



**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, NOVEMBER 1, 2022 – 7:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/5997866403?pwd=alcreldSbGpNUVI1VnR1RWF5bXovdz09>

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 Hearing

- a. **Public Hearing relating to the City of Fort Atkinson 2023 Operating Budget and 2023-2028 Capital Improvements Plan** (LeMire, City Manager)

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 October 18, 2022 regular Fort Atkinson City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- b. Review and possible action relating to the **minutes of the October 20, 2022 Police and Fire Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the **minutes of the October 25, 2022 regular Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action relating to **Special Event: United Way Chili Cook Off**, November 12, 2022 at Municipal Gym (Ebbert, Clerk/Treasurer/Finance Director)
- e. Review and possible action relating to **Special Event: Santa Visit with Hayrides**, December 3, 2022 at Badger Bank, 220 Grant Street (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications – None

7. Resolutions and Ordinances – None

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 a **Certified Survey Map** for the property located at 121 Jackson Street and 711 Sherman Avenue (CSM-2022-07) (Selle, City Engineer/Director of Public Works)
- b. Review and possible action relating to an **Extraterritorial Certified Survey Map** for the property located at W7462 County Road C (CSM-2022-10)) (Selle, City Engineer/Director of Public Works)
- c. Review and possible action relating to the purchase of a replacement **sewer televising camera** for the Department of Public Works for \$18,000 (Williamson, Superintendent of Public Works)

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. The City Council may consider a motion to convene in closed session pursuant to State Stat. §19.85(1)(g) in order to confer with legal counsel who is rendering oral or written advice concerning strategies to be adopted by the Council with respect to **current litigation**

14. Adjournment

Date Posted: October 28, 2022

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

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Note the City's new .gov domain name and new phone numbers. Visit our website for more information.



MEMORANDUM

DATE: November 1, 2022

TO: City of Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Draft 2023 City of Fort Atkinson Operating Budget, 2023 Capital Improvements Projects Budget & 2024-2028 Capital Improvements Project Plan

The City of Fort Atkinson Draft 2023 Operating Budget, the 2023 Capital Improvements Project (CIP) budget, and the 2024-2028 CIP Plan were distributed to the City Council on Thursday, October 28th. The draft budget was presented to the Council at a Budget Workshop on October 11th and a summary was published in the Jefferson Daily Union. [The document can be accessed on the City's website by clicking on this link.](#)

The draft Budget is the subject of tonight's 2023 Budget Public Hearing. No official action is required by the City Council. The draft Budget includes all of the information known as of October 27th. This draft Budget document includes additional information, including an introductory letter, charts and graphs, and narratives and descriptions relating to each Department and Fund.

Table 1 below compares the 2021 City portion of the mill rate to the proposed 2022 City portion of the mill rate, based on the draft 2023 Operating Budget. The City mill rate proposed represents a \$1.21 increase per \$1,000 of assessed value. On a house valued at \$150,000, the City's portion of the tax bill is estimated to increase by \$182.11. The data from the other taxing jurisdictions is not known at this time.

TABLE 1: 2021 and 2022 Estimated City Tax Bill Comparison at Various Assessed Property Values

Assessed Property Value	2021 City Mill Rate*	2021 City Portion of Tax Bill	2022 Estimated City Mill Rate*	2022 Estimated City Portion of Tax Bill	Difference in City Portion of Tax Bill (2022-2021)	Difference Per Month
\$ 150,000.00	8.698609	\$ 1,304.79	9.912652	\$ 1,486.90	\$ 182.11	\$ 15.18
\$ 275,000.00	8.698609	\$ 2,392.12	9.912652	\$ 2,725.98	\$ 333.86	\$ 27.82
\$ 350,000.00	8.698609	\$ 3,044.51	9.912652	\$ 3,469.43	\$ 424.92	\$ 35.41
*Does not include School Levy Tax Credit						

The increase in the City's portion of the mill rate and the overall property taxes are due to three reasons:

1. Through Levy Limits, State Statutes only allow an increase the levy equal to the percentage of Net New Construction. In 2022, the City's NNC was 0.339%, which equated to an allowable increase of **\$22,067.58**

2. Statutes allow municipalities to increase the levy by a specific amount through an approved referendum. The City's voters approved such a public safety referendum in April 2022, which allows an increase in perpetuity of **\$769,335**
3. General Obligation Debt Service is exempt from Levy Limits. The City has **\$1,296,445.17** in GO debt service payments scheduled in 2023.

The previous year's debt service is subtracted before current year's debt service is added. As such, the total levy increase (TID out) over the 2021 levy is **\$990,226**.

BUDGET INFORMATION UNKNOWN OR MISSING AS OF 10/27/2022

The following information is still unknown or missing as of October 27th, but will be incorporated into the Proposed 2023 Budget document to be reviewed by the City Council on November 15th:

1. Requested levy amounts from County, Technical College, and School District (provided by jurisdictions in early November);
2. Charts 6-8 and Table 2 in Section C will be updated when this information is available;
3. Location of streets to be included in the 2023 water main project will be included in Section J – Transportation Fund;
4. Final TID increment revenue in Section O will be determined after all taxing jurisdiction's levies are certified; and
5. General document editing and clean up.

2023 BUDGET SCHEDULE – REMAINING DATE

- **November 15, 2022** – 2023 Budget adoption at regular City Council meeting

RECOMMENDATION

Staff recommends that the City Council hold a public hearing and provide feedback to the City Manager and staff for inclusion in the final 2023 Operating Budget, 2023 CIP Budget, and 2024-2028 CIP Plan .



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

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, OCTOBER 18, 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. Also present: City Manager, City Clerk/Treasurer, City Engineer, City Attorney, Fire Chief and Park & Recreation Director.

3. PUBLIC HEARINGS - NONE

4. PUBLIC COMMENT - NONE

5. CONSENT AGENDA:

- a) Review and possible action relating to the minutes of the October 4, 2022 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b) Review and possible action relating to the minutes of the September 27, 2022 Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c) Review and possible action relating to building, plumbing, and electrical permit report for September 2022 (Draeger, Building Inspector/Zoning Administrator)*
- d) Review and possible action relating to the City Clerk-issued License and Permit Report for September 2022 (Ebbert, Clerk/Treasurer/Finance Director)*
- e) City Sewer, Water, and Stormwater Utility Financial Statements as of September 30, 2022 (Ebbert, Clerk/Treasurer/Finance Director)*
- f) Review and possible action relating to Special Event: Haunted Hike, October 28-October 29, 2022 6-9 p.m., at Haumerson's Pond (Ebbert, Clerk/Treasurer/Finance Director)*
- g) Review and possible action relating to Special Event: Holiday Parade, November 12, 2022 on Main Street with staging at the Middle School and St. Paul's parking lots near 4th, East and Bluff Streets (Ebbert, Clerk/Treasurer/Finance Director)*
- h) Review and possible action relating to Special Event: Fort Atkinson Animated Holiday Light Display, November 5, 2022-January 7, 2023 at Janesville Ave Bike Path in front of Jones Dairy Farm heading north (Ebbert, Clerk/Treasurer/Finance Director)*
- i) Review and possible action relating to Special Event: Klondike Derby, January 21, 2023 at Haumerson's Pond (Ebbert, Clerk/Treasurer/Finance Director)*

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

6. PETITIONS, REQUESTS, AND COMMUNICATIONS

a) Presentation from TDS regarding installation of fiber in the City of Fort Atkinson

TDS will be installing fiber throughout the City beginning in 2023 and will provide residents with a mailer, contact phone number and resources for questions and how to sign up for service. No action required.

7. RESOLUTIONS AND ORDINANCES:

a) Review and possible action relating to a Resolution Requesting exemption from the County Library Tax for the City of Fort Atkinson (LeMire, City Manager)

Manager LeMire discussed how the Jefferson County Board established a County Library Service and levies a County Library Tax. State Statutes provide that a municipality is exempt from this County Library Tax if the municipality levies a minimum amount for public library services. Annually in September, the County calculates the minimum levy for municipalities to qualify for this exemption. Per the attached documentation and statutory calculation, the City is required to appropriate at least \$330,528 to the Dwight Foster Public Library to be exempt from the tax. As shown in the attached Resolution and as presented to the City Council during the Budget Workshop on October 11, 2022, the City is proposing to levy \$616,511 in property taxes to fund Library operations in 2023. This amount exceeds the minimum appropriation for exemption from the County Library Tax.

Cm. Johnson moved, seconded by Cm. Becker to adopt the resolution requesting exemption from the County Library Tax for the City of Fort Atkinson. Motion carried 5-0.

b) Review and possible action relating to a resolution establishing the boundaries of and approving the project plan for Tax Incremental District No. 9, City of Fort Atkinson, Jefferson County, Wisconsin (LeMire, City Manager)

Manager LeMire proposed the addition of two TID Districts in late 2022. The City currently has three existing districts. The attached Project Plans and District Boundaries include additional information on the purpose and description of the Districts proposed and the timeline for approval and implementation. Further, each Project Plan document provides justification for the creation of the TID; parcel lists; project lists; maps; and other statutory requirements. 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. With the creation of these new TIDs, staff anticipates using the Project Plans as guides to prioritize public infrastructure improvements necessary to support future development and redevelopment.

Cm. Schultz moved, seconded by Cm. Johnson to adopt the resolution establishing the boundaries of and approving the project plan for Tax Incremental District No. 9 in the City of Fort Atkinson, Jefferson County, Wisconsin. Motion carried 5-0.

c) Review and possible action relating to a resolution establishing the boundaries of and approving the project plan for Tax Incremental District No. 10, City of Fort Atkinson, Jefferson County, Wisconsin (LeMire, City Manager)

Cm. Becker moved, seconded by Cm. Schultz to adopt the resolution establishing the boundaries of and approving the project plan for Tax Incremental District No. 10 in the City of Fort Atkinson, Jefferson County, Wisconsin. Motion carried 5-0.

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 Jones Park concession stand lease agreement (Franseen, Director of Parks and Recreation)

Director Franseen reviewed the significant investment that the Fort Atkinson Generals Baseball Team, Inc. (Tenant) has made in Jones Park over the years, the Generals organization is seeking to be the designated lease holder of the concession stand at Jones Park. The City of Fort Atkinson is the owner (Landlord) of the facility, but not owners of the equipment. The majority of items that can be removed from the concession stand have been purchased or built by the Generals organization. Over the last 18 years, the Generals has donated over \$118,000 specifically to be used towards Jones Park improvements. The City currently has concession stand lease agreements with the Fort Atkinson Lion's Club at Ralph Park and Fort Youth Baseball at Memorial Park. This lease was drafted by City Attorney, David Westrick.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the Jones Park concession stand lease agreement between the City of Fort Atkinson and the Fort Atkinson Generals Baseball Team, Inc. 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 as presented. Motion carried.

13. ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Becker to adjourn. Meeting adjourned at 7:42 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



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

**POLICE AND FIRE COMMISSION MEETING
IN PERSON
THURSDAY, OCTOBER 20, 2022 – 1:00 P.M.**

AGENDA

1. CALL MEETING TO ORDER

Chairperson Frame called the meeting to order at 1:00 p.m. on the second floor of City Hall.

2. ROLL CALL

Commission members present: Frame, Raub, Schultz, and Turk. Also present: Chief Bump and Public Relations Executive Assistant Sarah Weihert. Jones absent.

3. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE AUGUST 30, 2022 MEETING OF THE POLICE AND FIRE COMMISSION

Commissioner Schultz moved, seconded by Raub to approve minutes as presented. Motion carried 4-0.

4. REVIEW AND POSSIBLE ACTION IN RELATION TO HIRING OF TOP CANDIDATES FROM THE HIRING PROCESS FOR THE POLICE DEPARTMENT (BUMP)

Chief Bump reviewed the hiring process. He stated the department advertised to hire two officers for the positions created by the referendum in January. Advertised on various police websites around the country including the City's, various social media and the Chamber of Commerce employment page. Also advertised in Illinois at an officer training facility.

On Sept. 12 applications were reviewed. 15 applications received. 14 were invited to take written test. 4 didn't respond. 10 took the written test. All 10 of those candidates were interviewed on Oct. 13. Turk and City Manager LeMire sat in on the interviews. Bump said four of the candidates were selected to move on in the process. One was released after the background check.

Candidates will face additional testing after approval from the commission. The City Manager Ok'd a Dec. 5 start date for the top candidate. Two of the other top candidates need to go to the academy and would start next year. The three candidates would fill the two positions created from the referendum. The other one will cover a retirement in the department early next year.

Delacruz-Raub asked how long the academy is. Bump stated about 14 weeks.

Turk moved, seconded by Schultz to approve the appointment of Vanessa Leonard contingent on the successful completion of a pre-employment physical, drug test, psychological assessment and background investigation effective December 5, 2022.

Motion carried 4-0.

Bump stated the second candidate will need to attend the police academy.

Schultz moved, seconded by Turk to approve the appointment of James Mosel contingent on the successful completion of a physical agility assessment, pre-employment physical, drug test, psychological assessment and background investigation with a tentative start in January.

Motion carried 4-0.

5. **REVIEW AND POSSIBLE ACTION ON CERTIFYING AN ELIGIBILITY LIST FOR FUTURE VACANCIES WITHIN THE DEPARTMENT, IF APPLICABLE (BUMP)**

Bump stated the City Manager has OK'd the hire in January of the third candidate based on the retirement of another member of the department.

Schultz moved, seconded by Raub to move forward with hiring of the third candidate Caleb Senzig contingent on budget and City Manager approval and on the successful completion of a physical agility assessment, pre-employment physical, drug test, psychological assessment and background investigation with a tentative start date in January.

Motion carried 4-0.

6. **REVIEW AND POSSIBLE ACTION ON EXTENDING EXPIRATION DATE FOR CURRENT LIEUTENANT ELIGIBILITY LIST (BUMP)**

Chief Bump stated Kevin Miller has been approved for promotion for the next vacancy of a lieutenant and asked the eligibility list be extended to April 1, 2023.

Bump stated he will come back to the Commission when they are ready to promote.

Schultz moved, seconded Raub to extend the eligibility list to April 1, 2023.

Motioned carried 4-0.

7. **ADJOURNMENT**

At 1:24 p.m., Commissioner Turk moved to adjourn. Commissioner Schultz seconded, and the motion carried 4-0.

Respectfully submitted,
Sarah Weihert
Public Relations Executive Assistant



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, OCTOBER 25, 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

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

**3. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE SEPTEMBER 27, 2022
REGULAR PLAN COMMISSION MEETING**

Cm. Highfield moved, seconded by Cm. Schultz to approve the minutes from the September 27th Plan Commission meeting as submitted. Motion carried.

**4. REVIEW AND POSSIBLE ACTION RELATING TO THE REQUEST FOR A SPECIAL AREA DESIGN
REVIEW FOR THE PROPERTY LOCATED AT 99 N. MAIN ST. (SADR-2022-01) (DRAEGER)**

Inspector Draeger reviewed the submission from the property owner, Ken Zhu who is seeking permission to repair the building facade located at 99 N. Main Street correcting water leakage issues and replacing dilapidated facade materials. Their intent is to use espresso and sand colors as presented in the application materials that will better fit with colors and materials which are currently on the building. A new black awning would be installed on the East and North sides of the facade and the entirety of the storefront glass currently on the building would be maintained. In addition, the owners of the building will remove the blue and orange paint from the brick at 97 N. Main as well as replace the residential door with a commercial grade door in dark bronze.

Cm. Kessenich moved, seconded by Cm. Schultz to approve the request for a Special Area Design Review for the property located at 99 N. Main St. Motion carried.

**5. REVIEW AND POSSIBLE ACTION RELATING TO A SITE PLAN REVIEW FOR BADGER SHOPS IN
THE KLEMENT BUSINESS PARK LOT 11 (SPR-2022-02) (SELLE)**

Engineer Selle discussed that the project was previously reviewed and approved by the Plan Commission on April 20, 2022. The new application consists of the same type of development, but instead of 17 total 2-unit contractor shop building at 2,475 square feet each, the revised plans are for 12 total 2-3-unit contractor shop buildings:

- 9 of which are 3-unit buildings at 3,701 square feet each (Shop 1-9 on Site Plan)
- 2 of which are 3-unit buildings at 3,735 square feet each (Shop 11-12 on Site Plan)
- 1 of which is a single unit building at 3,000 square feet (Shop 10 on Site Plan)

In total, there will be 43,714 square feet of building space constructed (42,075 total was previously approved). Eleven of the buildings will have three individual units within them that will be sold separately and one building will just have a single unit and be sold separately. A condominium association will be formed to maintain the shared components of the site (parking areas, drive isles, landscaping, stormwater, etc.). The long-term property manager has been identified as Epic Property Management, LLC. As shown on the Site Plan, the project is planned for two phases. Phase 1 will include buildings 1-6 (facing the intersection of Commerce Parkway and Mielke Drive) and Phase 2 will include buildings 7-12 (south half of the site). The buildings and site layout are required to meet the minimum dimensional standards of the zoning district. The proposed development meets these requirements.

Cm. Kessenich moved, seconded by Cm. Highfield to approve the request for a Site Plan Review for the Badger Shops located in the Klement Business Park with the following contingencies:

- Provide an updated Site Plan package of materials that includes the correction of minor omissions and errors within the submitted plan set: accurate parking and impervious surface figures in the Site Data table on the Site Plan Sheet 1, inclusion of architectural details for the proposed bicycle parking area within the Site Plan set, accurate figures in the Foundation Plantings tables on Sheet L101 per building, and accurate labels on Sheet C100 and A401 for building elevations and associated façade labels.
- Provide signage plans that meet the requirements of the Zoning Ordinance and can be approved by City staff.
- Per the Covenants, building construction must commence within 24 months of purchase, and completion of Phase 1 (buildings 1-6) within one year.
- A detailed phasing plan is submitted to City Staff for approval. Said Plan should address stormwater elements for Phase I, termination of pavements, utilities, and greenscapes to ensure a stable site.
- Consideration of waiving the minimum required landscaping points for building foundation plantings. Section 15.08.10(3) of the Zoning Ordinance states that, “Where insufficient site area remains to comply with all provisions of this Section, the Planning Commission may require compliance to the greatest extent practical.” As noted above, the minimum building foundation landscaping standards are not met for each building. This is a unique development with 12 different buildings proposed. Additionally, the front entrance side of each building is proposed to be paved across the full width of that facade. In other larger buildings, there would be more wall space that could facilitate greater landscaping points. The buildings are also only 22 feet apart, meaning that there isn’t a lot of room for plantings, and these areas will be shaded a lot of the time. Ground-level planting may not grow well in these locations.
- Consideration of waiving the Klement Business Park exterior building design standards for decorative siding extending a minimum distance of twenty (20) feet on all sidewalls facing a yard. The requirements have been met on all facades facing a public street, but does not meet the requirements for each interior-facing building façade and access façade (proposed lap siding and windows only). Motion carried

6. **REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO A PRELIMINARY CERTIFIED SURVEY MAP FOR THE PROPERTY LOCATED AT 121 JACKSON ST. (CSM-2022-07) (SELLE)**

Engineer Selle presented the request from the property owners, James and Catherine Kirchberg for a two-lot Certified Survey Map for the parcels located at 121 Jackson Street and 711 Sherman Avenue. The property owner would like to break off a portion of 121 Jackson St and join it with the adjoining property at 711 Sherman Ave. The lot at 711 Sherman is legal nonconforming with respect to lot size. Approval of this CSM, which adds more land to this lot, will create a lot that adheres to the standards of the Zoning Ordinance. a substandard lot, with the proposed CSM it would become a conforming lot. James and Catherine Kirchberg are the owners of both Parcels

Cm. Schultz moved, seconded by Cm. Lescohier to approve the Preliminary Certified Survey Map for the property located at 121 Jackson St. with the following conditions: the CSM must include the owner's email and phone number, must include an inset map, the CSM must show square feet and acres for each lot, the CSM must show any existing easements, the CSM must label adjacent lands west and south of the proposed lots as "Unplatted Land," and the CSM must show all existing setback lines and reference to the current zoning document made and recommend consideration by the City Council. Motion carried.

7. **REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO AN EXTRA TERRITORIAL CERTIFIED SURVEY MAP FOR THE PROPERTY LOCATED AT W7462 COUNTY ROAD C (CSM-2022-10) (SELLE)**

Engineer Selle introduced the request to break off a +/- 2.5-acre parcel from the current parcel that is Zoned A-1 Exclusive Agricultural. This is within the extra-territorial area of the City of Fort Atkinson. The Property is approximately located 1 mile West of State Hwy 26. This Parcel is outside The City's Potential Long Range Urban Growth Area. Mr. Stroupe would like to Rezone an approximate 2.5-acre net A-3 Farm Consolidation lot with an existing house and outbuildings. This would separate if from the current 40-acre parcel that the home and outbuildings are currently attached to. Staff does not anticipate this land division having any effect on the long-term growth of the City of Fort Atkinson.

Cm. Highfield moved, seconded by Cm. Schultz to approve and recommend to the City Council the Extra Territorial Certified Survey Map for the property located at W7462 County Road C. Motion carried.

8. **ADJOURNMENT**

Cm. Kessenich moved, seconded by Cm. Highfield to adjourn. Meeting adjourned at 4:26 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer/Finance Director



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

MEMORANDUM

DATE: November 1st, 2022

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, City Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Special Event:
United Way: 21st Annual Chili Cook-off

BACKGROUND

The City of Fort Atkinson is committed to supporting quality special events throughout the community. The Special Event Guide and Application was created to assist with planning events in the city and to allow appropriate contact information be obtained and forwarded to Departments. The planning guide is designed to assist members of the community in the planning, preparation and running of events and programs in Fort Atkinson.

The Special Event Guide defines a special event as a planned extraordinary occurrence or temporary aggregation of attractions, open to the public, that (a) is conducted on public property, (b) is conducted on private property and has a substantial impact on public property, (c) has activities that request special temporary licenses; or (d) require special city services, whether open to the public or not, including but not limited to, any of the following: street closures, provisions of barricades, garbage cans, stages or special no parking signs, special electrical services, or special police protection. Special events include, but not limited to, neighborhood and community festivals, parades, processions, fairs, and bicycle or foot races.

DISCUSSION

Event: 21st Annual Chili Cook off

Date and Hours of Event: Saturday, November 12th 5:45 PM - 8:00 PM

Location: Municipal Gym

Contact Person: Elizabeth Ellis; unitedway@idcnet.com

Estimated Number of Attendees: 475

The application and event information was routed to all City Departments with the following submitted comments:

United way is responsible for placing the gym mats down, placement of tables and chairs, and cleanup after the event. They have also requested to borrow a Nesco.

FINANCIAL ANALYSIS

There is no financial impact to the City of Fort Atkinson for the event.

RECOMMENDATION

Staff recommends that City Council approve the United Way: 21st Annual Chili Cook-off on Saturday November 12th, 2022 from 5:45 pm to 8:00 pm.

ATTACHMENTS

Special Event Application



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: United Way of Jefferson & North Walworth Counties

Contact Person for Event: Elizabeth Ellis

Phone Number: 920-728-0135 (cell)

Email: unitedway@idcnet.com

Is the Business/Group Organizing Event: ☐ For profit or ☒ Non-Profit

Special Event Details

Event Name: 21st Annual Chili-Cook-off

Event Date: Nov 12, 2008

Event Location: Fort Atkinson Park & Rec Municipal Bldg - Gym

Estimated Number of Attendees: 475

Hours of Event: 5:45 - 8:00 pm

Check all applicable boxes:

☐ I am renting a City Park

Attach copy of paid park rental from Parks & Recreation (920) 563-7781.

☐ I will be having music

Start and end time of music:

☐ I will be closing a street(s)

Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.

☐ I will be selling beer and/or wine*

Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760

*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.

☐ I will be erecting a tent, canopy or other temporary structure.

By signing, I agree to the following statements:

I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event.

Responsible Party Signature:

Elizabeth Ellis-Bolt

Office Use Only

Date Submitted to Clerk:

Date Emailed to Departments:

Department

Comments, Concerns, Action(s) to be taken

☐ Clerk/Treasurer

☐ EMS - Ryan Brothers Ambulance

☐ Engineer and Building Inspection

☐ Electrician

☐ Fire and Rescue Department

☐ Library and Museum

☐ Parks & Recreation

☐ Police Department

☐ Public Works Department

☐ Wastewater and Water Utility

Date Reported to City Council (if necessary):

Comments, Contingencies, Findings:



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

MEMORANDUM

DATE: November 1st, 2022

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, City Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Special Event:
Badger Bank – Santa visit with hayrides

BACKGROUND

The City of Fort Atkinson is committed to supporting quality special events throughout the community. The Special Event Guide and Application was created to assist with planning events in the city and to allow appropriate contact information be obtained and forwarded to Departments. The planning guide is designed to assist members of the community in the planning, preparation and running of events and programs in Fort Atkinson.

The Special Event Guide defines a special event as a planned extraordinary occurrence or temporary aggregation of attractions, open to the public, that (a) is conducted on public property, (b) is conducted on private property and has a substantial impact on public property, (c) has activities that request special temporary licenses; or (d) require special city services, whether open to the public or not, including but not limited to, any of the following: street closures, provisions of barricades, garbage cans, stages or special no parking signs, special electrical services, or special police protection. Special events include, but not limited to, neighborhood and community festivals, parades, processions, fairs, and bicycle or foot races.

DISCUSSION

Event: Badger Bank – Santa visit with hayrides

Dates and Hours of Event: Saturday December 3, 2022 – 10:00 am to 1:00 pm

Location: Badger Bank, 220 Grant Street

Contact Person: Tammi Vetrano, tvetrano@badgerbank.bank

Estimated Number of Attendees: 250

Badger Bank will be hosting a visit from Santa with hayrides for those in attendance. The route will depend on weather, wind and traffic the day of. The ride will begin and end at Badger Bank and will route on the following streets: Grant Street, S 3rd Street W, Main Street, S. Water Street W, Lumber Street, Milwaukee Ave W and return.

Staff is required to provide 'No Parking' signs on the 200 block of Grant Street to allow for safety around the horse and hayride.

Event information was routed to Departments with the following comments without concerns. A Certificate of Insurance was provided.

FINANCIAL ANALYSIS

There is no financial impact to the City of Fort Atkinson for the event.

RECOMMENDATION

Staff recommends that City Council approve the Badger Bank Santa visit with hayrides on Saturday December 3, 2022.

ATTACHMENTS

Special Event Application, Area Map



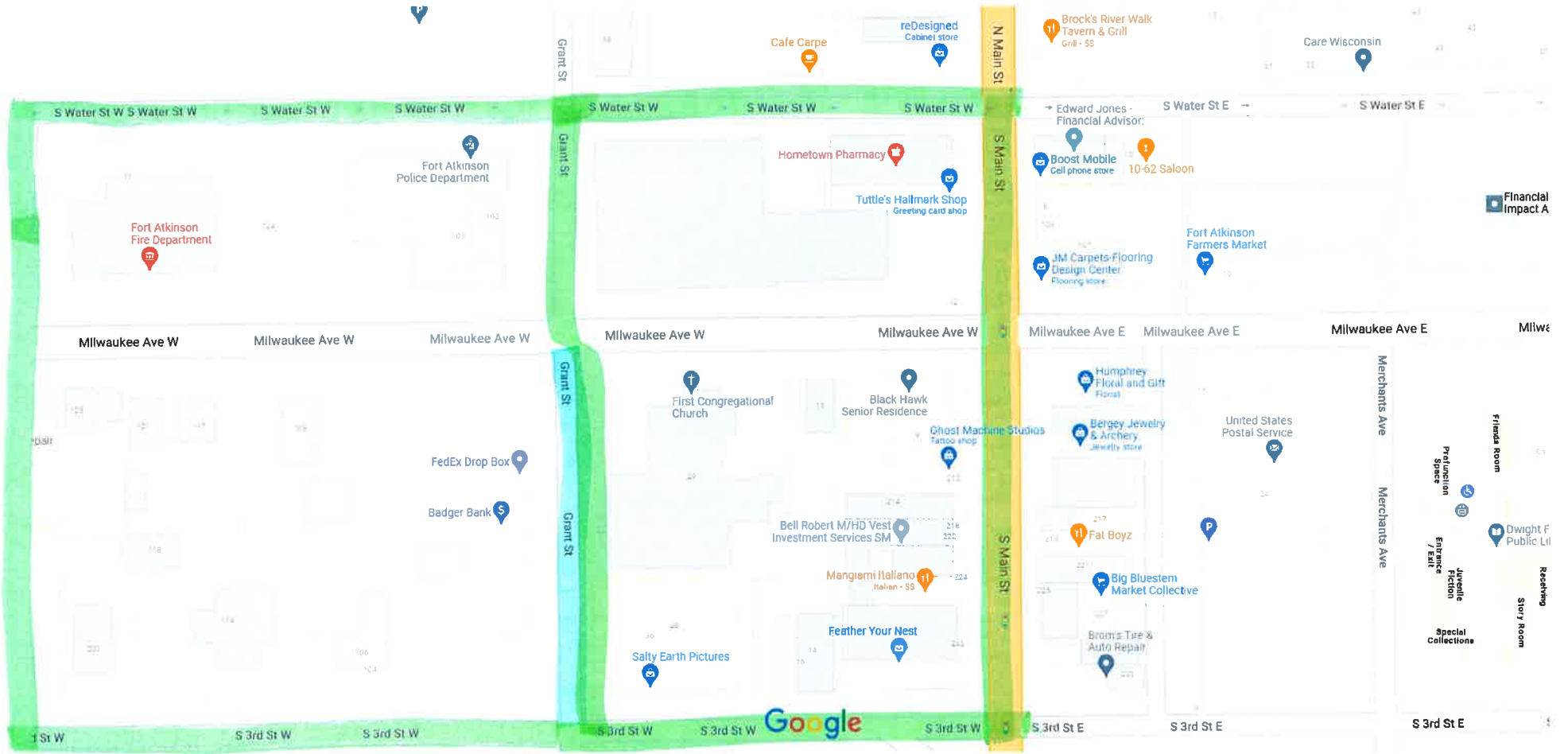
CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: Badger Bank	
Contact Person for Event: Tammi Vetrano	
Phone Number: 920-563-2478	Email: tvetrano@badgerbank.bank
Is the Business/Group Organizing Event: <input checked="" type="checkbox"/> For profit or <input type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: Santa is Coming to Town	
Event Date: December 3 2022	
Event Location: Badger Bank 220 Grant St	
Estimated Number of Attendees: 250	Hours of Event: 10am-1pm
Check all applicable boxes:	
<input type="checkbox"/> I am renting a City Park	Attach copy of paid park rental from Parks & Recreation (920) 563-7781.
<input type="checkbox"/> I will be having music	Start and end time of music:
<input type="checkbox"/> I will be closing a street(s)	Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.
<input type="checkbox"/> I will be selling beer and/or wine*	Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760
*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.	
<input type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.	
By signing, I agree to the following statements:	
I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event.	
Responsible Party Signature: <i>Tammi Vetrano</i>	

Office Use Only

Date Submitted to Clerk:	Date Emailed to Departments:
Department	Comments, Concerns, Action(s) to be taken
<input type="checkbox"/> Clerk/Treasurer	
<input type="checkbox"/> EMS - Ryan Brothers Ambulance	
<input type="checkbox"/> Engineer and Building Inspection	
<input type="checkbox"/> Electrician	
<input type="checkbox"/> Fire and Rescue Department	
<input type="checkbox"/> Library and Museum	
<input type="checkbox"/> Parks & Recreation	
<input type="checkbox"/> Police Department	
<input type="checkbox"/> Public Works Department	
<input type="checkbox"/> Wastewater and Water Utility	
Date Reported to City Council (if necessary):	
Comments, Contingencies, Findings: See attached route	

Google Maps Santa Hayride Route



Map data ©2021 Google 50 ft

parking (wagons loading)
route may differ
depending on weather conditions



Security National Insurance Company
4455 LBJ Freeway, Suite 700
Dallas, Texas 75244

COMMERCIAL GENERAL LIABILITY COVERAGE DECLARATIONS

Policy Number SPP1331025 06

Policy Period

From: 1/1/2022

To: 1/1/2023

12:01 A.M. Standard Time at the Name Insured's Address

Transaction

Renewal

Named Insured and Address

CITIZENS FINANCIAL CORPORATION
DBA: BADGER BANK
220 GRANT ST
FORT ATKINSON WI 53538

Producer: 50260

Midwest Bankers Insurance Services, LLC
8050 Washington Avenue South, #150
Eden Prairie MN 55344
Telephone: (952) 835-3900

Business Description

BANK

Type of Business

Other - Financial
Institution

Audit Period

Non-Auditable

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

LIMITS OF INSURANCE

General Aggregate Limit (Other than Products-Completed Operations)	\$2,000,000
Products - Completed Operations Aggregate Limit	\$2,000,000
Each Occurrence Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
Medical Expense Limit, any one person	\$5,000
Damage to Premises Rented to You Limit, any one premises	\$1,000,000

AMENDED LIMITS OF LIABILITY

Refer to attached schedule, if any.

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Refer to attached schedule.

CLASSIFICATIONS

Refer to attached schedule, if any.

TOTAL PREMIUM FOR THIS COVERAGE PART

\$1,270.00

FORMS AND ENDORSEMENTS*

See Forms and Endorsements Schedule

*Entry optional if shown in common policy declarations.

THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY DECLARATIONS, COMMON POLICY CONDITIONS, COVERAGE FORM(S) AND FORM(S) AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

12/30/2021

Date

Signature of Authorized Representative



MEMORANDUM

DATE: November 1, 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 two-lot Certified Survey Map for the parcels located at 121 Jackson St. and 711 Sherman Ave.

BACKGROUND

Property owners James and Catherine Kirchberg have requested a two-lot Certified Survey Map for the parcels located at 121 Jackson Street and 711 Sherman Avenue.

The property owner would like to break off a portion of 121 Jackson St and join it with the adjoining property at 711 Sherman Ave. The lot at 711 Sherman is legal nonconforming with respect to lot size. Approval of this CSM, which adds more land to this lot, will create a lot that adheres to the standards of the Zoning Ordinance. a substandard lot, with the proposed CSM it would become a conforming lot. James and Catherine Kirchberg are the owners of both Parcels.

DISCUSSION

The SR-7 zoning district has a required minimum lot width of 40 ft.; a required lot depth of 100 ft., and a minimum lot area of 6,000. Currently the parcel located at 711 W. Sherman Ave. has a width of 60 ft., a depth of 65.68 ft., and a total area of 3,940.8, which is legal nonconforming to the Zoning Ordinance.

The Preliminary CSM shows that the proposed lot sizes for both would become conforming lots. The parcel at 711 W. Sherman Ave. would have a width of 60 ft., a depth of 164.43 ft., and a total sq. footage of 9,863 ft. The parcel located at 121 Jackson St. would have a width of 98.59 ft., a depth of 120 ft., and a total sq. footage of 11,836 ft. The required ratios of impervious surfaces to green space are also not adversely affected. The preliminary Certified Survey Map that was submitted is missing a few requirements listed in Section 70.60.03 of the City of Fort Atkinson Land Division Ordinance.

FINANCIAL ANALYSIS

There is no financial impact to the City.

RECOMMENDATION

The Plan Commission recommended approval of the two-lot certified survey map at its meeting on October 25, 2022 contingent on inclusion of the following information:

- CSM must include the owner's email and phone number
- CSM must include an inset map
- CSM must show square feet and acres for each lot
- CSM must show any existing easements
- CSM must label adjacent lands west and south of the proposed lots as Unplatted Land
- CSM must show all existing setback lines and reference to the current zoning document made.

Staff recommends the City Council approve this two-lot extra-territorial Certified Survey Map contingent on inclusion of the above information.

ATTACHMENTS

Plan Commission Memo; Original Certified Survey Map Application



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

CERTIFIED SURVEY MAP REPORT TO THE PLAN COMMISSION

DATE: Oct 25, 2022

FILE NUMBER: CSM-2022-07

PROPERTY ADDRESS: 121 Jackson St.,
711 W Sherman Ave

EXISTING ZONING: SR-7, Single-family Residential

PARCEL NUMBER: 226-0514-0412-198
226-0514-0412-196

PROPOSED ZONING: N/A

OWNER: James D Kirchberg and
Catherine G Kirchberg

EXISTING LAND USE: Residential

REQUESTED USES: N/A

APPLICANT: James D Kirchberg and
Catherine G Kirchberg

REQUEST OVERVIEW:

Property owners James and Catherine Kirchberg have requested a two-lot Certified Survey Map for the parcels located at 121 Jackson Street and 711 Sherman Avenue.

The property owner would like to break off a portion of 121 Jackson St and join it with the adjoining property at 711 Sherman Ave. The lot at 711 Sherman is legal nonconforming with respect to lot size. Approval of this CSM, which adds more land to this lot, will create a lot that adheres to the standards of the Zoning Ordinance. a substandard lot, with the proposed CSM it would become a conforming lot. James and Catherine Kirchberg are the owners of both Parcels.

PUBLIC NOTICE:

Public Notice is not required.

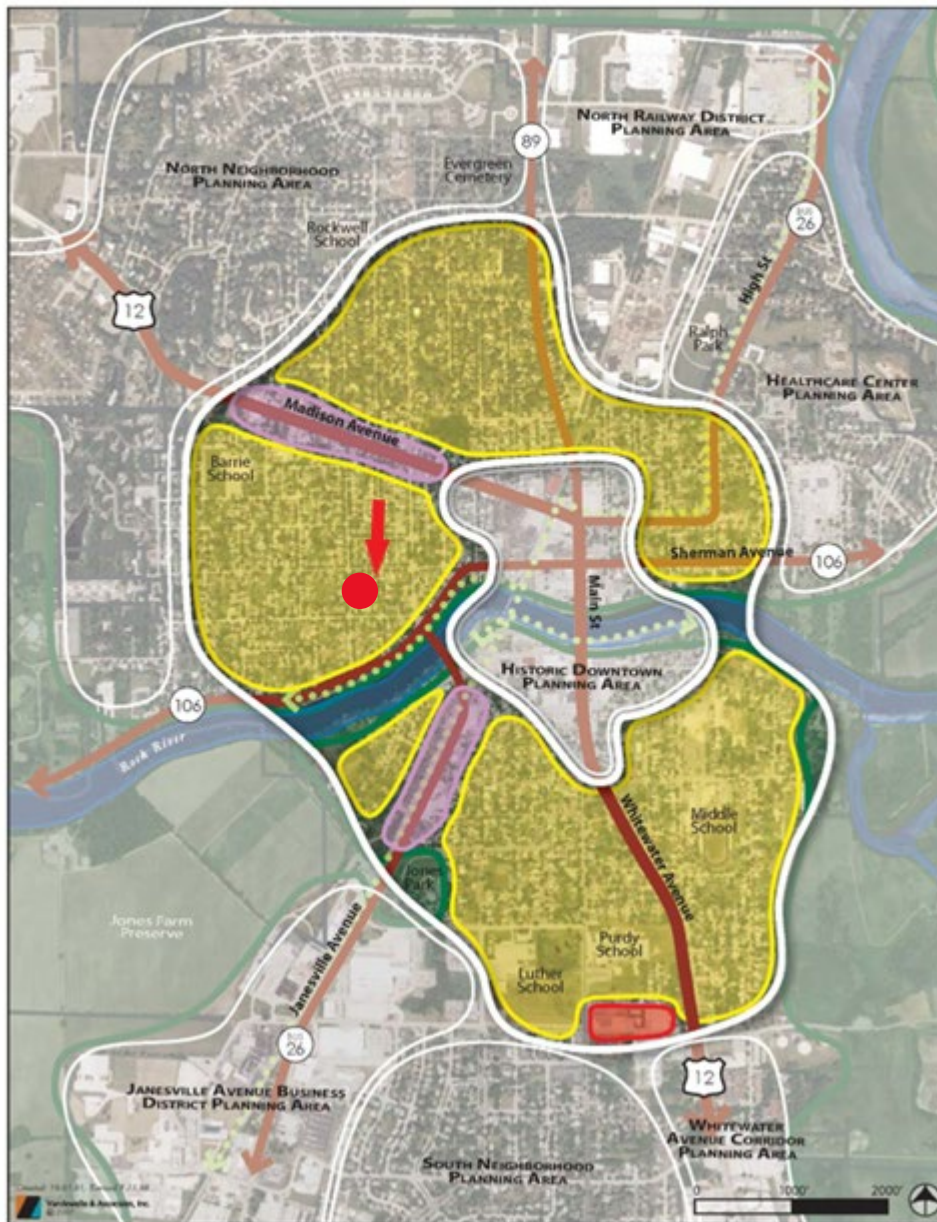
COMPREHENSIVE LAND USE PLAN (2019):

Both parcels are in the Central Neighborhoods Planning Area. These properties are and will remain in concert with the City of Fort Atkinson Comprehensive Plan which show this area as a residential neighborhood.

CENTRAL NEIGHBORHOODS PLANNING AREA

FIGURE: 2.16

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



DISCUSSION:

The SR-7 zoning district has a required minimum lot width of 40 ft; a required lot depth of 100 ft, and a minimum lot area of 6,000. Currently the parcel located at 711 W Sherman Ave has a width of 60 ft, a depth of 65.68 ft, and a total area of 3,940.8, which is legal nonconforming to the Zoning Ordinance.

The Preliminary CSM shows that the proposed lot sizes for both would become conforming lots. The parcel at 711 W Sherman Ave would have a width of 60 ft, a depth of 164.43 ft, and a total sq footage of 9,863. The parcel located at 121 Jackson St. would have a width of 98.59 ft, a depth of 120 ft, and a total sq footage of 11,836. The required ratios of impervious surfaces to green space are also not adversely affected. The preliminary Certified Survey Map that was submitted is missing a few requirements listed in Section 70.60.03 of the City of Fort Atkinson Land Division Ordinance.

- CSM must include the owner's email and phone number
- CSM must include an inset map
- CSM must show square feet and acres for each lot
- CSM must show any existing easements
- CSM must label adjacent lands west and south of the proposed lots as Unplatted Land
- CSM must show all existing setback lines and reference to the current zoning document made.

These items are minor and easily added.

RECOMMENDATION:

Staff recommends that the Plan Commission recommend the City Council approve this preliminary Certified Survey Map. Contingent on the Certified Survey Map including the missing information required in Article VI, Section 70.60.03 – CSM Requirements, of the City of Fort Atkinson Land Division Ordinance.

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): _____

JAMES & CATHERINE KIRCHBERG

Phone number: 920-397-6208 Email: _____

OWNER Name, company, and client (if applicable): SAME AS ABOVE

Phone number: _____ Email: _____

Postal address for proposed CSM: 711 SHERMAN AVE W

FORT ATKINSON, WI

53538

Parcel Identification Numbers Involved: _____

Brief description of proposed division or combination and purpose: _____

PORTION OF 121 JACKSON ST TO BE JOINED

WITH 711 SHERMAN AVE W

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: 9/21/22
Date: 9/21/22
Date: _____
Date: _____
Date: _____

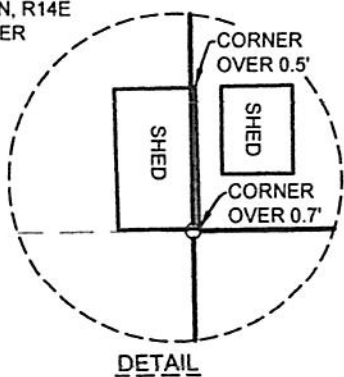
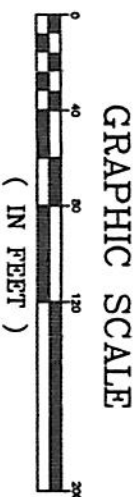
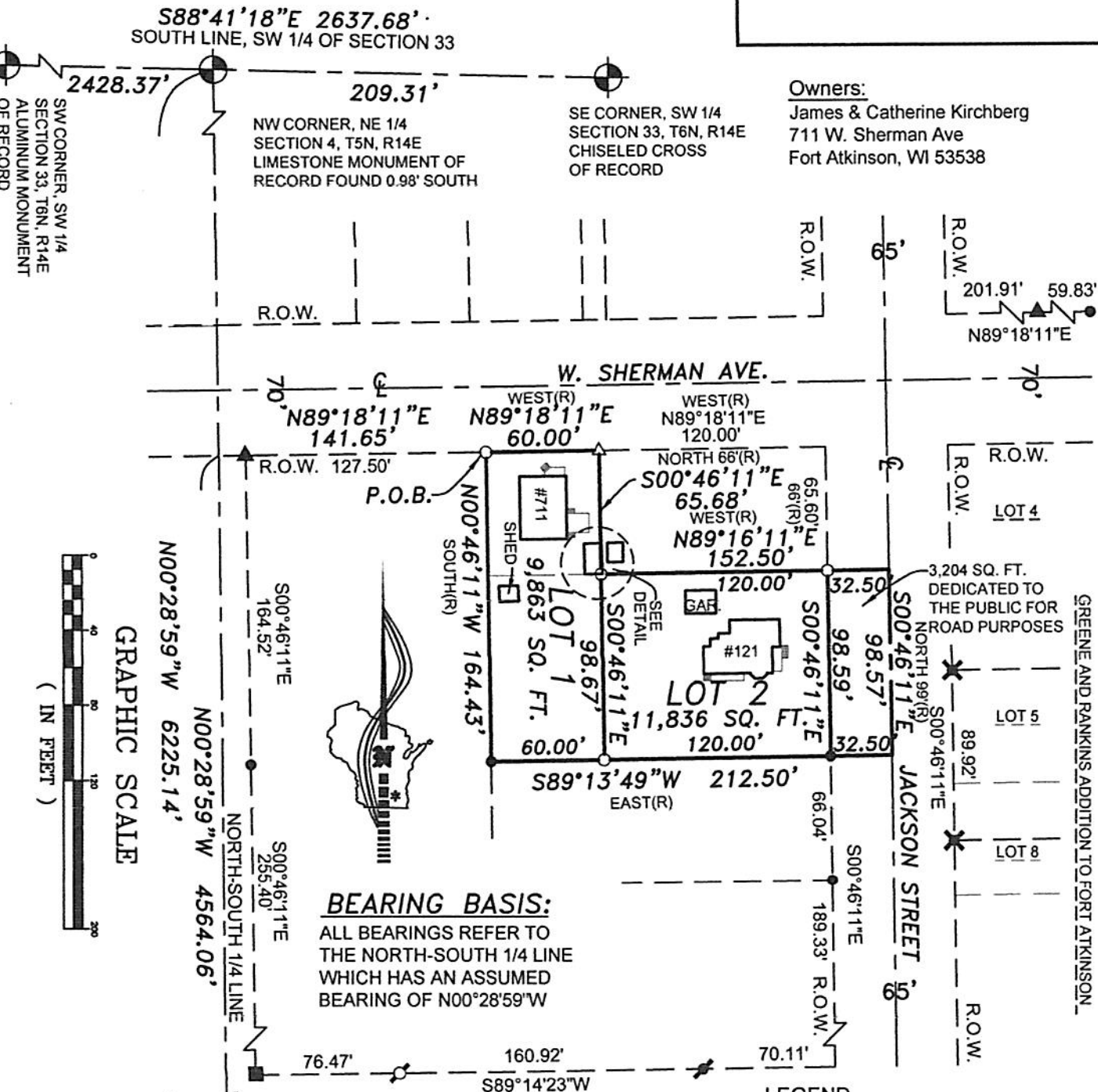
Dated this 21 day of SEPTEMBER 2022

Respectfully submitted,

Catherine Kuchling
(Signature of Applicant)

Catherine Kuchling

CERTIFIED SURVEY MAP No.
 BEING A PART OF GOVERNMENT LOT 2 OF SECTION 4, T5N, R14E,
 CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.



SOUTHWEST
 SURVEYING & ASSOCIATES, Inc.
 P.O. BOX K, PALMYRA, WI. 53156
 262-495-4910
 920-674-4884

JOB No.: K-222133
 DATE: September 16, 2022
 SHEET 1 OF 3

CERTIFIED SURVEY MAP No. _____

BEING A PART OF GOVERNMENT LOT 2 SECTION 4, T5N, R14E, CITY OF FORT ATKINSON,
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 Government Lot 2 of Section 4, T5N, R14E, City of Fort Atkinson, Jefferson County, Wisconsin, bounded and described as follows:

Commencing at the Spike with shiner that marks the Southwest corner of the SE 1/4 of said Section 4; Thence N00°28'59"W, along the North-South 1/4 line, a distance of 4564.06 feet, to the Southerly Right of Way (R.O.W.) line of W. Sherman Avenue; Thence N89°18'11"E, along said Southerly Right of Way Line, a distance of 141.65 feet, to the Northwest corner of lands described in Document No. 738622 and 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 continue N89°18'11"E, along said Southerly R.O.W. line, a distance of 60.00 feet to the Northeast corner of said Document No. 738622, and to a Set Mag Nail; Thence S00°46'11"E, along the East line of said Document No. 738622, a distance of 65.68 feet, to the Northerly line of lands described in Document No. 1455791 and to a Set 3/4" Rebar; Thence N89°16'11"E, along said Northerly line, a distance of 152.50 feet, to the Center Line of Jackson Street; Thence S00°46'11"E, along said Center Line, a distance of 98.57 feet, to the Southerly line of said Document No. 1455791; Thence S89°13'49"W, along said Southerly line, a distance of 212.50 feet, to a Found 3/4" I.D. Pipe that marks the Southwest corner; Thence N00°46'11"W, along the West line of said Document No. 738622 and 1455791, a distance of 164.43 feet, to the POINT OF BEGINNING, containing 24,903 square feet or 0.572 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 James and Catherine Kirchberg, 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 regulations of City of Fort Atkinson in surveying and mapping same.

Certified this 16th day of September, 2022



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



CERTIFIED SURVEY MAP No. _____

BEING A PART OF GOVERNMENT LOT 2 OF SECTION 4, T5N, R14E, CITY OF FORT ATKINSON,
JEFFERSON COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

As owners, we hereby certify that we caused the land described on this Certified Survey Map to be surveyed, divided, dedicated, mapped as represented upon such map. We also certify that this Certified Survey Map is required by Chapter 236.34, in surveying and mapping the same, and that this map is required to be submitted to the following for approval, City of Fort Atkinson.

WITNESS the hand and seal of said owners this 20th day of September, 2022.

Signed: James Kirchberg
James Kirchberg

Signed: Catherine Kirchberg
Catherine Kirchberg

STATE OF WISCONSIN) ^{SS}
Jefferson COUNTY)

Personally came before me this 20th day of September, 2022, the above named James Kirchberg & Catherine Kirchberg, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Seal) Beth A. Krahn
Notary public

Notary Public, Jefferson, Wisconsin

My commission expires: 02-05-2024

CITY OF FORT ATKINSON APPROVAL:

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

Dated this _____ day of _____, 2022

Michelle Ebbert, City Clerk.



Date: September 16, 2022



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

MEMORANDUM

DATE: November 1, 2022

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to an Extra-Territorial Certified Survey Map for the property located at N2755 Kunz Road

BACKGROUND

The property owner would like to break off a +/- 2.5-acre parcel from the current parcel that is Zoned A-1 Exclusive Agricultural. This is within the extra-territorial area of the City of Fort Atkinson. The Property is approximately located 1 mile West of State Hwy 26.

DISCUSSION

This Parcel is outside the City's Potential Long Range Urban Growth Area. The applicant would like to rezone an approximate 2.5-acre net A-3 Farm Consolidation lot with an existing house and outbuildings. This would separate it from the current 40-acre parcel that the home and outbuildings are currently attached to. Staff does not anticipate this land division will negatively impact the long-range growth of the City of Fort Atkinson.

FINANCIAL ANALYSIS

There is no financial impact to the City.

RECOMMENDATION

The Plan Commission recommended approval of the Extra-Territorial Certified Survey Map. Staff recommends the City Council approve this Extra-Territorial Certified Survey Map.

ATTACHMENTS

Plan Commission Memo; Certified Survey Map Application, CSM



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: October 25, 2022

FILE NUMBER: CSM-2022-10

PROPERTY ADDRESS: N2755 Kunz Road

EXISTING ZONING: A-1

PARCEL NUMBER: 022-0613-3614-000

PROPOSED ZONING: A-3

OWNER: William F Stroupe Trust

EXISTING LAND USE: Agricultural

APPLICANT: William Stroupe

REQUESTED USES: Agricultural/Rural Residential

REQUEST OVERVIEW:

The property owner would like to break off a +/- 2.5-acre parcel from the current parcel that is Zoned A-1 Exclusive Agricultural. This is within the extra-territorial area of the City of Fort Atkinson. The Property is approximately located 1 mile West of State Hwy 26.



COMPREHENSIVE LAND USE PLAN (2019):

The subject parcel lies outside the City of Fort Atkinson Comprehensive Land Use Plan. This split has no impact on the comprehensive plan.

NORTHWEST QUADRANT PLANNING AREA



PUBLIC NOTICE:

Public Notice is not required.

DISCUSSION:

This Parcel is outside The City's Potential Long Range Urban Growth Area. Mr. Stoupe would like to Rezone an approximate 2.5-acre net A-3 Farm Consolidation lot with an existing house and outbuildings. This would separate it from the current 40-acre parcel that the home and outbuildings

Certified Survey Map
October 25, 2022
CSM-2022-10

are currently attached to. Staff does not anticipate this land division will negatively impact the long-range growth of the City of Fort Atkinson.

RECOMMENDATION:

Staff recommends that the Plan Commission recommend the City Council approve this preliminary Certified Survey Map.

ATTACHMENTS:

Preliminary CSM Application
Preliminary CSM



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): William Stroupe c/o Mark Anderson
Anderson Land Surveying LLC

Phone number: 920-563-8162 Email: andersonlandsurvey@gmail.com

OWNER Name, company, and client (if applicable): William F. Stroupe Trust

Phone number: 920-563-4636 Email: _____

Postal address for proposed CSM: N2755 Kunz Road, Fort Atkinson, WI 53538

Parcel Identification Numbers Involved: 022-0613-3614-000

Brief description of proposed division or combination and purpose: _____
Create an approximately 2.5 acre net A-3 Farm Consolidation lot with existing house

and buildings. This Preliminary has been approved by the Town of Oakland and
Jefferson County.

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. A-1 to A-3 Jefferson County
 - ☒ 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: _____

Date: _____

Date: _____

Date: _____

Date: _____

Dated this 14 day of October, 20 22

Respectfully submitted,

Mark E. Gude Agent
(Signature of Applicant)

JEFFERSON COUNTY

PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A division of land located in the SE ¼ of the NE ¼ of Section 36, Town 6 N, Range 13 E, Town of Oakland,
Jefferson County, Wisconsin, on Parcel Number(s) 022-0613-3614-000

Date Submitted: May 25, 2022

Revised: _____

Owner: William F. Stroupe Trust

Address: W7462 County Road C

City, ST Zip: Fort Atkinson, WI 53538

Phone: 920-563-4636

Note to be placed on final CSM

Petition # _____ Zoning _____

Check for subsequent zoning changes with Jefferson
County Planning and Zoning Department.

Surveyor: Anderson Land Surveying LLC

Address: W6141 Star School Road

City, ST Zip: Fort Atkinson, WI 53538

Phone: 920-563-8162

In addition to the info required by Section 236.34 of State statutes, Sec. 15.04(f) of the Jefferson County Land division/Subdivision Ordinance requires that the following be shown:

- Existing buildings, watercourses, drainage ditches and other features pertinent to the proper division.
- Location of access to a public road, approved by the agency having jurisdiction over the road.
- All lands reserved for future public acquisition.
- Date of the map
- Graphic Scale



Rezoning



Allowed Division within an existing Zoning District



Survey of Existing Parcel

Intent and Description of Parcel to be Divided: Create an approximately 2.5 acre net A-3 Farm Consolidation lot with existing house and buildings.

SEE SHEET 2

NOTE: Areas and dimensions on this Preliminary are approximate only and in most cases will vary from the Final survey data.

Town Board Approval _____ Date _____

(Includes Access approval if applicable)

County Highway Approval _____ Date _____

(If applicable)

Extraterritorial Approval _____ Date _____

(If applicable)

County Surveyor Approval _____ Date _____

Zoning Office Approval _____ Date _____

Please submit four copies to Jefferson County Planning & Zoning, 311 S Center Ave. Room 201, Jefferson, WI 53549

22-03

Jefferson County Land Information

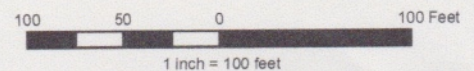
NE COR.
SEC. 36-6-13



- | | | |
|---------------------------|----------------------|-------------|
| Description | — Rail Right of Ways | Tax Parcels |
| Municipal Boundaries | — Road Right of Ways | |
| Parcel Lines | — Section Lines | |
| — Property Boundary | — Surface Water | |
| --- Old Lot/Meander Lines | — Map Hooks | |

E 1/4 COR.
SEC. 36-6-13

SHEET 2 OF 2



Jefferson County Geographic Information System

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.

Printed on: May 7, 2022

Author: Public User



MEMORANDUM

DATE: November 1, 2022

TO: Fort Atkinson City Council

FROM: Tom Williamson, Dept. of Public Works Superintendent

RE: Review and possible action relating to the replacement of a sewer televising camera for \$18,000 from Envirotech Equipment

BACKGROUND

The Department of Public Works performs the maintenance and care of the sanitary and storm sewer collection systems within the City of Fort Atkinson. Part of the maintenance for these two systems requires the Department to respond to emergencies and failures of the underground system components, such as pipes, manholes, curb inlets and catch basins.

The Department has employed the use of a mobile televising camera system to assist in the investigation, diagnosis and maintenance planning for the last 21 years. The existing camera system the Department has been utilizing has failed and is no longer supported by the manufacturer due to its age.

DISCUSSION

The department has been limping the existing camera system along for the past five years. The issue plaguing the existing system has been the tractor (small vehicle that the camera is mounted on). The manufacturer has assisted us by making repairs to the tractor over the last several years, however as the parts supply has dwindled and the ability to source spare parts has become impossible due to lack of production we are no longer able to have the tractor repaired. The camera portion of the system has also served us well also but has now failed internally and no longer functions.

The Department has researched the need and use of a camera system, new replacement costs, and used or demonstration equipment to save money. Over the last year, the City of Jefferson and the City of Whitewater have graciously assisted the City of Fort Atkinson by providing televising services during emergency sanitary callouts and sinkhole issues and storm sewer sinkhole issues as they arise. However, it has become apparent that the Department requires a camera that can be more readily available to rapidly respond to these situations.

Staff requested information from two WI based companies (Cues Inc. and Envirotech Equipment) for self-propelled camera suppliers. Over the last several months both providers have offered a variety of solutions to assist Fort Atkinson with this need. Cost of equipment like

this is always part of the deciding factor and as this system would be used in emergency call outs, pipe failure and structure sinkhole issues, and not as a complete system evaluation tool, staff inquired about systems that would serve these needs yet offer significantly lower investment by the City.

Cues Inc. proposed a, one to two-year old Cues C550 basic package, demonstration unit used to show perspective buyers a sewer camera capable of televising 6" to 8" pipes for \$33,721.60. Envirotech proposed a gently used, nine-year old Aries Pathfinder™ system with steerable base and adjustable camera elevation, municipal trade in unit capable of televising pipes 6" and above for \$18,000.00.

Staff proposes to replace the current failed camera system with the gently used Aries Pathfinder™ camera system traded by another municipality. The existing televising trailer will be repurposed for the system by City staff. Included with this investment price are a plethora of additional accessories: interchangeable propulsion tires in a variety of sizes to suite the different pipe sizes and materials, cabled remote controls for use in our current televising trailer, a light-weight extendable grapple hook for deploying and retrieving the camera unit, a tool kit, and a manhole pulley for better cable control. Initial training for staff will also be provided by Envirotech at no charge to the city.

FINANCIAL ANALYSIS

The Aries Pathfinder™ system, provided by Envirotech Equipment, would require an investment of \$18,000.00 including all of the above-described items. This is a savings of \$15,721.60 over the unit proposed by Cues and offers very comparable capabilities and serviceability. An Aries Pathfinder™ camera system, new, would require an investment of \$76,325.00. This system, as specified, will save the city \$58,325.00 on initial investment over new and should serve our needs for years to come.

As mentioned, this system will be used to benefit the Wastewater Utility and the Storm Water Utility through their collection systems (pipes in the ground). The camera will assist in identifying the location and extent of infrastructure failures or back-ups as well as the general condition of the system. Staff requested to fund this purchase through the 2023 Capital Improvements Project Budget; however, it was pushed to a future CIP due to other City needs and the limited amount of funds.

The 2022 CIP budget included \$18,000 for new maintenance software within the Wastewater Utility. Superintendent Paul Christensen and his staff have identified an appropriate cloud-based maintenance software system that does not include a capital purchase. The chosen software will include a reasonable subscription cost, which will be paid for through operating funds. As such, staff requests that the \$18,000 set aside for the software in the Wastewater Utility be re-allocated to purchase this sewer camera system for the same cost.

RECOMMENDATION

Staff recommends that the City Council authorize the purchase of the used Aries portable camera system from Envirotech Equipment in the amount of \$18,000.00 to be paid for using saved capital funds from the Wastewater Utility Fund.

ATTACHMENTS

Proposal documents provided by Cues Inc. and Envirotech Equipment



June 16, 2022

Tom Williamson
Superintendent
Department of Public Works
City of Fort ATKINSON
700 James Place
Fort Atkinson, WI 53538

Dear Tom,

We are pleased to submit pricing for our C550- Small Basic Package.

The 354 crawler and pan-tilt camera will go in a 6-8 pipe.

You will receive multiple wheel sets, a command module and a Power Drum w 1000ft (305m) cable with swivel.

You will be able to operate safely in your mains with the ability to take pictures of defects as you come upon them. You will be shown how to save the pictures to a jump drive for future viewing.

Finally, this is for the demo unit I showed you.

The specs are attached to the email for your review.

C-550 Small Basic Package

\$33,721.60.00

Terms:

FOB destination

Delivery: 90 to 120 days ARO

Payment 30 days after delivery

"This Quote and the goods and services quoted thereunder are subject to Cues, Inc. Standard Terms and Conditions of Sale found at: <https://cuesinc.com/pages/cues-terms-and-conditions-of-sale>. By accepting this Quote, Buyer agrees to be bound by these terms."

If you have any questions or need additional information feel free to contact me.

Regards,

Jon Ziegler

Regional Sales Assistant
Cues Inc
jziegler@cuesinc.com
407-750-1114

SBP (Small Basic Package)

6" to 8" Multiple Pipe Options

Power drum w/ 1000ft (305m) cable w/swivel

P354 Crawler

Command Module

Pan/Tilt Camera

3" Small PVC Grit Wheels with Adaptors

Medium Wheel set

3" Intermediate Wheel set

Down Hole set (Top / Bottom roller, rope, poles)

Downhole Hook and strap kit

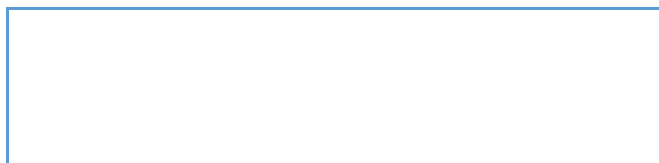
5m Link Cable

Localization Pack (*Software, grease, mains cable, USB interface cable, Accessory*

Bag)

C550 Cable Blanking Tow Eye

Pendant controller not included



This Quote and the goods and services quoted thereunder are subject to Cues, Inc. Standard Terms and Conditions of Sale found at: <https://cuesinc.com/pages/cues-terms-and-conditions-of-sale>. By accepting this Quote, Buyer agrees to be bound by these terms.



19750 Edgewood Dr
Lannon, WI 53046
T: 800-381-9134
F: 262-264-0725
E: support@envirotechequipment.net

Quote No. **22-0020046**

Date: 10/26/2022

Terms: Net 30

Delivery: UPS Ground

FOB:

Customer

City of Fort Atkinson
Attn: Kent Smith
101 North Main
Fort Atkinson, WI 53538

Item	Ordered	Description	Price	Total
Aries System-RS	1	Aries Portable Pathfinder System Includes PE3400 Pan Tilt Camera, TR3300 Tractor for 6"-24" Pipelines, System control unit with VL5000 Overlay and 9" Color Monitor, Portable Reel With 1,000' of Coaxial Cable. Note This is a Used Camera System Sold As is	18,000.00	18,000.00
IBAK Portable System	1	New Portable system to include Pan & Tilt Camera, Tractor for 6" and larger Pipeline and portable reel with 1000' of cable and controller with monitor	76,325.00	76,325.00

***Providing Customer Satisfaction
Through Trusted Partnerships***

Note: Any and all shipping and sales tax will be added to this invoice.

Sub-total	\$94,325.00
Tax ()	0.00
Total	\$94,325.00