify:

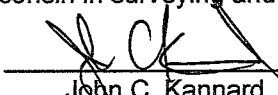
That I have surveyed, divided, mapped this Certified Survey Map being a part of the SE 1/4 of the NE 1/4 of Section 9, T5N, R14E, Town of Koshkonong, Jefferson County, Wisconsin, bounded and described as follows:

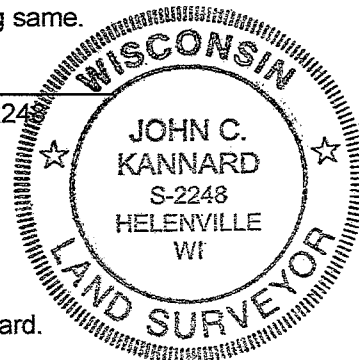
Commencing at the Aluminum Monument that marks the Southeast corner of the NE 1/4 of said Section 9; Thence N87°11'53"W, along the South line of said NE 1/4, a distance of 231.12 feet, to a Found 1" Iron pipe that marks the Northeast corner of Lot 1 of Certified Survey Map No. 3511 as recorded in the Jefferson County Register of Deeds Office in Volume 16 of Certified Survey Maps on Pages 14-16 as Document No. 979933(CSM #3511); Thence N87°13'34"W, along the North line of said CSM #3511, a distance of 580.41 feet to a Set 3/4"x18" Iron Rebar (1.502 lbs/ lin ft) with an orange plastic cap stamped "J.C. Kannard P.L.S. S-2248" (Set 3/4" Rebar) that marks the POINT OF BEGINNING of the lands to be described; Thence N02°48'07"E, a distance of 451.46 feet, to a Found 3/4" Rebar that marks the Southeast corner of Lot 3 of Purucker Subdivision; Thence N87°21'01"W, along the South line of said Lot 3, a distance of 278.18 feet, to a Found 1/2" Iron Rod that marks the Southwest corner of said Lot 3, also being on the East line of Lot 8 of Block 18 of Third Addition to Fair Oaks Addition; Thence S00°58'18"W, along the East line of said Lot 8 and the Easterly end of Erick Street, a distance of 336.17 feet, to a Found 1 1/4" Iron Rebar that Marks the Northeast corner of Lot 10 of Block 17 of said Third Addition to Fair Oaks Addition; Thence S01°08'18"W, along the East line of said Lot 10, a distance of 103.04 feet, to a Found 1 1/4" Iron Rebar that marks the Southeast corner of said Lot 10 and the Northwest corner of Outlot 2 of Certified Survey Map No. 3917 as recorded in the Jefferson County Register of Deeds Office in Volume 19 of Certified Surveys on Page 4 and 5, as Document No. 1032773(CSM #3917); Thence S86°38'46"E, along the North line of said Outlot 2, a distance of 121.47 feet, to a Found 3/4" Iron Rebar that Marks the Northeast corner of said Outlot 2; Thence S35°26'00"E, along the East line of said Outlot 2, a distance of 13.52 feet, to a Found 1" Iron Pipe that marks the Northwest corner of Lot 3 of said CSM #3511; Thence S87°13'34"E, along the North line of said Lot 3, a distance of 134.62 feet, to the POINT OF BEGINNING, containing 120,866 square feet or 2.775 acres of land, more or less.

Subject to all rights, reservations, restrictive covenants and easements of record.

I further certify that I have made this survey and map under the direction of Beth Louise Gore & John Mellage, owners of said lands, and that this Certified Survey Map is a correct representation of the boundary surveyed and described and that I have complied fully with the provisions of Chapter 236.34 of the State of Wisconsin Statutes, and the Subdivision Ordinance of Jefferson County, Wisconsin in surveying and mapping same.

Certified this 17th day of May, 2022
Revised this 8th day of August, 2022

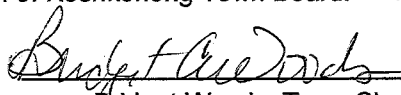

John C. Kannard, P.L.S. 2248



TOWN OF KOSHKONONG APPROVAL:

This Certified Survey Map is hereby approved by the Town of Koshkonong Town Board.

Dated this 9th day of August, 2022


Bridget Woods, Town Clerk

CITY OF FORT ATKINSON EXTRATERRITORIAL APPROVAL:

This Certified Survey Map is hereby approved by the City of Fort Atkinson..

Dated this ____ day of _____, 2022

Rebecca Houseman Lemire, City Manager

PLANNING AND ZONING COMMITTEE APPROVAL:

This Certified Survey Map is hereby approved by the Planning and Zoning Committee of Jefferson County.

Dated this ____ day of _____, 2022

Matt Zangl, Department Head



MEMORANDUM

DATE: October 4, 2022

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action relating to a Ground Lease between the City of Fort Atkinson and United States Cellular Operating Company LLC for use of a portion of the property at 711 Zaffke Street

BACKGROUND

US Cellular applied for and received a Conditional Use Permit from the City's Plan Commission to install a 70-foot tall monopole communication tower on the City-owned property located at 711 Zaffke Street on March 8, 2022. This property currently contains a 50-foot tall blue water tower and is located in the City's Institutional (I) Zoning District. The proposed Lease has been vetted by City staff and the City Attorney and is attached for review and possible action.

DISCUSSION

US Cellular first identified the need for a stronger cellular signal in the area in 2020. They began discussions with City staff in 2021 relating to the installation of antenna on the City's water tower at 711 Zaffke Street. After investigating that option, US Cellular representatives found that the tower was not constructed to support additional antenna rings. Then US Cellular proposed a monopole on the south side of the water tower. City staff recommended that US Cellular move the site to the north side of the tower so that it would be less visible to neighboring property owners.

This property is in the Institutional (I) Zoning District, and a communications tower requires a Conditional Use Permit. The Plan Commission held a public hearing on January 25th. Several area residents spoke at the public hearing in opposition of the project (see attached 1.25.22 Plan Commission minutes). At that meeting, the Plan Commission requested additional information from US Cellular before making a decision on the matter, including photo renderings of the proposed tower from different locations at the ground level and a radio frequency propagation map showing current and possible future coverage.

The additional information was provided and included in the March 8, 2022 Plan Commission staff report and attachments. At this meeting, the Plan Commission allowed the public to speak but there was not another public hearing. The minutes from that meeting are attached to this memo as well. After discussion with the US Cellular representative and among the Plan Commission members, the Plan Commission approved the Conditional Use Permit by a vote of

5-2, subject to the following conditions:

1. This Conditional Use Permit authorizes the installation of a 70-foot tall monopole communications tower on the property located at 711 Zaffke Street as depicted on the submitted site plan.
2. The applicant shall comply with all requirements of Article III Section 15.03.20 of the City's Zoning Ordinance relating to "Telecommunication Land Uses."
3. The applicant must submit the proper building permit applications, plans, and associated fees for approval by the Building Inspector prior to construction.
4. The applicant shall submit a sworn affidavit from a US Cellular Representative indicating why the location was chosen and if other locations and co-locations were reviewed and decided against.
5. The application shall submit a report from a 3rd part Radio Frequency Engineer consultant to ensure that the proposed tower meets all local, state, and federal regulations relating to radio frequency waves, at a cost not to exceed \$3,000.
6. The applicant shall have 365 days from the date of approval of this Conditional Use Permit to initiate construction of this project and shall be operational within 730 days of the approval.
7. Any major changes to the proposed conditions or use of the property shall be approved by the Plan Commission by amending this Conditional Use Permit. The Zoning Administrator may approve minor changes administratively.

Representatives from US Cellular provided the information required in conditions #4 and #5, which were provided to the public and the Plan Commission on April 26th. These documents are attached to this memo as well.

FINANCIAL ANALYSIS

US Cellular is proposing to construct the monopole communications tower and the associated ground-mounted structure as depicted on the exhibits in the attach March 8th Plan Commission report. In exchange for the City allowing US Cellular to build the monopole and ground-mounted structure, the City will receive a monthly payment of \$1,300 for the first five years that the Lease is in place. There is an 10% escalator written into the Lease for each future five-year term. If approved, this Lease will provide \$15,600 in additional revenue for the City in each of the first five years.

If approved, these funds will be deposited into a new account named for that purpose within the Commercial Revenues category of the General Fund Revenues. This additional revenue will be used to offset some of our expected General Fund expenditure increases such as in the areas of garbage and recycling collection and employee wages.

RECOMMENDATION

Staff recommends that the City Council approve the proposed Ground Lease between the City of Fort Atkinson and US Cellular for a portion of the property located at 711 Zaffke Street.

ATTACHMENTS (See separate US Cellular packet)

Proposed Ground Lease; Memorandum of Lease; March 8, 2022 Plan Commission Memo and Attachments; January 25, 2022 Plan Commission Minutes; March 8, 2022 Plan Commission Minutes; Recorded approved Conditional Use Permit; Radio Frequency Safety Report; Signed US Cellular RF Affidavit



City of Fort Atkinson
City Engineer's Office
101 N. Main Street
Fort Atkinson, WI 53538

REQUEST FOR CONDITIONAL USE PERMIT REPORT TO THE PLAN COMMISSION

DATE: March 8, 2022

FILE NUMBER: CUP-2022-02

PROPERTY ADDRESSES: 711 Zaffke St.

EXISTING ZONING: Institutional (I)

PARCEL NUMBERS: 226-0614-3334-037

TEMPORARY CITY ZONING ASSIGNED: N/A

OWNER: City of Fort Atkinson

EXISTING LAND USE: Water Tower

APPLICANT: US Cellular

REQUESTED USES: Communications Tower

REQUEST OVERVIEW: Request is for a Conditional Use Permit at 711 Zaffke St. in the City of Fort Atkinson, to allow installation of a monopole communications tower. The applicant proposes the new monopole and it's supporting equipment would be installed just North of the existing water tower. This location has been reviewed and approved by City Department Heads.

This request appeared at the January 25 Plan Commission meeting, along with the public hearing. Residents in the areas spoke generally against the request, citing health concerns due to radio waves, aesthetic concerns, and a lack of information justifying the need. The Commission voted to table the request, asking US Cellular to provide additional information on the cellular gaps in coverage that the tower would solve and to provide ground level mockups of the proposed view of the pole from various locations around the facility. These have been submitted and provided here in the packet of information.

The City Attorney reviewed the application within the context of Act 67, a 2017 state law that requires conditional use requests that meet zoning code requirements to be approved. Further, any conditions imposed must meet criteria to ensure they are reasonable and measurable.

PUBLIC NOTICE: Class 2 Public notice given on January 11 and January 18, 2022. Letters were mailed to adjacent properties on or about January 11, 2022. A public hearing was held at the January 25, 2022 meeting.

COMPREHENSIVE LAND USE PLAN (2019): Future land use for this site is listed as Community Facility. Per the City Comprehensive Plan of 2019 this land use allows for this type of facility as a small community facility and is therefore in compliance.

REPORT OF PRELIMINARY RECOMMENDED FINDINGS: The Zoning Code in section 15.10.32 (8) includes five criteria for review by the Commission.

- 1) *Is the request in harmony with the comprehensive plan?*
Yes - See discussion in previous paragraph.
- 2) *Would result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare.*
No – There have been no concerns raised that meet the definition of substantial evidence related to this request.
- 3) *Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.*
Yes – The land use is institutional with the aforementioned water reservoir a prominent feature on the site.
- 4) *The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public or private agencies serving the subject property.*
Yes – The site lends itself to the proposed use and can be served adequately.
- 5) *The potential public benefits outweigh any potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.*
Yes – Although not meeting the definition of *substantial evidence*, the aesthetics of the existing viewshed were examined by the applicant and found to be reasonable. The color of the pole, as required by the code, will blend with the skyline.

This property has been used for more than thirty years to house a baby blue water tower for the City water supply. Due to its elevation and location on the North side of the City this site has been identified as a good location for the proposed 70' monopole to provide better cellular service to the residents on the North side of the City. Zoning requirements, including a 100% fall zone setback and FAA maximum height regulations will be met for this tower. The current Institutional zoning allows for telecommunications device installation.

MINIMUM CONDITIONS: Section 15.10.32 (9) of the City of Fort Atkinson Zoning Code outlines standard, minimum, conditions that are imposed upon any conditional use permit approval. Those that do not apply to this request have been stricken.

Request for Conditional Use Permit

March 8, 2022

CUP-2022-02

- (a) Any conditions required for specific uses listed under Article III.
- (b) The physical development and operation of the conditional use must conform, in all respects, to the approved site plan, operational plan and phasing plan.
- (c) All vehicles and equipment must access the site only at approved locations identified in the site plan and operations plan.
- ~~(d) If the County Highway, Public Works Department or City Engineer determine that road intersection improvements are necessary to safely accommodate the conditional use, the cost of such improvements shall be borne by the landowner. Costs borne by the landowner shall be proportional to the incremental increase in traffic associated with the proposed conditional use.~~
- (e) The Zoning Administrator or designee may enter the premises of the operation in order to inspect those premises and to ascertain compliance with these conditions or to investigate an alleged violation. Zoning staff conducting inspections or investigations will comply with any applicable workplace safety rules or standards for the site.
- (f) The owner must post, in a prominent public place and in a form approved by the zoning administrator, a placard with the approved Conditional Use Permit number, the nature of the operation, name and contact information for the operator, and contact information for the City.
 - ~~1. The owner or operator must keep a copy of the conditional use permit, including the list of all conditions, on the site, available for inspection to the public during business hours.~~
 - 2. Failure to comply with any imposed conditions, or to pay reasonable city costs of investigation or enforcement of sustained violations, may be grounds for revocation of the conditional use permit. The holder of a conditional use permit shall be given a reasonable opportunity to correct any violations prior to revocation.
- (g) Other Conditions. In addition to the conditions listed above, the Plan Commission may, at their discretion, impose any other conditions as necessary to meet the findings above:
 - 1. Expiration dates on conditional use permits, except for permits for communication towers under Section 15.03.20. Continuation or extension of an expired conditional use requires re-application and approval by the Plan Commission.
 - ~~2. Limits on hours or days of operation, or number of events each year.~~
 - ~~3. Limits on numbers of employees.~~
 - ~~4. Limits on numbers of total people, vehicles or animals on the premises at any one time.~~
 - ~~5. Limits on total quantity or volume of product on the premises at any one time.~~
 - 6. Limits on square footage of buildings or outdoor areas devoted to the proposed use.

RECOMMENDATION: Staff recommends that the Plan Commission approve the Conditional Use Permit subject to the minimum conditions outlined above and the more detailed conditions noted below:

Request for Conditional Use Permit

March 8, 2022

CUP-2022-02

1. This Conditional Use Permit authorizes the installation of a 70-foot tall monopole communications tower on the property located at 711 Zaffke Street and other appurtenant structures as depicted on the submitted site plan.
2. The applicant shall comply with all requirements of Article III Section 15.03.20 "Telecommunication Land Uses"
3. The applicant must submit the proper building permit applications, plans, and associated fees for approval by the Building Inspector prior to construction.
4. The applicant shall have 365 days from the date of approval of this Conditional Use Permit to initiate construction of this project and shall be operational within 730 days of the approval.
5. Any major changes to the proposed conditions or use of the property shall be approved by the Plan Commission by amending this Conditional Use Permit. The Zoning Administrator may approve minor changes administratively.

ATTACHMENTS:

- Letter Re: Act 67 from City Attorney
- Resolution approving Conditional Use Permit
- Conditional Use Application Materials
- Public Notice



February 18, 2022

Ms. Rebecca Houseman LeMire
City Manager, City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538

Re: 02/09/22 email re: Conditional Use Permit (CUP) Procedures and
Zaffke Street Tower

Dear City Manager LeMire:

Wisconsin Act 67 (Act 67), effective November 28, 2017, alters Conditional Use Permit (CUP) authority in two main areas: 1. The law amends the zoning enabling statute to specify that any CUP "condition imposed must be related to the purpose of the ordinance and be based on substantial evidence." Wis. Stat. §62.23(7)(de)2.a., and 2. mandates that CUP requirements and conditions "must be reasonable and, to the extent practicable, measurable...." Wis. Stat. §62.23(7)(de)2.b.

Before Act 67 was adopted, Wisconsin's statutes included no definition of a CUP, stated no standards for substantial evidence sufficient to support denial of a CUP and provided no right of an applicant to receive a CUP if all local standards were met. The new law requires "substantial evidence" in the record to support a denial of the CUP and specifies that the "personal preference" or "speculation" of a person opposed to the CUP is not substantial evidence. Wis. Stat. § 62.23(7)(de)1.b. Act 67 defines "conditional use" as "a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a local zoning authority, but does not include a variance". Wis. Stat. §62.23(7)(de)1.a.

"Substantial evidence" under the law "means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion." Wis. Stat. §62.23(7)(de)1.b. Additionally, there is now a statutory right for the applicant to receive the CUP, "If an applicant ... meets or agrees to meet all of the requirements and conditions specified in the ... ordinance or those imposed by the City zoning board ..." Wis. Stat. §62.23(7)(de)2.a. In addition any conditions imposed must be related to the purpose of the ordinance to be based on substantial evidence. Ibid. Under these circumstances, the law directs that the zoning authority "SHALL (emphasis added) grant the conditional use permit." Ibid.

The general CUP process, in light of 2017 Wisconsin Act 67 and the City's new Zoning Ordinance (section 15.10.32) is found on attached Exhibit 1.

Specifically in regard to the proposed communication tower, the applicant would need to comply with Section 15.03.20(1)(b). The CUP applicant permit would need to also meet the requirements of 15.03.20(1)(d) through 15.03.20(1)(s).

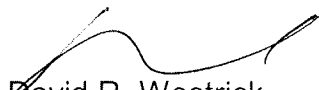
Any evidence relating to 15.03.20(1)(d) through 15.03.20(1)(s) must be "substantial evidence". Any evidence that is unrelated to 15.03.20(1)(d) through 15.03.20(1)(s) would be in the category of "speculation" and therefore not substantial evidence. Therefore for citizens to come into the evidence hearing and argue that they believe the tower COULD endanger health and welfare of residents, as Sandra Free argued, or affect access to their backyards as the Cloute's argued, or "not be in favor" as Oatsvall argued, or a concern for property values as Stark argued, would not be "substantial evidence" unless it fits into one of the categories 15.03.20(1)(d) through 15.03.20(1)(s), which I believe it does not.

I also believe we are at Step 4 in the process outlined in Exhibit 1 where City staff now should compile the material presented into a report of Preliminary Recommended Findings with a recommendation to approve. The matter should be set for another PC hearing to approve, and then is completed. This CUP nor the other CUP approved on 2/25, that being the 1 West Milwaukee Avenue tower, need to go before the City Council.

In addition, in my research on new communication towers, it should be noted that, for Dane County at least, all applications are reviewed by a third party. All applications are reviewed by a third party radio frequency engineering consultant for completeness and compliance with all applicable local, state and federal regulations. 15.03.20(1)(b) requires compliance with Federal agencies. The authority for such a requirement is 15.10.32(7)(a)(1). The fee in Dane County for the separate radio frequency engineering review is not to exceed \$3,000.00, and is paid by the applicant.

Please contact the undersigned should you have any questions regarding these matters.

Sincerely,



David R. Westrick
City Attorney

DRW/sg

EXHIBIT 1

CITY OF FORT ATKINSON, WI, CONDITIONAL USE PERMIT (CUP) PROCEDURE

The CUP procedure as outlined in Sec. 15.10.32 of the Zoning Code is a multi-step process.

1. 15.10.32(4) Application - An application is filed meeting the requirements of 15.10.32(4)(a) – (4)(i).

2. 15.10.32(5) Review by Zoning Administrator – Zoning Administrator determines if the application is complete AND he prepares a written report.

3. 15.10.32(6) Hearing – Within 45 days the Planning Commission (PC) holds a hearing.

The hearing must meet procedure of 15.10.32(22). The Commission shall not be bound by strict rules of evidence. However, any evidence not deemed *sustainable evidence* as defined in

Subsection (6)(a)(1), shall not be admissible. All witnesses must be sworn and then the hearing is conducted pursuant to 15.10.22(c). It should be noted the PC may request further information and could seek a third party consultation and evaluation by a consultant chosen by the Zoning administrator paid for by the applicant.

4. 15.10.32(7)(b) – Following the hearing and the taking of evidence the PC does NOT make a determination; rather, City staff compiles all materials presented into a report of Preliminary Recommended Findings. This report contains the information presented at the hearing WITH recommendations by staff to approve, approve with changes or deny.

5. 15.10.32(7)(b)(3) – The PC holds a subsequent meeting. PC discusses the report of Preliminary Recommended Findings. No evidence is taken. The PC then approves, approves with modifications, or denies.

It should be noted that the PC is acting in a quasi-judicial manner. There is no legislative decision to be made, nor does the CUP application go to the City Council for final decision. The final decision is made by the PC.

6. 15.10.32(12) Appeal – Any appeal of the PC’s decision would go to the Board of Zoning Appeals. Applicant has 45 days to appeal.

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT
TO ALLOW THE INSTALLATION OF A MONOPOLE COMMUNICATIONS TOWER
ON THE PROPERTY LOCATED AT 711 ZAFFKE STREET,
IN THE I, INSTITUTIONAL ZONING DISTRICT (CUP-2022-02)**

WHEREAS, the application of US Cellular for a Conditional Use Permit to allow the installation of a monopole communications tower on the property located at 711 Zaffke Street, in the I, Institutional Zoning District, has been considered by the Plan Commission of the City of Fort Atkinson, Jefferson County, Wisconsin, at a public hearing on January 25, 2022, held for that purpose with due notice of said hearing having been given by publication as appears by the Proof of Publication on file in the office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT, the Plan Commission of the City of Fort Atkinson, Jefferson County, Wisconsin, does hereby grant a Conditional Use Permit to allow the installation of a monopole communications tower on the property located at 711 Zaffke Street, in the I, Institutional Zoning District, for the following described premises:

LOT 7, BLOCK 6, CLOUTE BROS. SECOND ADDITION TO THE CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN (A/K/A 711 ZAFFKE STREET, PARCEL NUMBER 226-0614-3334-037).

As a condition of granting the Conditional Use Permit, the Plan Commission does hereby stipulate the following conditions and restrictions upon the Conditional Use, which are deemed necessary for the public interest:

1. This Conditional Use Permit authorizes the installation of a 70-foot tall monopole communications tower on the property located at 711 Zaffke Street as depicted on the submitted site plan.
2. The applicant must submit the proper building permit applications, plans, and associated fees for approval by the Building Inspector prior to construction.
3. The applicant shall have 365 days from the date of approval of this Conditional Use Permit to initiate construction of this project and shall be operational within 730 days of the approval.
4. Any major changes to the proposed conditions or use of the property shall be approved by the Plan Commission by amending this Conditional Use Permit. The Zoning Administrator may approve minor changes administratively.

Adopted this 8th day of March 2022.

CITY OF FORT ATKINSON PLAN COMMISSION

Rebecca Houseman LeMire, Chairperson

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

City of Fort Atkinson Procedural Checklist for Conditional Use Permits Requirements per Section 15.10.32

This form is designed to be used by the Applicant as a guide to submitting a complete application for a conditional use and by the City to process the application.

Name, company, and client (if applicable): US Cellular LLC

Phone number: 5156896107 Email: Tjohnson@gssmidwest.com

Property address for proposed conditional use: 711 Zaffke Street

Brief description of proposed conditional use: To install a wireless facility next to the water tank.
Compound would consist of a Monopole tower and outdoor cabinets.

I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

- ☐ A map of the subject property to scale depicting:
 - ☐ All lands for which the conditional use is proposed and all other lands within 100 feet of the boundaries of the subject property.
 - ☐ Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - ☐ All lot dimensions of the subject property.
 - ☐ A graphic scale and a north arrow.
- ☐ Written description of the proposed conditional use including the type of activities, buildings, structures, and off-street parking proposed for the subject property and their general locations, as well as the number of employees and the hours of operation.
- ☐ A site plan of the subject property if proposed for development conforming to all requirements of Section 15.10.42 of the Fort Atkinson Zoning Code. If the proposed conditional use is a group or large development (per Section 15.06.02), a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required per Section 15.10.42.
- ☐ Written justification for the proposed conditional use, including evidence that the application is consistent with the Comprehensive Plan and meets any additional standards required in the applicable zoning district. See Section 15.10.32(8) for review criteria.
- ☐ Written descriptions of anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic. A Traffic Impact Analysis (TIA) meeting Wisconsin Department of Transportation requirements for content and format may be required by the City if deemed necessary by the City Engineer.
- ☐ A listing of hazardous, toxic, or explosive materials stored on site, and any spill containment, safety, or pollution prevention measures taken.

To apply for a conditional use to operate a Community Living Arrangement (See Section 15.03.6(13) of the Fort Atkinson Zoning Code), the following additional application materials are required. To note, a Community Living Arrangement Occupancy Permit is also required prior to the start of operation. See the Fort Atkinson Zoning Code Section 15.10.33 for details.

- ☐ Provide to the City Clerk a copy of the Adult Care license issued by the Wisconsin Department of Health Services or Certificate provided from funder when such License/Certificate is granted. Applicant also agrees to notify the City if operations at this address cease.
- ☐ File a scope of business outline with the City Clerk of which shall identify the following:
 - ☐ The legally registered name of the owner or operator of the facility, the address, telephone number, and the type of license number of any state or federal license required to operate the community living arrangement facility, and the date when operation of the facility is anticipated to commence;
 - ☐ Total number of residents;
 - ☐ Scope of clients to be served (i.e. Advanced Age, Developmentally Disabled, Physically Disabled, Emotionally Disturbed/Mental Illness, Irreversible Dementia/Alzheimer's, Traumatic Brain Injury, etc.);
 - ☐ Expected staffing to serve these residents;
 - ☐ Hours of operation;
 - ☐ Facility floor plan;
 - ☐ Safety Plan and Emergency Procedures;
 - ☐ Continuation of Operations plan for patients in the event that the home is unable to continue operations, for any reason;
 - ☐ A Crisis Relocation Plan for residents that are in crisis, including any MCO options for crisis beds or other alternatives, if any exist at the time of application.
- ☐ Meet with City Police and Fire Departments to review the scope of business.

II Criteria Used to Evaluate the Proposed Conditional Use

The Zoning Administrator, City Engineer, and Department Heads shall review the complete application and evaluate whether the proposed conditional use:

1. Is in harmony with the recommendations of the Comprehensive Plan.
2. Would result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare.
3. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
4. The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.
5. The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.



City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

III Process Checklist

- | | |
|------------------------------------------------------------------------------------------------------|-------------|
| <input type="checkbox"/> Staff-Applicant meeting (if applicable) | Date: _____ |
| <input type="checkbox"/> Application fee of \$75.00 received by City Treasurer | Date: _____ |
| <input type="checkbox"/> Reimbursement of professional consultant costs agreement executed. | Date: _____ |
| <input type="checkbox"/> Receipt of complete application packet by Zoning Administrator | Date: _____ |
| <input type="checkbox"/> City Staff input | Date: _____ |
| <input type="checkbox"/> Class 2 legal notice sent to official newspaper by City Clerk | Date: _____ |
| <input type="checkbox"/> Class 2 legal notice published on _____ | Date: _____ |
| <input type="checkbox"/> Notification of neighboring property owners within 100 feet of the petition | Date: _____ |
| <input type="checkbox"/> Notification of clerks of municipalities within 1,000 feet of the petition | Date: _____ |
| <input type="checkbox"/> Notification of airports within 1 mile of the petition | Date: _____ |
| <input type="checkbox"/> Plan Commission Public Hearing, review and recommendation | Date: _____ |
| <input type="checkbox"/> City Council review and action | Date: _____ |

Dated this _____ day of _____, 20 _____

Respectfully submitted,

(Signature of Applicant)

SCOPE OF WORK

PROJECT DESCRIPTION

PROJECT TYPE:	70' MONOPOLE
EQUIPMENT:	OUTDOOR LTE CABINET(S) ON CONC. EQUIP. PAD
LEASE AREA:	30' x 30'

RF DESCRIPTION (VERIFY WITH RFDS)

PRO. ANTENNA C/L:	65' ABOVE T.O.C.
ANTENNAS:	(6) PRO. PANEL ANTENNA(S)
CABLES:	(3) PRO. HYBRID LINE(S)
EQUIPMENT:	(3) PRO. SURGE PROTECTOR(S)
	(9) PRO. REMOTE RADIO UNIT(S)

CABLES:	(3) PRO. HYBRID LINE(S)
EQUIPMENT:	(3) PRO. SURGE PROTECTOR(S)
	(9) PRO. REMOTE RADIO UNIT(S)



CONSULTANT:

 **Edge**
Consulting Engineers, Inc.

624 WATER STREET
PRAIRIE DU SAC, WI 53578
608.644.1440 VOICE
608.644.1549 FAX
www.edgeconsulting.com

CLIENT:

 **uscellular**

U.S. CELLULAR
8410 W. BRYAN MAJOR AVE.
SUITE 700
CHICAGO, IL 60631

SHEET INDEX

[illegible]

DIRECTORY

PROJECT INFO	
Project Name	Project Alpha
Project Manager	John Doe
Project Start Date	2023-01-01
Project End Date	2023-12-31
Project Budget	\$1,000,000
Project Status	In Progress
Project Location	New York, NY
Project Description	Develop a new software application for project management.
Project Objectives	Complete development and testing by Q4 2023.
Project Risks	Scope creep, budget overruns, resource availability.
Project Stakeholders	Client, Project Team, Management, Marketing, Sales.
Project Deliverables	Software application, User manuals, Training materials.
Project Milestones	Requirement gathering, Design, Development, Testing, Deployment.
Project Communication	Weekly status reports, Monthly steering committee meetings.
Project Documentation	Project charter, Scope statement, Work Breakdown Structure (WBS).
Project Change Management	Change request process, Change control board.
Project Risk Management	Risk register, Risk assessment, Risk mitigation plan.
Project Quality Management	Quality management plan, Quality assurance, Quality control.
Project Procurement Management	Procurement plan, Vendor selection, Contract management.
Project Human Resource Management	Resource management plan, Team building, Performance management.
Project Communications Management	Communication management plan, Communication tools, Communication channels.
Project Stakeholder Management	Stakeholder identification, Stakeholder analysis, Stakeholder engagement plan.
Project Integration Management	Integration management plan, Change management, Configuration management.
Project Monitoring and Control	Performance measurement, Earned value management, Variance analysis.
Project Closing	Final review, Project closure, Post-project evaluation.

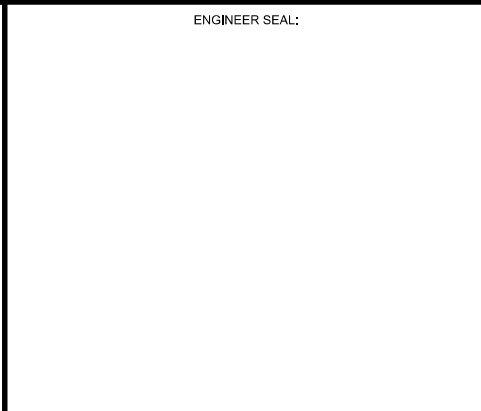
UTILITY INFORMATION



TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN, CALL DIGGERS HOTLINE

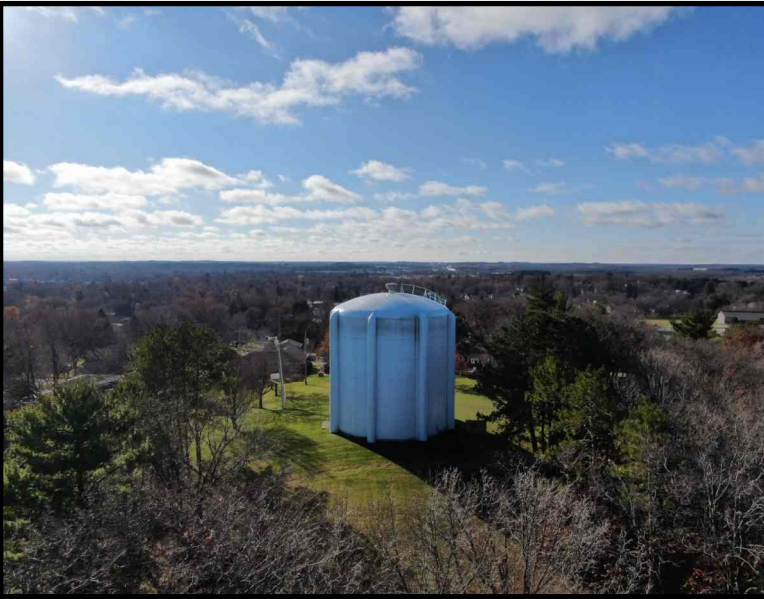
TOLL FREE: 1-800-242-8511
FAX A LOCATE: 1-800-242-5811

WI STATUTE 182.0175 (1974) REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE



DATE: _____

I:\28100\28103\Design\CAD\ZDRL\Plat\G-001.dgn



A **AERIAL DRONE OVERVIEW OF SITE**

CONSULTANT:
Edge
Consulting Engineers, Inc.
624 WATER STREET
PRAIRIE DU SAC, WI 53578
608.644.1449 VOICE
608.644.1549 FAX
www.edgeconsult.com

CLIENT:
uscellular
U.S. CELLULAR
8410 W. BRYN MAWR AVE.
SUITE 700
CHICAGO, IL 60631

SITE PLAN
NW FORT ATKINSON (786564)
FORT ATKINSON, WISCONSIN

SUBMITTAL:		
INT.	DATE:	DESCRIPTION:
BJN	02/15/22	REV. A

CHECKED BY	DCL
PLOT DATE	2/15/2022
PROJECT NUMBER	28103
SET TYPE	PRELIM ZDs
SHEET NUMBER	C-101

NOTE:
SITE LAYOUT BASED ON LINEWORK PROVIDED BY MERIDIAN SURVEYING, LLC (DATED 03/26/2021)

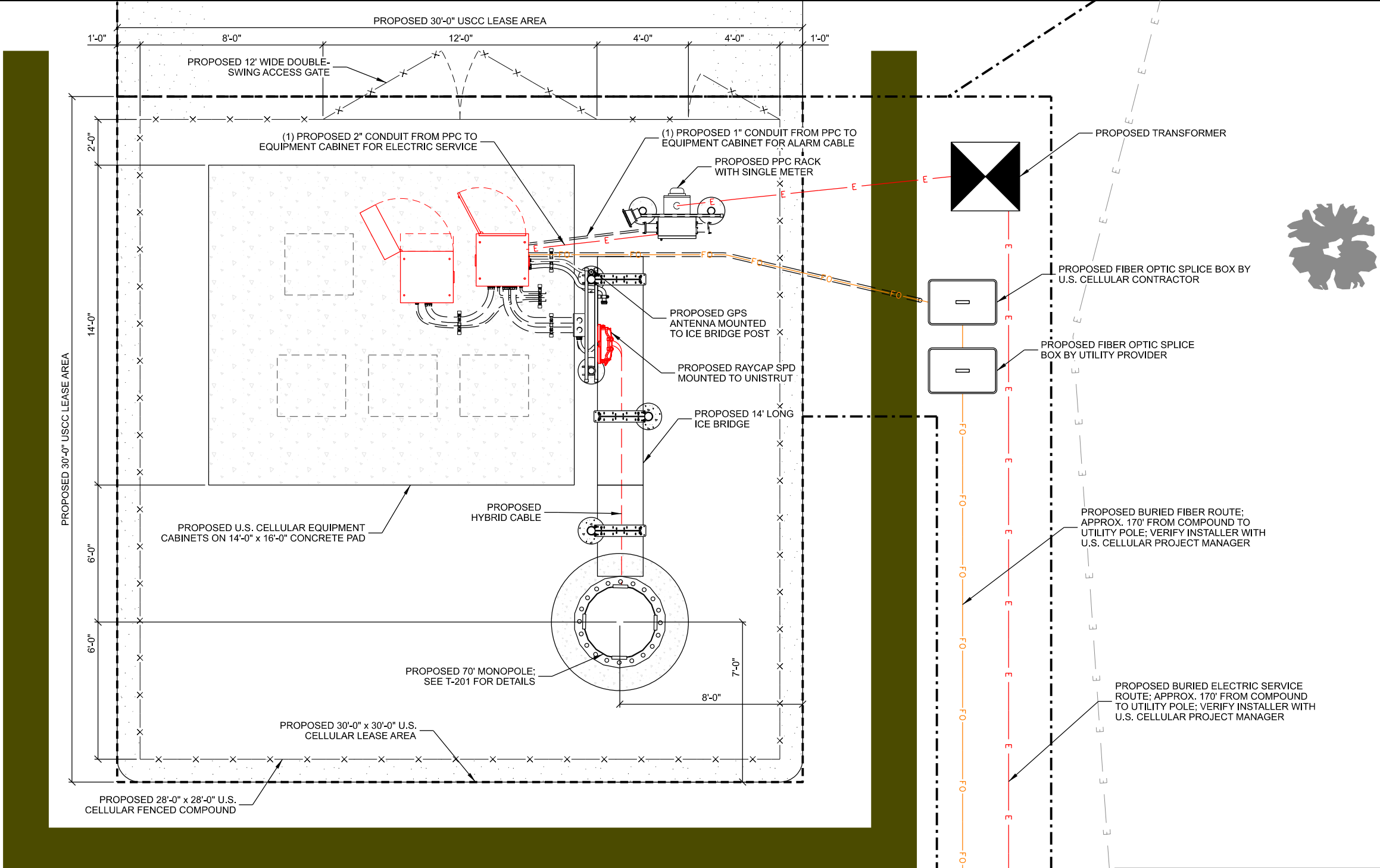
15' 0 15' 30'
SCALE: 11" x 17" - 1" = 30'
22" x 34" - 1" = 15'



CONSULTANT:
Edge
Consulting Engineers, Inc.
624 WATER STREET
PRAIRIE DU SAC, WI 53578
608.644.1449 VOICE
608.644.1549 FAX
www.edgeconsult.com

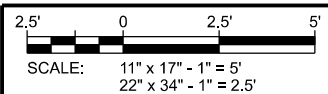
CLIENT:
uscellular
U.S. CELLULAR
8410 W. BRYN MAWR AVE.
SUITE 700
CHICAGO, IL 60631

**ENLARGED SITE PLAN
NW FORT ATKINSON (786564)
FORT ATKINSON, WISCONSIN**



PROPOSED LANDSCAPING TO HIDE FENCED COMPOUND; SEE L-101 FOR DETAILS

PROPOSED RETAINING WALL



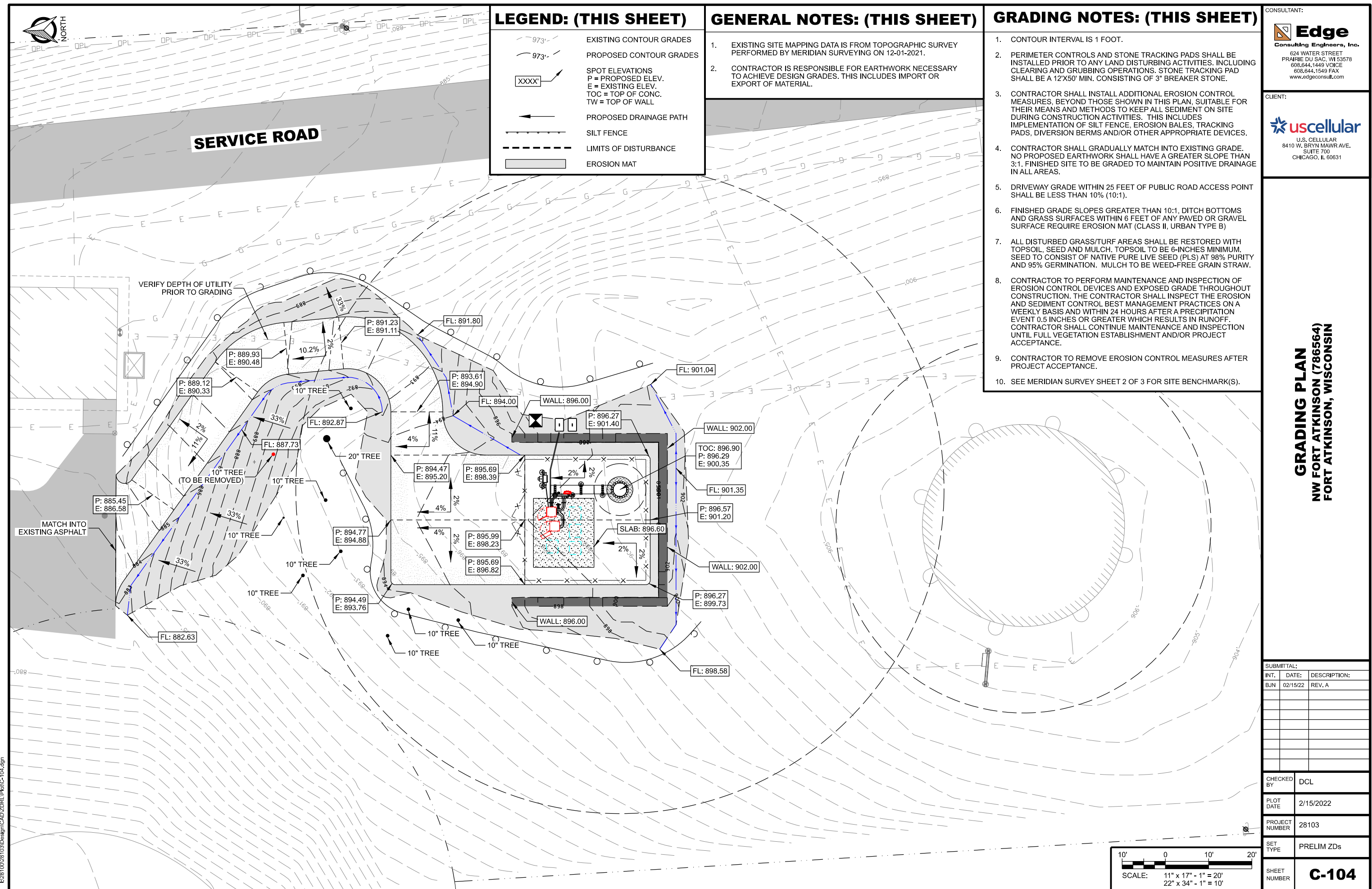
A

PROPOSED COMPOUND LOCATION


SUBMITTAL:		
INT.	DATE:	DESCRIPTION:
BJN	02/15/22	REV. A

CHECKED BY:	DCL
PLOT DATE:	2/15/2022
PROJECT NUMBER:	28103
SET TYPE:	PRELIM ZDs


SHEET NUMBER **C-102**



LEGEND: (THIS SHEET)



(20) EMERALD GREEN ARBORVITAE
Thuja occidentalis 'EMERALD GREEN'
MIN. PLANTING SIZE = 4' Height
TOTAL LANDSCAPING POINTS: 660



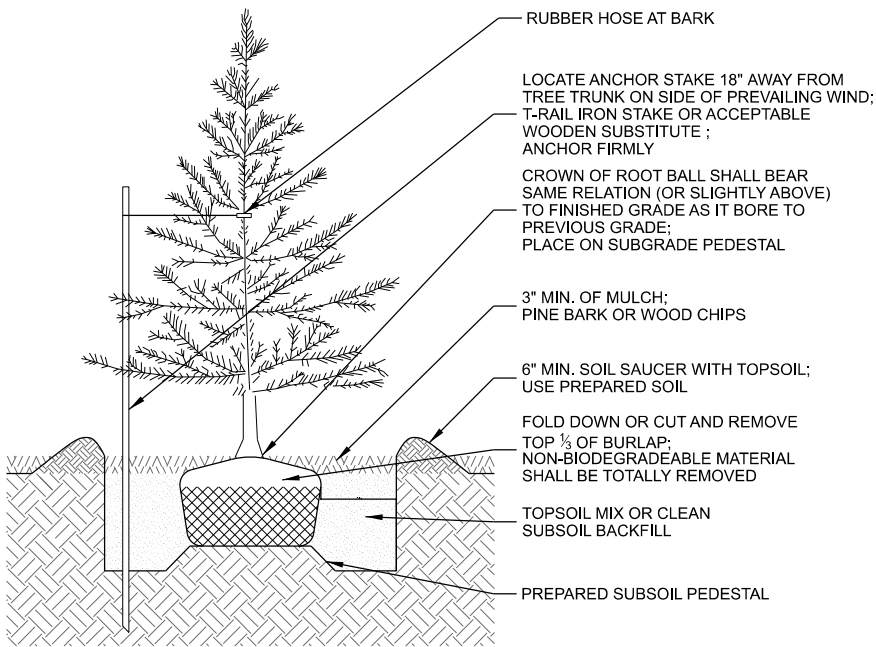
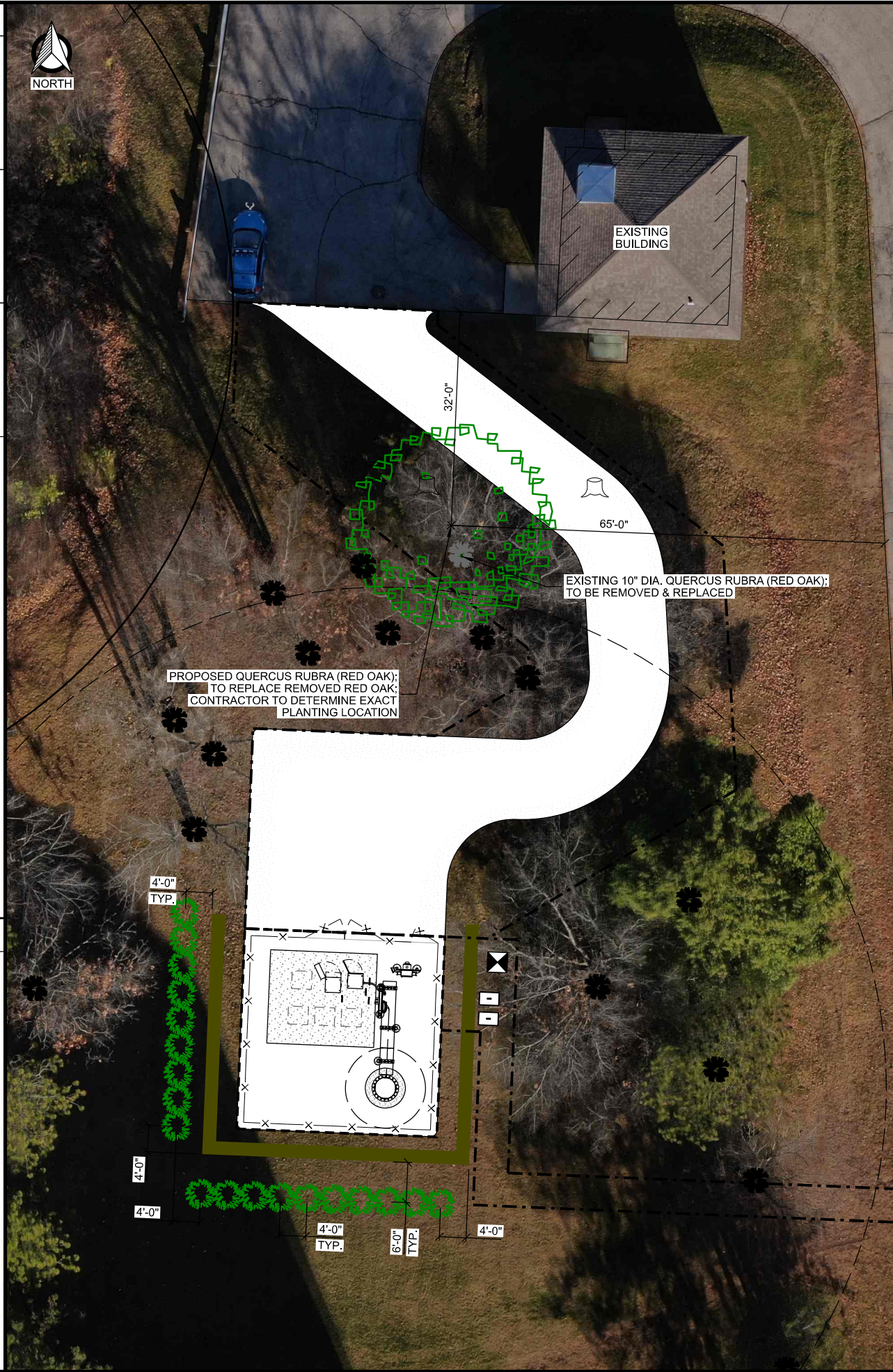
(1) NORTHERN RED OAK
QUERCUS RUBRA
MIN. PLANTING SIZE = 1-1/4" DIAMETER
TOTAL LANDSCAPING POINTS: 55

PROPOSED 14' x 16' EQUIPMENT PAD = 224 SQ. FT.
= 60 LF

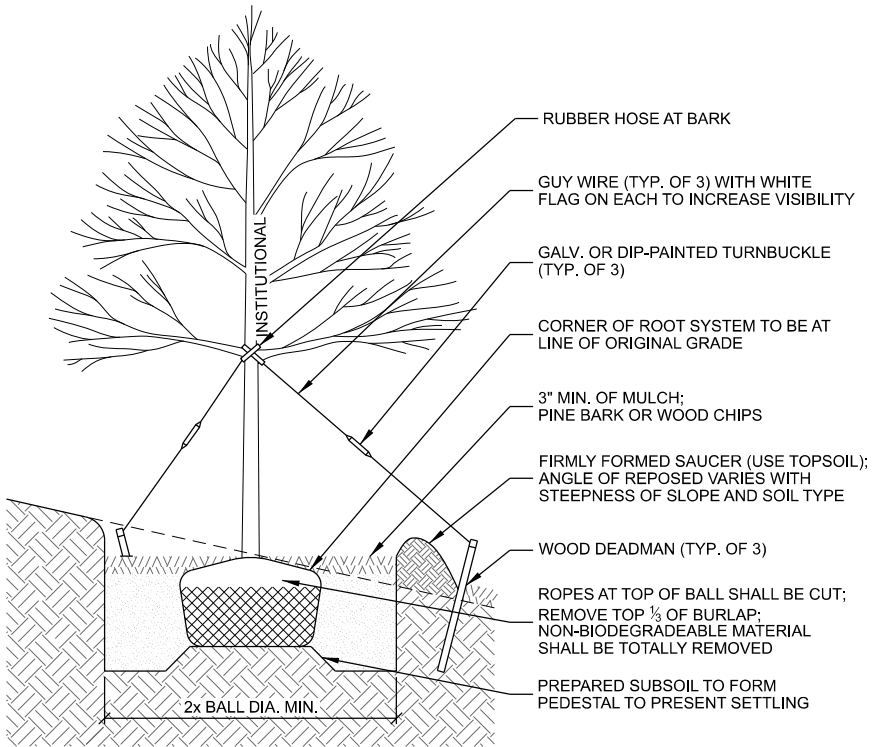
PROPOSED PAVED DRIVE: 2060 SQ. FT.

NOTES: (THIS SHEET)

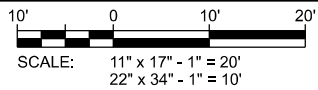
1. PLANT CONTAINER OR BALLED-AND-BURLAPED PLANTS IN SPRING OR FALL.
2. PLANT ON A RAISED BED TO ENSURE PROPER DRAINAGE. ALL EXPOSED AREAS SHALL BE PROTECTED AGAINST WASHOUTS AND SOIL EROSION
3. MINIMIZE DISTURBANCE TO EXISTING SITE TREES, PLANTS AND NATURAL ROCK OUT AS MUCH AS POSSIBLE FOR PROPOSED CONSTRUCTION.
4. ALL PROPOSED LANDSCAPE TREES AND SHRUBS SHALL BE PURCHASED FROM A LOCAL NURSERY WITH PLANT STOCK THAT ARE ACCLIMATED TO THE CLIMATIC VARIATION OF THE LOCAL REGION.
5. BEFORE LANDSCAPE TREES ARE PLANTED, APPROPRIATE UTILITY COMPANIES SHOULD BE CONTACTED. FOR EXACT LOCATION OF UNDERGROUND UTILITIES, CONTACT DIGGERS HOT LINE LISTED ON G-001.
6. ALL DISTURBED SOILS LOCATED ADJACENT TO THE COMPOUND AND/OR WITHIN THE PLANTING AREAS SHALL BE LOOSENEED PRIOR TO ALL LANDSCAPE PLANTING.
7. AMEND NATIVE SOIL AS REQUIRED WITH ORGANIC MATTER SUCH AS PEAT MOSS AND/OR MANURE TO ENSURE ROOT ESTABLISHMENT OF NEWLY PLANTED TREES IF THE NATIVE SOIL CONSISTS OF SANDY LOAMS OR CLAYEY SOILS.
8. A ROOT STIMULATOR SUCH AS HI-YIELD OR EQUIVALENT SHALL BE UTILIZED PER THE MANUFACTURERS RECOMMENDATIONS AT THE TIME OF PLANTING.
9. MAINTENANCE TO INCLUDE WATERING OF NEWLY PLANTED TREES AT MINIMUM ONCE PER WEEK WITH A HOSE ON TRICKLE AT THE BASE OF THE TRUNK FOR A MIN. 30 MINUTES PER PLANT UNTIL FINAL ROOT ESTABLISHMENT, AND DURING DROUGHT CONDITIONS; AND SHEARING/ PRUNING OF LANDSCAPE TREES TO PROVIDE ACCESS AROUND COMPOUND AND TO THE ADJACENT DRAINAGE AREA.
- 10.



A CONIFEROUS TREE PLANTING



B DECIDUOUS TREE PLANTING ON SLOPE



CONSULTANT:

Edge
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624 WATER STREET
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CLIENT:

uscellular
U.S. CELLULAR
8410 W. BRYN MAWR AVE.
SUITE 700
CHICAGO, IL 60631

LANDSCAPE PLAN
NW FORT ATKINSON (786564)
FORT ATKINSON, WISCONSIN

SUBMITTAL:

INT.	DATE:	DESCRIPTION:
BJN	02/15/22	REV. A

CHECKED BY: DCL

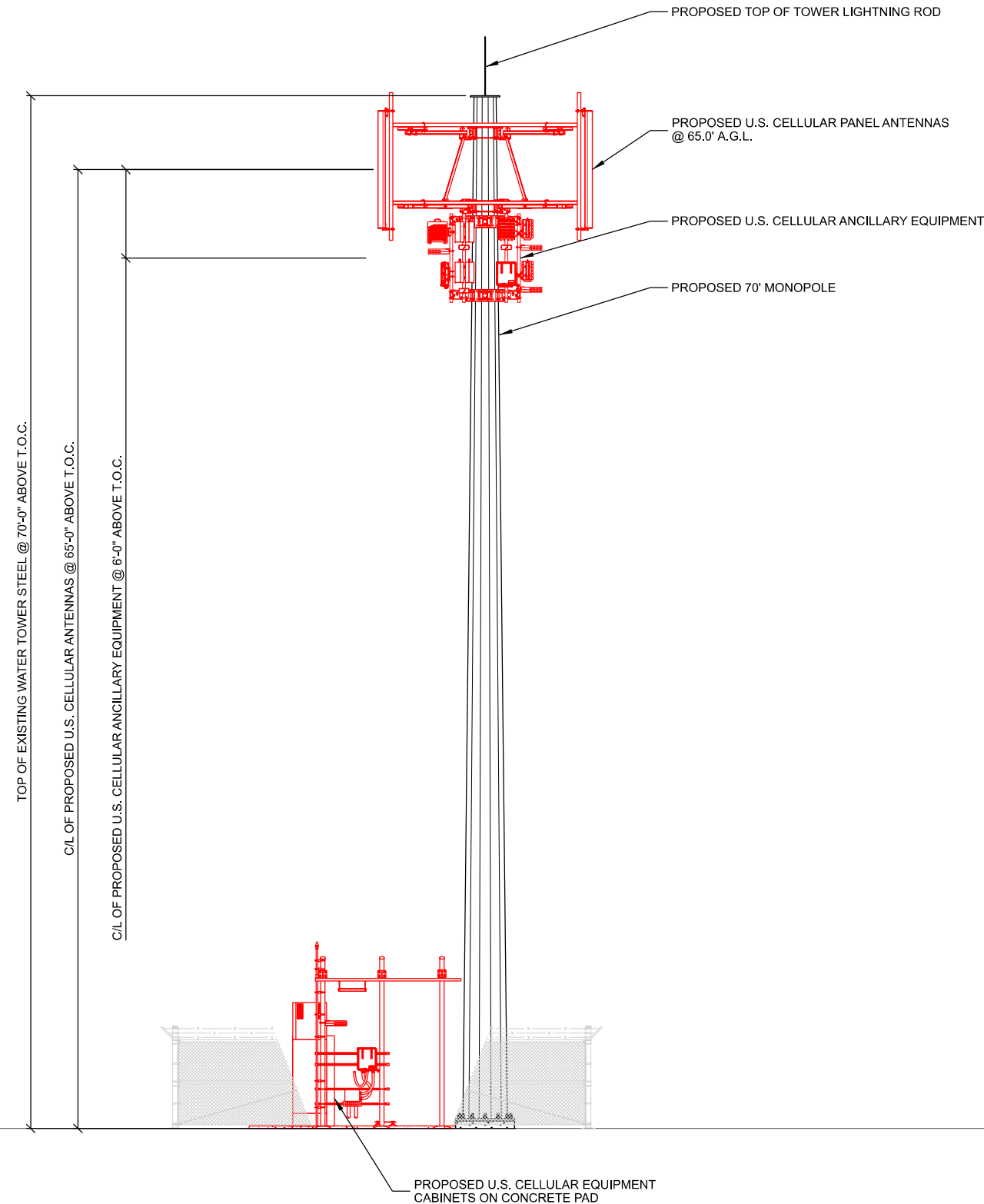
PLOT DATE: 2/15/2022

PROJECT NUMBER: 28103

SET TYPE: PRELIM ZDs

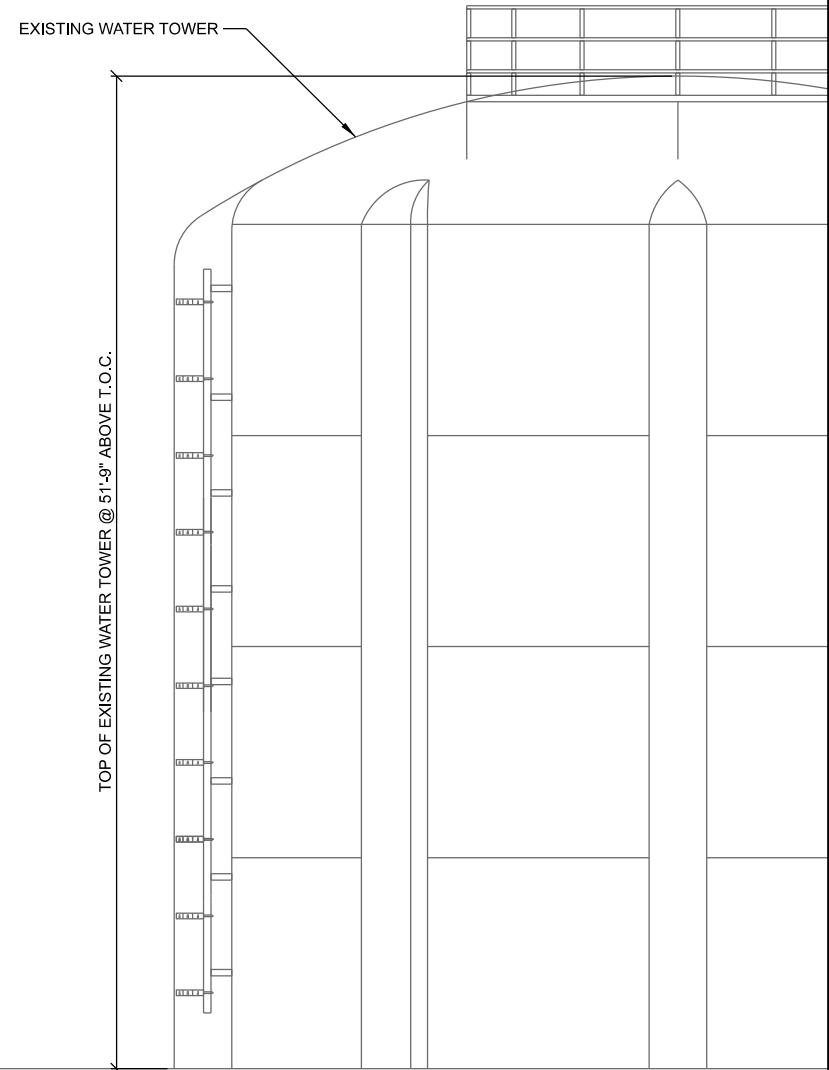
SHEET NUMBER: L-101

N:\28100\28103\Design\CAD\ZDR\LP\T-201.dgn



- NOTES:
1. CONTRACTOR TO VERIFY HEIGHT AND DIRECTION OF ANTENNAS WITH PROJECT MANAGER.
 2. CONTRACTOR TO VERIFY LIGHTNING ROD EXTENDS 2' MIN. ABOVE ALL ANTENNAS & EQUIPMENT.

A **SITE ELEVATION**
SCALE: 11" x 17" - 1" = 10'-0"
22" x 34" - 1" = 5'-0"



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CHICAGO, IL 60631

SITE ELEVATION
NW FORT ATKINSON (786564)
FORT ATKINSON, WISCONSIN

SUBMITTAL:		
INT.	DATE:	DESCRIPTION:
BJN	02/15/22	REV. A

CHECKED BY:	DCL
PLOT DATE:	2/15/2022
PROJECT NUMBER:	28103
SET TYPE:	PRELIM ZDs
SHEET NUMBER:	T-201



W. BLACKHAWK DR.

HILLCREST ST.

CLOUTE ST.

ZAFFKE ST.

NELSON ST.

MESSNER ST.

MESSNER ST.

ROOSEVELT ST.

ZAFFKE ST.

PHOTO SIMULATION LOCATION DESCRIPTION:

- PHOTO SIMULATION 1 (T-901)
TAKEN FROM THE SERVICE ROAD PARKING AREA TO NORTH OF PROPOSED TOWER
DISTANCE TO PROPOSED TOWER: 167'
GROUND ELEVATION: 878'
- PHOTO SIMULATION 2 (T-902)
TAKEN FROM THE TOWER SERVICE ROAD, 85 FT. TO THE EAST OF EXISTING WATER TOWER
DISTANCE TO PROPOSED TOWER: 120'
GROUND ELEVATION: 887'
- PHOTO SIMULATION 3 (T-903)
TAKEN FROM GREENSPACE 105' TO THE SOUTH OF EXISTING WATER TOWER
DISTANCE TO PROPOSED TOWER: 189'
GROUND ELEVATION: 908'
- PHOTO SIMULATION 4 (T-904)
TAKEN FROM GREENSPACE 145' TO THE SOUTHEAST OF EXISTING WATER TOWER
DISTANCE TO PROPOSED TOWER: 220'
GROUND ELEVATION: 883'
- PHOTO SIMULATION 5 (T-905)
TAKEN FROM THE INTERSECTION OF ZAFFKE ST. & TOWER SERVICE ROAD
DISTANCE TO PROPOSED TOWER: 276'
GROUND ELEVATION: 868'
- PHOTO SIMULATION 6 (T-906)
TAKEN FROM THE INTERSECTION OF ZAFFKE ST. & MESSNER ST.
DISTANCE TO PROPOSED TOWER: 370'
GROUND ELEVATION: 866'
- PHOTO SIMULATION 7 (T-907)
TAKEN FROM THE INTERSECTION OF MESSNER ST. & ROOSEVELT ST.
DISTANCE TO PROPOSED TOWER: 443'
GROUND ELEVATION: 863'
- PHOTO SIMULATION 8 (T-908)
TAKEN FROM THE ROUND-ABOUT AT THE END OF MESSNER ST. TO THE NORTHWEST OF PROPOSED TOWER
DISTANCE TO PROPOSED TOWER: 196'
GROUND ELEVATION: 861'
- PHOTO SIMULATION 9 (T-909)
TAKEN FROM THE INTERSECTION OF ZAFFKE ST. & HILLCREST DR.
DISTANCE TO PROPOSED TOWER: 489'
GROUND ELEVATION: 827'
- PHOTO SIMULATION 10 (T-910)
TAKEN FROM THE INTERSECTION OF CLOUTE ST. & HILLCREST DR.
DISTANCE TO PROPOSED TOWER: 585'
GROUND ELEVATION: 809'

PROPOSED 70' MONOPOLE;
GROUND ELEVATION: 900'

PHOTO SIMULATION NOTES:

- THESE PHOTO SIMULATIONS ARE AN INTERPRETATION OF THE GENERAL APPEARANCE OF THE PROPOSED INSTALLATION. EACH PHOTO SIMULATION IS BASED ON THE SCALING CRITERIA OR ASSUMPTIONS IDENTIFIED
- THE FINAL TOWER DESIGN AND DIMENSIONS WERE NOT AVAILABLE AT THE TIME THE PHOTO SIMULATION WAS PREPARED. THEREFORE, A TYPICAL TOWER/ANTENNA OF SIMILAR SIZE WAS USED FOR SIMULATION PURPOSES
- AN OBJECT OF KNOWN HEIGHT WAS NOT AVAILABLE FOR REFERENCE IN THE DIRECT VICINITY OF THE TOWER LOCATION, LIMITING RELIABILITY OF THE HEIGHT INTERPRETATION
- THE HORIZON LINE AT THE PROPOSED TOWER BASE IS NOT VISIBLE; A HORIZON LINE HAS BEEN ESTIMATED AT THE TOWER BASE FOR THE PHOTO SIMULATIONS
- PHOTO SIMULATIONS GENERATED USING A SIMILAR TOWER OF SIMILAR HEIGHT AT A SIMILAR DISTANCE; ARTISTIC INTERPRETATIONS USED TO ESTIMATE THE APPROXIMATE TOWER SIZE AND APPEARANCE
- THE DIFFERENCE IN ELEVATION BETWEEN THE PHOTOGRAPH LOCATION AND TOWER LOCATION HAS BEEN TAKEN INTO CONSIDERATION
- THE TOPOGRAPHICAL FEATURES BETWEEN THE PHOTOGRAPH LOCATION INTERPRETED AS BEST AS POSSIBLE. THE VISIBILITY OF THE TOWER WILL BE DRASTICALLY REDUCED WITHIN AREAS OF MATURE VEGETATION AND VALLEYS AND INCREASED WITHIN LARGE OPEN FIELDS AND AT HIGHER ELEVATIONS

CONSULTANT:

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CHICAGO, IL 60631

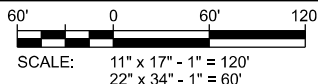
TITLE SHEET
FORT ATKINSON (SITE NUMBER)
FORT ATKINSON, WISCONSIN

SHEET TITLE:

SUBMITTAL:

INT.	DATE:	DESCRIPTION:
BJN	02/10/22	REV. 0

CHECKED BY:	DCL
PLOT DATE:	2/15/2022
PROJECT NUMBER:	28103
SET TYPE:	PHOTO SIMS.
SHEET NUMBER:	G-001





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A

ACTUAL PHOTO BEFORE SIMULATION

CONSULTANT:
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624 WATER STREET
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SUITE 700
CHICAGO, IL 60631

PHOTO SIMULATION 1
FORT ATKINSON (SITE NUMBER)
FORT ATKINSON, WISCONSIN

SHEET TITLE:

SUBMITTAL:		
INT.	DATE:	DESCRIPTION:
BJN	02/10/22	REV. 0

CHECKED BY:	DCL
PLOT DATE:	2/15/2022
PROJECT NUMBER:	28103
SET TYPE:	PHOTO SIMS.
SHEET NUMBER:	T-901



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CONSULTANT:
 **Edge**
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624 WATER STREET
PRAIRIE DU SAC, WI 53578
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CLIENT:
 **uscellular**
U.S. CELLULAR
8410 W. BRYN MAWR AVE.
SUITE 700
CHICAGO, IL 60631

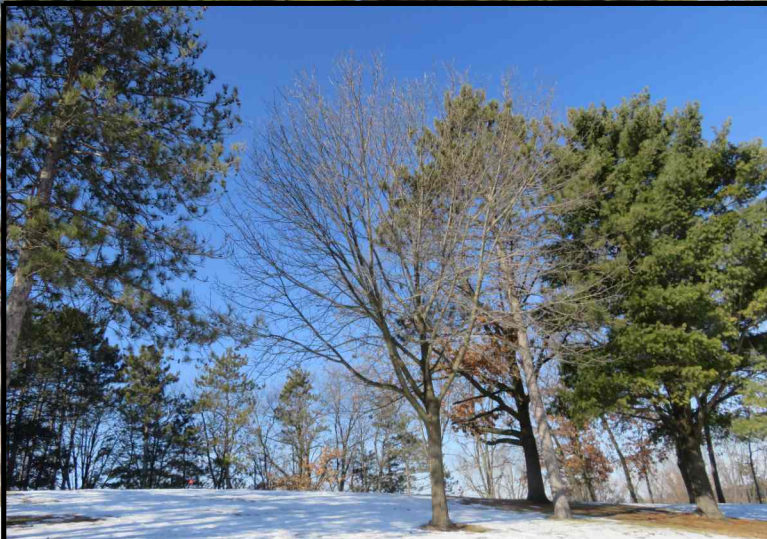
PHOTO SIMULATION 2
FORT ATKINSON (SITE NUMBER)
FORT ATKINSON, WISCONSIN

SHEET TITLE:

SUBMITTAL:		
INT.	DATE:	DESCRIPTION:
BJN	02/10/22	REV. 0

CHECKED BY:	DCL
PLOT DATE:	2/15/2022
PROJECT NUMBER:	28103
SET TYPE:	PHOTO SIMS.

SHEET NUMBER	T-902
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A **ACTUAL PHOTO BEFORE SIMULATION**



PROPOSED TOWER NOT VISIBLE
FROM THIS VANTAGE POINT

N:\28100\28103\Photo Sims\T-903_NoView.dgn

A

ACTUAL PHOTO BEFORE SIMULATION

CONSULTANT:

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SUITE 700
CHICAGO, IL 60631

PHOTO SIMULATION 3
FORT ATKINSON (SITE NUMBER)
FORT ATKINSON, WISCONSIN

SHEET TITLE:

SUBMITTAL:

INT.	DATE:	DESCRIPTION:
BJN	02/10/22	REV. 0

CHECKED BY:	DCL
PLOT DATE:	2/15/2022
PROJECT NUMBER	28103
SET TYPE	PHOTO SIMS.
SHEET NUMBER	T-903



PHOTO SIMULATION 4
FORT ATKINSON (SITE NUMBER)
FORT ATKINSON, WISCONSIN

• WILLIAMS:

SUBMITTAL:		
INT.	DATE:	DESCRIPTION:
JUN	02/10/22	REV. 0
CHECKED BY	DCL	
PLOT DATE	2/15/2022	
PROJECT NUMBER	28103	
SHEET TYPE	PHOTO SIMS.	
SHEET NUMBER	T-904	



A ACTUAL PHOTO BEFORE SIMULATION



PROPOSED 70' MONOPOLE

CONSULTANT:

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PHOTO SIMULATION 5
FORT ATKINSON (SITE NUMBER)
FORT ATKINSON, WISCONSIN

SHEET TITLE:

SUBMITTAL:

INT.	DATE:	DESCRIPTION:
BJN	02/10/22	REV. 0

CHECKED BY:	DCL
PLOT DATE:	2/15/2022
PROJECT NUMBER:	28103
SET TYPE:	PHOTO SIMS.
SHEET NUMBER:	T-905

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A

ACTUAL PHOTO BEFORE SIMULATION



A

ACTUAL PHOTO BEFORE SIMULATION

CONSULTANT:

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CLIENT:

uscellular
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8410 W. BRYN MAWR AVE.
SUITE 700
CHICAGO, IL 60631

**PHOTO SIMULATION 6
FORT ATKINSON (SITE NUMBER)
FORT ATKINSON, WISCONSIN**

SHEET TITLE:

SUBMITTAL:

INT.	DATE:	DESCRIPTION:
BJN	02/10/22	REV. 0

CHECKED BY	DCL
PLOT DATE	2/15/2022
PROJECT NUMBER	28103
SET TYPE	PHOTO SIMS.
SHEET NUMBER	T-906



A **ACTUAL PHOTO BEFORE SIMULATION**

CONSULTANT:
Edge
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PRAIRIE DU SAC, WI 53578
608.644.1449 VOICE
608.644.1549 FAX
www.edgeconsult.com

CLIENT:
uscellular
U.S. CELLULAR
8410 W. BRYN MAWR AVE.
SUITE 700
CHICAGO, IL 60631

PHOTO SIMULATION 7
FORT ATKINSON (SITE NUMBER)
FORT ATKINSON, WISCONSIN

SHEET TITLE:

SUBMITTAL:		
INT.	DATE:	DESCRIPTION:
BJN	02/10/22	REV. 0

CHECKED BY:	DCL
PLOT DATE:	2/15/2022
PROJECT NUMBER:	28103
SET TYPE:	PHOTO SIMS.
SHEET NUMBER:	T-907



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ACTUAL PHOTO BEFORE SIMULATION

CONSULTANT:

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624 WATER STREET
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608.644.1449 VOICE
608.644.1549 FAX
www.edgeconsult.com

CLIENT:

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8410 W. BRYN MAWR AVE.
SUITE 700
CHICAGO, IL 60631

PHOTO SIMULATION 8
FORT ATKINSON (SITE NUMBER)
FORT ATKINSON, WISCONSIN

SHEET TITLE:

SUBMITTAL:

INT.	DATE:	DESCRIPTION:
BJN	02/10/22	REV. 0

CHECKED BY	DCL
PLOT DATE	2/15/2022
PROJECT NUMBER	28103
SET TYPE	PHOTO SIMS.
SHEET NUMBER	T-908

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PHOTO SIMULATION 10
FORT ATKINSON (SITE NUMBER)
FORT ATKINSON, WISCONSIN

SHEET TIT F.

SUBMITTAL :

[illegible]

CHECKED BY	DCL
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PLOT DATE	2/15/2022
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PROJECT NUMBER	28103
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SET TYPE	PHOTO SIMS.
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SHEET NUMBER	T-910
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ACTUAL PHOTO BEFORE SIMULATION

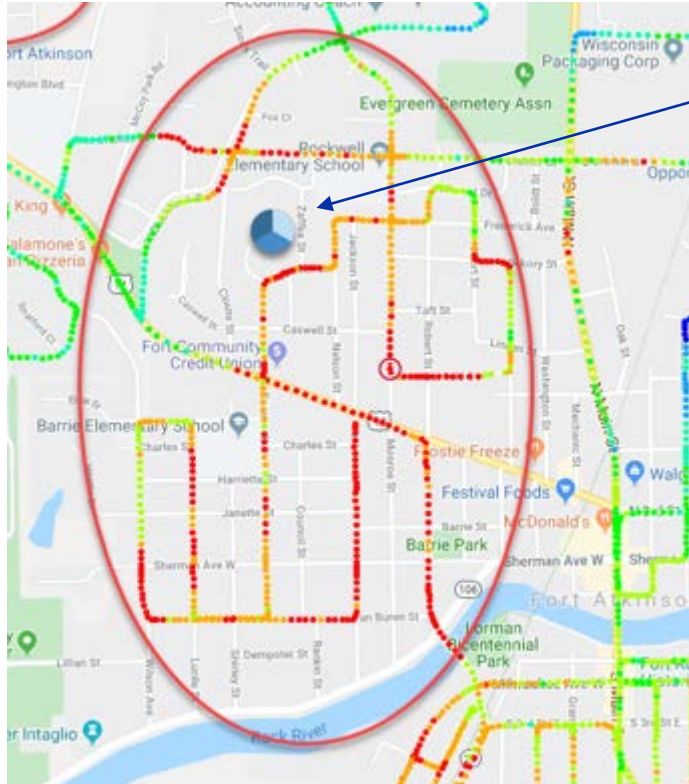


NW Fort Atkinson



Fort Atkinson – Coverage map

Actual Drive Data



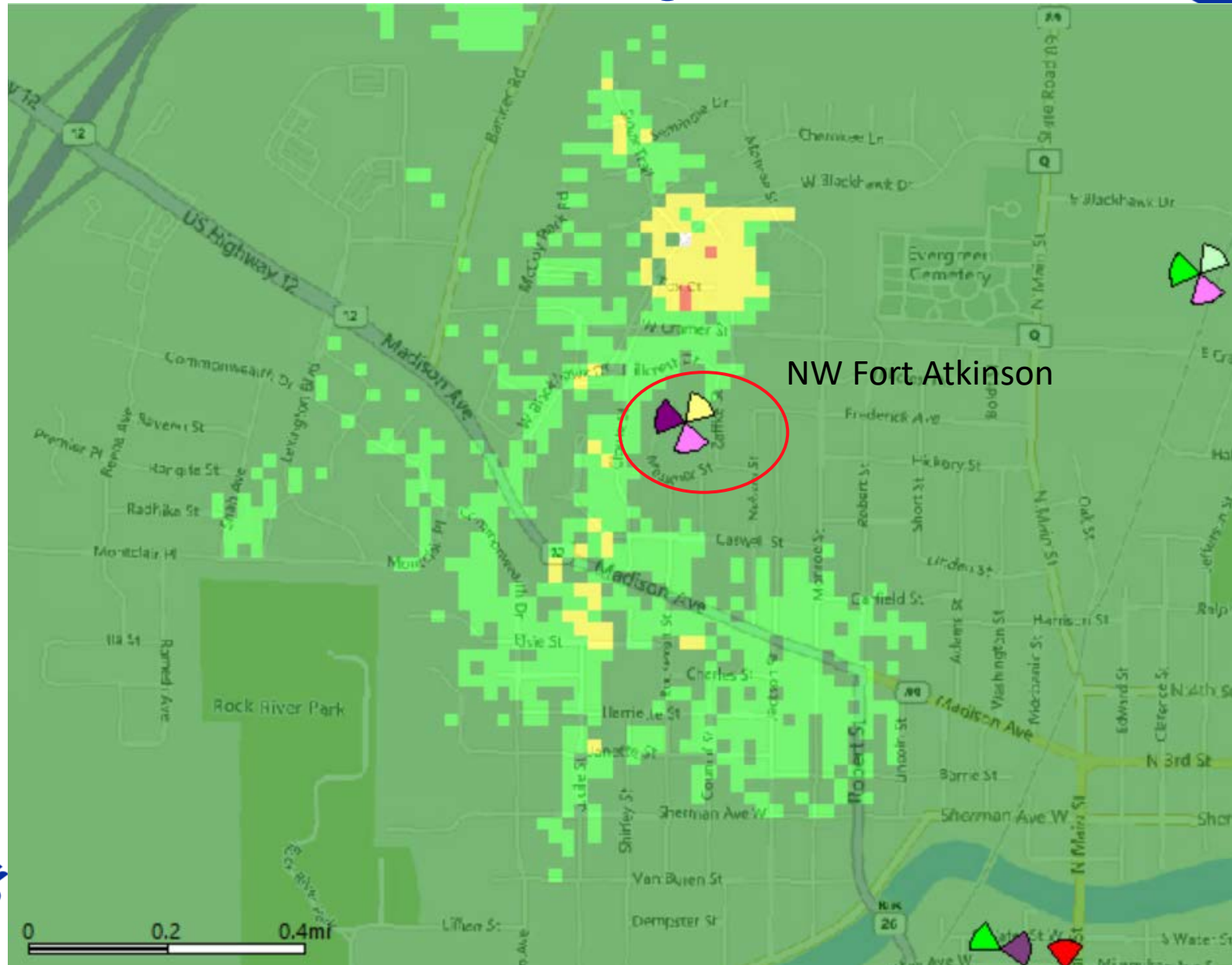
Water Tank
Location

RED in this map shows areas of **poor coverage**; we would expect issues in-building and in vehicle

- *Placing a new tower near the water tank will provide reliable service with good speeds.*



NW Fort Atkinson: Coverage Before

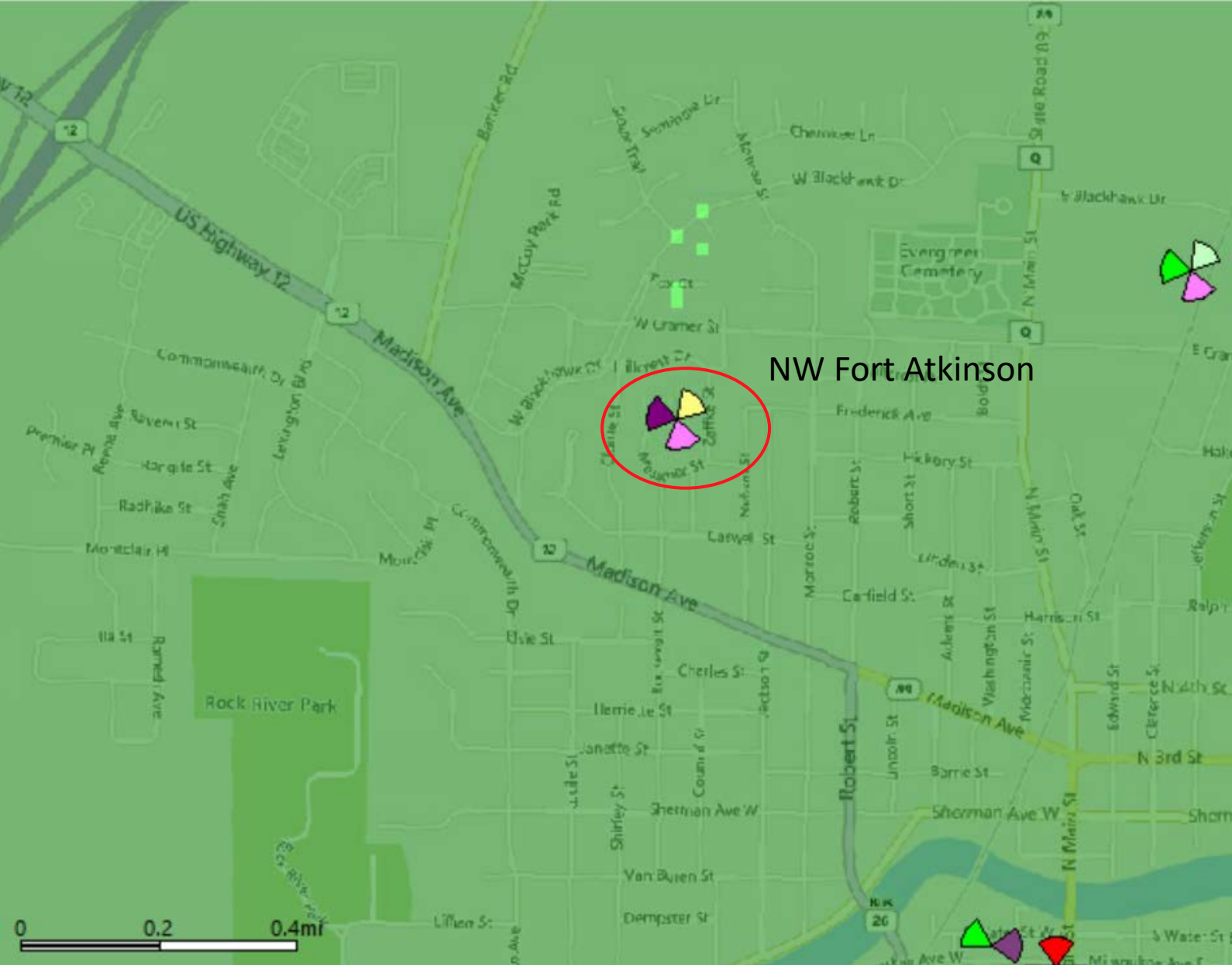


NW Fort Atkinson

LTE: Downlink Coverage Before



NW Fort Atkinson: Coverage After



LTE: Downlink Coverage Before

- RSRP Level (DL) (dBm) ≥ -93.86
- $-99.29 \leq \text{RSRP Level (DL) (dBm)} < -93.86$
- $-109.29 \leq \text{RSRP Level (DL) (dBm)} < -99.29$
- $-110.9 \leq \text{RSRP Level (DL) (dBm)} < -109.29$



Feb 15, 2022

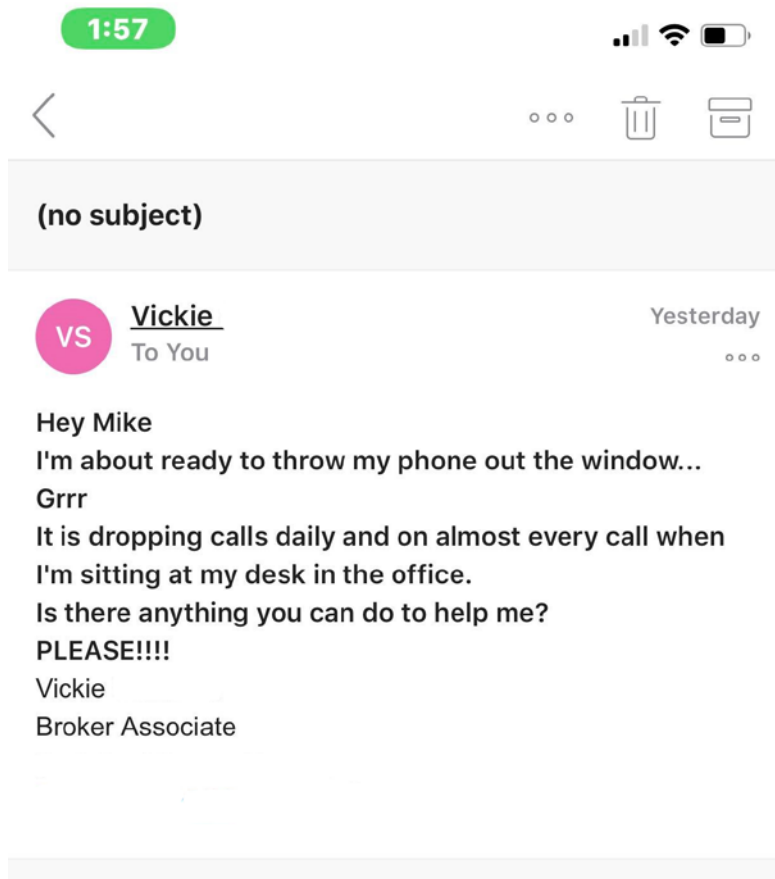
Subject: Fort Atkinson Network Issues

Fort Atkinson City Council,

Potential Safety concerns brought to our attention in the Fort Atkinson Area.

- Fort Atkinson Police Department had a stressful situation come up where **they could not call out** from the apartments on **Park & Grove Street**, even standing by a window. Sounds like there is coverage in the park, but experience is not ideal given the tower proximity.
- Luther Elementary School had a shirtless man run through the school with a German shepherd last week... lockdown situation, etc... you guessed it, 3G and **barely any voice or data**. Even outside the school there's a soccer area, 4 acres of wide-open sky (205 Park St, Fort Atkinson), lucky to get 4G LTE and it's **super slow**, mostly on 3G.
- Other Community feedback:
 - Good morning Mike not sure if you can help or send me in the right direction we have been having a problem with two of the phones dropping down to 3G and **disconnecting calls sometimes up to three times in a conversation** we have also been having a problem with the phones not connecting to the network to the point that we have to totally shut down the phones and restart them to get them to connect I don't mean to be a pain but I really truly thought that US cellular was very similar to the service that I had with AT&T





Sincerely,

Pete Klun
Agent Development Manager
UScellular™ Support Team



February 15, 2022

Subject: Ft Atkinson Network

Fort Atkinson City Council,

We are responding to the need to provide Fort Atkinson with the best 4G and 5G network service. Currently this area has had many customer complaints and our engineering analysis shows there is a lack of coverage around Fort Atkinson.

Our engineering solution is to invest in three new tower locations. These additional towers are all required to provide seamless 4G and 5G coverage, and that includes this requested monopole location. This monopole is required to ensure good coverage in NW Fort Atkinson, including Madison Ave, Robert St and Banker Rd.

We can show through coverage maps that this additional location is essential to provide ubiquitous 4G and 5G service in Fort Atkinson. We are asking for your consideration on this additional network improvement, and we look forward to working with you to better serve the community

Sincerely,

Shruti Mada

Sr Manager, RF Engineering



February 15, 2022

Subject: Ft Atkinson Network
Performance

Fort Atkinson City Council,

This is to highlight the actions taken by UScellular as part of the efforts to optimize the existing network in Fort Atkinson. The area was driven extensively multiple times due to the volume of complaints in the form of tickets, customer escalations and from our local Agent retail partner MK Cellular. **We have optimized this area to the extent possible, but the only solution moving forward is new coverage.**

Our data shows: **Fort Atkinson has long been a problem area for our customers.**

The **NW Fort Atkinson site** is critical to improve signal level and quality.

- Residents and business in this area have **poor call reliability** and **slow data speeds** because of the poor signal and quality.
- **Fort Atkinson Police Department** left as a business customer due to coverage issues
- Our coverage maps show that the area to the south of the water tank has poor coverage, and we would also improve coverage around the High School
- This is shown in supplemental material provided as part of this submission.
- We can only resolve these coverage gaps with the **addition of a new cell site**, and the location provided adjacent to the water tank will meet our needs.

Sincerely,

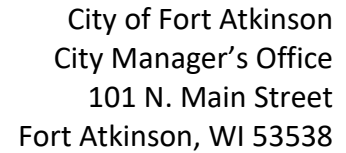
Jeff Lohr

Sr Optimization Engineer









January 7, 2022

NOTICE TO THE PUBLIC

The City of Fort Atkinson Plan Commission will hold a public hearing on **Tuesday, January 25, 2022 at 4:00 p.m.**, or as soon thereafter as the matter can be heard, for the purpose of soliciting public input on a request for a Conditional Use Permit for the property located at **711 Zaffke St.**, (parcel 226-0614-3334-037) in the City of Fort Atkinson. The public hearing and Plan Commission meeting will take place in person and via Zoom:

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFVzb0E2TUNTbnZlZz09>

Meeting ID: 822 1486 0406

Passcode: 53538

Dial by your location

+1 312 626 6799

This Conditional Use Permit has been requested by US Cellular for the purpose of installation of a 70 foot monopole communications tower north of the existing water tower.

The Plan Commission is seeking input from the public. For more information or to view a site plan, please contact City Engineer Andy Selle at aselle@fortatkinsonwi.net or (920) 563-7760. You may attend the public hearing via Zoom or submit a letter or email expressing your thoughts to City Engineer Selle. The Plan Commission may take action at the meeting on the Conditional Use Permit.

Andy Selle
City Engineer

March 2, 2022

TO: Planning Commission Member
FROM: Concerned Citizens of Fort Atkinson

RE: Proposed CUP for a Cell Phone Tower at 711 Zaffke Street

We are reaching out to you, as you are a member of the Planning Commission. One of Fort Atkinson's requirements for a Conditional Use Permit per Section 15.10.32 is to "evaluate the Proposed Conditional Use." Part of this evaluation is to determine if the proposed conditional use "would result in a substantial or undue adverse impact on nearby property." We believe that a Cell Phone Tower built in our residential neighborhood would adversely affect the value of all of our properties. You will see in the enclosed supporting documents that a CUP can be denied by a municipality based on this evidence.

Enclosed are the following documents:

- 1) Documents that outline Rulings made by Wisconsin Courts regarding CUP and Cell Phone Towers
- 2) Substantial evidence provided in documents that outline the affect on the value of properties located near Cell Phone Towers
- 3) Correspondence from concerned citizens, including signed petitions outlining our believe that we would be adversely impacted by this CUP.

We are a group of 98 individuals who believe that the Zoning Ordinance of our City, combined with the evaluation and examination of facts by the Planning Commission, will result in a decision that will deny the requested CUP.

Thank you for reviewing these important materials.

Neighborhood Cell Towers & Antennas — Do They Impact a Property's Desirability?

- <https://www.businesswire.com/news/home/20140703005726/en/Survey-National-Institute-Science-Law-Public-Policy>
- <http://electromagnetichealth.org/electromagnetic-health-blog/survey-property-desirability/>

The National Institute for Science, Law and Public Policy's survey "Neighborhood Cell Towers & Antennas—Do They Impact a Property's Desirability?" initiated June 2, 2014, has now been completed by 1,000 respondents as of June 28, 2014. The survey, which circulated online through email and social networking sites, in both the U.S. and abroad, sought to determine if nearby cell towers and antennas, or wireless antennas placed on top of or on the side of a building, would impact a home buyer's or renter's interest in a real estate property.

The overwhelming majority of respondents (94%) reported that cell towers and antennas in a neighborhood or on a building would impact interest in a property and the price they would be willing to pay for it. And 79% said under no circumstances would they ever purchase or rent a property within a few blocks of a cell tower or antenna.

Study Results

- 94% said a nearby cell tower or group of antennas would negatively impact interest in a property or the price they would be willing to pay for it.
- 94% said a cell tower or group of antennas on top of, or attached to, an apartment building would negatively impact interest in the apartment building or the price they would be willing to pay for it.
- 95% said they would opt to buy or rent a property that had zero antennas on the building over a comparable property that had several antennas on the building.
- 79% said under no circumstances would they ever purchase or rent a property within a few blocks of a cell tower or antennas.
- 88% said that under no circumstances would they ever purchase or rent a property with a cell tower or group of antennas on top of, or attached to, the apartment building.
- 89% said they were generally concerned about the increasing number of cell towers and antennas in their residential neighborhood.
- 57% had previously experienced cognitive effects from radiation emitted by a cell phone, wireless router, portable phone, utility smart meter, or neighborhood antenna or cell tower

The National Institute for Science, Law and Public Policy (NISLAPP) was curious if respondents had previous experience with physical or cognitive effects of wireless radiation, or if their concern about neighborhood antennas was unrelated to personal experience with the radiation. Of the 1,000 respondents, 57% had previously experienced cognitive effects from radiation emitted by a cell phone, wireless router, portable phone, utility smart meter, or neighborhood antenna or cell tower, and 43% had not experienced cognitive effects. 63% of respondents had previously experienced physical

effects from these devices or neighborhood towers and antennas and 37% had not experienced physical effects.

The majority of respondents provided contact information indicating they would like to receive the results of this survey or news related to the possible connection between neighborhood cell towers and antennas and real estate decisions.

Comments from real estate brokers who completed the NISLAPP survey:

"I am a real estate broker in NYC. I sold a townhouse that had a cell tower attached. Many potential buyers chose to avoid purchasing the property because of it. There was a long lease."

"I own several properties in Santa Fe, NM and believe me, I have taken care not to buy near cell towers. Most of these are rental properties and I think I would have a harder time renting those units... were a cell tower or antenna nearby. Though I have not noticed any negative health effects myself, I know many people are affected. And in addition, these antennas and towers are often extremely ugly—despite the attempt in our town of hiding them as chimneys or fake trees."

"We are home owners and real estate investors in Marin County and have been for the last 25 years. We own homes and apartment building here in Marin. We would not think of investing in real estate that would harm our tenants. All our properties are free of smart meters. Thank you for all of your work."

"I'm a realtor. I've never had a single complaint about cell phone antennae. Electric poles, on the other hand, are a huge problem for buyers."

A study on property price declines was completed by Sandy Bond, PhD of the New Zealand Property Institute, and Past President of the Pacific Rim Real Estate Society (PRRES).

The Impact of Cell Phone Towers on House Prices in Residential Neighborhoods, was published in The Appraisal Journal of the Appraisal Institute in 2006. The Appraisal Institute is the largest global professional organization for appraisers with 91 chapters.

The study indicated that:

- Homebuyers would pay from 10%–19% less to over 20% less for a property if it were in close proximity to a cell phone base station.
- The 'opinion' survey results were then confirmed by a market sales analysis.
- The results of the sales analysis showed prices of properties were reduced by around 21% after a cell phone base station was built in the neighborhood."

Good News for Wisconsinites and Municipalities

December 15, 2020: It is possible to win the fight against cell towers in Wisconsin, despite Wisconsin's 2013 Mobile Tower Siting Regulations which stomp on local municipal control.

In 2019, the Town of Cedarburg (pop. 6,000) located in Ozaukee County, Wisconsin, successfully denied a 120-foot cell tower on a horse farm in the Town's agricultural zoning district which is also surrounded by residential neighborhoods.

Concerned citizens [opposed](#) to the cell tower expressed concerns over "[health](#), aesthetics, the preservation of land, watershed and decreased property value."

In Wisconsin, the law ([Wis. Stat. 66.0404\(4\)\(g\)](#)) prohibits a municipality from denying a cell tower based **solely** on aesthetic concerns, but the Town Board in Cedarburg denied the conditional use permit for reasons other than just aesthetic concerns. The Town Board denied the cell tower for:

1. Reduction in property values
2. Incompatibility with land uses on adjacent land
3. Danger to public health, safety and welfare
4. Non-compliance with Wisconsin's "search ring" requirement

After the Town Board denied the cell tower application, Eco-Site, a wireless infrastructure company, and the property owners sued the Town ([Eco-Site, LLC v. Town of Cedarburg, 2019 WI App 42](#)), but the Wisconsin Court of Appeals upheld the Town's decision to deny the cell tower application.

Because the Town based its denial on the economic impact and incompatibility with the Town's ordinances, the Court decided that the Town's decision was valid.

So if you or your municipality is opposed to a cell tower, it helps to have strong, protective ordinances. Share this information with your local municipal leaders.

Remember, a municipality cannot oppose a cell tower based **solely** on aesthetic concerns, so a municipality should consider other factors.

In this December 2019 [article](#) about the Eco-Site case entitled "Court of Appeals Upholds Denial of Cell Tower Permit," Attorney Julia Potter writes:

"This decision is an important one for municipalities looking to exercise their right to regulate the siting of cell towers within municipal limits. Municipalities should carefully consider the standards set out in local ordinances for the granting of cell tower permits to ensure that they incorporate factors that are not purely aesthetic (e.g., effect on property values and impact on the uses and enjoyment of nearby property), and should be sure to carefully document that the basis for denial of a permit includes non-aesthetic factors."

Stafford Rosenbaum LLP, October 2, 2019, "Court of Appeals, District II, Upholds Town's Denial of CUP for Cell Tower"

In Eco-Site LLC et. al. v. Town of Cedarburg, 2019 WI App 42, the Wisconsin Court of Appeals, District II affirmed the Town of Cedarburg's authority to deny Eco-Site LLC's conditional use permit application to build a cell tower.

After a full discussion of the information and issues, the Town Board denied Eco-Site's application on four bases – three rooted in its ordinance and one in state law. First, the Board found the cell tower would likely result in the reduction of nearby property values. Second, the Board determined the placement of the cell tower was incompatible with land uses on adjacent land. Third, the Board concluded the cell tower would pose dangers to public health, safety and welfare. And, fourth, the Board noted that Eco-Site did not comply with Wis. Stat. § 66.0404(2)(b)6.'s "search ring" requirement in its application.

The plaintiff argued that the federal Telecommunications Act of 1996 and Wis. Stat. § 66.0404 constrain municipalities' ability to regulate the siting and construction of new mobile service support structures and facilities. Specifically, plaintiff argued municipalities are prohibited from denying siting or construction permission by ordinances that prohibit placement of a cell tower in a particular location, or "based solely on aesthetic concerns."

While acknowledging these limitations on municipal authority, the Circuit Court found that the Town's denial of the cell tower CUP application was permissible, supported by substantial evidence, and not "just another way of saying aesthetics." The Court of Appeals agreed, noting that of the Town's six CUP standards regulating cell tower siting, none prohibited towers in certain locations or was based purely on aesthetics.

The Court of Appeals rejected Eco-Site's claims that the Town misapplied its ordinance regarding the proposed cell tower's compatibility with adjacent lands or relied on solely aesthetic concerns. Rather, the Town intentionally chose to zone land residential and agricultural "to keep this area rustic, rural and populated." These zoning decisions and development goals were not purely aesthetic and did not prohibit towers in specific locations.

The Court also found the Town's and citizen's concerns regarding reduced property values were legitimate and not purely aesthetic. Eco-Site argued that the mere presence of "aesthetic language" in the

Town's denial letter suggested that the decision was impermissibly based on aesthetics. But the Court noted that the denial letter also discussed how the proposed project would affect broader uses of the neighborhood and nearby property values. The Court found this to be a decisive factor, explaining that the legislature's choice of words matters. That is, an application can be denied for reasons relating to aesthetics, just not "based solely on aesthetic concerns." 2019 WI App 42 at ¶23. Therefore, the Court found the Town's CUP standards and its denial of Eco-Site's permit valid because "it simply does not matter that aesthetic comments were made."

The Court further held that, despite the parties' differing interpretations of the statute, the Town provided the requisite substantial evidence for its denial. 2018AP580 at ¶24; see Wis. Stat. § 66.0404(2)(d)4. This deferential standard allows the Court to uphold a municipality's decision if it finds sufficient evidence to suggest that "reasonable persons could decide as the Town did." *Oneida Seven Generations Corp. v. City of Green Bay*, 2015 WI 50 ¶ 43.

In a concurring opinion, Judge Reilly stated that the Court could have affirmed the lower court's holding for another reason: Eco-Site's failure to demonstrate that existing locations or collocation could not meet the public's communication needs. See Wis. Stat. § 66.0404(2)(b)6.

This decision represents an important acknowledgment of municipalities' regulatory authority over cell tower siting. However, the Court's decision suggests that, when denying cell tower permit applications, a municipality should ensure that it first gathers and examines substantial evidence, and finds multiple non-aesthetic reasons for denial.

To the Planning Commission and City Council,

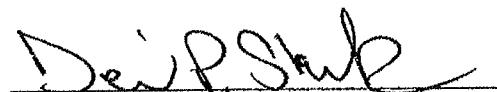
I have attached statements from licensed Wisconsin Real Estate agents with a total of 267 years of experience. Not one of these agents has had a transaction of a residential property that had a cell tower in the residentially zoned area. These agents are licensed for the state and have had closings throughout southern Wisconsin. We do not believe that the City of Fort Atkinson should be the one to set the precedent of locating cell towers in residential neighborhoods. There is a real concern with the possible correlation between cell towers and cancer. The data shows a higher risk for children. The location picked by US Cellular is not only close to many homes but also very close to Rockwell school, Barrie school and the Bethany Lutheran elementary school.

There is also data available showing a reduction in property values that are near cell tower locations. Making the property values lower for your current residents so that US Cellular or any other cell company can enhance their profits seems to be counterproductive to the future of Fort Atkinson. We ask that you not grant a conditional use permit for a tower in any residential areas within our city. There are plenty of elevated locations outside of Ft Atkinson that should be suitable for a tower.

I have lived in Ft Atkinson for over 70 years and have always thought it was a great place to raise a family. Please don't vote to jeopardize the safety and health of our youth in order to make a few dollars for leasing land at the Zaffke street water tower site. The possible loss of tax revenue from devaluing the surrounding homes might be more than you gain from leasing land to a cell phone company to erect a tower.

We ask that you consider if you would want this potential health risk in your family's back yard before you cast your vote. Please protect the legacy of Ft Atkinson caring about its youth.

Thank You,

A handwritten signature in black ink, appearing to read "Dennis Stark", written over a horizontal line.

Dennis Stark

02-22-2022

To whom this may concern:

I am writing this letter to the planning commission in regards to the proposed tower being built by the US Cellular at 711 Zaffke Street in Fort Atkinson. I live at 913 Hillcrest Drive. This proposed tower would practically be in our backyard. I have been in this neighborhood for over 20 years. I believe this tower will harm the neighborhood and the children at Rockwell Elementary School. There are other places to be considered for this tower that wouldn't have to risk the health of young children. This tower will defiantly lower the property values of our homes and deflect potential home buyers and residents from the area. It would be an eye soar and cause more harm than good. I have spent years making my backyard a sanctuary for birds, bees and other small animals. It's beautiful and peaceful. My backyard was given first place in the best backyard for birds by the city of Fort Atkinson. There is evidence and studies that suggest birds, bees, etc. are affected by towers and putting a tower so close could potentially harm the birds that migrate here and take refuge. Once they're gone they are gone forever. This being the bird city of Wisconsin, I hope this would be considered.

Respectfully,

Christine Finn
Sonny Grosshuesch

Petition to City Council & Planning Commission

WE, THE UNDERSIGNED, HEREBY PETITION the City Council & Planning Commission to deny US Cellular's conditional use permit to erect a Cell Phone Tower at 711 Zaffke Street, in the City of Fort Atkinson. WE STATE OR BELIEVE:

1. That the petitioners are residents of Fort Atkinson.
2. That the cell tower is incompatible with land uses on adjacent land.
3. That the cell phone tower would pose dangers to public health, safety and welfare to the residents of Fort Atkinson.
4. That the presence of a cell phone tower would reduce property values in the area.

Signature	Name	Address	Date
Joli Clark	Joli Clark	731 Zaffke St	2/11/22
Randy Clark	Randy Clark	731 Zaffke St	2-12-22
Lane Pickering	Lane Pickering	735 Zaffke St	2/12/22
Bruce Meyer	Bruce Meyer	821 Hillcrest St	2/12/22
Marvin Koch	Marvin Koch	907 Hillcrest Dr	2/12/22
William L Koch	William L Koch	907 Hillcrest Dr	2/12/22
Christine Finn	Christine Finn	913 Hillcrest Dr	2/12/22
Sonny Grosshuesch	Sonny Grosshuesch	913 Hillcrest Dr	2/12/22
Sue Rose	Sue Rose	917 Hillcrest Dr	2/12/22
Zach Finch	Zach Finch	921 Hillcrest Dr	2/12/2022
Mabel Schumacher	Mabel Schumacher	848 Messner St, Fort Atk	2/12/2022
Maribel Celie	Maribel Celie	845 Messner St Fort Atk	2/12/2022
Annette Fariss	Annette Fariss	845 Messner St	2/12/2022
Sandra Free	Sandra Free	810 Messner St	2/11/22
Jill Stark	Jill Stark	814 Messner St	2/13/22
Dennis Stark	Dennis Stark	814 Messner St	2/13/22
Jerry Stachurski	Jerry Stachurski	620 Roosevelt St	2-13-22
ST WARD	ST WARD	318 2nd St Fort	2-13-22
R. Siegel	R. Siegel	510 Roosevelt St	2-14-22
Carol Siegel	Carol Siegel	510 Roosevelt St	2-14-22
DAVE LUEDER	DAVE LUEDER	621 Roosevelt St	2-14-22
ANN LUEDER	ANN LUEDER	621 Roosevelt St	2-14-22
Nickie Stockfish	Nickie Stockfish	620 Roosevelt St	2.14.22
Sharon Lueder	Sharon Lueder	110 Hickory St	2-15-22
Ethan Hammel	Ethan Hammel	621 Zaffke St.	2-15-22
ROBERT KNAPP	ROBERT KNAPP	621 Nelson St.	2-15-22
Mary Mat Cock	Mary Mat Cock	725 Caswell St	2/15/22
Sam Dahl	Sam Dahl	725 Caswell St	2/15/22
Marjorie Dahl	Marjorie Dahl	805 Caswell St	2/15/22
Karen Strauss	Karen Strauss	522 Roosevelt St	2/15/22

Petition to City Council & Planning Commission

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4. That the presence of a cell phone tower would reduce property values in the area.

Signature	Name	Address	Date
David Strauss	David Strauss	522 Roosevelt St.	2-15-22
Carol Wilkman	CAROL WILKMAN	1513 MONTCLAIR PL.	2-16-22
Tom Wilkman	TOM WILKMAN	1513 MONTCLAIR PL	2-16-22
Terry Behlke	Terry Behlke	1125 Greene St	2-17-22
James Cheek	JAMES CHEEK	1125 Greene St	2-17-22
Elvin Jacobson	Elvin Jacobson	330 E. Cramer St.	2-18-22
Shirley Gehrke	Shirley Gehrke	419 W. Sherman Ave	2-20-22
Cristine Tricloff	Cristine Tricloff	1437 Endl	2-20-22
Dale W. Tricloff	Dale W. Tricloff	1437 Endl Blvd	2-20-22
Frank J. Heath	FRANK J. HEATH	624 W. Cramer St	2-20-22
Nancy Gruener	Nancy Gruener	216 W. Truman St	2-20-22
James Runfrock	JAMES RUNFROCK	940 W. CRAMER ST	2-21-22
Lucia Bauer	Lucia Bauer	812 W. Blackhawk Dr.	2-21-22
Daryl Bauer	Daryl Bauer	812 W. Blackhawk Dr	2-21-22
Sandy Bauer	Sandy Bauer	812 W. Blackhawk Dr	2-21-22
Taylor Bauer	Taylor Bauer	812 W. Blackhawk Dr	2-21-22
Phyllis Hankle	Phyllis Hankle	813 W. Blackhawk Dr	2/4/22
Mike Andersen	MIKE ANDERSEN	1111 Casswell St	2/21/22
Kim Cash	Kim Cash	1504 Stacy Ln	2/25/22
Houston Foelker	Houston Foelker	66 Jackson St	2-25-22
John H. Callan	John H. Callan	522 Robert Str.	2-27-22
Robert Barrett	Robert Barrett	15 Talcott Ave	2-27-22
Mary Adams	Mary Adams	1310 Adrianna Blvd	2-27-22
Donna Petersen	Donna Petersen	1531 Kemmer St	2-27-22
Karen A. Hetts	Karen A. Hetts	104 S. Water St W	2-27-22
Roy C. Hetts	Roy C. Hetts	104 S. Water St W.	2-27-22
Mark Tricloff	Mark Tricloff	1016 Riverside Drive	2-28-22
Hedi Tricloff	Hedi Tricloff	1016 Riverside Dr	2-28-22

Petition to City Council & Planning Commission

WE, THE UNDERSIGNED, HEREBY PETITION the City Council & Planning Commission to deny US Cellular's conditional use permit to erect a Cell Phone Tower at 711 Zaffke Street, in the City of Forty Atkinson. WE STATE OR BELIEVE:

1. That the petitioners are residents of Fort Atkinson.
2. That the cell tower is incompatible with land uses on adjacent land.
3. That the cell phone tower would pose dangers to public health, safety and welfare to the residents of Fort Atkinson.
4. That the presence of a cell phone tower would reduce property values in the area.

Signature

Name

Address

Date _____

[illegible]

Petition to City Council & Planning Commission

WE, THE UNDERSIGNED, HEREBY PETITION the City Council & Planning Commission to deny US Cellular's conditional use permit to erect a Cell Phone Tower at 711 Zaffke Street, in the City of Forty Atkinson. WE STATE OR BELIEVE:

1. That the petitioners are residents of Fort Atkinson.
2. That the cell tower is incompatible with land uses on adjacent land.
3. That the cell phone tower would pose dangers to public health, safety and welfare to the residents of Fort Atkinson.
4. That the presence of a cell phone tower would reduce property values in the area.

Name

Date _____

[illegible]



City of Fort Atkinson
City Clerk/Treasurer's Office
101 N. Main Street
Fort Atkinson, WI 53538

**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JANUARY 25, 2022 – 4:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

President LeMire called the meeting to order at 4:00 pm.

2. ROLL CALL

Present: Cm. Becker, Cm. Highfield, Cm. Schultz, Cm. Leschier, Cm. Kessenich, Manager LeMire and Engineer Selle. Also present: Clerk/Treasurer and Building Inspector.

3. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE JANUARY 11, 2022 REGULAR PLAN COMMISSION MEETING.

Cm. Becker moved, seconded by Cm. Schultz to approve the minutes of the January 11, 2022 regular Plan Commission meeting. Motion carried.

4. PUBLIC HEARING RELATING TO THE APPLICATION FOR A CONDITIONAL USE PERMIT FOR THE PROPERTY LOCATED AT 1 WEST MILWAUKEE AVENUE, FOR THE INSTALLATION OF COMMUNICATIONS EQUIPMENT ON THE ROOF OF THE BUILDING

Thaddeus Johnson, contractor hired by US Cellular, conducted a presentation of the tower to be located on the Blackhawk Senior Living property at 1 W Milwaukee Avenue. The installation would be located to the side of the elevator shaft with a low profile.

Inspector Juarez stated this is in the Historic District and must be approved by the Historical Preservation Commission and the State Historical District. The State provided three stipulations: it cannot not exceed current height of the existing tower, it must be painted to match existing structure and it is to be attached to mortar joints and not be brick. US Cellular confirmed they will comply with the requirements.

No other public comments.

5. REVIEW AND POSSIBLE ACTION ON A CONDITIONAL USE PERMIT FOR US CELLULAR, 1 WEST MILWAUKEE AVE, TO INSTALL COMMUNICATIONS EQUIPMENT ON THE ROOF OF THE BUILDING (CUP-2022-1) (JUAREZ)

Inspector Juarez introduced the CUP process referencing the requirements in the downtown historic district. Manager LeMire presented the creation of a Resolution that provides the conditions of the approval.

As a condition of granting the CUP, the Plan Commission stipulated the following conditions and restrictions:

1. This Conditional Use Permit authorizes the installation of wireless communications antenna and equipment on the rooftop of the building located at 1 West Milwaukee Avenue, as depicted on the submitted site plan.
2. The applicant must adhere to all recommendations of the State Historic Preservation Office to mount the antennas to mortar joints, paint the equipment to match the exiting building, and not exceed the current height of the structure.
3. The applicant must submit the proper building permit applications, plans, and associated fees for approval by the Building Inspector prior to construction.
4. The applicant shall have 365 days from the date of approval of this Conditional Use Permit to initiate construction of this project and shall be operational within 730 days of the approval.
5. Any major changes to the proposed conditions or use of the property shall be approved by the Plan Commission by amending this Conditional Use Permit. The Zoning Administrator may approve minor changes administratively.

Cm. Highfield moved, seconded by Cm. Kessenich to approve the Conditional Use Permit for US Cellular, 1 West Milwaukee Avenue to install communications equipment on the roof of the building with the conditions outlined in the memo and on the Resolution. Motion carried.

6. **PUBLIC HEARING RELATING TO THE APPLICATION FOR A CONDITIONAL USE PERMIT FOR THE PROPERTY LOCATED AT 711 ZAFFKE ST, FOR THE INSTALLATION OF A MONOPOLE COMMUNICATIONS TOWER TO BE INSTALLED NORTH OF THE EXISTING WATER TOWER**

Engineer Selle reviewed the submission for installation of a monopole north of the existing tower. The pole would not be located on the tower, but adjacent.

Sandra Free, 810 Messmer Street has concerns with the CUP as presented. Her residence is directly behind the proposed location of the monopole. She is not in favor of the request and shared information that towers could endanger health and welfare of residents. She stated the tower would negatively affect her neighborhood. She requested the Commission deny the request.

Betty Cloute, former owner of 818 Messmer Street. She read a statement from Eli Cloute, property owner and resident of 818 Messmer Street. Mr. Cloute is not in favor of the CUP request.

Bob Cloute, 1005 Madison Avenue, former owner of 818 Messmer Street. He has concerns with access to his backyard.

Katie Oatsvall, 721 Zaffke Street. Recently purchased the residence and is not in favor of the monopole/tower to be located near the water tower.

Dennis Stark, 814 Messmer Street. He is not in favor of the construction of the monopole. He has concerns for property values and the health of the neighbors.

Sandra Free returned to the podium and asked if the City would receive revenue from the placement of the monopole. Manager LeMire stated the Council has not discussed this CUP or a lease agreement yet, however should a CUP be approved by the Plan Commission, the next step would be presentation to the Council.

7. **REVIEW AND POSSIBLE ACTION ON A CONDITIONAL USE PERMIT FOR US CELLULAR, 711 ZAFFKE ST., FOR THE INSTALLATION OF A MONOPOLE COMMUNICATIONS TOWER TO BE INSTALLED NORTH OF THE EXISTING WATER TOWER. (CUP-2022-2) (JUAREZ)**

Inspector Juarez stated the plan does have provisions for additional landscaping upon approval and installation of the monopole.

Thaddeus Johnson stated he was hired by US Cellular to find locations where additional service is needed. He stated he presented multiple locations to US Cellular and they made the decision to request the monopole be located here, near the Zaffke Street water tower.

Cm. Kessenich asked if this monopole is needed in conjunction with the equipment approved to be located at 1 West Milwaukee. Johnson stated there is a great need of coverage in Fort Atkinson with recent growth and usage. The two locations would work in sync and provide greater service to customers. Kessenich asked if the project on Milwaukee Avenue would continue if the Zaffke location was not approved, Johnson could not confirm. Kessenich asked if the installation of the monopole would serve other cell phone providers. Johnson confirmed that various cell phone providers would work in conjunction with other providers. Kessenich asked if another carrier wanted to add equipment to the monopole, would the City or US Cellular be compensated. Johnson confirmed another carrier would work with the City and US Cellular as equipment would be located on the monopole and on the ground.

Cm. Becker asked if there are any other service towers located in the City or on private property. Selle confirmed a tower may be located near Hoppe, Blackhawk Drive. Juarez stated there are two near Spacesaver.

Cm. Schultz asked if this would provide additional frequency throughout the City. Johnson said this is no different than the current frequency and will not provide any additional service feature. Schultz asked if maps exist that would show the area that would be improved with the construction of the monopole. Johnson stated he could obtain such information.

Selle asked if the radio waves transmitted and received are similar to the waves as cell phones. Johnson confirmed any waves or frequency from the monopole has no difference to the waves or frequency derived from cell phone or cell phone usage. He added any radio waves or frequency is rated on its own spectrum and operates according to FCC regulations.

Cm. Lescohier referenced a handout provided prior the meeting. This type of equipment does not appear to impose health conditions however the cancer society would like to see additional

research going forward. He asked if other Commission members had similar observations. Several members confirmed. Lescohier confirmed the proposed monopole to be 70 foot tall and the existing tower is 51 feet tall.

Selle asked if photo renderings from line of sight from various angles were available. Johnson did not have those available but can request they be provided.

Manager LeMire asked how many trees would be removed for the installation. Johnson confirmed only one tree would be removed for the access drive and others may be trimmed. Approximately twenty arbor vitae will be added for aesthetics and screening.

Cm. Kessenich inquired on zoning and setback requirements for this property. Juarez noted the required setbacks were met and confirmed the fall down setback should the water tower fall down, it would not hit another structure.

Cm. Schultz asked if the monopole would create any noise. Johnson stated no noise would be generated. Schultz asked how often the pole would need servicing. Johnson confirmed only techs would be on site for service outages or quarterly maintenance.

Manager LeMire requested the following: photo renderings with line of sight, plans to show the distribution of coverage area, one map showing existing line of sight of existing coverage and what coverage would be with installation of tower, radio frequency propagation map showing existing conditions and what coverage would exist with installation and photos from the ground perspective of homeowners.

Manager LeMire confirmed the process for the CUP and should this item be on a future agenda, a Public Hearing would not be held. She added, per the zoning code, substantial evidence is all the Plan Commission can use to approve or deny the request. If this item is scheduled for another meeting, Staff would work with Johnson offline to confirm timing of obtaining additional information. The meeting would be publicly noticed, however residents will not receive personal notices.

No action was taken

8. **NOTICE OF JOINT PLAN COMMISSION AND CITY COUNCIL MEETING ON TUESDAY, FEBRUARY 1, 2022, AT 6:00 P.M. AT CITY HALL AND VIA ZOOM.**

9. **ADJOURNMENT**

Cm. Kessenich moved, seconded by Cm. Becker. Meeting adjourned at 5:05 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer



City of Fort Atkinson
City Clerk/Treasurer's Office
101 N. Main Street
Fort Atkinson, WI 53538

**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MARCH 8, 2022 – 4:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

City Manager LeMire called the meeting to order at 4:00 pm.

2. ROLL CALL

Present: Cm. Becker, Cm. Highfield, Cm. Schultz, Cm. Lescohier, Cm. Kessenich, Manager LeMire and Engineer Selle. Also present: City Attorney, Clerk/Treasurer and Building Inspector.

3. PUBLIC COMMENT: THE PLAN COMMISSION WILL RECEIVE COMMENTS FROM CITY RESIDENTS.

Joseph Esther, N696 Cowpath Lane, Fort Atkinson. Would like to get approval for the 1614 and 1618 Premier Place, which is later on the Agenda.

Sandra Free, 810 Messmer Street, Fort Atkinson. She has questions regarding the cell phone tower. Can the City refuse to lease the land to a private company. (Manager LeMire confirmed yes) Would that be done before or after meeting proceedings. (Manager LeMire confirmed a lease could be reviewed after action by the Plan Commission if approval) She also asked why the proposed tower would be placed one mile from an existing tower.

Bruce Meyer, 809 Hillcrest Drive, Fort Atkinson. Thanked those for allowing time to speak. How many businesses are on the northside? How many complaints made to Council or government on dropped calls? How are complaints counted? He visited businesses in the area of the proposed tower asking if they have dropped calls. FCCU commented they have experienced dropped calls as they have phone service through the internet.

Dennis Stark 814 Messmer Street, Fort Atkinson. He believes there is supposed to be a search for a proper place by a third party and he asked if that occurred.

Bob Cloute, 1005 Madison Avenue, Fort Atkinson. Questioned the search and the need for the proposed location.

Betty Cloute, 1005 Madison Avenue, Fort Atkinson. Did recently reside at 818 Messmer Street. When obtaining signatures for a petition, not many stated they were aware of the proposed tower.

4. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE JANUARY 25, 2022 REGULAR PLAN COMMISSION MEETING.

Cm. Schultz moved, seconded by Cm. Becker to approve the minutes of the January 25, 2022 Plan Commission minutes. Motion carried

5. **REVIEW AND POSSIBLE ACTION ON A CONDITIONAL USE PERMIT FOR US CELLULAR, 711 ZAFFKE ST., FOR THE INSTALLATION OF A MONOPOLE COMMUNICATIONS TOWER TO BE INSTALLED NORTH OF THE EXISTING WATER TOWER (CUP-2022-2) (JUAREZ)**

Inspector Juarez reviewed the Staff report for the tower request to be located north of the water tower. The submission meets all requirements of the code. No comments or concerns were provided by Staff. Juarez noted the sections of 15.03.20 1. (d) 6 in the Zoning Code regarding the collocation of services, the applicant has provided a statement indicating the need for the towers listed within the City. All towers currently on record within the City house US Cellular facilities. Provided are the minimum conditions:

MINIMUM CONDITIONS: Section 15.10.32 (9) of the City of Fort Atkinson Zoning Code outlines standard, minimum, conditions that are imposed upon any conditional use permit approval. Those that do not apply to this request have been stricken.

- (a) Any conditions required for specific uses listed under Article III.
- (b) The physical development and operation of the conditional use must conform, in all respects, to the approved site plan, operational plan and phasing plan.
- (c) All vehicles and equipment must access the site only at approved locations identified in the site plan and operations plan.
- ~~(d) If the County Highway, Public Works Department or City Engineer determine that road intersection improvements are necessary to safely accommodate the conditional use, the cost of such improvements shall be borne by the landowner. Costs borne by the landowner shall be proportional to the incremental increase in traffic associated with the proposed conditional use.~~
- (e) The Zoning Administrator or designee may enter the premises of the operation in order to inspect those premises and to ascertain compliance with these conditions or to investigate an alleged violation. Zoning staff conducting inspections or investigations will comply with any applicable workplace safety rules or standards for the site.
- (f) The owner must post, in a prominent public place and in a form approved by the zoning administrator, a placard with the approved Conditional Use Permit number, the nature of the operation, name and contact information for the operator, and contact information for the City.
 - ~~1. The owner or operator must keep a copy of the conditional use permit, including the list of all conditions, on the site, available for inspection to the public during business hours.~~
 - 2. Failure to comply with any imposed conditions, or to pay reasonable city costs of investigation or enforcement of sustained violations, may be grounds for revocation of the conditional use permit. The holder of a conditional use permit shall be given a reasonable opportunity to correct any violations prior to revocation.

(g) Other Conditions. In addition to the conditions listed above, the Plan Commission may, at their discretion, impose any other conditions as necessary to meet the findings above:

1. Expiration dates on conditional use permits, except for permits for communication towers under Section 15.03.20. Continuation or extension of an expired conditional use requires re-application and approval by the Plan Commission.
- ~~2. Limits on hours or days of operation, or number of events each year.~~
- ~~3. Limits on numbers of employees.~~
- ~~4. Limits on numbers of total people, vehicles or animals on the premises at any one time.~~
- ~~5. Limits on total quantity or volume of product on the premises at any one time.~~
6. Limits on square footage of buildings or outdoor areas devoted to the proposed use.

Cm. Highfield inquired about another pole at that location, was a siren location there. Capt Lange confirmed from the audience that a City owner siren is affixed on top of the water tower. Highfield asked if the pole could be moved between the north and the south of the water tower. City staff requested the pole be moved to the existing location.

Cm. Schultz inquired on the next steps if the Plan Commission approved the CUP. Manager LeMire confirmed this would be on future Council Agenda.

Cm. Becker inquired on the setback radiance of 75 feet. The diagram shows the fall radius near the water tower. The fall radius must be met to avoid falling on private properties.

Cm. Kessenich asked how long the City has owned that property. She also asked how old the houses are in that area. Juarez confirmed some homes were built in the 1950's.

Cm. Schultz asked about the broadcasting from the tower at it was presented to be 3g. Would that change in the future and would US Cellular be required to request the increase.

Thaddeus Johnson, representative of US Cellular provided pictures that were requested at the January meeting. He shared coverage maps showing current coverage and the increase with the approval of the monopole. Johnson stated he only knew of 3g being available at this location however with increased technology and needs, it could be adjusted to 5g in the future. Johnson continued on the search performed that provided several locations for a pole to be constructed noting that it would need to meet zoning codes and needs of US Cellular. The existing tower located one mile away is owned by US Cellular and does not meet the needs.

Manager LeMire asked if US Cellular could provide a sworn affidavit regarding the request for this exact location.

Cm. Lescohier asked how was the decision by US Cellular for a 70 foot pole made. Johnson stated the coverage map revealed that height would achieve the desired coverage. This height is the minimum height that would work for the needs. Johnson added a 50 foot tower could not be affixed to the water tower. Seventy feet was also the highest it could be to stay within the fall radius. Lescohier asked, with the height of this tower, could it create issues elsewhere and would need additional towers. Johnson confirmed that with growth, development, technology, and customer needs; more coverage could be needed in the future.

Manager LeMire asked if Johnson contracts with US Cellular for research in other area of the State. Johnson confirmed other locations within the State he is assisting with development and tower requests. LeMire asked Johnson if he has worked in Dane County and if he is familiar with the radio frequency reporting that must be provided; could such a report be developed for this location. Johnson stated he could request this review.

Cm. Schultz asked with the provided coverage map, is it before or after the additional tower on Blackhawk, 1 W Milwaukee, is taken into account of coverage. Johnson stated the coverage map he provided did not include coverage from the downtown tower. Are there any other municipalities that recently approved such a monopole that the Commission could reach out to for their feedback? Johnson could provide contact information and locations recently adding a monopole.

1. This Conditional Use Permit authorizes the installation of a 70-foot tall monopole communications tower on the property located at 711 Zaffke Street and other appurtenant structures as depicted on the submitted site plan.
2. The applicant shall comply with all requirements of Article III Section 15.03.20 "Telecommunication Land Uses"
3. The applicant must submit the proper building permit applications, plans, and associated fees for approval by the Building Inspector prior to construction.
4. The applicant shall have 365 days from the date of approval of this Conditional Use Permit to initiate construction of this project and shall be operational within 730 days of the approval.
5. Any major changes to the proposed conditions or use of the property shall be approved by the Plan Commission by amending this Conditional Use Permit. The Zoning Administrator may approve minor changes administratively.

Manager LeMire moved, seconded by Engineer Selle to add the two conditions to the existing five conditions provided in the Staff report: 1) to obtain a sworn affidavit from US Cellular on why this location was chosen, and 2) a report from a 3rd party confirming the radio frequency that is proposed, would meet federal and state regulations

Cm. Lescohier confirmed his residence is near this location and appreciated all of the feedback and research. He also performed research on any dangers of cell towers and no studies confirmed harmful dangers and in fact it was noted that personal cell phone use would provide

more danger than a monopole.

Cm. Lescohier moved, seconded by Cm. Kessenich to approve the Conditional Use Permit for US Cellular at 711 Zaffke Street for the installation of a monopole communications tower to be installed north of the existing water tower with the seven outlined conditions.

1. This Conditional Use Permit authorizes the installation of a 70-foot tall monopole communications tower on the property located at 711 Zaffke Street and other appurtenant structures as depicted on the submitted site plan.
2. The applicant shall comply with all requirements of Article III Section 15.03.20 "Telecommunication Land Uses"
3. The applicant must submit the proper building permit applications, plans, and associated fees for approval by the Building Inspector prior to construction.
4. The applicant shall have 365 days from the date of approval of this Conditional Use Permit to initiate construction of this project and shall be operational within 730 days of the approval.
5. Any major changes to the proposed conditions or use of the property shall be approved by the Plan Commission by amending this Conditional Use Permit. The Zoning Administrator may approve minor changes administratively.
6. To obtain a sworn affidavit from US Cellular on why this location was chosen.
7. A report from a 3rd party confirming the radio frequency that is proposed, would meet federal and state regulations

Motion carried on a roll call vote 5-2, with Becker and Highfield opposed.

6. REVIEW AND POSSIBLE ACTION ON A CONDOMINIUM PLAT REVIEW FOR 1614 AND 1618 PREMIER PLACE. (CPR-2022-1) (SELLE)

Engineer Selle reviewed the plat request and confirmed it meets zoning and regulations. No comments from City Departments or Plan Commission.

Cm. Kessenich moved, seconded by Cm. Schultz to approve the condominium plat review for 1614 and 1618 Premier Place. Motion carried.

7. REVIEW AND POSSIBLE ACTION RELATING TO THE REQUEST FOR A SPECIAL AREA DESIGN ALTERATION FOR 1 W. MILWAUKEE STREET TO REPAIR THE AWNING ON THE BUILDING (DAR-2022-01) (JUAREZ)

Inspector Juarez reviewed the damaged awning from a wind storm. The downtown building change would need approval by the Historic Preservation and Plan Commission. The HPC provided their approval. The proposed awning would match the existing window trim colors and be aesthetically pleasing to the building. New structure will be aluminum and will increase life span of material. Juarez will confirm the stripes would be vertical.

Cm. Lescohier moved, seconded by Cm. Schultz to approve the request for a Special Area Design Alteration for 1 W. Milwaukee Street to repair the awning of the building. Motion carried.

8. **ADJOURNMENT**

Cm. Becker moved, seconded by Cm. Highfield to adjourn. Meeting adjourned at 5:09 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



DocId:8162175

Tx:4109268

1461580

Document Number

CONDITIONAL USE PERMIT
US CELLULAR LLC
711 Zaffke Street
Fort Atkinson, Wisconsin

Office of Register of Deeds
Jefferson County, WI
RECEIVED FOR RECORD
04/21/2022 09:58:22 AM
Staci M. Hoffman
Total Pages: 3
REC FEE: 30.00
TRANSFER FEE:
EXEMPT #

WHEREAS, US Cellular LLC ("Applicant") has applied for a conditional use permit (the CUP) pursuant to Sections 15.10.32 of the City of Fort Atkinson Code of Ordinances for the operation of a 70-foot tall monopole communications tower on the property located at 711 Zaffke Street, more specifically described as:

Lot Seven (7), Block Six (6), of Cloute Brothers
Second Addition to the City of Fort Atkinson,
Wisconsin.

Name and Return Address:
Rogers & Westrick, S.C.
93 North Main Street
Fort Atkinson, WI 53538

226-0614-3334-037

Parcel Identification
Number (PIN)

WHEREAS, Section 15.10.32 of the City of Fort Atkinson Code of Ordinances for the operation of a 70-foot tall monopole communications tower on the property located at 711 Zaffke Street are conditional uses; and

WHEREAS, Applicant has submitted all information as required under Section 15.10.32 of the City of Fort Atkinson Code of Ordinances and submitted a Plan of Operation pursuant to the City of Fort Atkinson Code of Ordinances; and

WHEREAS, the City of Fort Atkinson Planning Commission reviewed the subject CUP application on January 25, 2022, pursuant to 15.10.32 of the City of Fort Atkinson Ordinances; and

WHEREAS, the City of Fort Atkinson Planning Counsel held a public hearing upon the subject CUP application pursuant to Section 15.10.32 of the City of Fort Atkinson Code of Ordinances on March 8, 2022; and

WHEREAS, the City of Fort Atkinson Planning Commission has determined that the proposed conditional use is in accordance with the purpose and intent of the City Zoning Code and the proposed use, with conditions of operation, will not be hazardous, harmful, offensive or otherwise adverse to the environment or the value of the neighborhood or community; and

WHEREAS, the City of Fort Atkinson Planning Commission has determined that enhanced density is appropriate, as the operation of a 70-foot tall monopole communications tower is found to comply with all criteria listed under 15.10.32; and

NOW THEREFORE, the City of Fort Atkinson Planning Commission hereby authorizes the Zoning Administrator to issue a conditional use permit to US Cellular LLC for the operation of a 70-foot tall monopole communications tower, which the conditional use permit shall be subject to the following conditions:

1. This Conditional Use Permit authorizes the installation of a 70-foot tall monopole communications tower on the property located at 711 Zaffke Street as depicted on the submitted site plan.

2. The Applicant shall comply with all requirements of Article III Section 15.03.20 of the City's Zoning Ordinance relating to "Telecommunication Land Uses."

3. The Applicant must submit the proper building permit applications, plans and associated fees for approval by the Building Inspector prior to construction.

4. The Applicant shall submit a sworn affidavit from a US Cellular Representative indicating why the location was chosen and if other locations and co-locations were reviewed and decided against.


5. The Applicant shall submit a report from a 3rd party Radio Frequency Engineer consult to ensure that the proposed tower meets all local, state, and federal regulations relating to radio frequency waves, at a cost to Applicant not to exceed \$3,000.00.


6. The Applicant shall have 365 days from the date of approval of this Conditional Use Permit to initiate construction of this project and shall be operational within 730 days of the approval.

7. Any major changes to the proposed conditions or use of the property shall be approved by the Planning Commission by amending this Conditional Use Permit. The Zoning Administrator may approve minor changes.

8. This CUP shall be recorded by its holder with the Jefferson County Register of Deeds within fifteen (15) days of its full execution.

This conditional use permit is hereby issued this 1st day of April, 2022, subject to the conditions provided herein.

By: 
The City of Fort Atkinson by:
City Manager,
Rebecca Houseman LeMire


The City of Fort Atkinson by:
City Clerk/Treasurer/Finance Director,
Michelle Ebbert

STATE OF WISCONSIN)
) SS.
JEFFERSON COUNTY)

Personally came before me this 1st day
of April, 2022, the above-named
Rebecca Houseman LeMire, to me
known to be the persons who executed

STATE OF WISCONSIN)
) SS.
JEFFERSON COUNTY)

Personally came before me this 1st
day of April, 2022, the
above-named Michelle Ebbert,
to me known to be the person who

the foregoing instrument and acknowledge that they executed the same as their free act and deed.

[Signature]

Notary Public, State of Wisconsin
My Commission: EX-10-11-25

executed the foregoing instrument and acknowledge that they executed the same as their free act and deed.

[Signature]

Notary Public, State of Wisconsin
My Commission: EX-10-11-25

By: Brian Juarez
City of Fort Atkinson by:
Building Inspector/Zoning Administrator,
Brian Juarez



STATE OF WISCONSIN)
) SS.
JEFFERSON COUNTY)

Personally came before me this 1st day
of April, 2022, the above-named
Brian Juarez, to me known to be the persons
who executed the foregoing instrument and
acknowledge that they executed the same as
their free act and deed.

[Signature]

Notary Public, State of Wisconsin
My Commission: EX-10-11-25

This Document Drafted By
David R. Westrick
WI SBN 01021165
Rogers & Westrick, S.C.
93 North Main Street
Fort Atkinson, WI 53538
(920) 563-5577 - (920) 563-3577 fax

Radio Frequency Safety Predictive Report

Prepared For:



Site Name: NW Fort Atkinson
Site ID: 786564
Address: 711 Zaffke Street
Fort Atkinson, WI 53538
County: Jefferson
Latitude: 42.9379508644303
Longitude: -88.8485533670627
Report Type: Theoretical

Site Structure Type: Monopole

Report Information

Report Writer: Marvin Toussaint
Report Date: January 7, 2022

Waterford Contact: Danny Audi
Contact Email: support@waterfordconsultants.com

WC Project Number: RF-21-0027
Reviewed By: David C. Cotton, Jr.

Compliance Statement

Based on the information provided by the client, this installation **Will Be Compliant** with FCC Rules and Regulations with regard to Human Exposure to Radio Frequency Radiation upon implementation of the recommendations set forth in this report.



Table of Contents

1 General Summary	2
1.1 Area(s) of Study	3
2 Antenna Inventory	5
3 Predicted Emission Levels	6
4 Recommendations for Compliance	14
5 Appendix A: Technical Framework	20
6 Appendix B: Qualifications of Waterford Consultants, LLC	23
7 Appendix C: RoofMaster	24
8 Appendix D: Statement of Limiting Conditions	25
9 Appendix E: Glossary of Terms	26

1 General Summary

GSS, Inc. has contracted Waterford Consultants, LLC to conduct a **radiofrequency (RF) electromagnetic safety and FCC compliance assessment** of the NW Fort Atkinson site located at 711 Zaffke Street, Fort Atkinson, WI 53538. The compliance framework is derived from the FCC Rules and Regulations for preventing human exposure in excess of the MPE (Maximum Permissible Exposure) limits.

An overview of the applicable FCC Rules and analysis guidelines is presented in Appendix A. The subsequent sections contain information regarding the radio telecommunications equipment installed at this site and the surrounding environment regarding RF Hazard compliance.

As summarized in Section 4 of this report, potentially RF hazardous conditions were identified, and mitigating action is recommended to achieve or maintain compliance.

All known RF sources have been included in this analysis. Predictive modeling using worst-case operating parameters for antennas regardless of accessibility is the basis for mitigation recommendations. Similarly, theoretical assessment of antennas mounted in close proximity is used to characterize and mitigate cumulative exposure conditions.

Simulation Summary:

<u>Reference Level</u>	<u>MPE Level: Occupational (%)</u>	<u>MPE Level: General Public (%)</u>
Water Tank 50ft	10.31%	51.55%
Ground Level 0ft	2.85%	0.57%.
Adjacent Building 5 ft	0.02%	0.1%

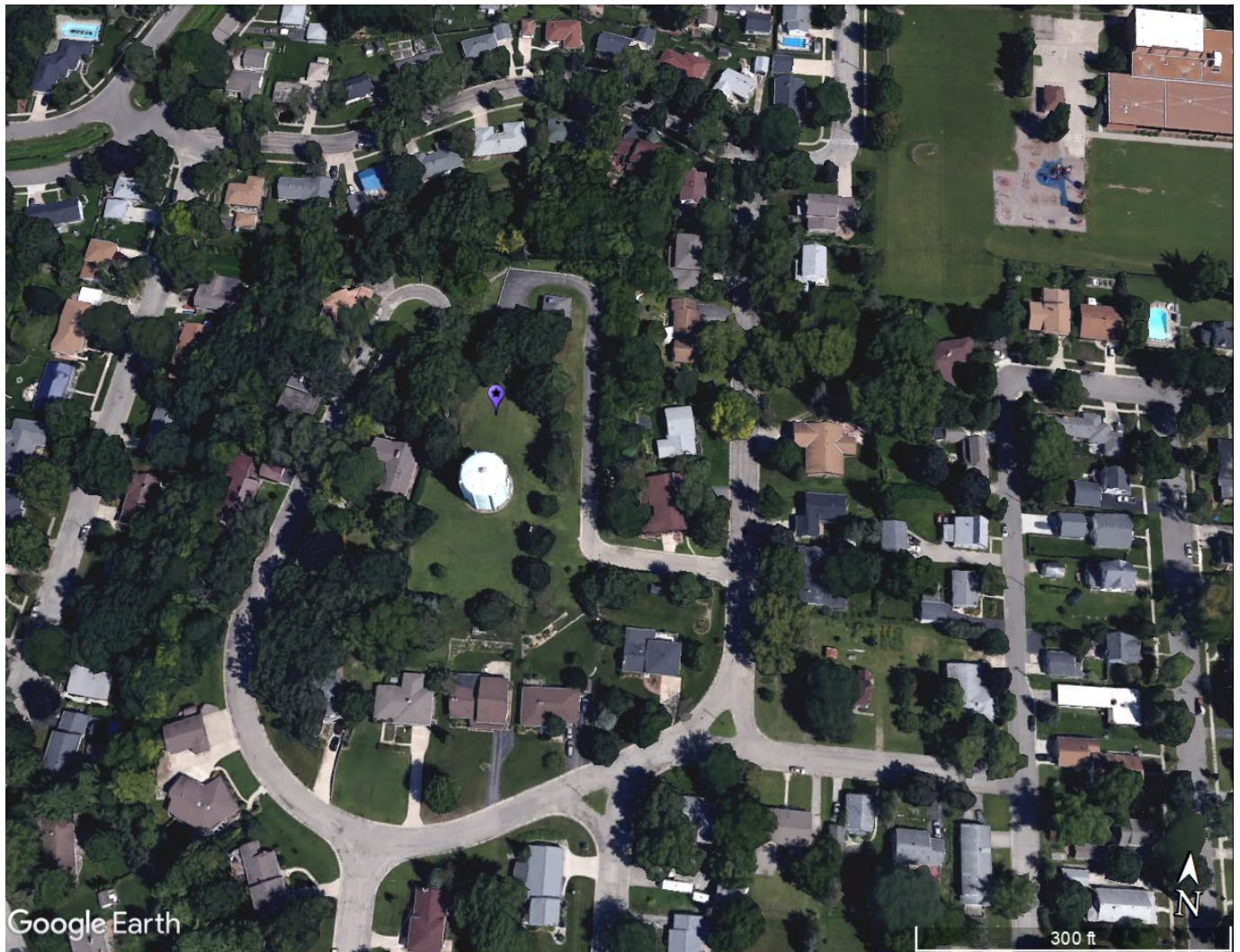
Documents Utilized in this Analysis:

786564 NW Fort Atkinson RDP 20211222.pdf

786564_NW Fort Atkinson_checklist_12_22_21.pdf

Fort_Atkinson_(786564)_Zoning_Drawings_2021-11-01.pdf

1.1 Area(s) of Study



Surrounding Environment



Surrounding Environment

ANTENNA INVENTORY

2 Antenna Inventory

The operations listed in the following tables have been compiled based on information provided by client, Federal Communications Commission database research and on-site observations.

Ant #	Operator	Antenna Make	Antenna Model	Type	Frequency (MHz)	Az (Deg)	Downtilt (Deg)	Horizontal Beam Width (Deg)	Ant (ft)	TPO (W)	# of Ch	Loss (dB)	Ant Gain (dBd)	Total ERP (W)	Total EIRP (W)	Antenna Centerline Ground Level (0 ft)
1	US Cellular	DENGYO	OCT8-2LX2HX-BW65 02DT	Panel	700	44	0	64	8	40	4	0	13.33	3444	5651	65
1	US Cellular	DENGYO	OCT8-2LX2HX-BW65 02DT	Panel	1900	44	0	67	8	40	4	0	15.47	5638	9250	65
2	US Cellular	DENGYO	OCT8-2LX2HX-BW65 02DT	Panel	850	44	0	60	8	40	4	0	13.77	3812	6253	65
3	US Cellular	DENGYO	OCT8-2LX2HX-BW65 02DT	Panel	700	164	0	64	8	40	4	0	13.33	3444	5651	65
3	US Cellular	DENGYO	OCT8-2LX2HX-BW65 02DT	Panel	1900	164	0	67	8	40	4	0	15.47	5638	9250	65
4	US Cellular	DENGYO	OCT8-2LX2HX-BW65 02DT	Panel	850	164	0	60	8	40	4	0	13.77	3812	6253	65
5	US Cellular	DENGYO	OCT8-2LX2HX-BW65 02DT	Panel	700	284	0	64	8	40	4	0	13.33	3444	5651	65
5	US Cellular	DENGYO	OCT8-2LX2HX-BW65 02DT	Panel	1900	284	0	67	8	40	4	0	15.47	5638	9250	65
6	US Cellular	DENGYO	OCT8-2LX2HX-BW65 02DT	Panel	850	284	0	60	8	40	4	0	13.77	3812	6253	65

NOTE 1: Waterford Consultants has assumed transmission parameters for co-located RF emitters based on similar installations found at other radio communications sites. Generic antenna models have been used where existing antenna part numbers or radiation patterns are not available. The frequencies presented in this table may have been assumed in order to represent the approximate band of operation and to support a maximum-case calculation of power density.

NOTE 2: Some antennas identified by the SON designation may employ beamsteering technology where RF energy allocated to each customer device is dynamically directed toward their location. In the analysis presented herein, predicted exposure levels are based on all beams at full utilization (i.e. full power) simultaneously focused in any direction. As this condition is unlikely to occur, the actual power density levels at ground and at adjacent structures will be less than the levels reported below.

NOTE 3: No other transmitting antennas are known to be operating in the vicinity of this site.

3 Predicted Emission Levels

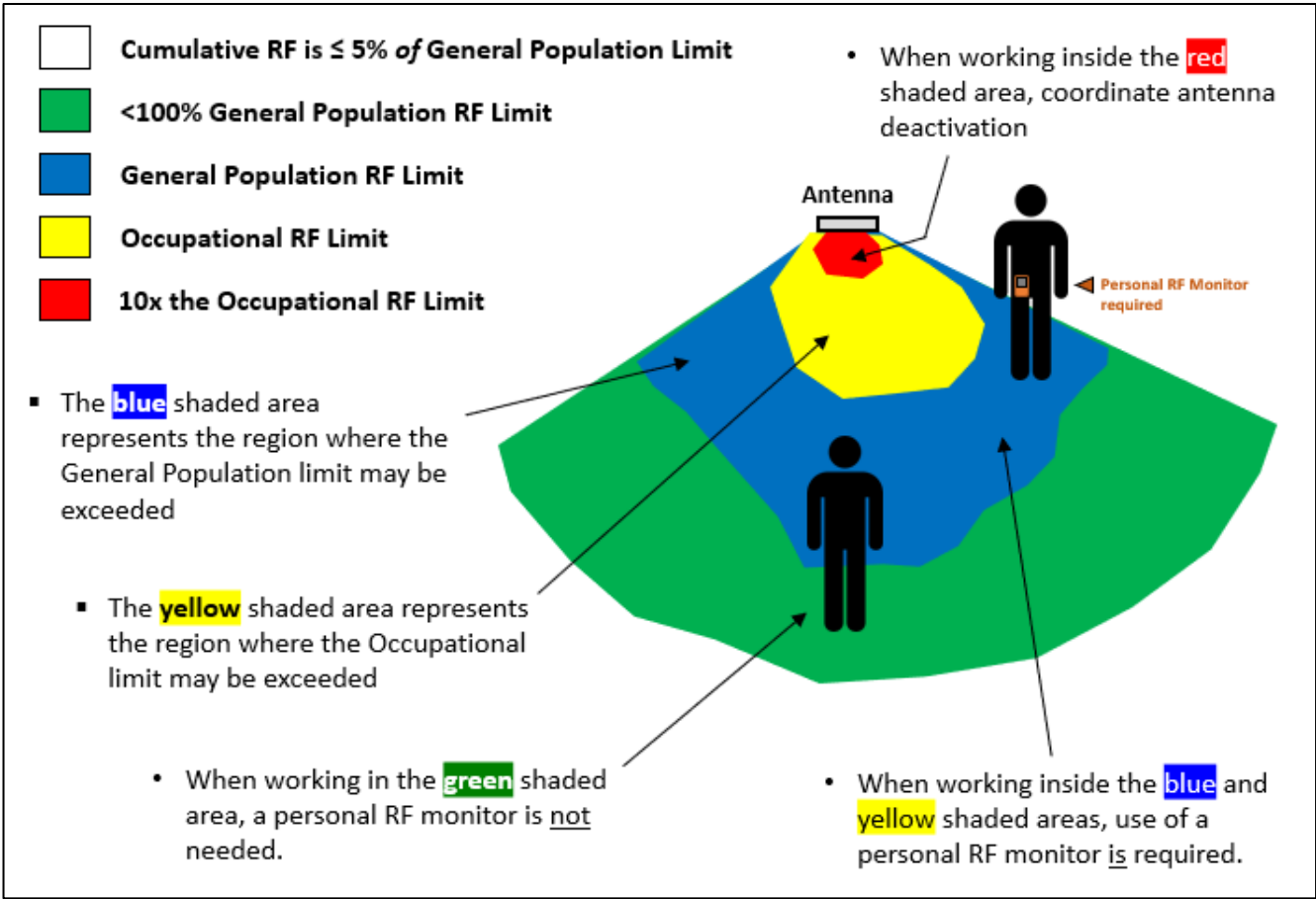
The following plots show the spatial average predicted power density level at any given location as a percentage of the FCC General Population limits. These plots depict the cumulative exposure based on all RF sources listed in the corresponding antenna table.

Exposure to non-ionizing radiation at a given spatial average power density level, during the appropriate time interval, determines hazard. MPE predictions are not dependent on the exposure duration as only the intensity of the exposure is calculated. In this manner, areas of concern are identified and delineated from areas where exposures will not exceed the FCC limits. Recommendations for mitigating these zones are recommended in this report. Rules for access to impacted area are based on policy set by property management.

Predictive MPE plots may be provided for plan view (*top-down*) or section view (*profile*) studies. Profile studies account for antennas that are placed individually with separation that assumes cumulative emissions from other antennas are negligible. Section detail plots depict spatially averaged power MPE conditions at the middle of the six-foot exposure area. Plan view studies may include cumulative analysis where the contributions of nearby antennas may impact exposure conditions and compliance recommendations. The reference plane for each plot is indicated in the caption and legend. For example, "Avg 10 to 16 Feet" appearing in the legend indicates that the top-view plot depicts spatially averaged predicted power densities between 10 and 16 feet which a person could occupy. Plots are produced for each accessible level or walking surface; areas that are not accessible are not shown. Antenna level plots are also created to depict maximum-case exposure conditions at potential elevated work areas. Unless otherwise noted, Ground Level or Main Level represents the default access elevation and is the baseline for antenna centerline reference.

PREDICTED EMISSION LEVELS

What do the shaded colors mean in the RF plots provided in this report?



SUMMARY

10X the Occupational RF exposure limit. When working inside this area, trained personnel with personal protective equipment (PPE) is required; may also require coordinating a scheduled deactivation/outage with operator.

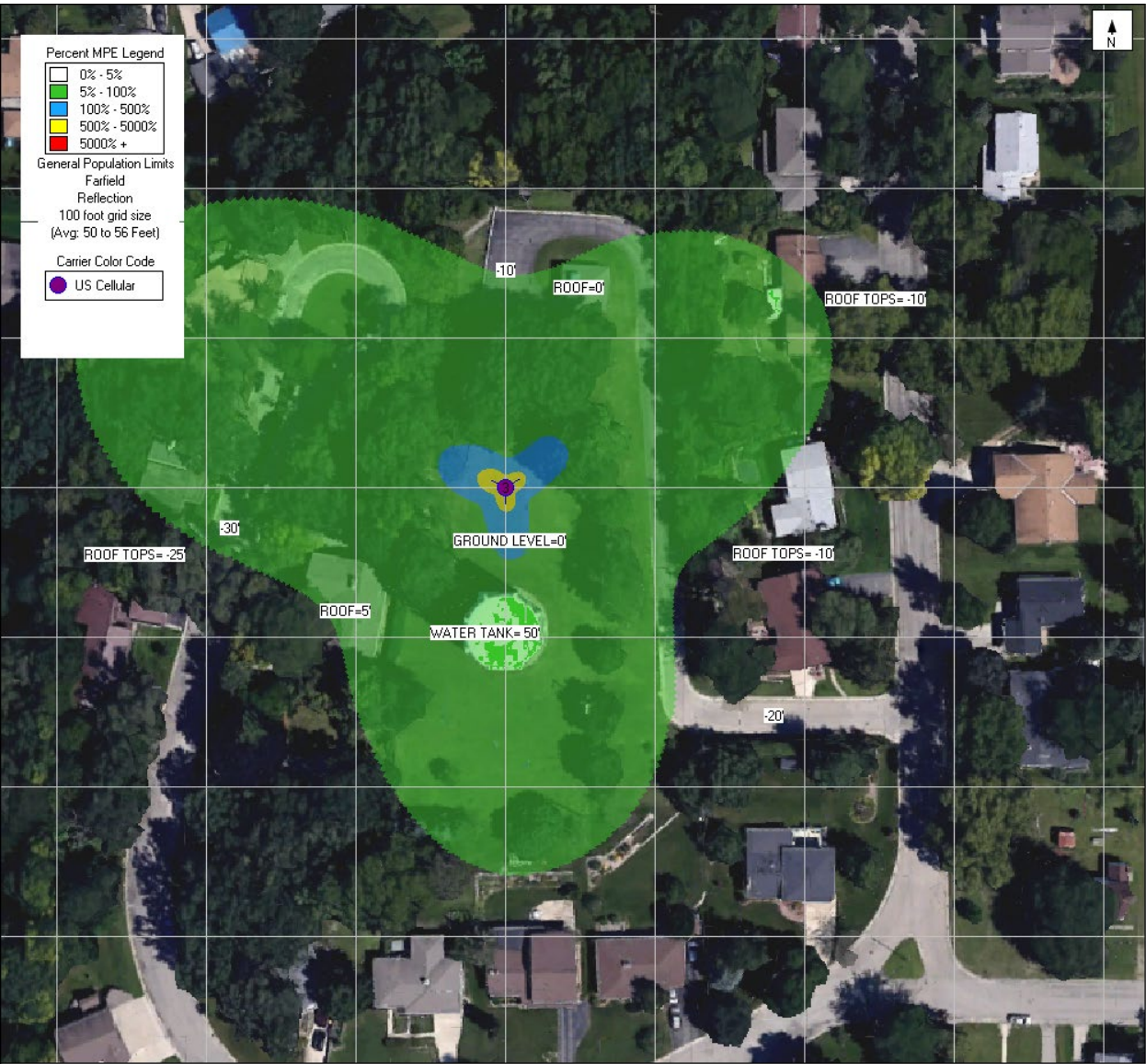
Occupational RF exposure limit. When working inside this area, trained personnel with personal protective equipment (PPE) is required; untrained person(s) must be accompanied by trained personnel.

General Population RF exposure limit. When working inside this area, trained personnel with personal protective equipment (PPE) is required; untrained person(s) must be accompanied by trained personnel.

<100% of the General Population RF exposure limit (or <20% of the Occupational RF exposure limit). When working in this area, personal protective equipment (PPE) is not required. No special action or behavior is required to maintain a safe work environment. This area is safe for continuous exposure.

Area is outside of General Population and Occupational RF exposure limits (less than 5% of the General Population limits). When working in this area, personal protective equipment (PPE) is not required. No special action or behavior is required to maintain a safe work environment. This area is also safe for continuous exposure.

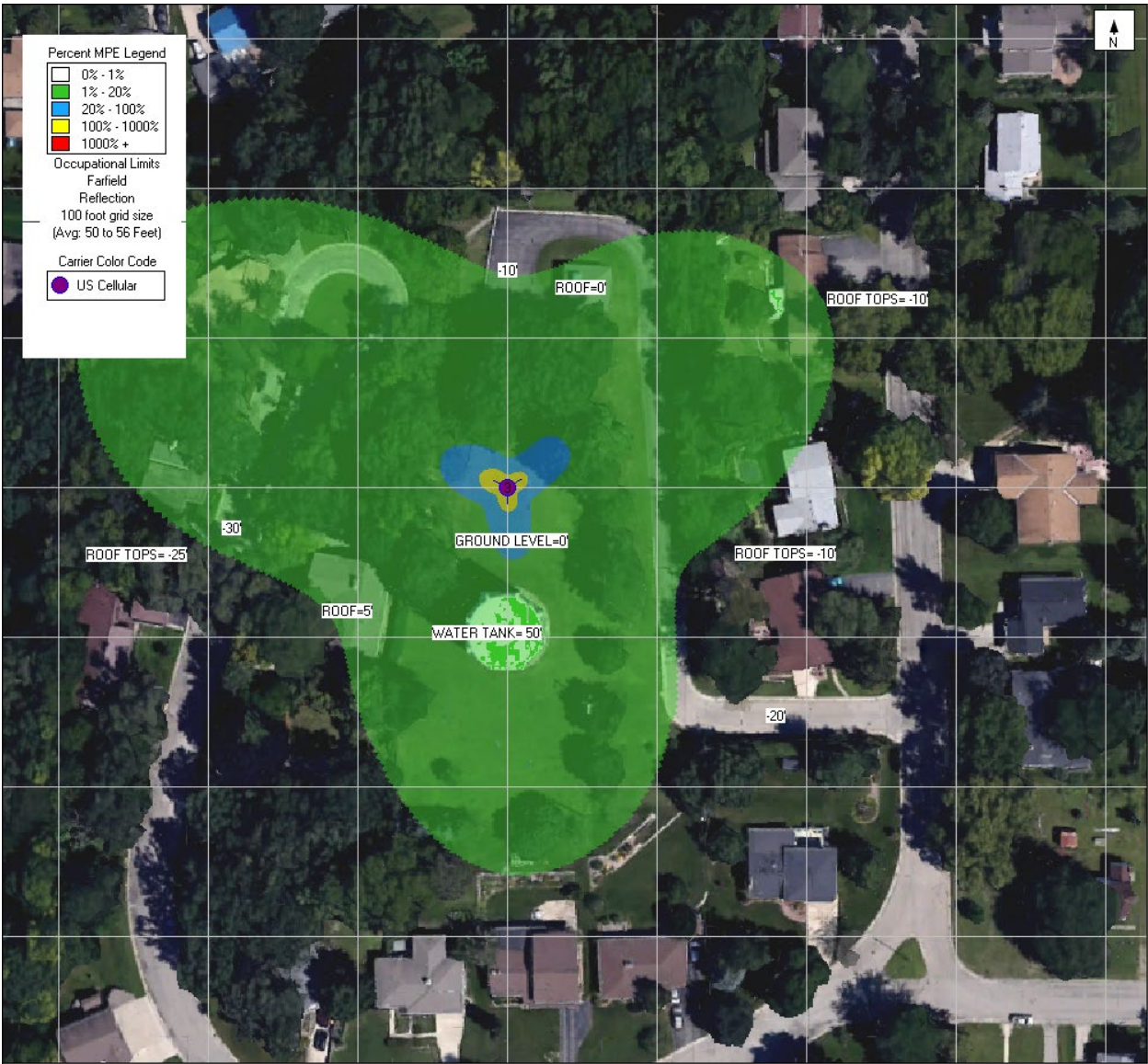
General Population Scenario: Water Tank Level 50'



The reference plane for the plot is the Water Tank Level 50' (U.S. Cellular Only).

Assessment: Based on consideration of all operations, the maximum predicted cumulative MPE is 51.55% of the FCC General Population limits.

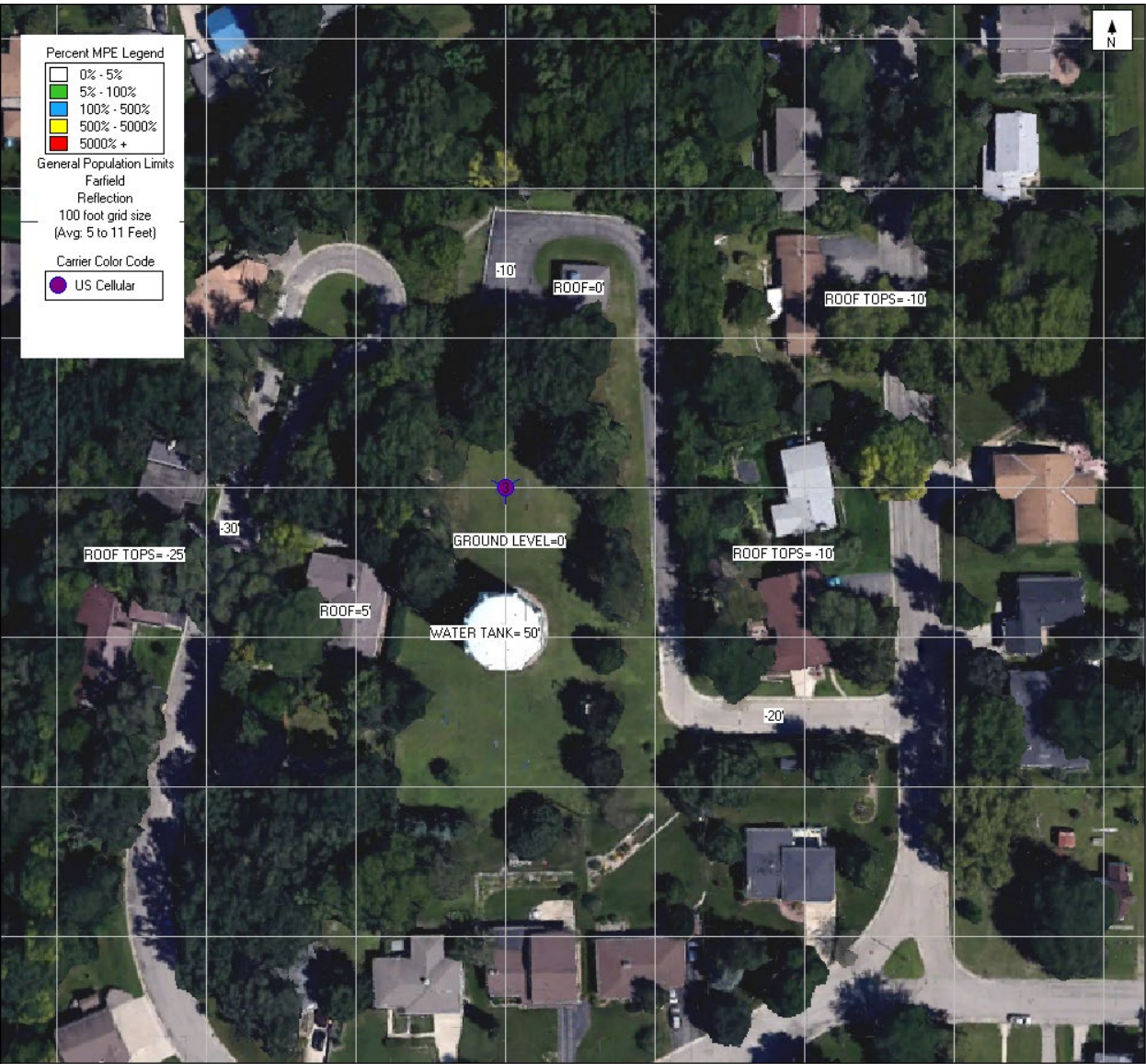
Occupational Scenario: Water Tank Level 50'



The reference plane for the plot is the Water Tank Level 50' (U.S. Cellular Only).

Assessment: Based on consideration of all operations, the maximum predicted cumulative MPE is 10.31% of the FCC Occupational limits.

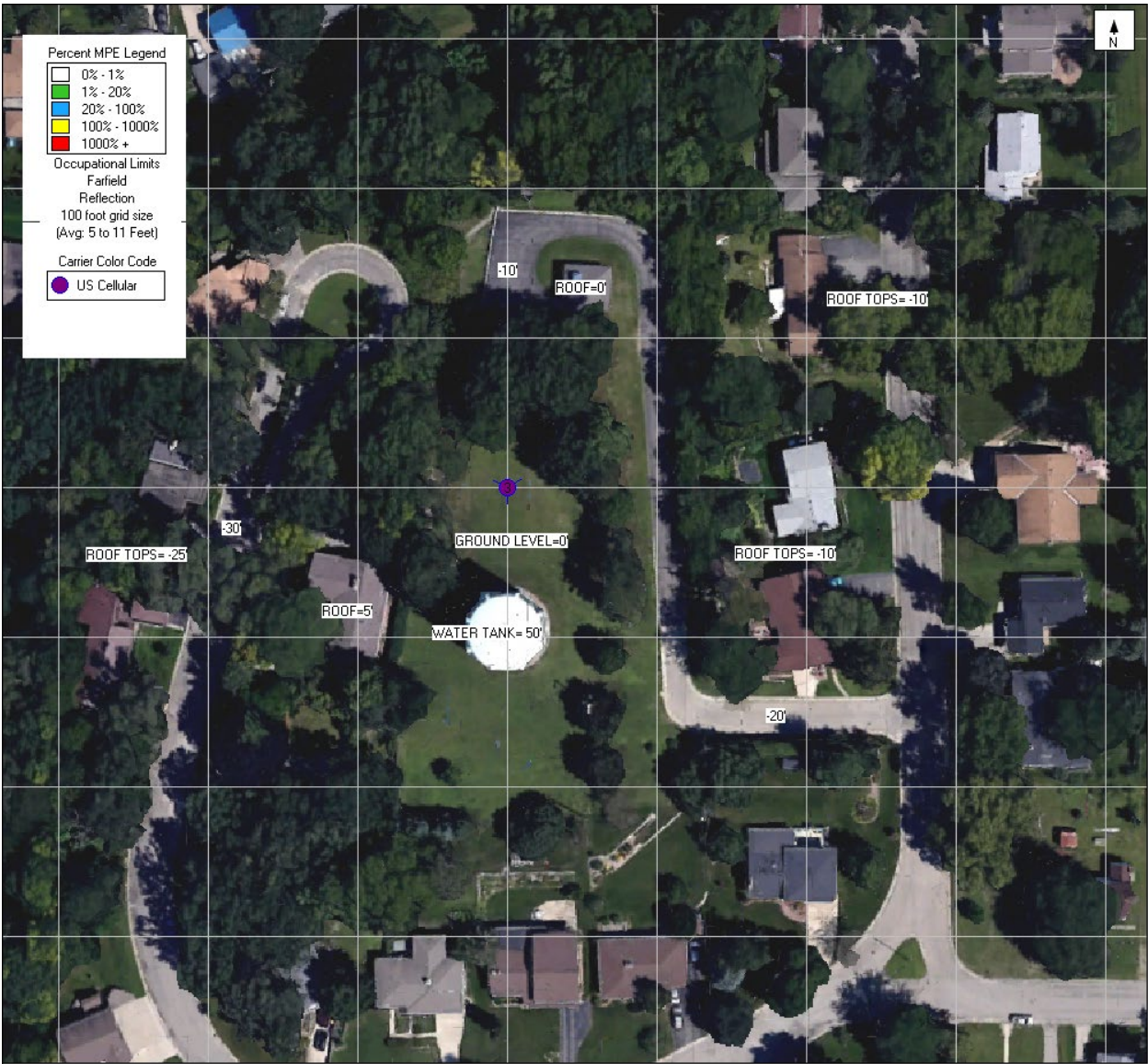
General Population Scenario: Adjacent Building Level 5'



The reference plane for the plot is the Adjacent Building Level 5' (U.S. Cellular Only).

Assessment: Based on consideration of all operations, the maximum predicted cumulative MPE is 0.1% of the FCC General Population limits.

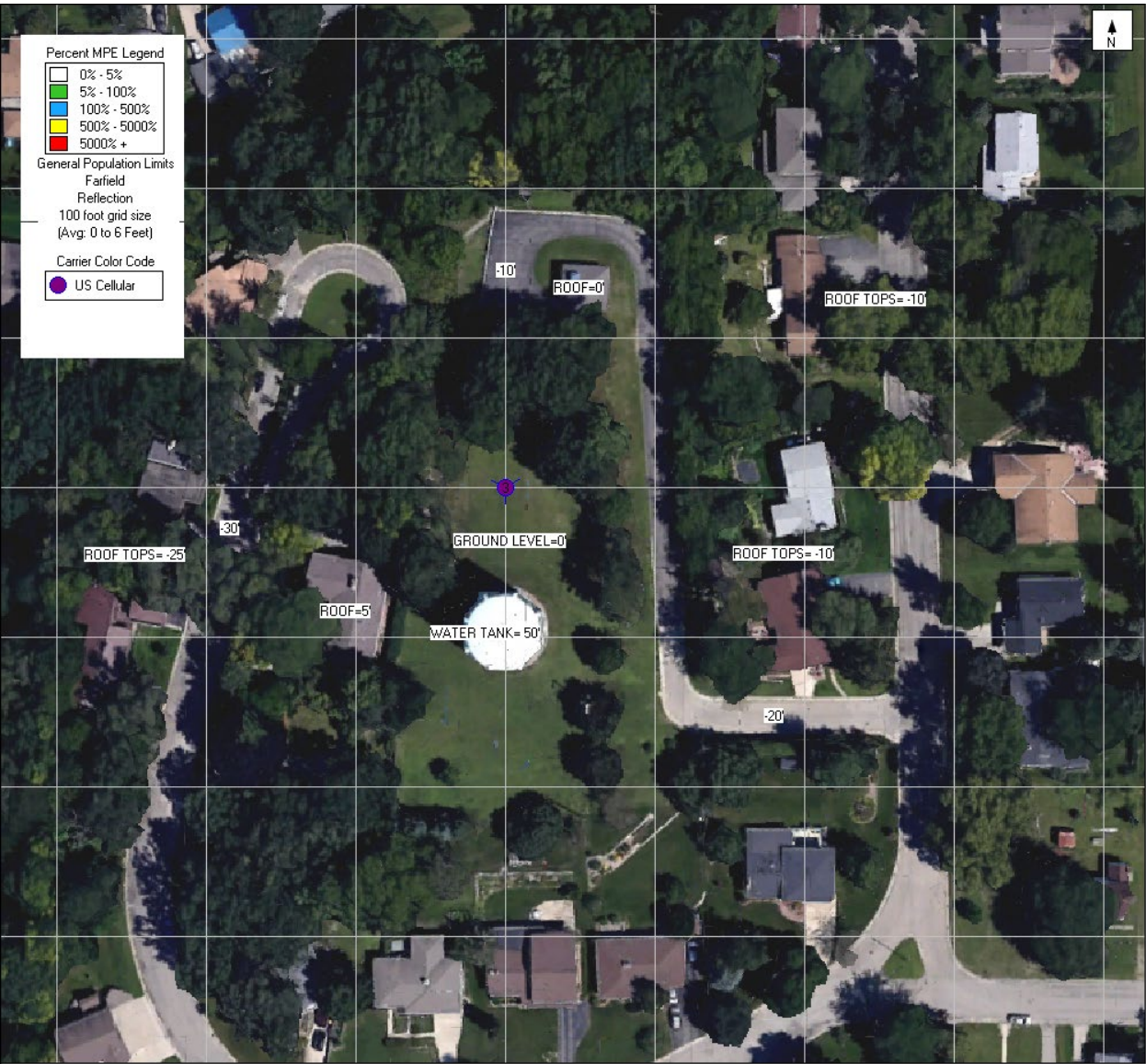
Occupational Scenario: Adjacent Building Level 5'



The reference plane for the plot is the Adjacent Building Level 5' (U.S. Cellular Only).

Assessment: Based on consideration of all operations, the maximum predicted cumulative MPE is 0.02% of the FCC Occupational limits.

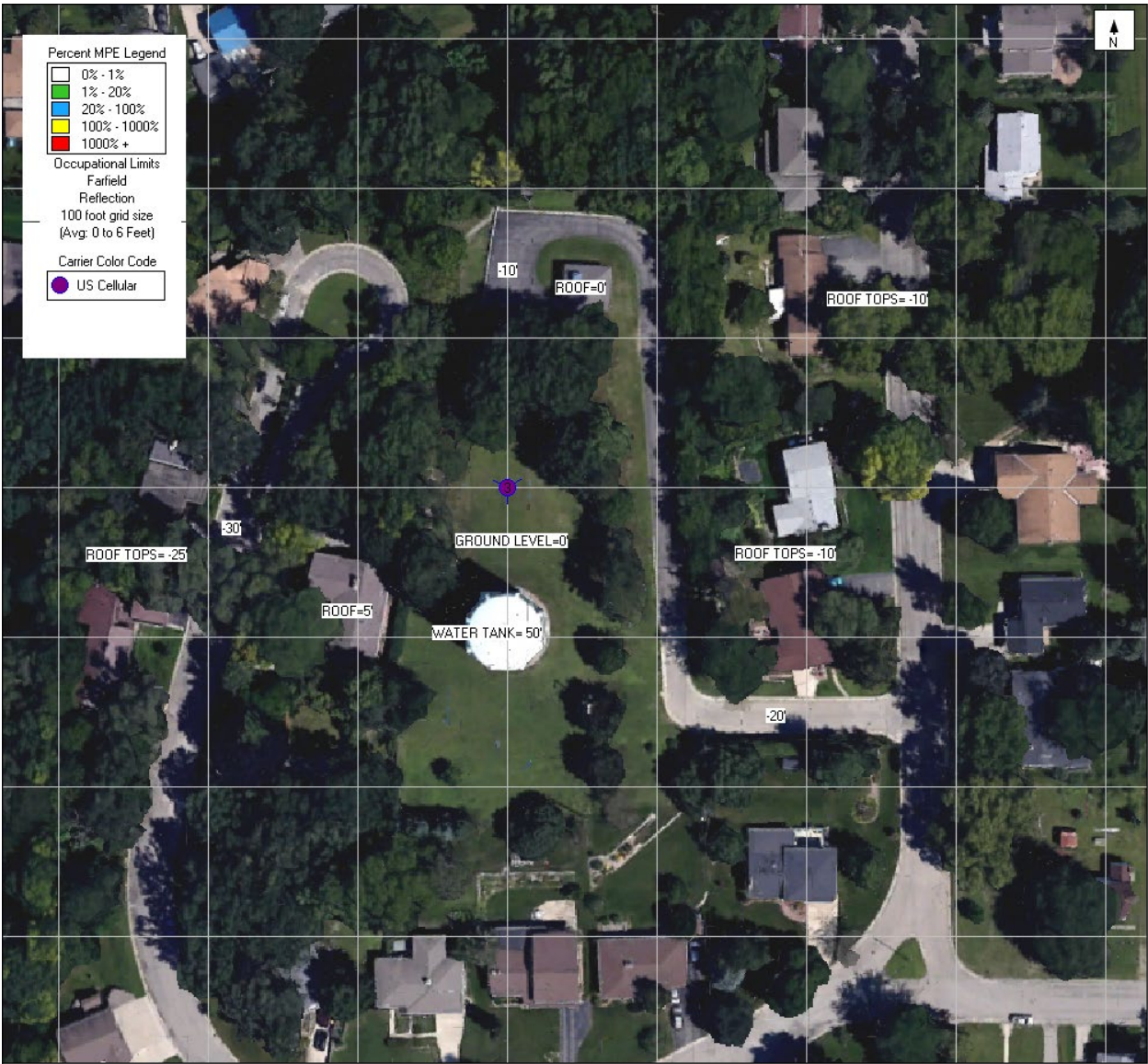
General Population Scenario: Ground Level 0'



The reference plane for the plot is the Ground Level 0' (U.S. Cellular Only).

Assessment: Based on consideration of all operations, the maximum predicted cumulative MPE is 2.85% of the FCC Ground Population limits

Occupational Scenario: Ground Level 0'



The reference plane for the plot is the Ground Level 0' (U.S. Cellular Only).

Assessment: Based on consideration of all operations, the maximum predicted cumulative MPE is 0.57% of the FCC Occupational limits.

4 Recommendations for Compliance

Predictive modeling indicates that cumulative RF power densities at ground level and/or walkable surfaces as a result of the operations documented herein are below the FCC General Population limits. However, elevated work areas near the antennas may exceed the FCC General Population limits.

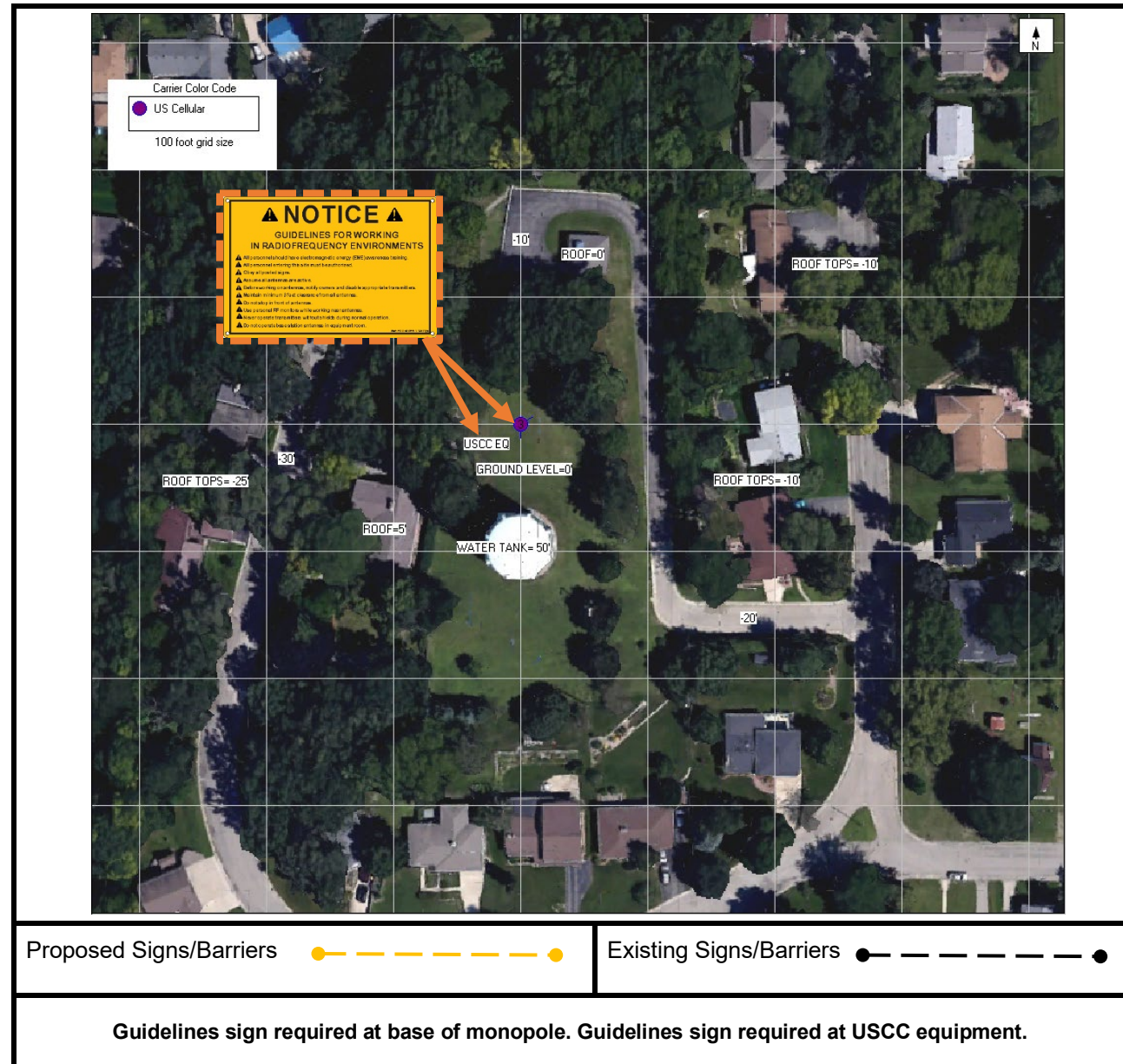
Work plans near any transmitting antennas should be evaluated with respect to any actions needed to maintain a safe work environment. These actions may include scheduled outages or power reductions. It is recommended that all workers needing to access areas the front of the transmitting antennas listed below be properly trained and certified in the area of RF exposure and safety, as well as have the means to monitor and control their exposure.

Signs should be sized according to OSHA standards to be clearly legible from the separation distance noted and multiple signs may be required to provide notification of potential exposure conditions from all possible approaches to the antenna. Workers must be provided information about the locations of these areas of concern and the meaning of RF alerting signage.

Site Access Location

- Guidelines sign required at base of monopole
- Guidelines sign required at us cellular equipment

Compliance Requirement Diagram (Site Access)



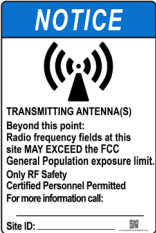
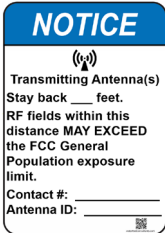

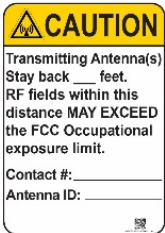

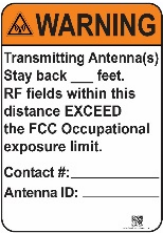
RECOMMENDATIONS FOR COMPLIANCE

Remediation Materials Summary:

Location or Sector	Sign Type	Sign Size (W x H)	Stay Back Distance (lin. ft)	Min. Safe Viewing Distance (lin. ft)	Sign Qty	Barrier Post with 36lb base Qty	Chain Qty (ft)
Access Ladder	Guidelines	12x8	N/A	N/A	1	N/A	N/A
US Cellular Equipment	Guidelines	12x8	N/A	N/A	1	N/A	N/A

Mitigation for Compliance

For any area where cumulative RF power density exceeds 100% of the FCC General Population MPE limits, access controls with appropriate RF alerting signage must be established and maintained to restrict access to authorized personnel. Signage must be posted to be visible upon approach from any direction to provide notification of potential conditions within these areas.

Category 2 <i>Exceeds General Population Limit; Below Occupational Limit</i>		Category 3 <i>Exceeds Occupational Limit; Below 10x Occupational Limit</i>		Category 4 <i>Exceeds 10x Occupational Limit</i>	
					

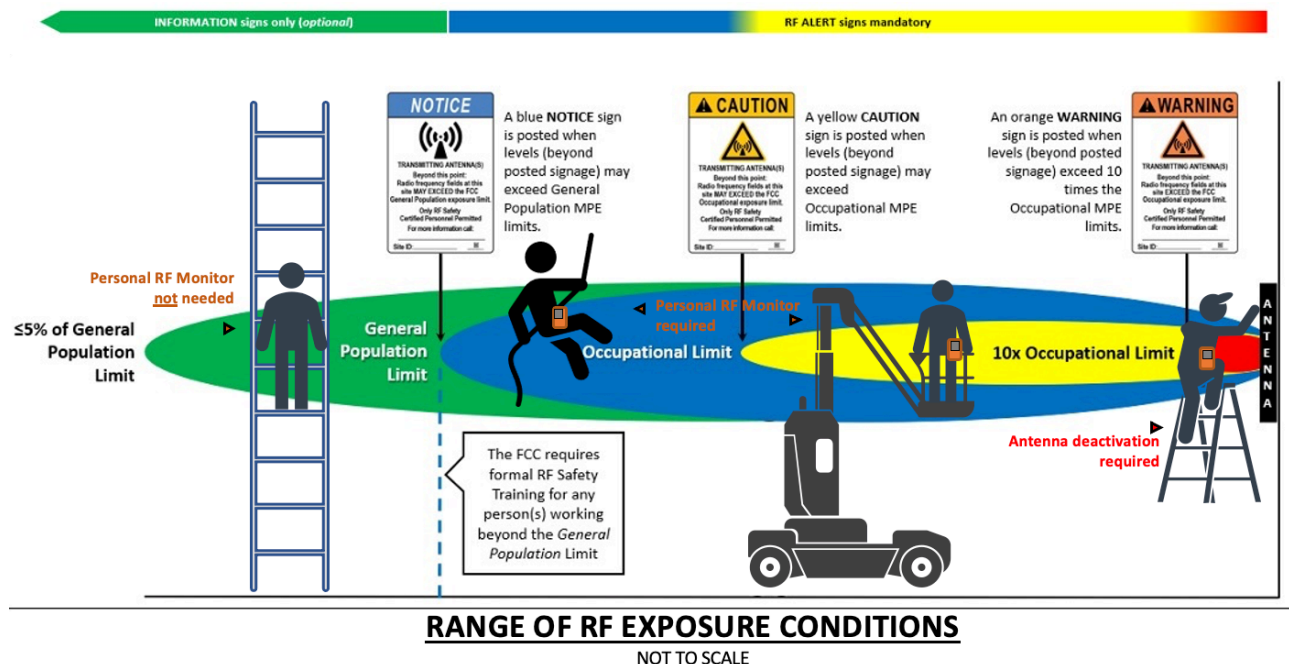
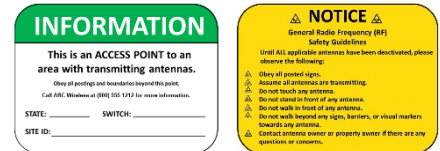
Per FCC requirements for compliance, the following content is required on RF alerting signage:

- RF energy advisory symbol and signal word appropriate for the potential exposure category
- A description of the RF source (e.g., transmitting antennas)
- Behavior necessary to avoid over-exposure (e.g., do not climb tower unless you know that antennas are not energized; stay behind barrier or off of markings)
- Up-to-date contact information (e.g., monitored phone number or email address connected to someone with authority and capability to provide prompt response).
- Any sign attached directly to an antenna must include the separation distance at a font size commensurate with the safe separation distance.

RECOMMENDATIONS FOR COMPLIANCE

Additional Requirements

- Signage should conform to IEEE C95.2-2018 and the ANSI/NEMA Z535 series of standards.
- RF alerting signs must be legible from a distance of 5 feet from the boundary of the area where the FCC General Population limits are exceeded in accordance with OSHA rules (29 CFR § 1910.145(f)(4)(ii)).
- INFORMATION signs displaying contact information AND GUIDELINES signs are considered *optional* and may be utilized at antenna installations where the FCC limits may not be exceeded.
- **Positive access control is required to restrict access to areas where the FCC General Population limits may be exceeded.** Controls such as physical barriers to entry imposed by locked doors, hatches and ladders or other access control mechanisms may be supplemented by alarms that alert the individual and notify site management of a breach in access control.
- **Appropriate RF Safety & Awareness Training is required for any person that may encounter controlled areas in order to understand the meaning of RF alerting signage, as well as the behaviors necessary to ensure safety.** In order to perform work within restricted area where the General Population limits may be exceeded, workers should be trained in RF safety and equipped with personal protective equipment (e.g. RF personal monitor). Lockout/tagout or scheduled outages may be employed to maintain a safe work environment within these areas. Further, untrained workers should not have access to controlled locations without supervision by trained occupational personnel.



Standard Minimum Font Sizes & Safe Viewing Distances

(Source: ANSI Z535.2-2001 (Table B1))

Minimum Safe Viewing Distance		Minimum Letter Height for FAVORABLE Reading Conditions			Minimum Recommended Sign Size *
(ft)	(m)	(point size)	(in)	(cm)	(in)
≤4	≤1.2	16	0.16	.4	5 x 7
6	1.8	24	0.24	0.6	7 x 10
8	2.4	32	0.32	0.8	8 x 12
10	3.0	40	0.40	1.0	11 x 18
15	4.6	60	0.60	1.5	15 x 24
20	6.1	80	0.80	2.0	19 x 30
30	9.1	120	1.20	3.0	TBD**
40	12.2	160	1.60	4.1	TBD**
60	18.3	240	2.40	6.1	TBD**
80	24.4	320	3.20	8.1	TBD**
100	30.5	400	4.00	10.2	TBD**
125	38.1	500	5.00	12.7	TBD**
150	45.7	600	6.00	15.2	TBD**

* Sign sizes reflect the minimum size(s) needed to meet FCC/OSHA requirements based on (i) the sign content and artwork shown in this section, and (ii) the minimum safe viewing distance, as specified by ANSI and calculated by our RoofMaster™ software.

All minimum safe viewing distances are depicted in the RF modeling diagrams provided in this report.

** Minimum recommended sign sizes are provided herein only for signs that require a minimum safe viewing distance of 0 – 20 feet. Signs requiring a minimum safe viewing distance >20 feet shall be graphically calculated and confirmed by Waterford on a case-by-case basis.

5 Appendix A: Technical Framework

The FCC requires licensees to ensure that new and existing wireless operations do not expose people to hazardous levels of RF electromagnetic energy. Service providers consider compliance with these rules when designing new sites or modifying existing operations that could change the RF environment. The FCC exposure rules have been codified in response to the National Environmental Policy Act of 1969 which requires government agencies to evaluate the impact of their actions on the "quality of the human environment." Documentation of adherence to these rules is typically included in the environmental compliance applications submitted to local authorities responsible for reviewing and approving new or modified telecommunications installations and is maintained by the FCC licensee.

The FCC rules are based on exposure limits established by scientific and engineering organizations that review human health research in this field. At RF frequencies, the electromagnetic waves utilized by cellular sites represent non-ionizing radiation which can be absorbed by the human body. The FCC limits include a 50-fold safety factor above exposure levels where adverse thermal effects may result. By contrast, the energy available in ionizing radiation (e.g. X-rays) is higher and has the ability to permanently damage tissue cells at the molecular level. Unlike ionizing radiation, exposure to non-ionizing radiation does not have cumulative effects and the FCC limits are based on the body's thermoregulation capabilities.

The FCC requires licensees to ensure that persons are not exposed to radiofrequency electromagnetic energy power densities in excess of the Maximum Permissible Exposure ("MPE") limits as set forth in 47 C.F.R. §§ 1.1307(b) and 1.1310. The limits are derived from maximum Specific Absorption Rate (SAR) values of the human body for two tiers of permissible exposure differentiated by the situation in which the exposure takes place and/or the status of the individuals who are subject to exposure.

General Population / uncontrolled exposure limits apply to those situations in which persons may not be aware of the presence of electromagnetic energy, where exposure is not employment-related, or where persons cannot exercise control over their exposure.

Occupational / controlled exposure limits apply to situations in which persons are exposed as a consequence of their employment, have been made fully aware of the potential for exposure, and can exercise control over their exposure.

Based on these criteria, the FCC limits for the General Population are associated with continuous exposure conditions and exposure levels below these limits are not hazardous. The FCC General Population limit is 5 times more restrictive than the Occupational limits.

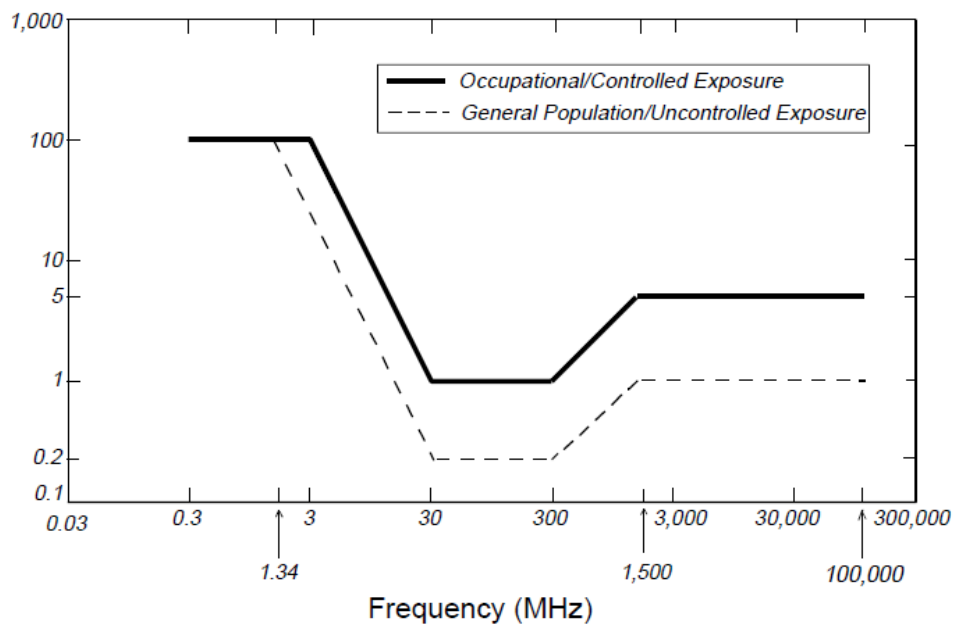
As a practical method of evaluating compliance in deployment scenarios, the FCC has set forth MPE limits shown in Table 1 below which are derived from the *whole-body SAR limits*. Specified in terms of electric field strength, magnetic field strength and equivalent plane-wave power density, compliance may be evaluated through computational or measurement methods provided in the FCC Office of Engineering & Technology Bulletin 65, "Evaluating Compliance with FCC Guidelines for Human Exposure to Radiofrequency Electromagnetic Fields" (OET-65). Factors that determine exposure conditions include frequency, operating power, distance, and directivity of the antenna.

Table 1: FCC Exposure Limits (47 C.F.R. § 1.1310)

Frequency (MHz)	Limits for General Population/Uncontrolled Exposure		Limits for Occupational/Controlled Exposure	
	Power Density (mW/cm ²)	Averaging Time (minutes)	Power Density (mW/cm ²)	Averaging Time (minutes)
30-300	0.2	30	1	6
300-1500	f/1500	30	f/300	6
1500-100,000	1.0	30	5.0	6

f=Frequency (MHz)

Figure 1. FCC Limits for Maximum Permissible Exposure (MPE)
Plane-wave Equivalent Power Density



From OET-65

Compliance assessment involves consideration of the cumulative contributions of all wireless operations. The power density resulting from an RF source may be expressed as a percentage of the frequency-specific limits. In scenarios involving multiple RF emitters, the percentage of the FCC limits from each source are *summed* to determine if 100% of the exposure limit has been exceeded at a given location. At these areas of concern, access controls with appropriate RF alerting signage must be established and maintained to restrict access to authorized personnel.

An evaluation of existing environmental conditions may be performed through predictive modeling as set forth in OET-65 or collecting power density measurements. The impact of new or modified wireless operations must be assessed in this cumulative scenario and any area of concern that is accessible to members of the General Population must be mitigated. In situations where the predicted MPE exceeds the General Population threshold in an accessible area as a result of emissions from multiple transmitters, FCC licensees that contribute greater than 5% of the aggregate MPE share responsibility for mitigation.

APPENDIX A: TECHNICAL FRAMEWORK

Based on the computational guidelines set forth in FCC OET Bulletin 65, Waterford Consultants, LLC has developed software to predict the overall Maximum Permissible Exposure possible at any location given the spatial orientation and operating parameters of multiple RF sources. The power density in the *far-field* of an RF source is specified by OET-65 Equation 5 as follows:

$$S = \frac{EIRP}{4 \cdot \pi \cdot R^2} \text{ (mW/cm}^2\text{)}$$

where EIRP is the Effective Radiated Power relative to an isotropic antenna and R is the distance between the antenna and point of study. Additionally, consideration is given to the manufacturers' horizontal and vertical antenna patterns as well as radiation reflection. At any location, the predicted power density in the *far-field* is the spatial average of points within a 0 to 6-foot vertical profile that a person would occupy. *Near-field* power density is based on OET-65 Equation 20 stated as

$$S = \left(\frac{180}{\theta_{BW}} \right) \cdot \frac{100 \cdot P_{in}}{\pi \cdot R \cdot h} \text{ (mW/cm}^2\text{)}$$

where P_{in} is the power input to the antenna, θ_{BW} is the horizontal pattern beamwidth and h is the aperture length.

Exposure conditions in the *near-field* of a microwave dish antenna may vary but the maximum power density is provided by OET-65 Equation 13 as follows:

$$S_{nf} = \frac{16 \eta P}{\pi D^2} \text{ (mW/cm}^2\text{)}$$

where η is aperture efficiency (0.75) and D is the antenna diameter.

Some antennas employ beamforming technology where RF energy allocated to each customer device is dynamically directed toward their location. In this analysis, predicted exposure levels are based on all beams at full utilization (i.e. full power) simultaneously focused in any direction. As this condition is unlikely to occur, the actual power density levels at ground and at adjacent structures are expected to be less than the levels reported. These theoretical results represent worst-case predictions as all RF emitters are assumed to be operating at 100% duty cycle.

6 Appendix B: Qualifications of Waterford Consultants, LLC

With more than 100 team-years of experience, Waterford Consultants, LLC [Waterford] provides technical consulting services to clients in the Radio Communications and antenna locating industry. Waterford retains professional engineers who are placed in responsible charge of the processes for analysis.

Waterford is familiar with 47 C.F.R. § § 1.1307(b)(3) and 1.1310 along with the general Rules, Regulations, and policies of the FCC. Waterford work processes incorporate all specifications of FCC Office of Engineering and Technology, Bulletin 65 (“OET65”), from the website: www.fcc.gov/oet/rfsafety and follow criteria detailed in 47 CFR § 1.1310 “Radiofrequency radiation exposure Limits”.

Within the technical and regulatory framework detailed above, Waterford developed tools according to recognized and generally accepted good engineering practices. Permissible exposure limits are band specific, and the Waterford computerized modeling tools correctly calculate permissible exposure based on the band(s) specified in the input data. Only clients and client representatives are authorized to provide input data through the Waterford web portal. In securing that authorization, clients and client representatives attest to the accuracy of all input data.

Waterford Consultants, LLC attests to the accuracy of the engineering calculations computed by those modeling tools. Furthermore, Waterford attests that the results of those engineering calculations are correctly summarized in this report.

To download an electronic copy of our **Summary of Capabilities** brochure, please clicking the image below



7 Appendix C: RoofMaster

RoofMaster™ is the software package that Waterford Consultants, LLC created to model RF environments associated with multiple emitters where the potential exists for human exposure. Based on the computational guidelines set forth in OET Bulletin 65 from the Federal Communications Commission (FCC), RoofMaster™ considers the operating parameters of specified RF sources to predict the overall Maximum Permissible Exposure possible at a given location. These theoretical results represent worst-case predictions as emitters are assumed to be operating at 100% duty cycle.

From the FCC document:

“The revised OET Bulletin 65 has been prepared to provide assistance in determining whether proposed or existing transmitting facilities, operations or devices comply with limits for human exposure to radiofrequency (RF) fields adopted by the Federal Communications Commission (FCC). The bulletin offers guidelines and suggestions for evaluating compliance.”

http://transition.fcc.gov/Bureaus/Engineering_Technology/Documents/bulletins/oet65/oet65.pdf

8 Appendix D: Statement of Limiting Conditions

Waterford Consultants, LLC field personnel have visited the site and collected data with regard to the MPE environment. Waterford Consultants will not be responsible for matters of a legal nature that affect the site or property. The property has been analyzed under the premise that it is under responsible ownership and management and our client has the legal right to conduct business at this facility.

Due to the complexity of some wireless sites, Waterford Consultants has created this report utilizing best industry practices and due diligence. Waterford Consultants cannot be held accountable or responsible for anomalies or discrepancies due to actual site conditions (i.e., mislabeling of antennas or equipment, inaccessible cable runs, inaccessible antennas or equipment, etc.) or information or data supplied by Wireless Carrier, the site manager, or their affiliates, subcontractors or assigns.

Waterford Consultants has provided the results of a computer-generated model in this MPE Site Compliance Report to show approximate dimensions of the site, and the model results is included to assist the reader of the compliance report to visualize the site area, and to provide supporting documentation for Waterford Consultants' recommendations.

Waterford Consultants will not be responsible for any existing conditions or for any engineering or testing that might be required to discover whether adverse safety conditions exist. Because Waterford Consultants is not expert in the field of mechanical engineering or building maintenance, this MPE Site Compliance Report must not be considered a structural or physical engineering report.

Waterford Consultants obtained information used in this MPE Site Compliance Report from sources that Waterford Consultants considers reliable and believes them to be true and correct. Waterford Consultants does not assume any responsibility for the accuracy of such items that were furnished by other parties.

9 Appendix E: Glossary of Terms

Definitions of the following technical words, terms, and/or phrases reflected in the report provided by Waterford are included as follows:

Compliance assessment	Sometimes referred to as a GAP assessment, it is intended to identify gaps between an existing control environment and what is required for compliance with Federal (FCC) regulations
Controlled exposure limits	Apply to situations in which persons are exposed as a consequence of their employment and in which those persons who are exposed have been made fully aware of the potential for exposure and can exercise control over their exposure.
Cumulative exposure	Cumulative exposure is the total dose resulting from repeated exposures of radiation to an occupationally exposed worker to the same portion of the body, or to the whole body, over a period of time.
Effective Radiated Power (EIRP or ERP)	An IEEE standardized definition of directional radio frequency (RF) power, such as that emitted by a radio transmitter. It is equal to the input power to the antenna multiplied by the gain of the antenna.
Electromagnetic emissions (EME)	Aka <i>electromagnetic radiation</i> , EME is energy that is propagated through free space or through a material medium in the form of electromagnetic waves, such as radio waves, visible light, and gamma rays.
Far field	The far field is the region in which the field acts as "normal" electromagnetic radiation. In this region, it is dominated by electric or magnetic fields with electric dipole characteristics.
FCC	Federal Communications Commission; an independent agency of the United States government that regulates communications by radio, television, wire, satellite, and cable across the United States. The FCC maintains jurisdiction over the areas of broadband access, fair competition, radio frequency use, media responsibility, public safety, and homeland security
General Population limit	Applicable to situations in which the general public may be exposed or in which persons who are exposed as a consequence of their employment may not be made fully aware of the potential for exposure or cannot exercise control over their exposure

IEEE	Institute of Electrical and Electronics Engineers; a professional association for electronic engineering and electrical engineering (and associated disciplines). It was formed in 1963 from the amalgamation of the American Institute of Electrical Engineers and the Institute of Radio Engineers
Ionizing radiation	A type of energy released by atoms that travels in the form of electromagnetic waves (gamma or X-rays) or particles (neutrons, beta or alpha); can penetrate the human body and the radiation energy can be absorbed in tissue. This has the potential to cause harmful effects to people, especially at high levels of exposure
Maximum permissible exposure (MPE)	The FCC's regulations have specific MPE requirements for radiated electric fields, magnetic fields, and power density. MPEs are derived from the Specific Absorption Rate (SAR) at which tissue absorbs RF energy, usually expressed in watts per kilogram (W/kg).
Mitigation for compliance	Actions or activities required for compliance with FCC/OSHA regulations and to ensure a safe working environment. A harmonized and integrated compliance program – one that includes appropriate risk-management activities and controls – will eliminate redundant efforts, enable execution, ensure safety, and facilitate adherence to compliance requirements by the business and governing federal agencies.
Narda	A leading international supplier of measuring equipment in the EMF / EME Safety, RF Test & Measurement and EMC sectors
Near field	A part of the radiated field that is below distances shorter than the Fraunhofer distance, which is given from the source of the diffracting edge or antenna of longitude or diameter; near field, as the name suggests, is very close to the antenna while far field is further away.
Non-ionizing radiation	Non-ionizing radiation includes the spectrum of ultraviolet (UV), visible light, infrared (IR), microwave (MW), radio frequency (RF), and extremely low frequency (ELF); does not penetrate deep into the tissues but increases the risk of damage to the skin and eyes. Dependent on the energy and exposure time, non-ionizing radiation can cause localized heating, or photochemical reactions can occur with possible permanent harm. Exposure should therefore be minimized.

Occupational limit	Apply to situations in which persons are exposed as a consequence of their employment, have been made fully aware of the potential for exposure, and can exercise control over their exposure.
OET-65	Bulletin published by the FCC's Office of Engineering & Technology in 1997; establishes guidelines for human exposure to radiofrequency electromagnetic field and achieving FCC compliance
Personal RF monitor	Part of the personal protective equipment (PPE) worn by a person working in areas exposed to radio frequency radiation. A personal RF safety monitor is typically worn either on the torso region of the body or handheld and is required by the occupational safety and health acts of many telecommunication companies
Positive access control	Refers to the practice of restricting entrance to a property, a building, or a room to authorized persons; can be achieved by a human (a guard, bouncer, or receptionist), through mechanical means such as locks and keys, or through technological means such as access control systems
Power density	The amount of power (time rate of energy transfer) per unit volume; power density may also refer to a volume. It is then also called volume power density, which is expressed as W/m ³
Radio frequency (RF)	The oscillation rate of an alternating electric current or voltage or of a magnetic, electric, or electromagnetic field or mechanical system in the frequency range from around 20 kHz to around 300 GHz
Specific Absorption Rate (SAR)	A measure of the rate at which energy is absorbed per unit mass by a human body when exposed to a radio frequency (RF) electromagnetic field. It is defined as the power absorbed per mass of tissue and has units of watts per kilogram (W/kg)
Spatial average	The average power density observed when the Narda meter and probe is swept over an entire person (0 – 6 feet) for purposes of comparing with FCC exposure limits
Spatial peak	The maximum power density observed when the Narda meter and probe are swept over an entire person (0 – 6 feet) for purposes of comparing with FCC exposure limits; considered " <i>worst case</i> " – the average will not exceed this value
Uncontrolled exposure limits	Apply to situations in which the general public may be exposed or in which persons who are exposed as a consequence of their employment may not be made fully aware of the potential for exposure or cannot exercise control over their exposure

**SWORN STATEMENT OF SATINDER SINGH
IN SUPPORT OF NEW TOWER CONSTRUCTION PURSUANT TO CONDITIONS REQUESTED**

POLK COUNTY)
) ss.
STATE OF IOWA)

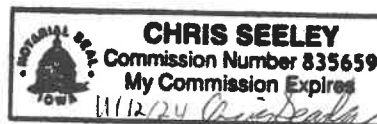
SATINDERBIR SINGH, being first duly sworn on oath, deposes and says that:

1. I am an adult resident of the State of Iowa and serve as a Radio Frequency Engineer with US Cellular.
2. My job duties include responsibility over the placement of the mobile service support structure being proposed at 711 Zaffke located in Fort Atkinson, Wisconsin. The land is owned by the City of Fort Atkinson.
3. This sworn statement is made pursuant to the Conditions Requested to fulfill the Conditional Use Permit.
4. The proposed tower must be located at the proposed site to meet the coverage Requirements.

SBheerre

Subscribed and sworn to before me
this day of March 31st, 2022

Chris Seeley
Notary Public, State of Iowa
My commission: 11/12/24





MEMORANDUM

DATE: October 4, 2022

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action relating to an Intergovernmental Agreement
Continuing the Jefferson County Economic Development Consortium

BACKGROUND

The City of Fort Atkinson has been a member of the Jefferson County Economic Development Consortium (JCEDC) since the organization's inception in 2017. Within the last several months, the organization has undergone a change in leadership and new strategic planning to shape its future.

In light of those items, along with a new focus on prosperous communities and connecting with the ThriveED (private investors) Board of Directors, the JCEDC and Jefferson County are proposing changes to the Intergovernmental Agreement. Note that I currently serve as the Chairperson for the JCEDC Board of Directors.

DISCUSSION

The revised document makes the following changes to the Intergovernmental Agreement:

- Shifts focus from solely economic development to community and economic development, which is connected to the new strategic initiatives of creating a "prosperous community"
- Commits to working closely with the ThriveED Board
- Allows for quasi-governmental organizations to be part of JCEDC
- Focuses the role of the JCEDC Board relating to overseeing the work plan for JCEDC staff
- Changes the make-up of the Board to recognize that each governing body appoints a representative (and if that representative resigns, each body is responsible for a new appointment)
- Adds a vice-chairperson to the Board and removes the position of Secretary
- Requires an annual joint meeting with the ThriveED Board to encourage collaboration
- Establishes an Executive Committee (Chair, Vice-Chair of JCEDC; Chair, Vice-Chair of ThriveED; and County Administrator)
- Establishes responsibilities and the recruitment process of the position of Executive Director
- Keeps the same funding mechanism (\$1.50 per capita per member)
- Requires a 6-month notice of withdrawal (down from 13 months)

City staff was involved in the re-drafting of this IGA and supports the Intergovernmental Agreement continuing the City's commitment to JCEDC. The JCEDC Board of Directors reviewed the amended IGA and voted to adopt it at the September 22nd Board meeting.

Note that currently Deborah Reinbold serves as the interim Executive Director of JCEDC. Under her leadership, the organization has improved relationships with business owners, elected officials, and appointed officials throughout Jefferson County. Most recently, Ms. Reinbold and JCEDC have assisted the City of Fort Atkinson in administering the City's Capital Catalyst Revolving Loan Fund and played a large part in bringing two new businesses to Fort Atkinson.

City staff is pleased with the change in focus of JCEDC from traditional economic development efforts to encouraging prosperous communities through supporting efforts towards diversified housing, thriving businesses, activating the workforce, and establishing trust and partnerships.

FINANCIAL ANALYSIS

The payment per capita included in the IGA is the same as in the current IGA. The City has included this amount in the draft 2023 budget document.

RECOMMENDATION

Staff recommends that the City Council approve the Intergovernmental Agreement Continuing the Jefferson County Economic Development Consortium and authorize the City Manager to execute the document on behalf of the City of Fort Atkinson.

ATTACHMENTS

Intergovernmental Agreement Continuing the Jefferson County Economic Development Consortium (redline showing changes); Intergovernmental Agreement Continuing the Jefferson County Economic Development Consortium

INTERGOVERNMENTAL AGREEMENT
CONTINUING THE
JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM

Revised September 22, 2022 ~~ion Dated August 17, 2017~~

ARTICLE I. PURPOSE

The purpose of the Jefferson County Economic Development Consortium (JCEDC) is to foster and encourage responsible, community and economic development activities that result in job creation, retention, increased tax base and an improved sustainability and quality of life for the citizens of Jefferson County. The JCEDC will work closely with ThriveED and other mission driven entities to develop prosperous communities within the greater Jefferson County Region.

The Glacial Heritage Development Partnership d/b/a ThriveED is a 501(c)(3) public/private partnership to support community and economic development activities in the region.

ARTICLE II. STATUTORY AUTHORITY

The JCEDC shall be a public intergovernmental enterprise organized under the authority of § 66.0301, Wis. Stats., and as the same may be amended from time to time.

ARTICLE III. MEMBERSHIP

- ~~3.1~~ The JCEDC shall be composed of the towns, villages, cities and county governments of Jefferson County, Wisconsin (municipalities) that choose to adopt this agreement and thereby enter into membership. The current membership consists of Jefferson County, the cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater and the Villages of Johnson Creek, ~~and Cambridge~~ and Palmyra. Other municipalities may be added to the membership upon agreement to the terms and conditions of the intergovernmental agreement. Quasi-governmental bodies such as Redevelopment Authorities and Housing Authorities may also affiliate with the organization.
- ~~3.2~~ The charter member Jefferson County governments who ratify this agreement agree to maintain their membership in good standing for at least five years.
- ~~3.3~~ The JCEDC came into existence upon the adoption of this agreement by Jefferson County and a two-third (2/3) majority of the following: the cities of Fort Atkinson, Jefferson, Lake Mills, Watertown, Whitewater and the Village of Johnson Creek.

ARTICLE IV. JCEDC BOARD OF DIRECTORS

- ~~4.1~~ The Board of Directors (JCEDC Board) shall provide the overall policy direction of the JCEDC. This will include but is not limited to budget development, strategic plan, annual plan of work and performance metrics. The development and oversight of the strategic plan, plan of work and metrics will be coordinated and aligned with ThriveED.
- ~~4.2~~ The Board's membership shall be determined by reference to Section 4.~~45~~. The Board shall consist of three Jefferson County representatives and one member appointed by each participating municipality.

4.3 The terms of the JCEDC Board members shall begin on May 1 of each year.

~~4.4 The terms of offices for the JCEDC Board shall remain staggered, so a majority of the JCEDC Board will not turnover in any given year.~~

4.54.4 Members of the JCEDC Board shall be appointed as follows:

- a. The three Jefferson County representatives shall be appointed by the County Board chairperson and confirmed by majority vote of the County Board in accordance with the Jefferson County Board Rules.
- b. Each member municipality shall appoint one representative by their governing body.

Note: The JCEDC Board members are appointed by the municipalities or the county they represent, the JCEDC Board cannot determine this. Official appointments will be on file with the JCEDC office from the appointing authority. The municipality may appoint an alternative appointment to serve if the primary appointee is not available.

~~4.6~~4.5 The JCEDC Board may invite various organizations and/or individuals from professional areas to join as advisory, non-voting members.

4.6 The JCEDC Board may, by resolution adopted by a majority of the total JCEDC Board, create such committees for such purposes and with such authority as the resolution may provide, and appoint such members of the JCEDC Board or others to serve on said committees.

4.7 The JCEDC Board will have the same roles, responsibilities and rights as other County Committees to include recommending legislation to the County Board.

ARTICLE V. MEETINGS

5.1 The JCEDC Board will establish and publish a regular meeting schedule.

5.2 All meetings of the JCEDC Board will be properly noticed according to law.

5.3 Special meetings of the JCEDC Board may be called at the request of the Chairperson, Vice Chair, ~~or Secretary~~ or any two board members. The place of the meeting will be at the principal office of the JCEDC, unless otherwise agreed upon by the Chairperson and ~~the Secretary~~Vice Chair.

5.4 A majority of the total-voting members of the JCEDC Board shall constitute a quorum for the transaction of business at any meeting. A member shall be present to vote. Present is defined to include remote attendance as authorized by the Jefferson County Board Rules.

5.5 The chairperson, and in his/her absence, the vice-chairperson, and in their absence any board member chosen by a majority of the members present shall call the meeting of the JCEDC Board to order and shall act as chairperson of the meeting.

~~5.5~~5.6 JCEDC will hold at a minimum one annual joint board meeting with ThriveED to collaborate and review goals and objectives of the consolidated strategic plan and plan of work.

~~5.6~~ A JCEDC Board director may resign at any time by filing a written resignation with the Secretary. A JCEDC Board director may be removed by affirmative vote of a majority of the total JCEDC Board for any reason deemed sufficient by such JCEDC Board.

~~5.7~~ Vacancies shall be filled for the remainder of the unexpired term by the appointing authority that appointed the previous incumbent.

ARTICLE VI. ANNUAL MEETING

6.1 The Annual Meeting of the JCEDC Board shall be held in May of each year on a date, time and place to be determined by the JCEDC Board.

6.2 At its annual meeting, the JCEDC Board shall elect a chairperson, and vice-chairperson, ~~secretary and treasurer.~~

- 6.3 The JCEDC Board shall establish the duties of the chairperson, and vice-chairperson, ~~secretary and treasurer~~.

ARTICLE VII. EXECUTIVE COMMITTEE MEMBERSHIP

The chairperson and vice-chairperson of JCEDC, the chairperson and vice-chairperson of ThriveED, and the Jefferson County Administrator (County Administrator) shall serve on the Executive Committee.

ARTICLE VIII. STAFF

7.18.1 Jefferson County shall employ all JCEDC staff.

7.28.2 Day to day operational supervision of JCEDC staff shall rest with Jefferson County.

8.3 Jefferson County Human Resource practices and policies shall be applicable in all respects to employment of staff, except the hiring procedure for the director. JCEDC staff will be supervised by the Executive Director and the Executive Director will be supervised by the County Administrator. The Executive Director will be considered a Department Head level position within the County's organizational structure. The County Administrator will consult with the Executive Committee in development of the annual evaluation of the Executive Director.

7.38.4 If there is a vacancy of the Executive Director, ~~the~~ County will advertise and recruit for the director's position in consultation with the Executive Committee as to the best method for recruitment. Thereafter, the JCEDC Board will screen the applicants and select participant~~se~~ in the interview process with the Jefferson County Administrator. At the end of the interview process, the JCEDC Board will recommend up to five finalists. ~~The Executive Committee County Administrator and the JCEDC Board chairperson~~ shall conduct finalist interviews. Appointment of a finalist by the County Administrator shall be subject to County Board ~~approval~~confirmation per Wis Statute 59.18 (2)(b).

ARTICLE ~~VIII~~IX. FINANCES

8.19.1 The JCEDC Board shall prepare an annual budget with the assistance of staff. Jefferson County's policies and procedures shall apply for meals, lodging, mileage, travel and other reimbursable expenses.

8.29.2 The JCEDC Board will present its proposed budget in a timely manner to all member municipalities and Jefferson County before it is adopted by the JCEDC Board.

8.39.3 Funding for the fiscal years ~~2017 through 2021~~ shall be established as \$1.50 per county resident payable from Jefferson County, plus \$1.50 per municipal resident payable from each participating municipality. The population number used to calculate contributions will be collected through the Wisconsin Department of Administration.~~shall be the most recent State of Wisconsin Department of Administration population estimate provided to the governing body prior to adoption of its annual budget.~~

8.49.4 The JCEDC shall not be limited to public funding from its member municipalities and Jefferson County. The JCEDC Board may authorize staff to pursue additional revenue through program revenue, contracts for service, and public and/or private gifts and grants.

8.59.5 Jefferson County shall act as the fiscal agent for the JCEDC.

8.69.6 Each municipality and county shall be responsible in the proportion of its contribution to

the consortium as a whole for any other cost of the consortium not specifically set forth herein, including but not limited to employment costs incurred by Jefferson County as a result of unemployment compensation to staff upon termination of the consortium.

8.79.7 All funds due from a municipality shall be paid to the County by a member municipality by January 31 of the year for which such funds are budgeted. The County shall hold all funds for the benefit of JCEDC in a separate account. Unspent funds in said account shall not lapse to the general fund, but shall be carried over to the next fiscal year or otherwise distributed as set forth herein.

ARTICLE IX. GENERAL POWERS AND TYPE OF SERVICES

9-110.1 The JCEDC Board may recommend action to the County with regard to direction of staff, contracts or general program purposes.

10.2 The JCEDC Board shall not borrow money or authorize the borrowing of any funds on behalf of the JCEDC. The JCEDC Board may, however, enter into contracts in the ordinary course of its business and in pursuit of its stated goals and purpose. Examples of its permitted contracting powers would be equipment leases or equipment purchases. Under no circumstance shall the JCEDC Board enter into contracts that cause it to exceed its annual budget.

9-210.3 Under the policy oversight of the JCEDC Board, the staff of JCEDC will develop a plan of work that aligns with the strategic plan in the furtherance of community development and economic development. Staff will further accomplish this task by working on a regional basis with partners in all sectors, coordination with the state as required and with local municipalities based on their needs within the framework of the plan of work.

ARTICLE XI. SEVERABILITY

If any section, paragraph, sentence, clause, phrase or any part of this agreement, including amendments, is declared to be unconstitutional or void, or if for any reason is declared to be invalid or of no effect, the remaining sections, paragraphs, sentences, clauses, phrases or parts thereof shall be in no manner affected thereby, but shall remain in full force and effect.

ARTICLE XII. AMENDMENTS

All or any portion of this agreement may be amended by a resolution passed by the affirmative vote of at least 2/3 of the total JCEDC Board membership ~~and a majority of the member municipalities and Jefferson County.~~

ARTICLE XIII. DISSOLUTION & WITHDRAWAL

~~12-113.1~~ ~~No member may withdraw prior to January 1, 2019. Any member may withdraw from the consortium effective January 1 of 2019 or January 1 of any succeeding year thereafter.~~ Written notice of withdrawal shall be submitted a minimum of 13-6 months prior to the effective date of withdrawal.

~~12-213.2~~ Any member withdrawing from the consortium is responsible for obligations incurred during the period it was a member.

~~12-313.3~~ The consortium may be dissolved by an affirmative vote of at least two-third (2/3) ~~of the member municipalities and two-third (2/3) of the Jefferson County board majority of the total board membership~~ establishing a date of dissolution, which shall be at least one year after the date of the affirmative vote.

~~12-413.4~~ In the event of dissolution, any assets remaining after payment of all obligations shall be distributed among existing members in proportion to their contributions, as determined by the JCEDC Board. In the event obligations exceed assets, members shall pay pro rata such sums as may be necessary to retire the obligation.

INTERGOVERNMENTAL AGREEMENT
CONTINUING THE
JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM

Revised 09-22-2022

ARTICLE I. PURPOSE

The purpose of the Jefferson County Economic Development Consortium (JCEDC) is to foster and encourage responsible community and economic development activities that result in job creation, retention, increased tax base and an improved sustainability and quality of life for the citizens of Jefferson County. The JCEDC will work closely with ThriveED and other mission driven entities to develop prosperous communities within the greater Jefferson County Region.

The Glacial Heritage Development Partnership d/b/a ThriveED is a 501(c)(3) public/private partnership to support community and economic development activities in the region.

ARTICLE II. STATUTORY AUTHORITY

The JCEDC shall be a public intergovernmental enterprise organized under the authority of § 66.0301, Wis. Stats., and as the same may be amended from time to time.

ARTICLE III. MEMBERSHIP

The JCEDC shall be composed of the towns, villages, cities and county governments of Jefferson County, Wisconsin (municipalities) that choose to adopt this agreement and thereby enter into membership. The current membership consists of Jefferson County, the cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater and the Villages of Johnson Creek, Cambridge, and Palmyra. Other municipalities may be added to the membership upon agreement to the terms and conditions of the intergovernmental agreement. Quasi-governmental bodies such Redevelopment Authorities and Housing Authorities may also affiliate with the organization.

ARTICLE IV. JCEDC BOARD OF DIRECTORS

- 4.1 The Board of Directors (JCEDC Board) shall provide the overall policy direction of the JCEDC. This will include but is not limited to budget development, strategic plan, annual plan of work and performance metrics. The development and oversight of the strategic plan, plan of work and metrics will be coordinated and aligned with ThriveED.
- 4.2 The Board's membership shall be determined by reference to Section 4.4. The Board shall consist of three Jefferson County representatives and one member appointed by each participating municipality.
- 4.3 The terms of the JCEDC Board members shall begin on May 1 of each year.
- 4.4 Members of the JCEDC Board shall be appointed as follows:
 - a. The three Jefferson County representatives shall be appointed by the County Board chairperson and confirmed by majority vote of the County Board in accordance with the Jefferson County Board Rules.

- b. Each member municipality shall appoint one representative by their governing body. Note: The JCEDC Board members are appointed by the municipalities or the county they represent, the JCEDC Board cannot determine this. Official appointments will be on file with the JCEDC office from the appointing authority. The municipality may appoint an alternative appointment to serve if the primary appointee is not available.
- 4.5 The JCEDC Board may invite various organizations and/or individuals from professional areas to join as advisory, non-voting members.
- 4.6 The JCEDC Board may, by resolution adopted by a majority of the total JCEDC Board, create such committees for such purposes and with such authority as the resolution may provide, and appoint such members of the JCEDC Board or others to serve on said committees.
- 4.7 The JCEDC Board will have the same roles, responsibilities and rights as other County Committees to include recommending legislation to the County Board.

ARTICLE V. MEETINGS

- 5.1 The JCEDC Board will establish and publish a regular meeting schedule.
- 5.2 All meetings of the JCEDC Board will be properly noticed according to law.
- 5.3 Special meetings of the JCEDC Board may be called at the request of the Chairperson, Vice Chair or any two board members. The place of the meeting will be at the principal office of the JCEDC, unless otherwise agreed upon by the Chairperson and Vice Chair.
- 5.4 A majority of the total-voting members of the JCEDC Board shall constitute a quorum for the transaction of business at any meeting. A member shall be present to vote. Present is defined to include remote attendance as authorized by the Jefferson County Board Rules.
- 5.5 The chairperson, and in his/her absence, the vice-chairperson, and in their absence, any board member chosen by a majority of the members present, shall call the meeting of the JCEDC Board to order and shall act as chairperson of the meeting.
- 5.6 JCEDC will hold at minimum one annual joint board meeting with ThriveED to collaborate and review goals and objectives of the consolidated strategic plan and plan of work.

ARTICLE VI. ANNUAL MEETING

- 6.1 The Annual Meeting of the JCEDC Board shall be held in May of each year on a date, time and place to be determined by the JCEDC Board.
- 6.2 At its annual meeting, the JCEDC Board shall elect a chairperson and vice-chairperson.
- 6.3 The JCEDC Board shall establish the duties of the chairperson and vice-chairperson.

ARTICLE VII. EXECUTIVE COMMITTEE MEMBERSHIP

The chairperson and vice-chairperson of JCEDC, the chairperson and vice-chairperson of ThriveED, and the Jefferson County Administrator (County Administrator) shall serve on the Executive Committee.

ARTICLE VIII. STAFF

- 8.1 Jefferson County shall employ all JCEDC staff.
- 8.2 Day to day operational supervision of JCEDC staff shall rest with Jefferson County.
- 8.3 Jefferson County Human Resource practices and policies shall be applicable in all respects to employment of staff, except the hiring procedure for the director. JCEDC staff will be supervised by the Executive Director and the Executive Director will be supervised by the County Administrator. The Executive Director will be considered a Department Head level position within the County's organizational structure. The County Administrator will consult with the Executive Committee in development of the annual evaluation of the Executive Director.
- 8.4 If there is a vacancy of the Executive Director, the County will advertise and recruit for the director's position in consultation with the Executive Committee as to the best method for recruitment. Thereafter, the JCEDC Board will screen the applicants and select participants in the interview process with the Jefferson County Administrator. At the end of the interview process, the JCEDC Board will recommend up to five finalists. The Executive Committee shall conduct finalist interviews. Appointment of a finalist by the County Administrator shall be subject to County Board confirmation per Wis Statute 59.18 (2)(b).
- 8.5 JCEDC staff will attend municipal meetings to provide updates and information upon request of the municipalities. The Executive Director will provide an annual report to the Jefferson County Board of Supervisors. The annual report will be made available to all municipalities.

ARTICLE IX. FINANCES

- 9.1 The JCEDC Board shall prepare an annual budget with the assistance of staff. Jefferson County's policies and procedures shall apply for meals, lodging, mileage, travel and other reimbursable expenses.
- 9.2 The JCEDC Board will present its proposed budget in a timely manner to all member municipalities and Jefferson County before it is adopted by the JCEDC Board.
- 9.3 Funding for the fiscal years will be established as \$1.50 per county resident payable from Jefferson County, plus \$1.50 per municipal resident payable from each participating municipality. The population number used to calculate contributions will be collected through the Wisconsin Department of Administration.
- 9.4 The JCEDC shall not be limited to public funding from its member municipalities and Jefferson County. The JCEDC Board may authorize staff to pursue additional revenue through program revenue, contracts for service, and public and/or private gifts and grants.
- 9.5 Jefferson County shall act as the fiscal agent for the JCEDC.
- 9.6 Each municipality and county shall be responsible in the proportion of its contribution to the

consortium as a whole for any other cost of the consortium not specifically set forth herein, including but not limited to employment costs incurred by Jefferson County as a result of unemployment compensation to staff upon termination of the consortium.

- 9.7 All funds due from a municipality shall be paid to the County by a member municipality by January 31 of the year for which such funds are budgeted. The County shall hold all funds for the benefit of JCEDC in a separate account. Unspent funds in said account shall not lapse to the general fund but shall be carried over to the next fiscal year or otherwise distributed as set forth herein.

ARTICLE X. GENERAL POWERS AND TYPE OF SERVICES

- 10.1 The JCEDC Board may recommend action to the County with regard to direction of staff, contracts or general program purposes.
- 10.2 The JCEDC Board shall not borrow money or authorize the borrowing of any funds on behalf of the JCEDC. The JCEDC Board may, however, enter into contracts in the ordinary course of its business and in pursuit of its stated goals and purpose. Examples of its permitted contracting powers would be equipment leases or equipment purchases. Under no circumstance shall the JCEDC Board enter into contracts that cause it to exceed its annual budget.
- 10.3 Under the policy oversight of the JCEDC Board, the staff of JCEDC will develop a plan of work that aligns with the strategic plan in the furtherance of community development and economic development. Staff will further accomplish this task by working on a regional basis with partners in all sectors, coordination with the state as required and with local municipalities based on their needs within the framework of the plan of work.

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ARTICLE XII. AMENDMENTS

All or any portion of this agreement may be amended by a resolution passed by the affirmative vote of at least 2/3 of the total JCEDC Board membership.

ARTICLE XIII. DISSOLUTION & WITHDRAWAL

- 13.1 Written notice of withdrawal shall be submitted a minimum of 6 months prior to the effective date of withdrawal.
- 13.2 Any member withdrawing from the consortium is responsible for obligations incurred during the period it was a member.
- 13.3 The consortium may be dissolved by an affirmative vote of at least two-third (2/3) of the member municipalities and two-third (2/3) of the Jefferson County board establishing a date

of dissolution, which shall be at least one year after the date of the affirmative vote.

- 13.4 In the event of dissolution, any assets remaining after payment of all obligations shall be distributed among existing members in proportion to their contributions, as determined by the JCEDC Board. In the event obligations exceed assets, members shall pay pro rata such sums as may be necessary to retire the obligation.