



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, NOVEMBER 15, 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

+1 312 626 6799

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 November 1, 2022 regular City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to the **minutes of the November 1, 2022 Joint Review Board meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to **building, plumbing, and electrical permit report for October 2022** (Draeger, Building Inspector/Zoning Administrator)
- d. Review and possible action relating to the City Clerk-issued **License and Permit Report for October 2022** (Ebbert, Clerk/Treasurer/Finance Director)
- e. **City Sewer, Water, and Stormwater Utility Financial Statements** as of October 31, 2022 (Ebbert, Clerk/Treasurer/Finance Director)
- f. Review and possible action relating to **Special Event: Santa Cycle Rampage**, December 3, 12:30-2 p.m., starting at Madison College and ending at the Farmer's Market parking lot (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action relating to **Special Event: Holiday Market & Open House and Trolley & Carriage Rides**, December 3, 2022 9 a.m.-3 p.m. located inside three churches and the Fort Atkinson Club (Ebbert, Clerk/Treasurer/Finance Director)
- h. Review and possible action relating to **Special Event: Holiday Market Food Truck Court**, December 3, 2022, 2 p.m.-7 p.m. located in the Market Square Parking Lot and Merchants Ave. from Milwaukee Ave. to S. Third St. (Ebbert, Clerk/Treasurer/Finance Director)
- i. Review and possible action relating to **Special Event: Magic on Janesville Avenue**, December 9, 2022, 3-6:30 p.m. located on Janesville Avenue bike path in front of Jones Dairy Farm heading north toward Rotary Depot Pavilion (Ebbert, Clerk/Treasurer/Finance Director)
- j. Review and possible action to change the Council Appointment to the **Economic Development Commission from Mason Becker to Bruce Johnson** for the remainder of the 2022-2023 appointment year (Scherer, Council President)
- k. Review and possible action to change the Council Appointment to the **Library Board from Bruce Johnson to Mason Becker** for the remainder of the 2022-2023 appointment year (Scherer, Council President)

6. Petitions, Requests, and Communications:

- a. Presentation relating to the Concept Plans and Cost Estimates of a **new City of Fort Atkinson Public Works Operations Facility** (Williamson, Public Works Superintendent)
- b. **Quarterly Extra-Territorial CSM update** (Selle, City Engineer/Director of Public Works)

7. Resolutions and Ordinances:

- a. Review and possible action relating to a **Resolution Adopting the 2023 Annual Budget and Setting the Property Tax Levy for the City of Fort Atkinson, Jefferson County, Wisconsin** (LeMire, City Manager)

- b. Review and possible action relating to a **Resolution Confirming the Total Levy for Taxing Jurisdictions in the City of Fort Atkinson and Determining the Mill Rate** (LeMire, City Manager)
- c. Review and possible action relating to a **Resolution establishing the 2023 Schedule of Fees** for the City of Fort Atkinson, Jefferson County (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 Related to Wastewater Utility – **Phase II Improvements Project Change Order 8** and project update (Christensen, Wastewater Utility Superintendent)

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: November 10, 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.



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, NOVEMBER 1, 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 Attorney, City Engineer, City Clerk/Treasurer/Finance Director and Public Works Superintendent.

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)

Manager LeMire presented the powerpoint budget presentation.

President Scherer opened the Public Hearing at 7:29 pm.

Michael Theis, 200 Heritage Drive – he thanked the City Manager and the in-depth information provided in the presentation. He encouraged the Council to prioritize better cell phone reception on the south side of the City near Whitewater Avenue/Highland Avenue/Heritage Drive.

President Scherer closed the Public Hearing at 7:33 pm.

4. PUBLIC COMMENT - NONE

5. CONSENT AGENDA:

- 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) Review and possible action relating to the minutes of the October 20, 2022 Police and Fire Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b) Review and possible action relating to the minutes of the October 25, 2022 regular Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c) Review and possible action relating to Special Event: United Way Chili Cook Off, November 12, 2022 at Municipal Gym (Ebbert, Clerk/Treasurer/Finance Director)*
- d) 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)*

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

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)

Engineer Selle reviewed the recommendation from the Plan Commission. With the approved CSM, the parcels would be conforming.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the Certified Survey Map for the properties located at 121 Jackson Street and 711 Sherman Avenue with the inclusion of the information recommended by the Plan Commission and staff before final signatures on the CSM. Motion carried.

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)

Engineer Selle presented the extraterritorial map reviewed by the Plan Commission.

Cm. Becker moved, seconded by Cm. Hartwick to approve the Extraterritorial Certified Survey Map for the property located at W7462 County Road C. Motion carried.

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)

PW Superintendent Williamson reviewed 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.

Cm. Becker moved, seconded by Cm. Johnson to approve the purchase of a replacement sewer televising camera for the Department of Public Works for \$18,000 from Envirotech Equipment. 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 unanimously.

**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**

Cm. Hartwick moved, seconded by Cm. Becker to adjourn into 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. Motion carried unanimously.

14. ADJOURNMENT

Cm. Becker moved, seconded by Cm. Hartwick to adjourn. Meeting adjourned at 8:21 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

**NOTICE OF JOINT REVIEW BOARD MEETING
REGARDING THE PROPOSED PROJECT PLANS AND DISTRICT BOUNDARIES
FOR TAX INCREMENTAL DISTRICTS (TIDS) NO. 9 AND NO. 10
IN THE CITY OF FORT ATKINSON, WISCONSIN
IN PERSON AND VIA ZOOM
TUESDAY, NOVEMBER 1, 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 TO APPROVE THE MINUTES FROM THE SEPTEMBER 26, 2022 JOINT REVIEW BOARD MEETING

Wehmeier moved to approve the minutes of September 26, 2022 Joint Review Board meeting. Motion seconded by Day and carried.

4. REVIEW AND DISCUSSION OF PROPOSED PROJECT PLANS AND BOUNDARIES FOR TIDS NO. 9 AND NO. 10

Manager LeMire discussed the actions taken including a Tax Increment Financing 101 workshop with the Council on September 6th. Staff also presented the proposed TID #9 and #10 boundaries and project plans to the Council at that workshop. All required notices were mailed to property owners on September 6th, and public notices were published and posted in accordance with state statutes. The Joint Review Board met on September 26th for their annual review of the City's existing TIDs. Staff also presented the Project Plans and boundaries for TIDs #9 and #10 at this meeting. The Plan Commission met on September 27th and held a public hearing about the creation of the TIDs and the project plans. One property owner in TID #10 requested that the property he owns be removed from the TID boundary; however, staff indicated that the parcel was needed for contiguity to other parcels to the north. The Plan Commission took formal action through the attached Resolutions to recommend that the City Council approve the Project Plans and Boundaries for TIDs #9 and #10. The City Council did so through the attached Resolutions at the meeting on October 18, 2022.

5. **REVIEW AND POSSIBLE ACTION RELATING TO THE JOINT REVIEW BOARD RESOLUTION
CREATING TID NO. 9 IN THE CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN**

Day moved to approve the Joint Review Board Resolution creating TID No. 9 in the City of Fort Atkinson, Jefferson County Wisconsin. Wehmeier seconded the motion and carried unanimously.

6. **REVIEW AND POSSIBLE ACTION RELATING TO THE JOINT REVIEW BOARD RESOLUTION
CREATING TID NO. 10 IN THE CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN**

Demerath moved to approve the Joint Review Board Resolution creating TID No. 10 in the City of Fort Atkinson, Jefferson County Wisconsin. Day seconded the motion and carried unanimously.

7. **ADJOURNMENT**

Wehmeier moved, seconded by Lemire to adjourn. Meeting adjourned at 3:14 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



Permit Report

10/01/2022 - 10/31/2022

Permit Date	Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
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Group: Add/Alter Commercial

10/24/2022	22516	1272 Farmco Ln.	Daryl Spoerl	Add/Alter Commercial	Bathroom	5,000	\$39.60
10/24/2022	22513	1206 Janesville Ave	Tim Brunk	Add/Alter Commercial	Remodel Commercial former Subway	15,000	\$184.40
10/24/2022	22511	1218 Talcott St	SHANE & KELLY VAUGHN	Add/Alter Commercial	Temp support Structure Prior to repairs	99,168	\$280.00
10/14/2022	22501	611 Sherman Ave E	Fort Healthcare	Add/Alter Commercial	Replace 2 Elevators	616,000	\$355.00
10/14/2022	22418	104 E Blackhawk Dr	Green Bay Packaging	Add/Alter Commercial	Addition	2,400,000	\$2,371.40
							\$3,230.40

Group Total: 5

Group: Certificate of Occupancy

10/25/2022	22522	700 Oak St	DB Oaks	Certificate of Occupancy		0	\$175.00
							\$175.00

Group Total: 1

Group: Commercial/ Industrial

10/31/2022	22532	715 Zaffke	US Cellular	Commercial/ Industrial	New Communication Tower	150,000	\$731.40
							\$731.40

Group Total: 1

Group: Deck

10/28/2022	22531	109 Monroe St	Edward Pierce	Deck	New ramp and repairs and resurface of existing deck	5,000	\$45.00
							\$45.00

Group Total: 1

Group: Electrical

10/31/2022	22533	715 Zaffke	US Cellular	Electrical	New Communication Tower	0	\$315.00
10/28/2022	22529	1333 Commonwealth Dr	Sharon Hass	Electrical	Solar Array	0	\$180.00
10/27/2022	22526	70 N Main St	Premier Bank	Electrical	Two exterior outlets	0	\$31.50
10/27/2022	22524	109 Monroe St	Edward Pierce	Electrical	100Amp to garage 3 outlets	0	\$38.25
10/25/2022	22521	1400 Janesville Ave	LN Real Estate LLC	Electrical	New Storage Building Wiring	0	\$92.75
10/24/2022	22519	1272 Farmco Ln.	Daryl Spoerl	Electrical	Bathroom	0	\$37.25
10/24/2022	22518	1117 W Blackhawk Dr	Lance Shanahan	Electrical	ceiling fans	0	\$33.00
10/24/2022	22514	208 Jefferson St.	Bare Properties	Electrical	renovation	0	\$48.50
10/18/2022	22506	104 E Blackhawk Dr	Green Bay Packaging	Electrical	Addition	0	\$309.50
10/17/2022	22505	1220 Janesville Ave	Tim Brunk	Electrical	Remodel Commercial	0	\$61.00
10/17/2022	22504	1422 Greene St	Kathy Woodard	Electrical	Solar Array	0	\$220.00
10/14/2022	22499	517 Shah Ave	Therese Fitzpatrick	Electrical	Solar Array	0	\$190.00
10/12/2022	22495	16 Wilson Ave	Dennis Punzel	Electrical	circuit for furnace	0	\$35.00
10/7/2022	22489	326 Jones Ave	Jess Clayton	Electrical	Solar Array	0	\$230.00
							\$1,821.75

Group Total: 14

Group: Fence

10/28/2022	22527	21 Sunset Ave	Sheri Bronstad	Fence	Chain link in back yard	7,807	\$55.00
10/24/2022	22520	626 Maple St	Donna Gates	Fence	chainlink in backyard	5,331	\$55.00
10/24/2022	22515	500 Frederick	Bard Wilcox	Fence	Retaining wall and steps	9,500	\$55.00
							\$165.00

Group Total: 3

Group: HVAC

10/20/2022	22510	506 Commander Ct	Krystal Smuda	HVAC	Basement finish	0	\$90.00
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10/12/2022	22496	16 Wilson Ave	Dennis Punzel	HVAC	Replace Furnace	0	\$65.00
10/12/2022	22493	623 Adams St	Lorna Disrud	HVAC	Replace Furnace & AC	0	\$100.00
							\$255.00

Group Total: 3

Group: Plumbing

10/24/2022	22512	1220 Janesville Ave	Tim Brunk	Plumbing	Remodel Commercial	0	\$48.00
10/18/2022	22508	506 Commander Ct	Krystal Smuda	Plumbing	Basement finsh	0	\$54.00
10/18/2022	22507	104 E Blackhawk Dr	Green Bay Packaging	Plumbing	Addition	0	\$114.00
10/10/2022	22491	21 Sunset Ave	Richard Weiss	Plumbing	Meter horn connections	0	\$30.00
10/6/2022	22488	21 Sunset Ave	Richard Weiss	Plumbing		0	\$180.00
10/4/2022	22487	803 Highland	Enbridge Energy	Plumbing	Commercial Bathroom Alteration	0	\$48.00
							\$474.00

Group Total: 6

Group: Right of Way Opening Permit

10/28/2022	22528	1272 Farmco Ln	Daryl Spoerl	Right of Way Opening Permit	driveway approach x 2	0	\$50.00
10/27/2022	22525	1701 MONTCLAIR PL	Roxolid Creations	Right of Way Opening Permit	Driveway Approach	0	\$50.00
10/26/2022	22523	1010 Larsen Road	Nate Pfeifer llc	Right of Way Opening Permit	boring new fiber service to Rock River Lanes	0	\$50.00
10/24/2022	22517	744 JONES AVE		Right of Way Opening Permit	ELECTRIC OR GAS?	0	\$50.00
10/17/2022	22502	1113 CHARLES ST		Right of Way Opening Permit	PUTTING IN NEW CURB AND APRON	0	\$50.00
10/14/2022	22498	801 Rockwell	Jones Dairy Farm	Right of Way Opening Permit	sidewalk	0	\$50.00
10/12/2022	22494	524 Whitewater Ave		Right of Way Opening Permit	Directional boring new fiber service to Luke Walsh CPA	0	\$50.00
							\$350.00

Group Total: 7

Group: Shed

10/3/2022	22485	1407 Montclair PI	Gregory Carroll	Shed	9.3x16	5,000	\$52.30
							\$52.30

Group Total: 1**Group: Sign**

10/11/2022	21918	511 Madison Ave.	Reingirls LLC	Sign	Sign to replace original	1,000	\$55.00
							\$55.00

Group Total: 1**Group: Single Family Alteration/Addition**

10/28/2022	22530	1333 Commonwealth Dr	Sharon Hass	Single Family Alteration/Addition	Solar Array	7,272	\$30.00
10/17/2022	22503	1422 Greene St	Kathy Woodard	Single Family Alteration/Addition	Solar Array	10,128	\$30.00
10/14/2022	22500	517 Shah Ave	Therese Fitzpatrick	Single Family Alteration/Addition	Solar Array	8,598	\$30.00
10/13/2022	22497	506 Commander Ct	Krystal Smuda	Single Family Alteration/Addition	Basement Remodel	75,000	\$304.75
10/12/2022	22492	704 Frederick Ave	Alan Goldberg	Single Family Alteration/Addition	Kitchen Remodel	15,000	\$59.40
10/7/2022	22490	326 Jones Ave	Jess Clayton	Single Family Alteration/Addition	Solar Array	16,000	\$30.00
10/4/2022	22486	1005 Monroe St	Beth Nelson	Single Family Alteration/Addition	Egress window	6,072	\$33.00
							\$517.15

Group Total: 7

							\$7,872.00
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Total Records: 50**11/4/2022**


Jedidiah Draeger
Building Inspector/Zoning Administrator



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

MEMORANDUM

DATE: November 15th, 2022

TO: Fort Atkinson City Council

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

RE: Monthly Report of Licenses and Permits Issued by the City Clerk

The following is a list of the Licenses and Permits issued by the City Clerk for the period of October 19th, 2022 through November 15th, 2022 per the City of Fort Atkinson Municipal Code of Ordinances. No action is necessary by City Council, as these licenses and permits have already been issued. This report is for informational purposes only.

BEEKEEPING

None

OPERATOR

Licensing Period – July 1, 2022 – June 30, 2024

Applicant	Place of Employment	Recommended Approval by Fort Atkinson Police Department
Bhikhabhai Patel	FA GAS	X
Heather Hake	Pick N Save	X
Haley Jo Kessler	Open	X
Sommer Versailles	Stop N Go #1502	X
Sarah Phalin	Bridge Event Venue	X

MOBILE MERCHANT

David Rabl	Rabl's Trees	X
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DOOR-TO-DOOR RESIDENTIAL / DIRECT SELLER

None



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

MEMORANDUM

DATE: November 15, 2022

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event Fort Atkinson Chamber of Commerce Santa Cycle Rampage

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: Santa Cycle Rampage (Family friendly bicycle ride)

Date: Saturday, December 3, 2022

Location: Route starts at the MATC parking lot; see attached route

Contact Person: Holly Tierney, tourism@fortchamber.com

Hours of Event: 12:30 pm – 2:00 pm

Estimated Number of Attendees: 50-200

Event information was discussed with leadership prior to application submission.

Event coordinator is responsible for providing port-a-potties as the Farmer's Market bathrooms are closed.

Police department will provide escort at the start of the ride.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Special Event for the Fort Atkinson Chamber of Commerce Santa Cycle Rampage on December 3rd, 2022

ATTACHMENTS

Special Event Application, Information Letter, Event Route, and Signage examples.



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: <u>Fort Atkinson Area Chamber of Commerce</u>	
Contact Person for Event: <u>Holly Tierney</u>	
Phone Number: <u>920-563-3210</u>	Email: <u>tourism@fortchamber.com</u>
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: <u>Santa Cycle Rampage (family friendly bicycle ride)</u>	
Event Date: <u>Saturday, Dec. 3, 2022</u>	
Event Location: <u>throughout Fort Atkinson, starting at High School</u>	
Estimated Number of Attendees: <u>50-200 (?)</u>	Hours of Event: <u>Approx. 12:30 pm - 2 pm</u>
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: <u>gather at 12:30, take off around 1:00</u>
<input checked="" type="checkbox"/> I will be closing a street(s) <u>possibly</u>	Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771. <u>Arrive at farmer's market area around 1:30</u>
<input type="checkbox"/> I will be selling beer and/or wine*	Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760 <u>1:45</u>
*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.	<u>would like to use bathrooms by farmers market if possible. If not, will rent portapotties</u>
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: <u>[Signature]</u>	

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:



**FORT ATKINSON AREA
CHAMBER OF COMMERCE**

Holly Tierney
Tourism & Marketing Manager
244 N. Main Street
Fort Atkinson, WI 53538
P | (920) 563-3210

Ms. Houseman-LeMire
City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538

November 3, 2022

Dear Ms. Houseman-LeMire:

This is our formal request to be included on the agenda for the City Council meeting on November 15. The Fort Atkinson Area Chamber of Commerce Santa Cycle Rampage family friendly bike ride is scheduled for Saturday, December 3 at 1:00 pm.

Riders will assemble at the MATC parking lot around 12:30 and be met by a team of volunteers (12 minimum) who can answer their questions. Participants will sign a safety waiver (example at the end of this document) and head out on the marked route (see examples of signage at the end of this document) with ride-along guides around 1:00 pm. Matt Young, Operations Manager at MATC, confirms MATC will be open from 12:30 to 1:00 so people may use their restrooms.

The ride will start with a police escort, either by car and going along the route until it turns into the bike path, then rejoining the riders as they exit the bike path, or by an officer on a bike, who will keep at the head of the pack the entire time.

Riders may "hop on" or "hop off" if the route is too long for them to complete.

The route has been designed to be safe while offering maximum exposure to riders, so they get the fun of checking out our city and being seen in costumes. It will take riders throughout Fort Atkinson, down the decorated portion of the bike path that has holiday displays, and end at the Farmer's Market area where riders will get coupons for specials at local restaurants, stickers, and swag.

Shauna (Chamber Director) is communicating with Eric (Library Director) about the food cart festival being planned for 2:00-7:00 on Dec. 3 in the Farmer's Market/Library area. There is the potential the library may stay open late. We also plan to have three port-a-potties at the Farmer's Market parking lot. A plan of where the picnic tables, garbage cans, and port-a-potties will go is being submitted by Shauna. We will also have a bike corral and swag table at the Farmer's Market area for returning riders. Exact spots of those to be determined and set up by volunteers.

Shauna is also submitting a plan showing what streets will be closed and where barricades will go, and appropriate requests to the Department of Public Works.

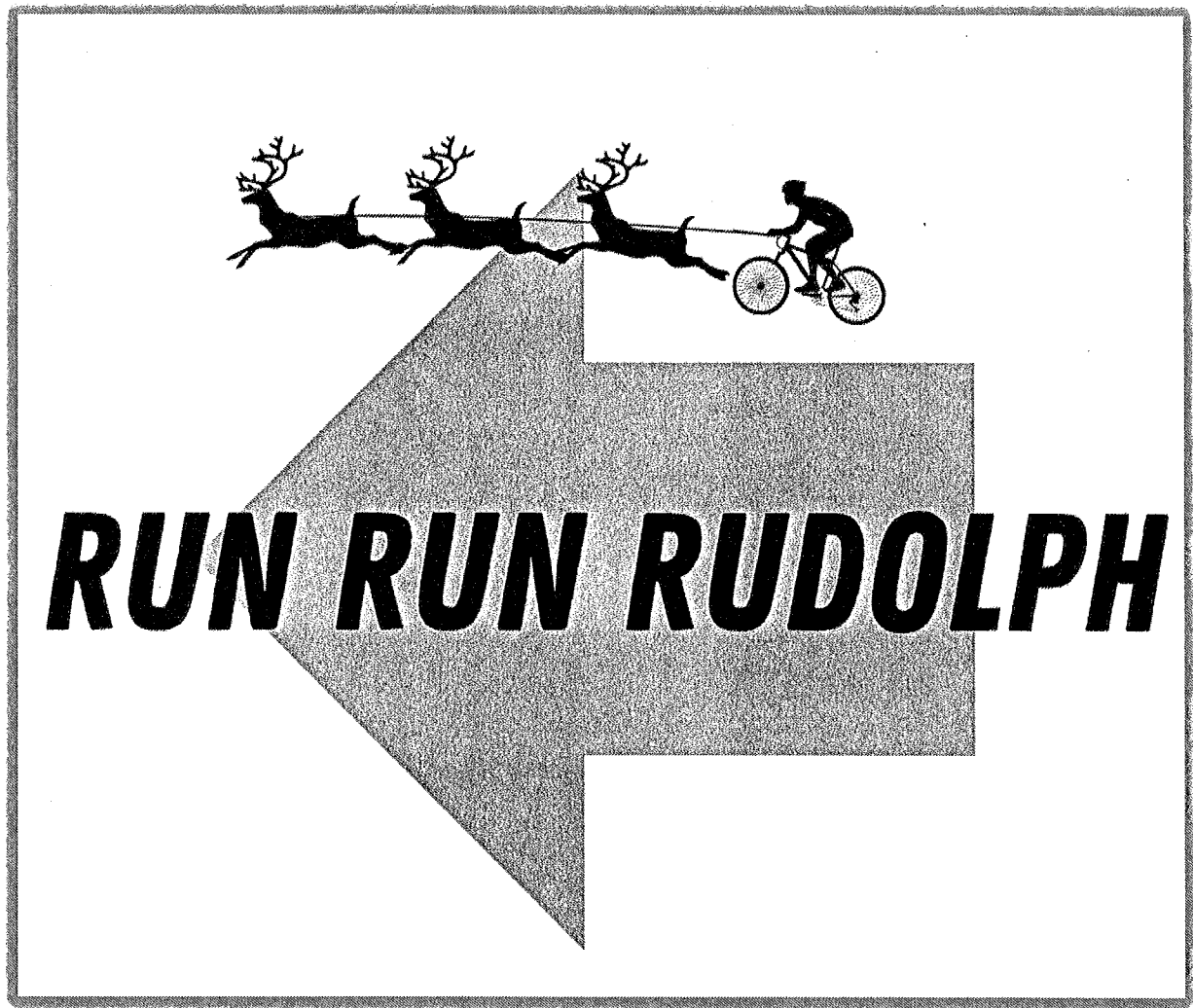
Riders will be responsible for finding their own way back to MATC after the ride is over, on their own schedule.

any, refund or other accommodation will be made in the event of cancellation of an event. I AGREE I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS WAIVER & RELEASE BY READING IT AND AGREE TO ITS TERMS. Addendum to waiver and release for minor participants. Parent or legal guardian must sign for, accompany, and be responsible for all persons under the age of 18; minors ages 16-17 may be unaccompanied with this signed consent form AND 24-hour advance permission of the ride leader or other authorized Wisconsin Bike Fed official. I authorize emergency medical treatment for the minor registering and I accept full responsibility for all medical expenses incurred as a result of the minor's participation in any Event. I hereby RELEASE from any liability, and agree to HOLD HARMLESS and INDEMNIFY Wisconsin Bike Fed, their officers, agents, successors and assigns, the sponsors, the ride leader(s) (if any), or other volunteers from any claims brought by me, another parent, grandparent, relative, or legal guardian for liability, including injury, loss or damage caused by the negligence, unintentional acts, and acts of omission of any party, and any loss or expense, which may arise from the minor's participation in any Event. I hereby further agree to INDEMNIFY Wisconsin Bike Fed, their officers, agents, successors and assigns, the sponsors, the ride leader(s) (if any), and other volunteers from any future claim of liability by the minor named below. I further state that I am of lawful age, a parent or legal guardian of the minor authorized to sign this waiver & release and this Addendum and legally competent to sign this waiver & release and Addendum. I understand that the terms of this document are contractual and not a mere recital, and I have signed this document as my own free act. I AGREE I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS WAIVER & RELEASE AND ADDENDUM BY READING IT AND AGREE TO ITS TERMS . NAME

DATE _____

EMAIL _____

Examples of route marker signs:



Pin

Share

More

anta Rampage V5

2 Rivers Bicycle Fort

PRIVATE

5.7 mi

+ 133 ft

↗ 3.0 %

00:00

⬆

- 166 ft

↘ -3.7 %

Send to Device

anta Rampage V5, Fort Atkinson WI 2022

Fort Atkinson, Jefferson Private (1 view)
County

Created Nov 1, 2022 Updated Nov 1, 2022

ke What You See?

gn up for a free Ride with GPS account to save
s ride and send to your device.

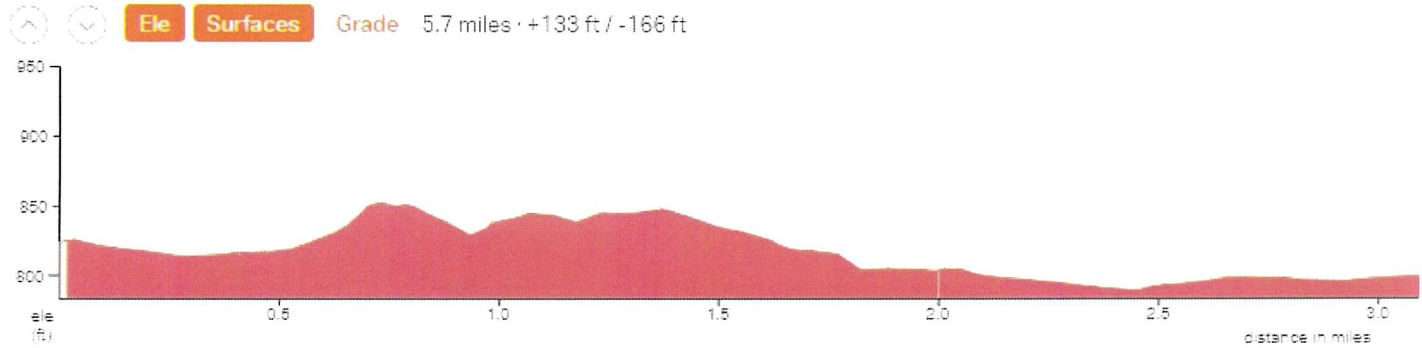
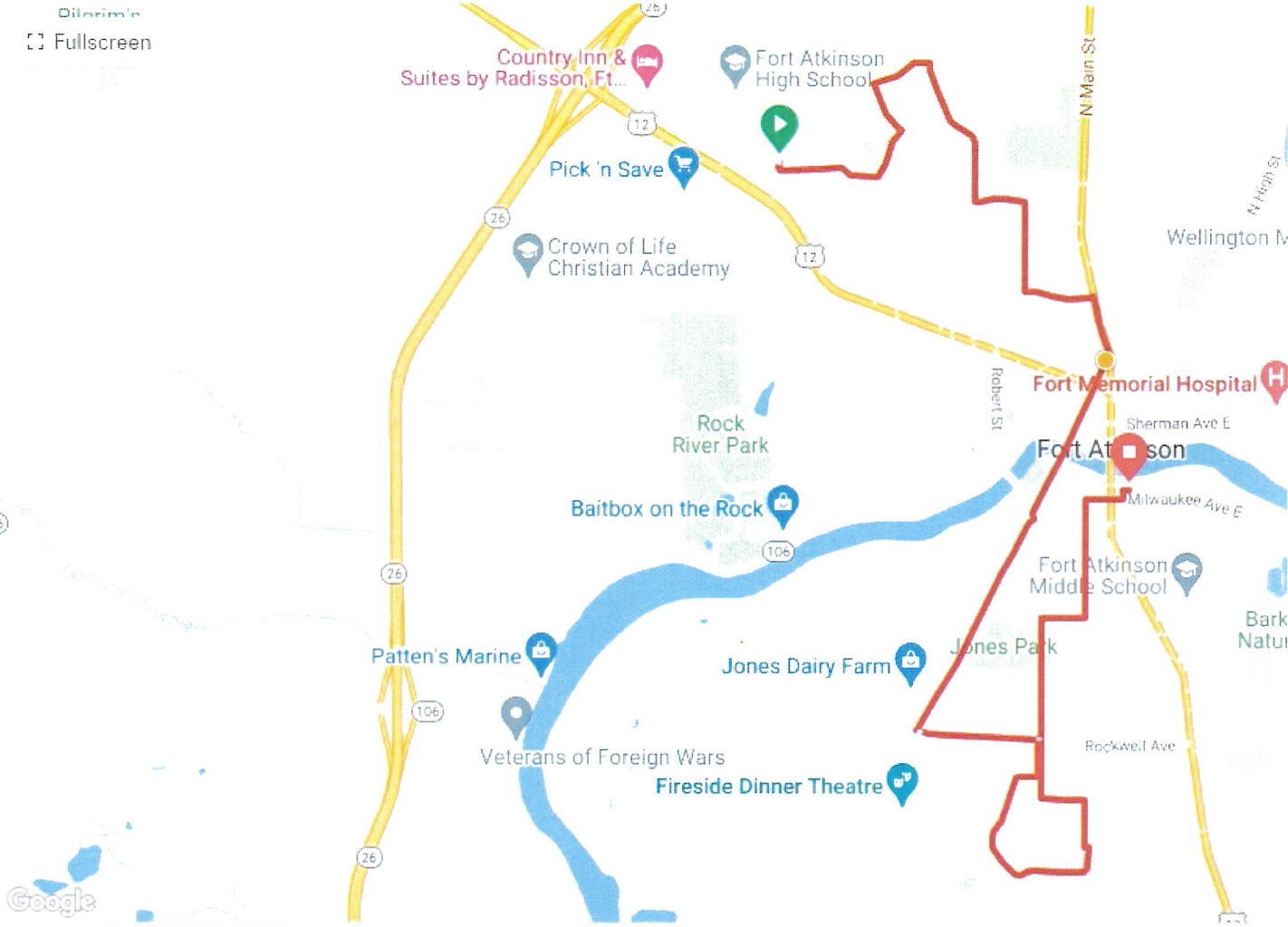
Sign up

urfaces

Paved

5.6 mi

99%



JOIN
TODAYWISCONSIN
BIKE FEDADVOCACY PROGRAMS NEWS **EVENTS**

RIDE WISCONSIN

SUPPORT US



Santa Cycle Rampage

Dust off your jingle bells and iron your elf suit! Join us for the world's largest holiday-themed-costume group bicycle ride for charity with all proceeds benefiting the Bike Fed and our work to build a better, more bicycle-friendly Wisconsin.

Costumes are encouraged! This family-friendly event kicks off at the Bike Fed headquarters with the ride taking off at 9:30am. The approximately 12-mile route loops through the city and returns to the start at around 11:30am. It's a continuous "slow roll" style and riders are free to hop on or off the ride at anytime.

Ride start: NEW THIS YEAR! Two ride start options are available. They both end at the Bike Fed office, 187 E BECHER ST.

1. Join the start and do a full loop ride from the Bike Fed office and back. ~12 miles

[Privacy](#) - [Terms](#)



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

MEMORANDUM

DATE: November 15, 2022

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event: Fort Atkinson Chamber of Commerce Holiday Market & Open House

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: Holiday Market & Open House – Trolley & Carriage Rides

Date: Saturday, December 3rd, 2022 9:00 am – 3:00 pm (market); 9:00 am – 12:00 pm (trolley & carriage rides)

Location: Holiday Market & Open House – Trolley & Carriage Rides

Contact Person: Shauna Wessely, director@fortchamber.com

Hours of Event: 9:00am - 3:00pm

Estimated Number of Attendees: 100

Event information was routed to Departments without any concerns 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 Special Event for the Fort Atkinson Chamber of Commerce Holiday Market & Open House – Trolley & Carriage Rides on December 3rd, 2022

ATTACHMENTS

Special Event Application, Information Letter, Trolley Route, Carriage Route, and Insurance.



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: Fort Atkinson Area Chamber of Commerce

Contact Person for Event: Shauna Wessely

Phone Number: 920-563-3210

Email: director@fortchamber.com

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

Special Event Details

Event Name: Holiday Market + Open House - Trolley + Carriage Rides

Event Date: Dec. 3, 2022

Event Location: (Markets are inside 3 churches + Fort Atkinson Club). Trolley + Carriage will give rides.

Estimated Number of Attendees: 100

Hours of Event: 9AM-3PM 3 9AM-noon

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:

Shauna Wessely

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:

Holiday Market & Open House Event Description and Requests

The Fort Atkinson Area Chamber of Commerce is hosting our annual Holiday Market and Open House on Sat, Dec 3rd, 2022. Traditionally, we invite vendors from the area to sell their holiday wares at venues in Fort Atkinson to drive traffic to our city and local businesses.

This year, the plan is to house vendors in 4 venues: Luther Elementary School, First Congregational Church, First United Methodist Church, and St. Peter's Episcopal Church. In conjunction with this event, we typically have local businesses offering holiday sales and deals, there is a traveling Red Box (where folks can enter to win a raffle basket from the Chamber), and local merchants can decide to participate in the "Merchants Making a Difference" campaign in which some of their proceeds from the day go to support a local cause or charity.

To provide a transportation option from site to site, there is usually a trolley available. This year, the trolley will be provided by Klement Towing & Recovery. It will run from 9AM-3PM. The route runs from St Peter's Episcopal Church on S Water St E to Grant St to Park St to Grove St where it turns around in the Luther parking lot and then heads back by the same route. (This route avoids the carriage ride route as much as possible and keeps the trolley from impeding traffic on Main St.)

To provide further entertainment that day, as this is considered one of the largest tourism draws of the year for Fort Atkinson, we are also offering carriage rides from 9AM until noon. The carriage route is from Merchants Ave to S 4th St E to Bluff St and then to S 3rd St E. The carriage is driven by Kyle Dudek of Helenville and is owned by Tim and Joan Smebak. To allow for the carriage driver to unload and load his carriage and horses safely, we are requesting that the parking lot across from the post office be closed from 8AM-8PM on Dec 3rd. (The duration also accounts for the Food Truck Festival.) We are asking for the Parks & Rec Dept to drop off 6 more barricades by the public restrooms that are on the premises on Fri, Dec 2nd. (We already have 5 barricades there from the Summer Market.) Event staff will put warnings up on Dec 2nd so people are aware the lot will be closed from 8AM-8PM on Dec 3rd. Barricades will be placed according to the map attached. (One at the entrance to the parking lot on the south side and two on the Water St side near Brock's restaurant.)

Both Klement Towing & Recovery and the carriage company have insurance. Smebaks have insurance on the carriage (see attachment). Klement Towing and Recovery is sending me the proof of insurance.



ALLECRE-01

KCUADRA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/3/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Robertson Ryan - Milwaukee 330 East Kilbourn Avenue, Suite 850 Milwaukee, WI 53202	CONTACT NAME: Kassandra Pestano	
	PHONE (A/C, No, Ext): (414) 221-0325 325	FAX (A/C, No): (414) 271-0196
	E-MAIL ADDRESS: kpestano@robertsonryan.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : NATIONAL SPECIALTY INSURANCE COMPANY	
INSURED Allen Creek Enterprises LLC DBA Allen Creek Rentals N1547 Hwy 26 Fort Atkinson, WI 53538	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: <input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> Y <input type="checkbox"/> N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			A144695	6/10/2022	6/10/2023	EACH OCCURRENCE \$ 1,000,000
		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000					
		MED EXP (Any one person) \$ 0					
		PERSONAL & ADV INJURY \$ 1,000,000					
		GENERAL AGGREGATE \$ 2,000,000					
		PRODUCTS - COMP/OP AGG \$ 2,000,000					
		COMBINED SINGLE LIMIT (Ea accident) \$					
		BODILY INJURY (Per person) \$					
		BODILY INJURY (Per accident) \$					
PROPERTY DAMAGE (Per accident) \$							
							EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Fort Atkinson Area Chamber of Commerce
244 N Main St
Fort Atkinson, WI 53538

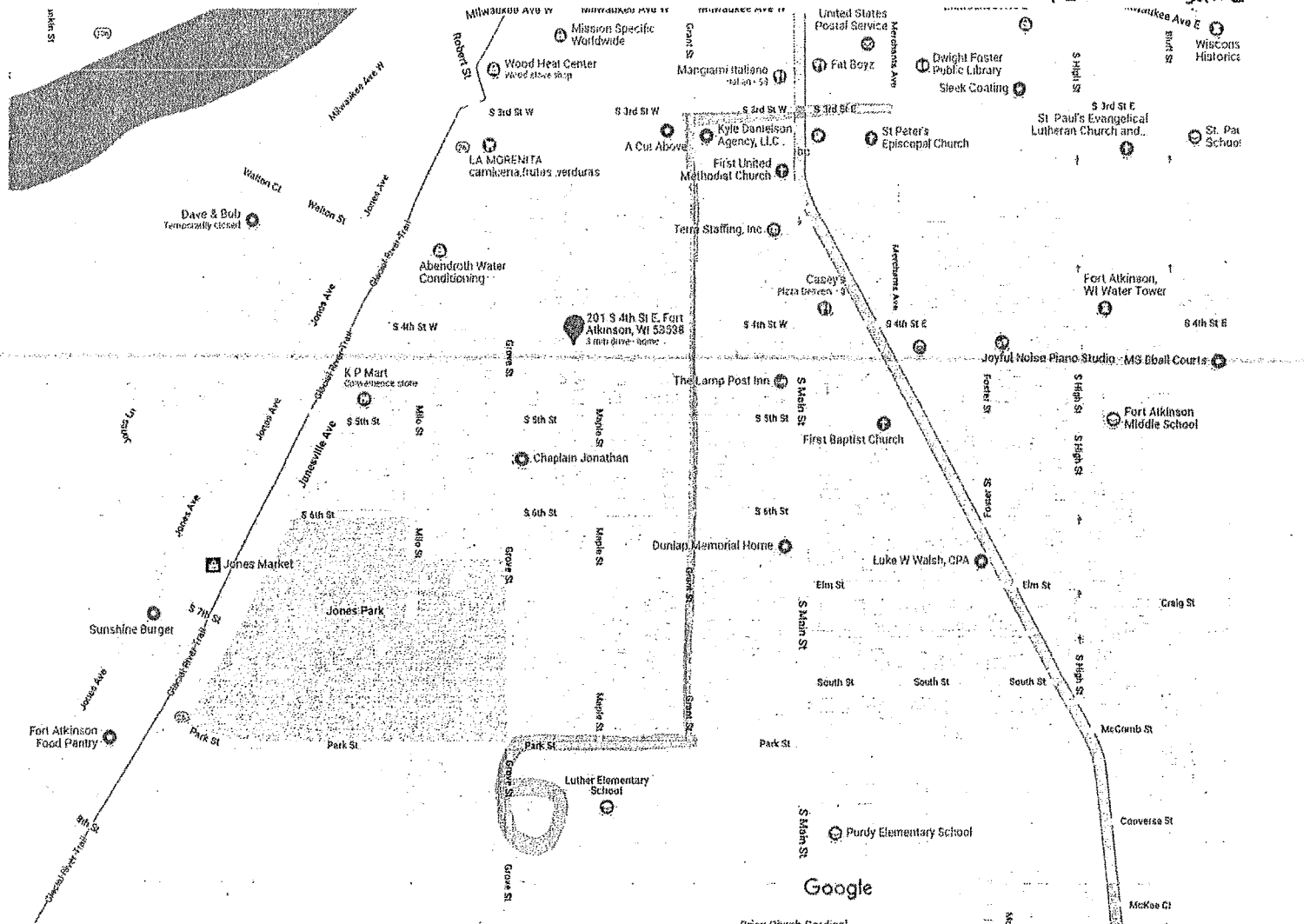
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Hugh E. Morgan

Google Maps 201 S 4th St E

Trolley Route → S 3rd St E to Grant St to
Park St to Grove St; turn
around in Luther Park Lot and
return on same route



201 S 4th St E



Directions



Save



Nearby



Send to
phone



Share



201 S 4th St E, Fort Atkinson, WI 53538

W5F5+FX Fort Atkinson, Wisconsin

Photos



SMEBTIM-01

TGRINWALD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/3/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Richards Insurance of Watertown, LLC PO Box 507 119 North Third Street Watertown, WI 53094	CONTACT NAME:	
	PHONE (A/C, No, Ext): (920) 261-3402	FAX (A/C, No):
INSURED Tim and Joan Smebak W1373 County Road CW Watertown, WI 53094	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : NSI	
	INSURER B :	
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		A948248	6/24/2022	6/24/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB' <input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

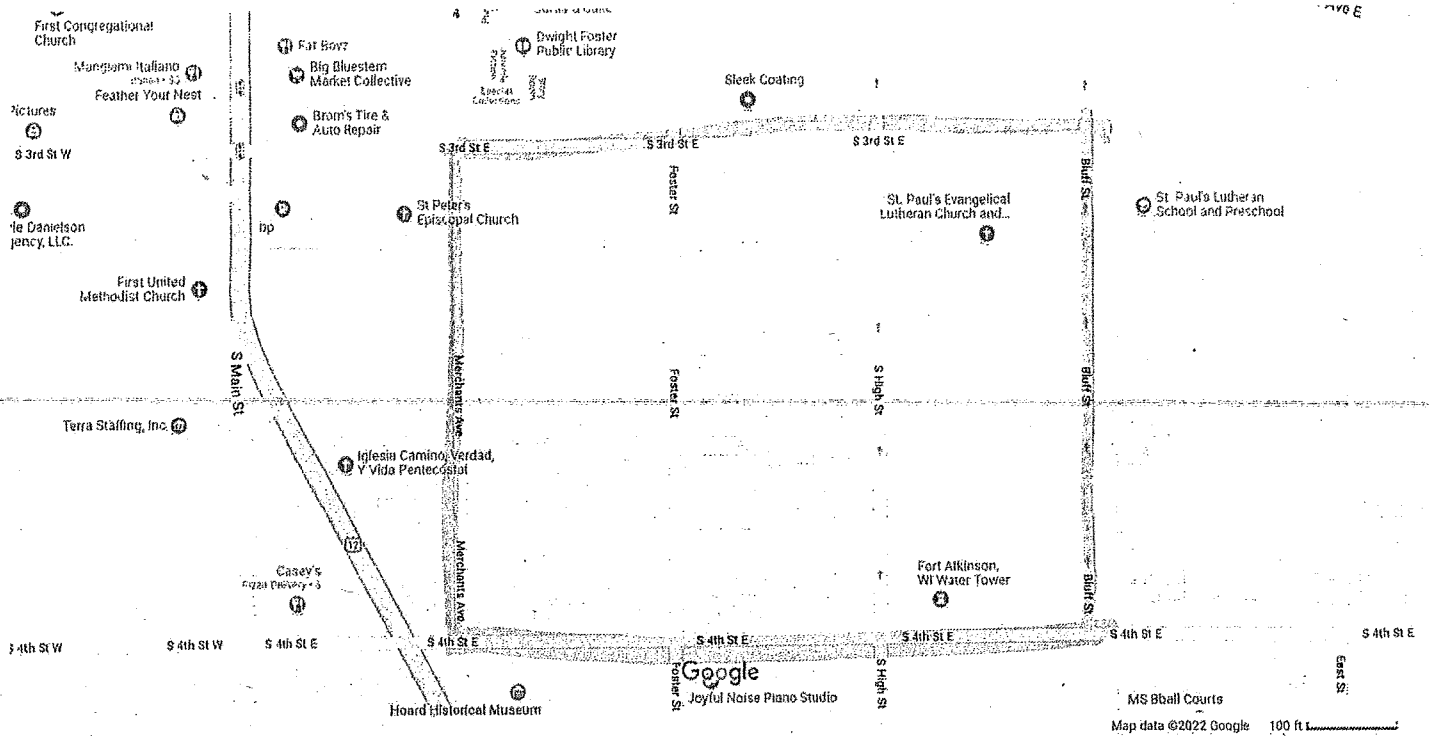
CANCELLATION

City of Fort Atkinson

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Google Maps





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

MEMORANDUM

DATE: November 15th, 2022

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event: Fort Atkinson Chamber of Commerce Holiday Market Food Truck Court

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: Holiday Market Food Truck Court

Date: Saturday, December 3rd, 2022 2:00 pm – 7:00 pm

Location: Market Square Parking Lot & Merchants Ave from Milwaukee Ave to S. 3rd St

Contact Person: Shauna Wessely, director@fortchamber.com

Hours of Event: Setup 8:00am, Event 9:00am - 3:00pm, Parking lot closed till 8:00pm

Estimated Number of Attendees: 5-10 vendors (10 max), 100 attendees

Event information was routed to Departments with the following submitted comments:

Event Coordinator is responsible for picking up, setting up, and tearing down tables and chairs.

Event coordinator is required to obtain a dumpster for trash. Parks staff will provide trash cans and barricades on December 2nd.

Police department requires that vehicle access to these locations needs to be addressed so pedestrians are safe from accidental or intentional vehicle entry. Use of parked vehicles in addition to barricades will be required to ensure a safe event area.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Special Event for the Fort Atkinson Chamber of Commerce Holiday Market Food Truck Court on December 3rd, 2022.

ATTACHMENTS

Special Event Application, Information Letter, and Map of event



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: Fort Atkinson Area Chamber of Commerce	
Contact Person for Event: Shauna Wessely	
Phone Number: 920-563-3210	Email: director@fortchamber.com
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: Holiday Market + Open House Food Truck Court	
Event Date: Dec. 3, 2022	
Event Location: Parking Lot Across from Post office (Market Square) and Merchants Ave from Milwaukee Ave to 5 th St	
Estimated Number of Attendees: 100	Hours of Event: 2-7PM
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 checked="" 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 checked="" type="checkbox"/> I will be erecting a tent, canopy or other temporary structure. (Food trucks only)	
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:	

Office Use Only

Date Submitted to Clerk: 10/28/2022 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:

Holiday Market Food Cart Festival Event Description and Requests

The Fort Atkinson Area Chamber of Commerce is hosting our annual Holiday Market on Sat, Dec 3rd, 2022. This year, we are planning to add a Food Cart Festival to coincide with the end of the Santa Bike Rampage (2-7PM). Local food truck vendors have already been contacted. We estimate 5-10 food vendors total. (10 vendors is our maximum allowed.) We do have vendors who have indicated interest already.

To host this event successfully, we are requesting that the parking lot across from the post office be closed from 8AM-8PM on Dec 3rd. (The duration also accounts for the parking of the carriage for the carriage rides.) We are asking for the Parks & Rec Dept to drop off 6 more barricades by the public restrooms that are on the premises on Fri, Dec 2nd. (We already have 5 barricades there from the Summer Market.) Event staff will put warnings up on Dec 2nd so people are aware the lot will be closed from 8AM-8PM on Dec 3rd. (We will put flyers on cars still parked in the lot as of 8PM on Dec 2nd so drivers are reminded to move their cars before 2AM on Dec 3rd.) Barricades will be placed according to the map attached. (One at the entrance to the parking lot on the south side and two on the Water St side near Brock's restaurant.)

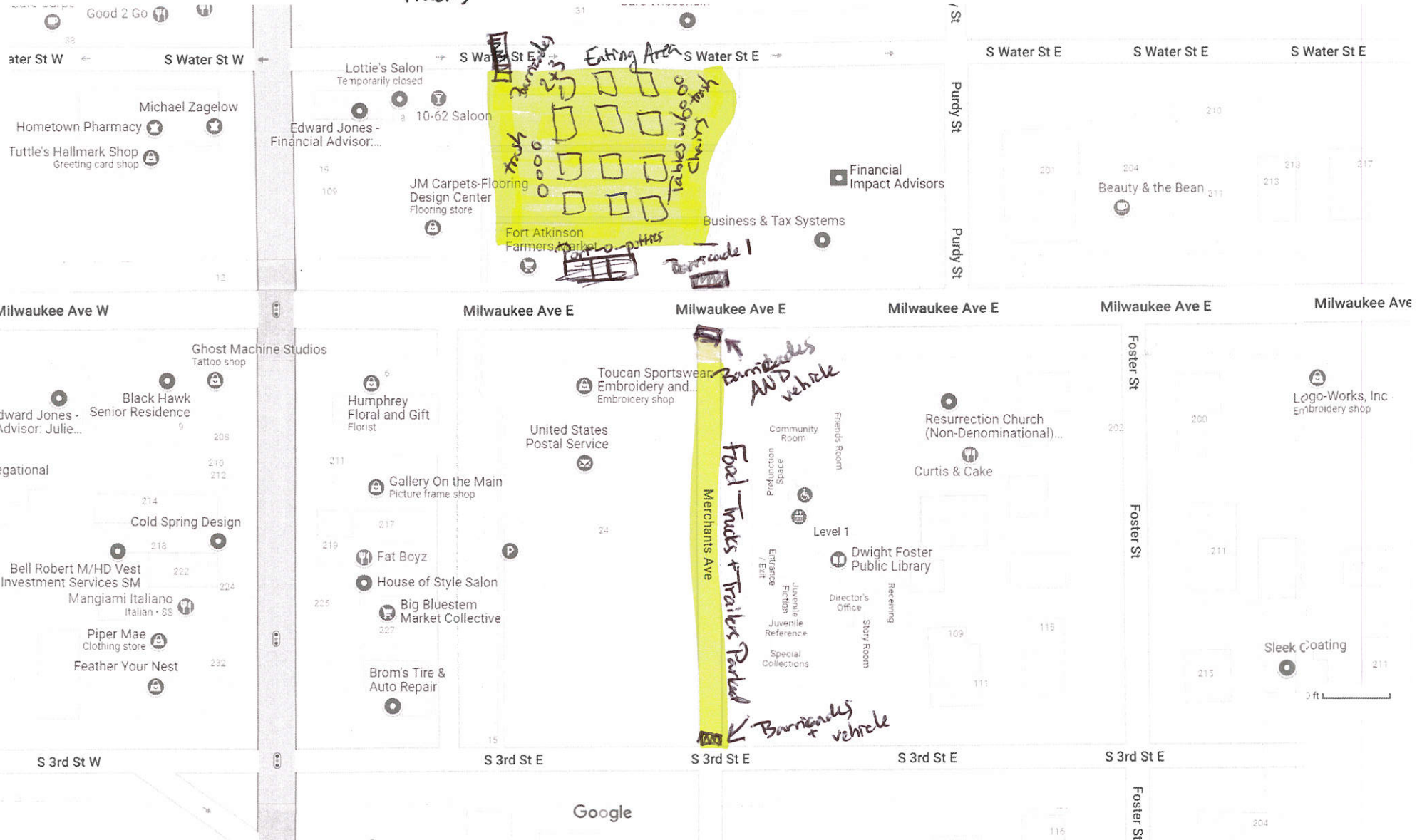
Additionally from the Parks & Rec Dept, we are requesting 8 extra trash cans be dropped in the parking lot with liners, as the lot will serve as the food court from 2-7PM. Event staff will dispose of trash properly in a Chamber member's dumpster so the trash bins can be picked up on Monday morning. We are also requesting 12 of the 8ft plastic tables and 104 chairs, which we will pick up on the morning of Dec 3rd in a pick-up truck borrowed from a Chamber Board member. We are working with local vendors to secure 3 port-o-johns (one of which is ADA accessible) and 1 washing station to be placed in the parking lot as well.

Finally, we are requesting for Merchants Ave (that runs from Milwaukee Ave E to S 3rd St E) to be closed from 2PM-7PM. I spoke to the Library Director, Eric Robinson, and he confirmed that this does not negatively impact the library, as this is after the time they close to the public on that Saturday. (He also mentioned he would work with me if we need the entrance lobby with public restrooms to be open.) To close the street, we would use the barricades dropped off across the street in the parking lot across from the post office by the Parks & Rec Department. We would also park vehicles across the streets to act as extra deterrents to drivers. All barricades/vehicles would be removed promptly by event staff. Barricades would be placed back across the street in the parking lot for pick-up by Parks & Rec on Monday, Dec 5th.

Google Maps

Updated Food Festival Plan (11/8/22)

Trucks





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

MEMORANDUM

DATE: November 15, 2022

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event:
City of Fort Atkinson Beautification Council – Magic on Janesville Avenue

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: Fort Atkinson Animated Holiday Light Display (outdoor)

Dates and Hours of Event: Friday, December 9th, 2022 3:00 pm – 6:30 pm; rain date of Saturday, December 10th, 2022

Locations: Janesville Ave Bike Path in front of Jones Dairy Farm heading north to Rotary Depot Pavillion

Contact Person: Mariah Hadler

Estimated Number of Attendees: 300-800

Event information was routed to Departments without concerns.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Fort Atkinson Animated Holiday Light Display from November 5th 2022 through January 7th, 2023.

ATTACHMENTS

Special Event Application, Insurance



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: <u>Fort Atkinson City Beautification Council</u>	
Contact Person for Event: <u>Mariah Hadler</u>	
Phone Number: <u>920-222-2288</u>	Email: <u>mariah@jonesdairyfarm.com</u>
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: <u>Fort Atkinson Magic on Janesville Avenue</u>	
Event Date: <u>Friday, Dec. 9 with a rain/snow date of Saturday, Dec. 10</u>	
Event Location: <u>on Janesville Ave bike path in front of Jones Dairy Farm heading north to</u>	
Estimated Number of Attendees: <u>300-800</u>	Hours of Event: <u>3-6:30pm Rotary Depot Pavilion</u>
Check all applicable boxes: <input type="checkbox"/> I am renting a City Park <input checked="" type="checkbox"/> I will be having music <input type="checkbox"/> I will be closing a street(s) <input type="checkbox"/> I will be selling beer and/or wine* <input type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.	
Attach copy of paid park rental from Parks & Recreation (920) 563-7781. Start and end time of music: <u>caroler and maybe soft music at stations</u> Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771. 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.	
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: <u>Mariah Hadler 11-4-22</u>	

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:	



PO Box 819
Appleton, WI 54912-0819
(920) 739-3161

SECURA Insurance Company
COMMERCIAL PROTECTION POLICY
Common Policy
QUOTATION

QUOTE NO. 20-CP-005008366-0

ACCOUNT NUMBER: 5008366

NAMED INSURED AND MAILING ADDRESS

FORT ATKINSON BEAUTIFICATION COUNCIL INC
704 N MAIN ST
FORT ATKINSON, WI 53538

AGENCY AND MAILING ADDRESS

484447

DAY & JOHNSON LLC
904 MADISON AVE
FORT ATKINSON, WI 53538

(920) 563-5872

POLICY PERIOD: FROM 10/04/2022 TO 10/04/2023 AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

QUOTATION ONLY – NOT A POLICY
THIS QUOTATION IS VALID FOR 60 DAYS AND IS SUBJECT TO A SATISFACTORY INSPECTION.

THE NAMED INSURED IS: Corporation

BUSINESS DESCRIPTION: Clubs - civic, service or social - NO buildings or premises owned or leased except for office purposes - Not-For-Profit only

PROGRAM: Civic, Social, and Fraternal Associations

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

THIS POLICY CONSISTS OF THE COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT

	PREMIUM
COMMERCIAL PROPERTY	\$ Not Covered
COMMERCIAL GENERAL LIABILITY	\$ 261
COMMERCIAL CRIME AND FIDELITY	\$ Not Covered
COMMERCIAL INLAND MARINE	\$ 455
EMPLOYMENT PRACTICES LIABILITY	\$ Not Covered
CYBER SECURITY	\$ Not Covered
ESTIMATED POLICY PREMIUM	\$ 716
ESTIMATED POLICY TOTAL	\$ 716.00

SECURA Insurance Company
COMMERCIAL PROTECTION POLICY
Common Policy
QUOTATION

QUOTE NO. 20-CP-005008366-0

**INSURED: FORT ATKINSON BEAUTIFICATION
COUNCIL INC**

EFFECTIVE DATE: 10/04/2022

AGENCY: DAY & JOHNSON LLC

This is not a bill - Invoice to follow.

FORMS AND ENDORSEMENTS APPLICABLE TO ALL COVERAGE PARTS

See Forms Schedule

NOTE: IF NO ENTRY APPEARS ON THE ABOVE ENDORSEMENTS, INFORMATION REQUIRED TO COMPLETE THE FORM WILL BE SHOWN ON THE SUPPLEMENTAL FORM DECLARATION IMMEDIATELY FOLLOWING THE APPLICABLE ENDORSEMENT.

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



PO Box 819
Appleton, WI 54912-0819
(920) 739-3161

SECURA Insurance Company
COMMERCIAL PROTECTION POLICY
Commercial General Liability Coverage Part
QUOTATION

QUOTE NO. 20-CP-005008366-0

ACCOUNT NUMBER: 5008366

NAMED INSURED AND MAILING ADDRESS

FORT ATKINSON BEAUTIFICATION COUNCIL
INC
704 N MAIN ST
FORT ATKINSON, WI 53538

AGENCY AND MAILING ADDRESS

484447

DAY & JOHNSON LLC
904 MADISON AVE
FORT ATKINSON, WI 53538
(920) 563-5872

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COMMERCIAL GENERAL LIABILITY COVERAGE

LIMITS OF INSURANCE		
GENERAL AGGREGATE LIMIT	\$2,000,000	
PRODUCTS – COMPLETED OPERATIONS AGGREGATE LIMIT	\$2,000,000	
PERSONAL INJURY & ADVERTISING INJURY LIMIT	\$1,000,000	
EACH OCCURRENCE LIMIT	\$1,000,000	
DAMAGE TO PREMISES RENTED TO YOU LIMIT	\$100,000	ANY ONE PREMISES
MEDICAL EXPENSE LIMIT	EXCLUDED	ANY ONE PERSON

ALL PREMISES YOU OWN, RENT OR OCCUPY:

LOC	ADDRESS
1	704 N Main St, Fort Atkinson, WI 53538

SECURA Insurance Company
COMMERCIAL PROTECTION POLICY
Commercial General Liability Coverage Part
 QUOTATION

QUOTE NO. 20-CP-005008366-0
 INSURED: FORT ATKINSON BEAUTIFICATION
 COUNCIL INC

EFFECTIVE DATE: 10/04/2022
 AGENCY: DAY & JOHNSON LLC

STATE: WI

CLASSIFICATION							
LOC	CLASSIFICATION	CODE	PREMIUM BASIS	EXPOSURE	PMS RATE	PDTS RATE	OTHER RATE
1	Clubs - civic, service or social - no buildings or premises owned or leased except for office purposes (Not-For-Profit)	41670	Number of Members	50	1.93	Included	

POLICY OPTIONAL COVERAGES		
COVERAGE	LIMIT	FORM
General Liability Wrap	View Form	CGT 1000
Employment- Related	View Form	CG2147
Practices Exclusion		
Amendment of Insured	View Form	CG2426
Contract Definition		
Exclusion Fungi or Bacteria	View Form	CG2167
Communicable Disease	View Form	CG2132
Exclusion		
Additional Insured - Club Members	View Form	CG2002
Exclusion - Liquor Liability	View Form	SGE 2103
Exclusion Amusement Devices	View Form	SGE 2106
Exclusion Fireworks	View Form	SGE 2105
Exclusion Trampolines	View Form	SGE 2107
Excess Provision	View Form	SGE 2401
Abuse Or Molestation	View Form	CG2146
Exclusion		
Exclusion - Coverage C - Medical Payments	View Form	CG2135

SECURA Insurance Company
COMMERCIAL PROTECTION POLICY
Commercial General Liability Coverage Part
QUOTATION

QUOTE NO. 20-CP-005008366-0
INSURED: FORT ATKINSON BEAUTIFICATION
COUNCIL INC

EFFECTIVE DATE: 10/04/2022
AGENCY: DAY & JOHNSON LLC

TERRORISM COVERAGE IS **ACCEPTED**

ANNUAL CHARGE IS \$

1

	PREMIUM	
	COMMERCIAL GENERAL LIABILITY ADVANCE PREMIUM	\$ 261

FORMS AND ENDORSEMENTS

APPLYING TO THIS COVERAGE PART AND MADE PART OF THIS POLICY AT TIME OF ISSUE:
See Forms Schedule

NOTE: IF NO ENTRY APPEARS ON THE ABOVE ENDORSEMENTS, INFORMATION REQUIRED TO COMPLETE THE FORM WILL BE SHOWN ON THE SUPPLEMENTAL FORM DECLARATION IMMEDIATELY FOLLOWING THE APPLICABLE ENDORSEMENT.

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SECURA Insurance Company
COMMERCIAL PROTECTION POLICY
Commercial Inland Marine Coverage Part
QUOTATION

QUOTE NO: 20-CP-005008366-0

ACCOUNT NUMBER: 5008366

NAMED INSURED AND MAILING ADDRESS

FORT ATKINSON BEAUTIFICATION COUNCIL INC
704 N MAIN ST
FORT ATKINSON, WI 53538

AGENCY AND MAILING ADDRESS

484447

DAY & JOHNSON LLC
904 MADISON AVE
FORT ATKINSON, WI 53538

(920) 563-5872POLICY PERIOD: FROM 10/04/2022 TO 10/04/2023 AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS
SHOWN ABOVE.QUOTATION ONLY – NOT A POLICY
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SCHEDULED PROPERTY

COVERAGE	LIMIT	FORM
Schedule of Coverages - Scheduled Property Floater	View Form	IM7506

TOTAL SCHEDULED PROPERTY FLOATER PREMIUM	\$	450
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TERRORISM COVERAGE IS ACCEPTED

ANNUAL CHARGE IS \$

5

PREMIUM		
COMMERCIAL INLAND MARINE PREMIUM	\$	455

FORMS AND ENDORSEMENTS

APPLYING TO COMMERCIAL INLAND MARINE COVERAGE PART AND MADE PART OF THIS POLICY AT TIME
OF ISSUE:

See Forms Schedule

NOTE: IF NO ENTRY APPEARS ON THE ABOVE ENDORSEMENTS, INFORMATION REQUIRED TO COMPLETE
THE FORM WILL BE SHOWN ON THE SUPPLEMENTAL FORM DECLARATION IMMEDIATELY FOLLOWING THE
APPLICABLE ENDORSEMENT.

SECURA Insurance Company
COMMERCIAL PROTECTION POLICY
Commercial Inland Marine Coverage Part
QUOTATION

QUOTE NO: 20-CP-005008366-0
INSURED: FORT ATKINSON BEAUTIFICATION
COUNCIL INC

EFFECTIVE DATE: 10/04/2022
AGENCY: DAY & JOHNSON LLC

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



PO Box 819
Appleton, WI 54912-0819
(920) 739-3161

COMMERCIAL LINES INSURANCE PROVISIONS

This information page with "Policy Provisions" completes the below numbered

Company: **SECURA Insurance Company**

Policy Number: 20-CP-005008366-0

Account Number: 5008366

Named Insured and Mailing Address

FORT ATKINSON BEAUTIFICATION
COUNCIL INC
704 N MAIN ST
FORT ATKINSON, WI 53538

Producer and Mailing Address

DAY & JOHNSON LLC
904 MADISON AVE
FORT ATKINSON, WI 53538

OFFICER SIGNATURE PAGE

In Witness Whereof, we have caused this policy to be executed and attested. If required by statute, it is countersigned by our authorized representative.

Secretary

President and CEO



PO Box 819
Appleton, WI 54912-0819
(920) 739-3161

SECURA Insurance Company
COMMERCIAL PROTECTION POLICY
FORM SCHEDULE

QUOTE NO. 20-CP-005008366-0

ACCOUNT NUMBER: 5008366

NAMED INSURED AND MAILING ADDRESS

FORT ATKINSON BEAUTIFICATION COUNCIL INC
704 N MAIN ST
FORT ATKINSON, WI 53538

AGENCY AND MAILING ADDRESS

484447

DAY & JOHNSON LLC
904 MADISON AVE
FORT ATKINSON, WI 53538

(920) 563-5872

POLICY PERIOD: FROM 10/04/2022 TO 10/04/2023 AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

NOTE: IF NO ENTRY APPEARS ON THE FOLLOWING ENDORSEMENTS, INFORMATION REQUIRED TO COMPLETE THE FORM WILL BE SHOWN ON THE SUPPLEMENTAL FORM DECLARATION IMMEDIATELY FOLLOWING THE APPLICABLE ENDORSEMENT

INTERLINE FORMS		APPLICABLE COVERAGE PARTS
CG 2170 0115	Cap On Losses From Certified Acts of Terrorism	General Liability
CG 2176 0115	Exclusion of Punitive Damages Related To A Certified Act of Terrorism	General Liability
CG 2187 0115	Conditional Exclusion Of Terrorism (Relating to Disposition of Federal Terrorism Risk Insurance Act)	General Liability
CG2169 0102	War Or Terrorism Exclusion	General Liability
IL0017 1198	Common Policy Conditions	General Liability, Commercial Inland Marine
IL0021 0908	Nuclear Energy Liability Exclusion Endorsement (Broad Form)	General Liability
IL0030 0106	Exclusion Of Terrorism	Commercial Inland Marine
IL0935 0702	Exclusion Of Certain Computer-Related Losses	Commercial Inland Marine
IL0952 0115	Cap On Losses From Certified Acts Of Terrorism	Commercial Inland Marine
IL0995 0107	Conditional Exclusion Of Terrorism (Relating To Disposition Of Federal Terrorism Risk Insurance Act)	Commercial Inland Marine
ILE 0020 2101	SECURA Insurance Mutual Holding Company Participation Provisions	General Liability, Commercial Inland Marine
ILE 0195 1301	Asbestos Exclusion	General Liability
ILE 0196 1301	Lead Liability Exclusion	General Liability

SECURA Insurance Company
COMMERCIAL PROTECTION POLICY
 FORM SCHEDULE

QUOTE NO. 20-CP-005008366-0
 INSURED: FORT ATKINSON BEAUTIFICATION
 COUNCIL INC

EFFECTIVE DATE: 10/04/2022
 AGENCY: DAY & JOHNSON LLC

INTERLINE FORMS		APPLICABLE COVERAGE PARTS
ILE 1002 1910	Company Contact Information - Policyholder Notice	General Liability, Commercial Inland Marine
ILE 4000 1204	Liberalization	General Liability, Commercial Inland Marine
ILE 7000 0301	Multiple Deductible Coordination	Commercial Inland Marine
ILE 0197 1301	Punitive Damages Exclusion	General Liability
ILE 0465 1301	Two or More Coverage Forms or Policies Issued by Us	General Liability
PLI 2020 2101	Notice Regarding Your Policies With SECURA	General Liability, Commercial Inland Marine
PLI 4001 2101	Disclosure Pursuant To Terrorism Risk Insurance Act Terrorism Coverage Notice	General Liability, Commercial Inland Marine
SGE 2103 1301	Exclusion - Liquor Liability	General Liability
SGE 2105 1301	Exclusion - Fireworks	General Liability
SGE 2106 1301	Exclusion - Amusement Devices	General Liability
SGE 2107 1301	Exclusion - Trampolines	General Liability
CG0124 0193	Wisconsin Changes - Amendment Of Policy Conditions	General Liability
IL0283 1118	Wisconsin Changes - Cancellation And Nonrenewal	General Liability, Commercial Inland Marine
PLI 0190 2101	Wisconsin - Notice Regarding Filing Complaints with the Department of Insurance	General Liability, Commercial Inland Marine

COMMERCIAL GENERAL LIABILITY FORMS	
CG0001 1207	Commercial General Liability Coverage Form
CG0068 0509	Recording And Distribution Of Material Or Information In Violation Of Law Exclusion
CG0300 0196	Deductible Liability Insurance
CG2002 1185	Additional Insured - Club Members
CG2132 0509	Communicable Disease Exclusion
CG2135 1001	Exclusion - Coverage C - Medical Payments
CG2146 0798	Abuse Or Molestation Exclusion
CG2147 1207	Employment-Related Practices Exclusion
CG2162 0998	Exclusion - Year 2000 Computer-Related and Other Electronic Problems - With Exception for Bodily Injury on Your Premises
CG2167 1204	Fungi Or Bacteria Exclusion
CG2426 0704	Amendment Of Insured Contract Definition
CGE 1000 1801	General Liability Amendatory
CGT 1000 1301	General Liability Wrap
SGE 2401 1001	Excess Provision

COMMERCIAL INLAND MARINE FORMS	
CIM 1075 2105	Exclusion - Cyber Incidents Inland Marine
CL0100 0399	Common Policy Conditions
CL0700 1006	Virus or Bacteria Exclusion
CM0001 0904	Commercial Inland Marine Conditions

SECURA Insurance Company
COMMERCIAL PROTECTION POLICY
FORM SCHEDULE

QUOTE NO. 20-CP-005008366-0
INSURED: FORT ATKINSON BEAUTIFICATION
COUNCIL INC

EFFECTIVE DATE: 10/04/2022
AGENCY: DAY & JOHNSON LLC

COMMERCIAL INLAND MARINE FORMS

IM7500 1009	Scheduled Property Floater
IM7506 0112	Schedule of Coverages - Scheduled Property Floater
CL0197 0101	Amendatory Endorsement Wisconsin
CM0105 0101	Wisconsin Changes
IM2101 0809	Amendatory Endorsement - Wisconsin

PETTY CASH

NO.	GL + Prop	AMOUNT \$	716.00
DATE	10/13/22	FOR	
ACCOUNT NO.	Fort Atkinson Beautification Council Inc		
APPROVED BY	CP-005008366		
RECEIVED BY	MyKay Wisk Day Insurance		

SC1156



MEMORANDUM

DATE: November 15, 2022

TO: Fort Atkinson City Council

FROM: Tom Williamson, Public Works Superintendent

RE: Presentation relating to the Concept Plans and Cost Estimates of a new City of Fort Atkinson Public Works Facility

BACKGROUND

As the Council is aware, the existing Public Works Operations facility is more than 50 years old and has surpassed its useful life. This fact led the Council to approve a full campus facility evaluation and study, originally prepared in 2017, and a current 2022 existing facility review and concept plans for two locations owned by the City. The City Council, at the June 21, 2022 meeting, approved the submitted bid proposal from Engberg Anderson Architects for the planning and preparation of two Public Works Facility Concept Plans. The two selected locations included the existing Public Works Facility Campus at 700 James Place and the Loeb Lorman site at 115 Lorman Street.

DISCUSSION

Staff has worked closely with Engberg Anderson Architects to coordinate two prepared concept plans and construction cost estimates. The plans were prepared to allow for proper evaluation of the Existing Facility Campus, and the Loeb Lorman Site, for area, location and anticipated facility design criteria. The plans and estimated costs breakdowns attached are the culmination of the efforts of both City Staff and Engberg Anderson Architects.

Loeb Lorman Site:

This site was acquired by the City as part of a blight remediation government grant. The Loeb Lorman redevelopment site proposed facility plan shows a building location layout, yard storage, and cold storage similar to the existing campus plan. Part of the redevelopment plan for this location would need to contain a stormwater facility required to meet our current city ordinance and is also shown on the plan.

Possible Development Schedule:

- Design to take place in 2026
- Facility ground breaking and construction 2028

The Loeb Lorman site is constrained by the above-mentioned grant agreement currently in place for the acquisition, demolition and any contamination reclamation of said lands. These

lands must remain undeveloped for a period of 5 years and all of the State of WI requirements are completed and met. The demolition contracts are in place and the building removals are due to be completed this month. The City continues to work with the State in hopes to complete the reclamation and restoration portions of the agreement, and anticipate completion early in 2023. Once completed, the 5-year waiting period begins.

In order to continue operations at the existing facility through construction of a new facility of-site in 2028, significant repairs would need be completed for the safety of City staff. Such repairs include a new roof (structure and membrane), building heating, and ventilation. Additional investigation would be needed to determine the extent of the repairs necessary to make the building viable for an additional 5-6 years.

Existing Facility Campus:

The current location of the DPW Facility Campus includes a detail with an aerial photo containing the proposed facility details superimposed onto it. This detail gives the viewer an idea of the size, positional layout and scope of what a modern facility would look like located on the existing location, with the added ability to see the existing buildings, pavements and surroundings.

Possible Development Schedule:

- Design to take place in 2023
- Facility ground breaking and construction 2024

The current existing facility campus location will need to remain in operation should the City determine this location suits the need for reconstruction of the proposed facility. The reconstruction timeline can be compressed to the next two years and may alleviate the need for more costly repairs to the existing building. This compression would require design to take place in 2023 and allow for ground breaking and construction in 2024.

FINANCIAL ANALYSIS

The project, regardless of the location, represents a significant investment for the City. There are two phases of costs for the work: the first is the project design and site development phase, and second is the project construction phase.

Project design and site development will move forward first and is budgeted within the 2023 Capital Improvement Plan at \$100,000. The actual cost of this phase will be determined through solicitation of competitive proposals and will come before City Council for approval. Depending on the location selected, site development funds may include property acquisition or significant repair to the existing facility. Funds for design beyond those budgeted, property acquisition, and/or repairs may be drawn from unassigned fund balance, ARPA, or proceeds from future borrowing.

Costs related to the construction phase of the project will be funded through borrowing general obligation bonds and/or utility revenue bonds. In either case, several funds, including the City's

General Fund, Water Utility, Wastewater Utility, and Stormwater Utility may be used to repay the bonds, due to the facility's use for utility infrastructure repair and staffing. The City's General Fund, supported by the tax levy, would likely repay the majority of the bonds over a 20-year period.

The expected borrowing in 2024 or 2028, although significant, will keep the City well below the debt limitations outlined in state statutes and within the City's own fiscal policy relating to borrowing capacity. The exact impact on the City's debt capacity will not be known until the location is chosen, the building and site design are complete, the project is competitively bid, and interest rates are known.

RECOMMENDATION

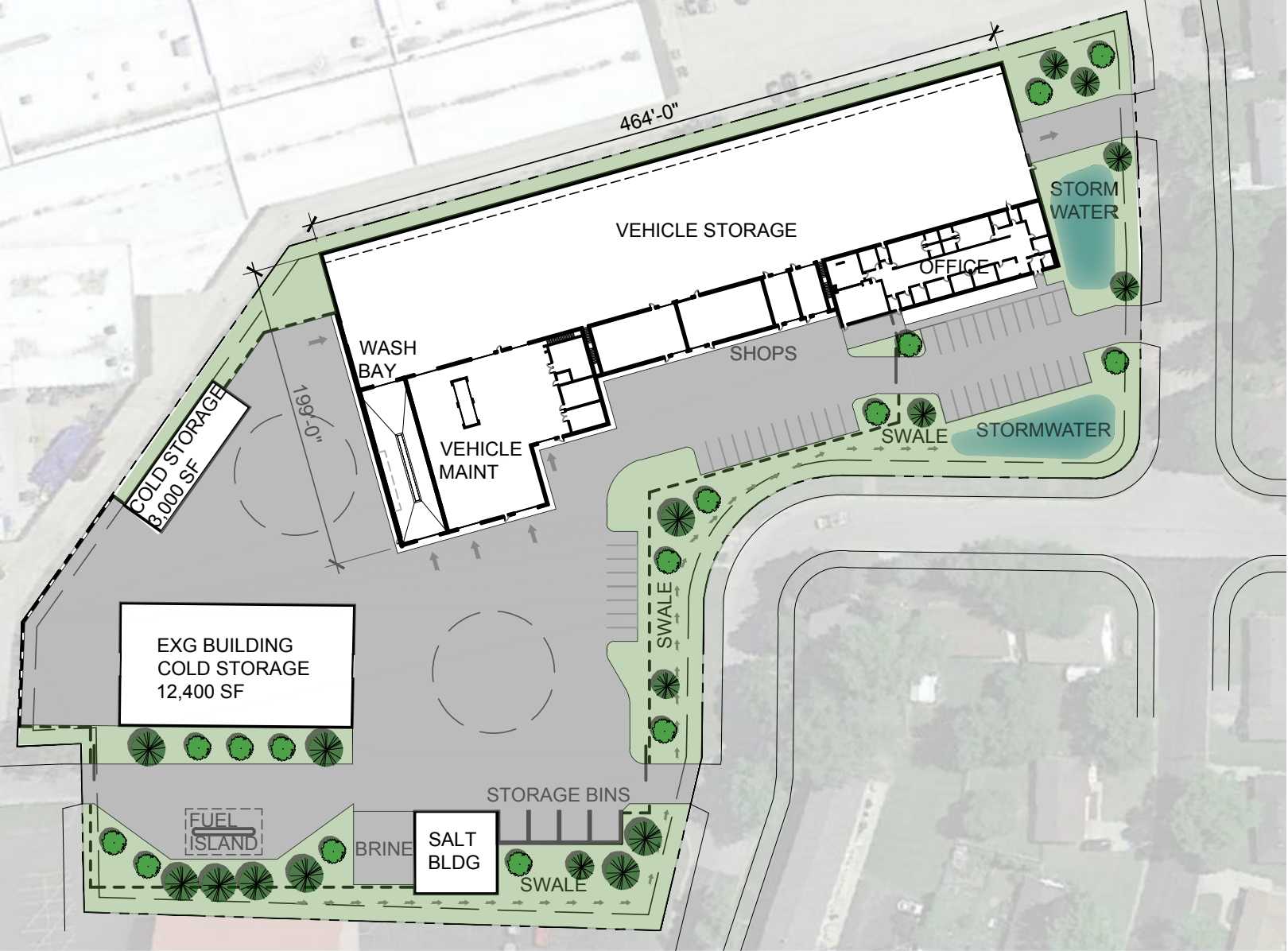
Staff intends to present additional information at the November 15th City Council meeting including additional financial analysis of the cost estimates provided by Engberg Anderson.

Staff is not requesting that the City Council take action to determine a location for the Public Works Operations facility at this time. However, note that City staff will recommend that the City Council choose the existing site on James Place for the reconstruction of a new Public Works Operations Facility in 2024.

The City Council will review this matter again at the meeting on December 20, 2022.

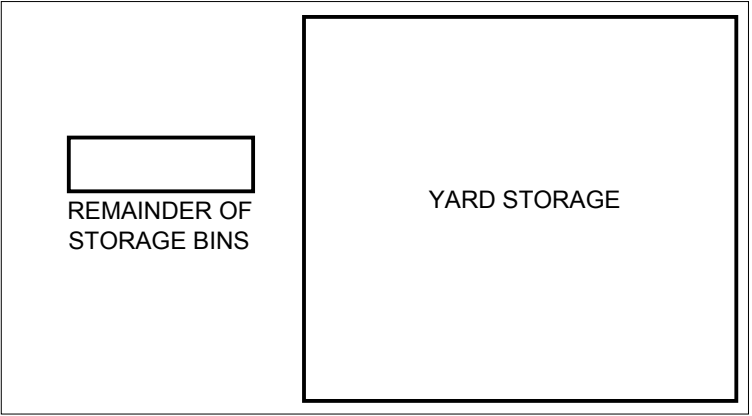
ATTACHMENTS

Fort Atkinson Public Works Operations Facility Drawings; Cost Estimate – Existing PW Site; Cost Estimate – Lorman Site



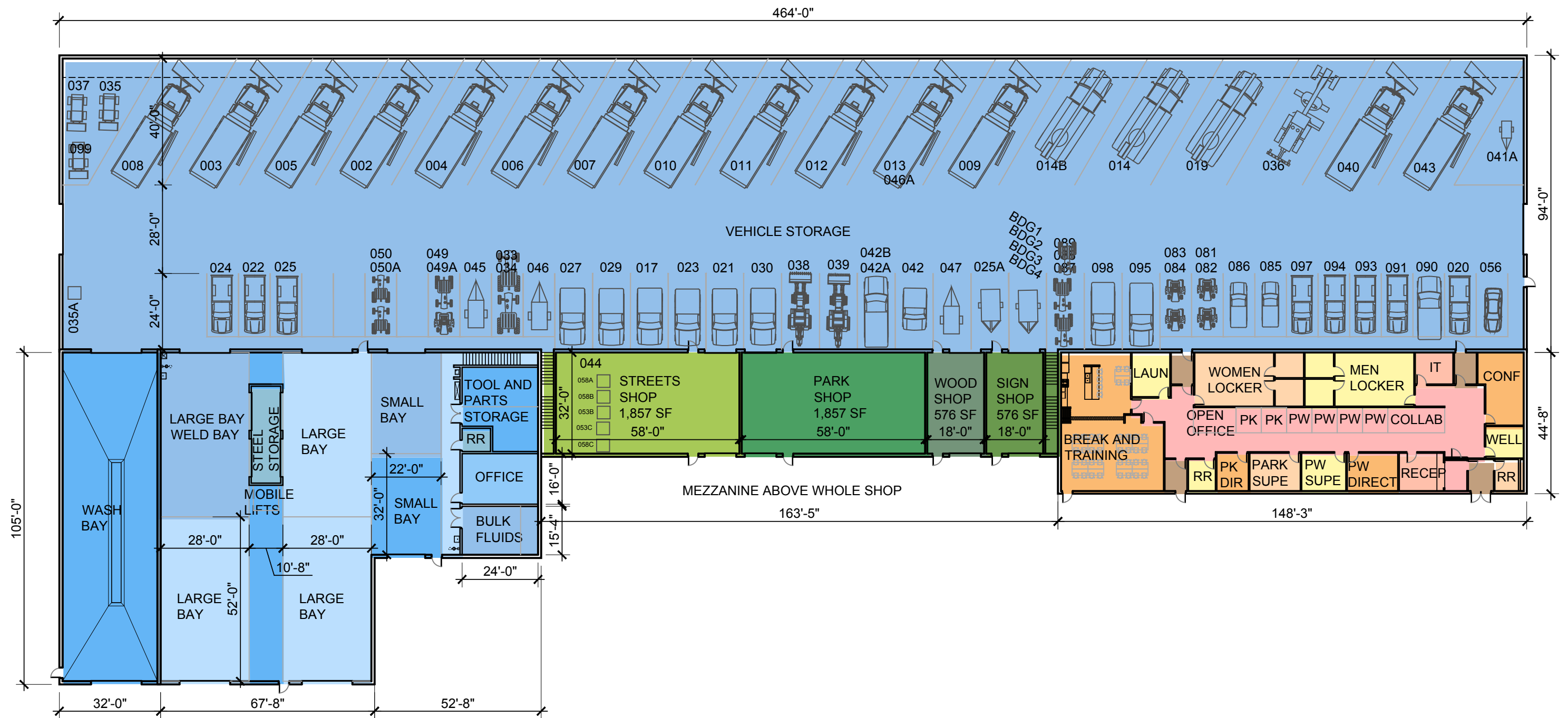
LOCATION PLAN: NOT TO SCALE

LOCATE ON OTHER SITE IN THE CITY



1 EXG PW SITE

1" = 100'



TOTAL BUILDING: 67,800 SF

VEHICLE STORAGE: 43,616 SF

	EXISTING	GROWTH
LARGE	18	0
MEDIUM	15	1
SMALL	20	2

VEHICLE MAINTENANCE: 10,700 SF
WORK BAYS

4 DOUBLE LOADED LARGE WORK BAYS
1 OF WHICH IS ALSO THE WELDING BAY
2 DOUBLE LOADED SMALL WORK BAYS
MAJORITY OF PARTS STORAGE ON MEZZANINE

SHOPS AND MUSTER: 3,740 SF

STREETS SHOP: 32' X 58'
PARKS SHOP: 32' X 58'
WOOD SHOP: 32' X 18'
SIGN SHOP: 32' X 18'

OFFICE: 6,620 SF

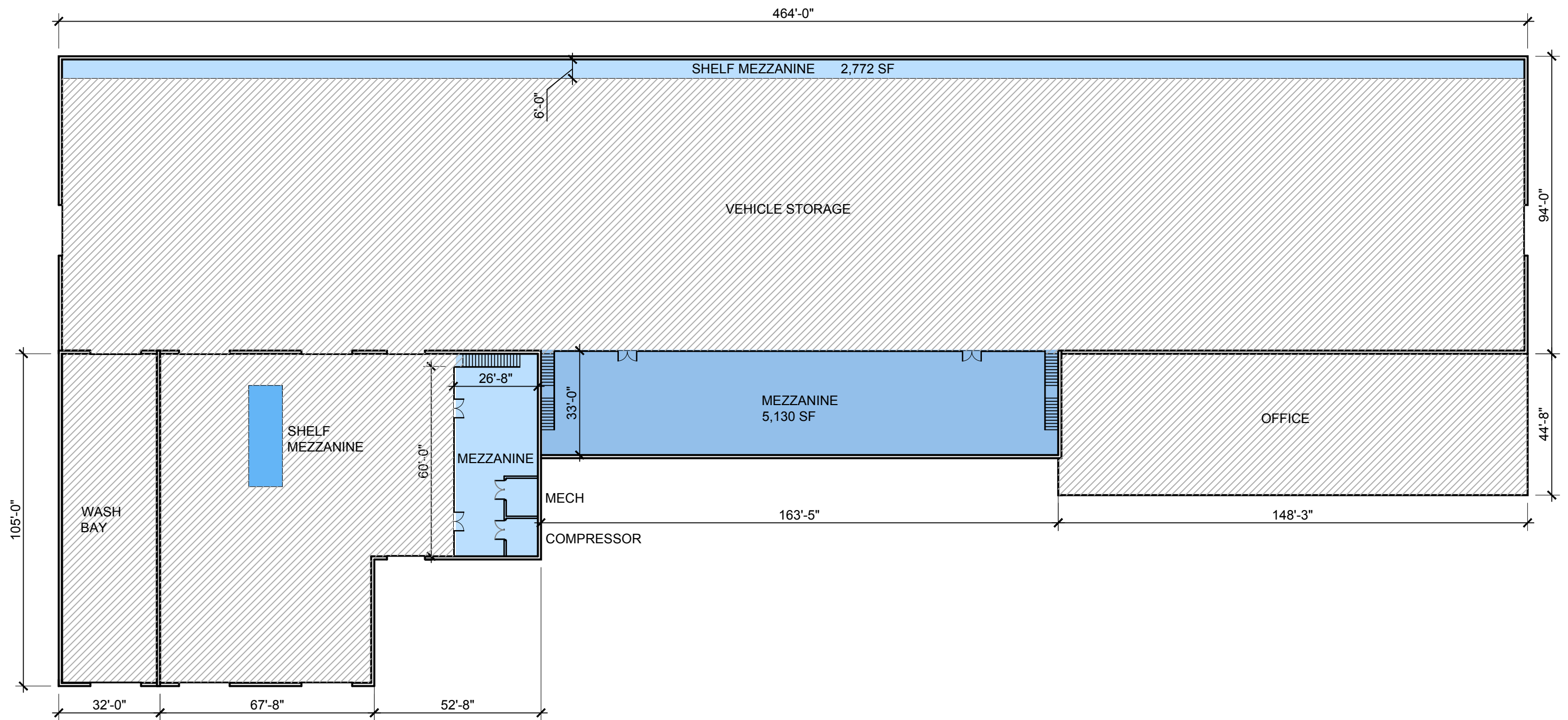
PW DIRECTOR -
PW SUPER -
4 PW CREW -
PARKS AND REC DIRECTOR -
PARKS SENIOR DIRECTOR -
REC DIRECTOR -
PROGRAM COORD -

OFFICE
OFFICE
WORKSTATIONS
OFFICE
OFFICE
WORKSTATION
WORKSTATION

CONFERENCE ROOM: 12 PERSON
MULTIPURPOSE: 32 PERSON

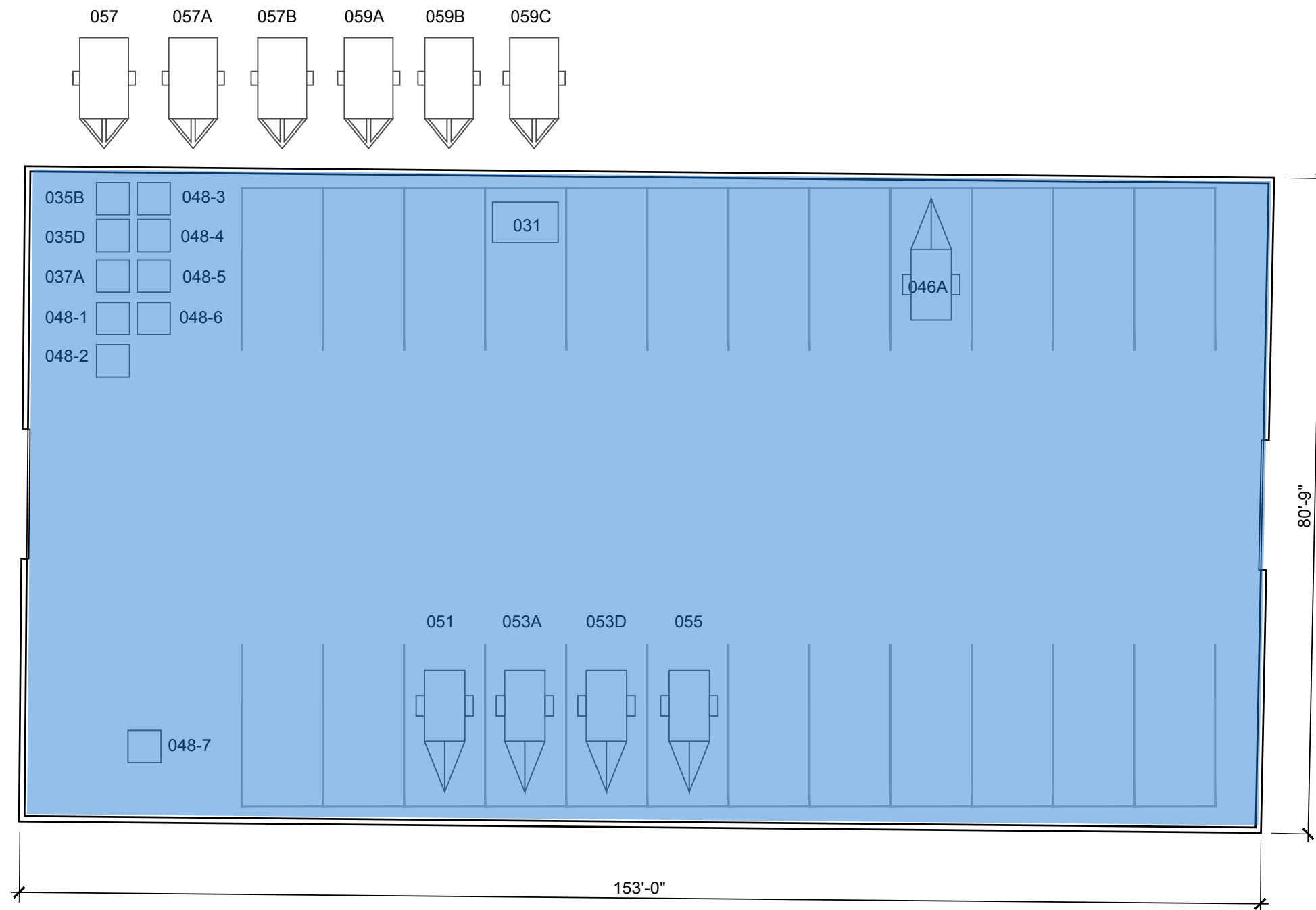
2 FLOOR PLAN - NEW PUBLIC WORKS

1/32" = 1'-0"



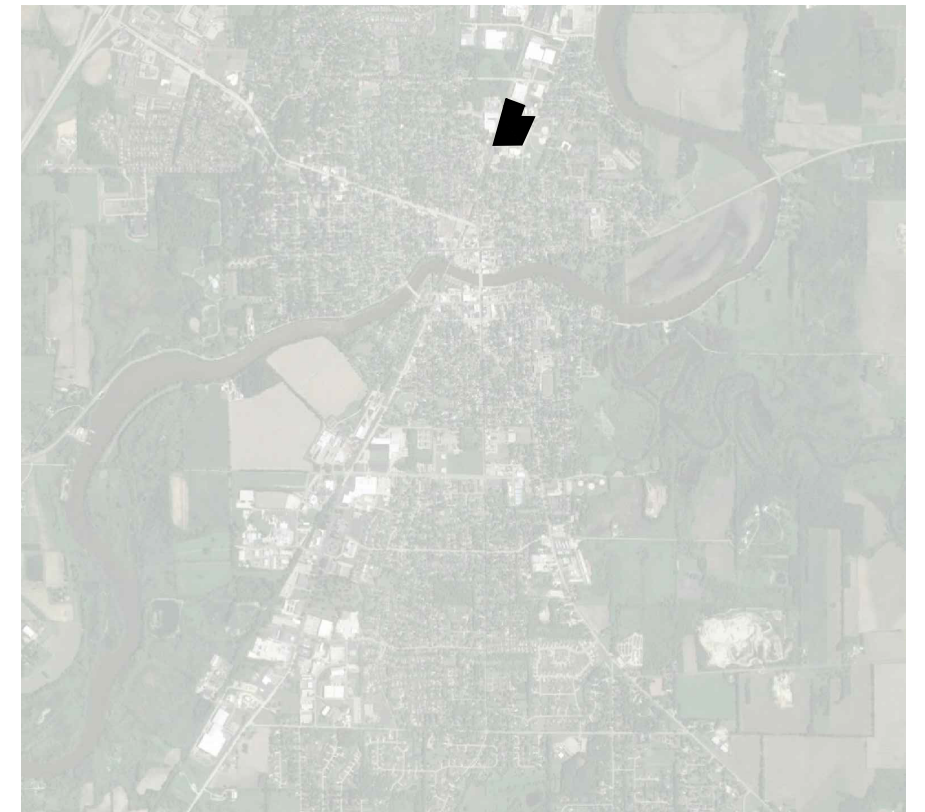
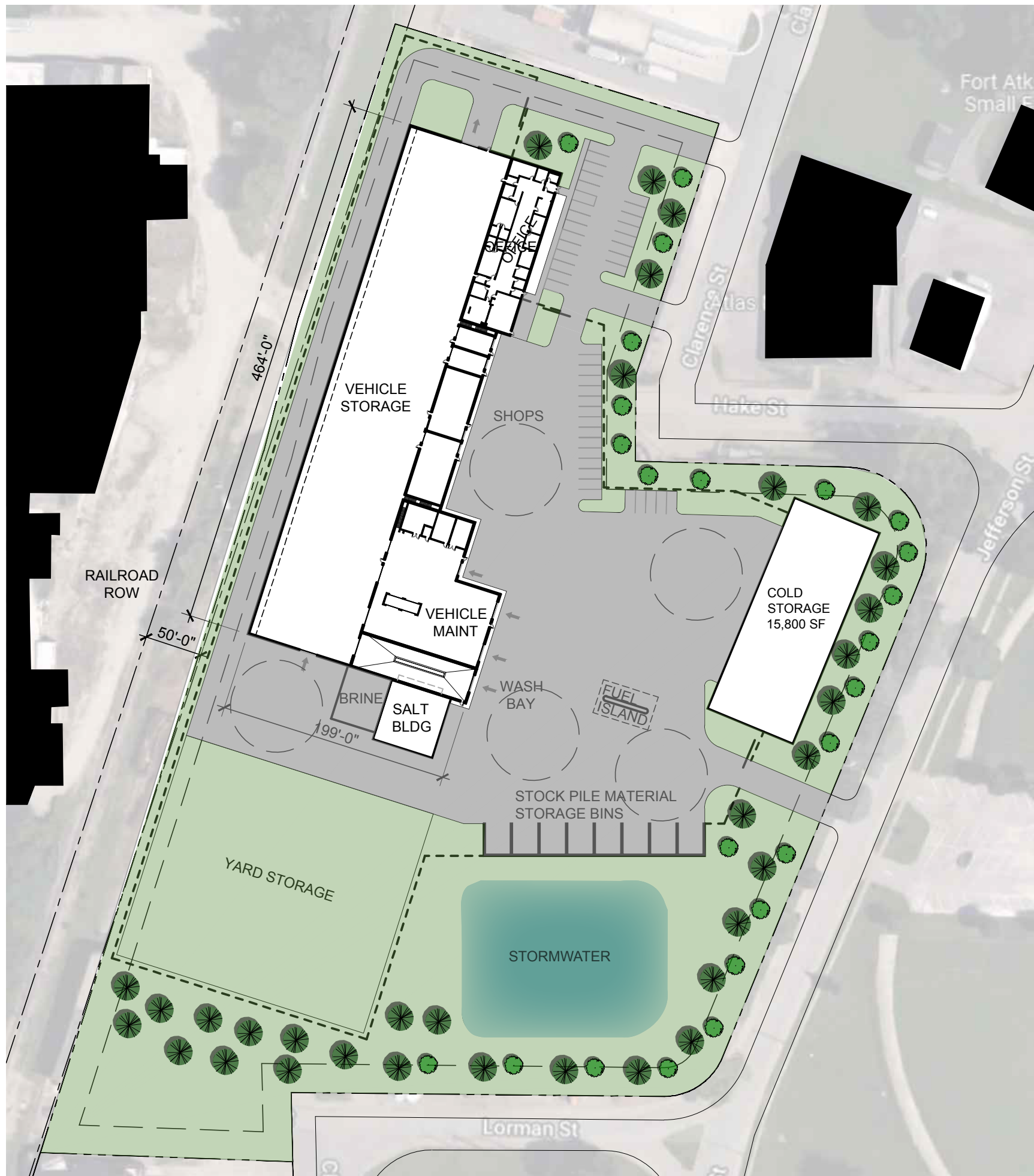
3 MEZZANINE PLAN - NEW PUBLIC WORKS

1/32" = 1'-0"



4 FLOOR PLAN - EXG COLD STORAGE SHED

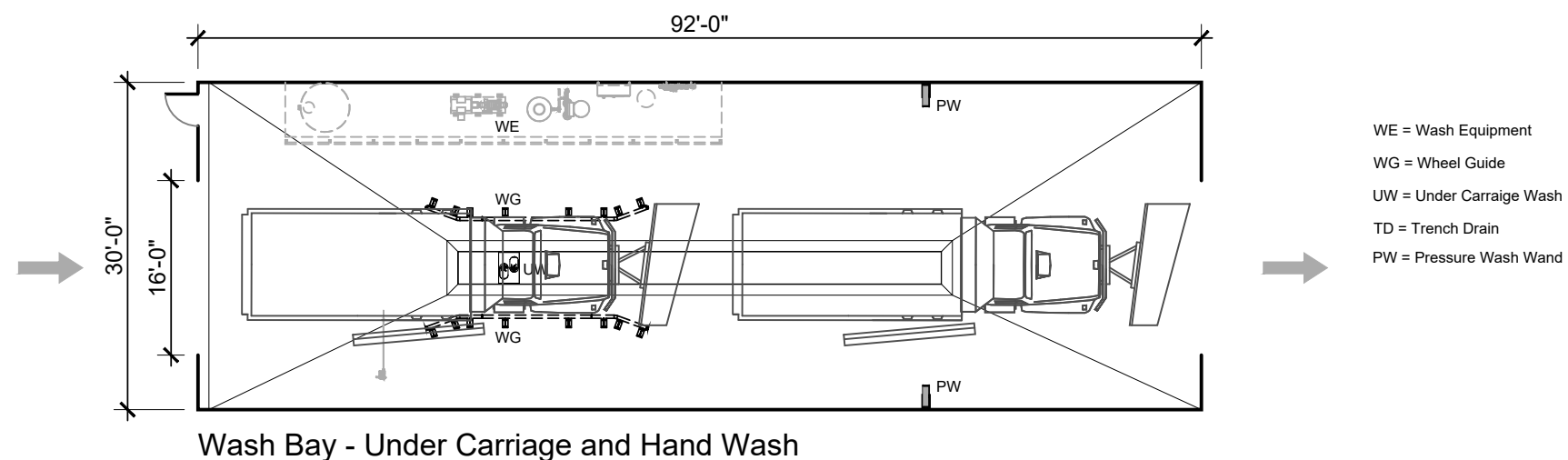
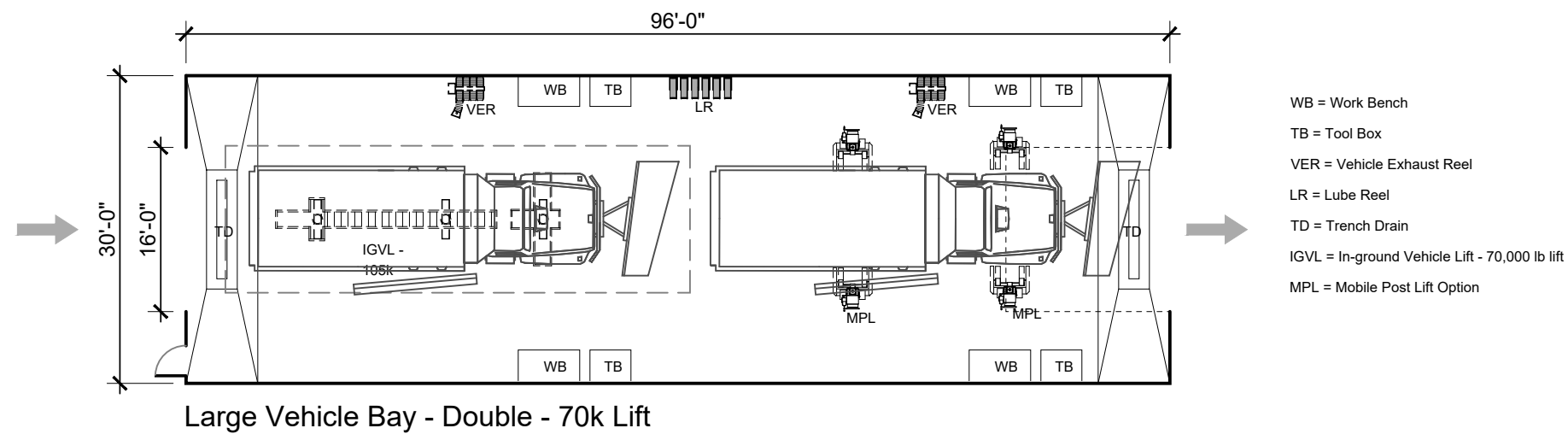
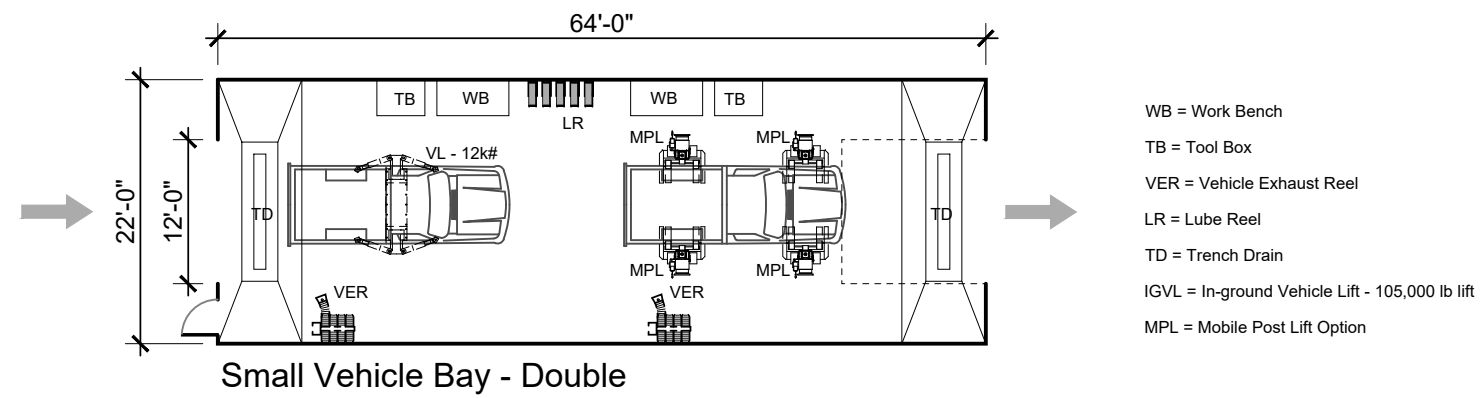
1/16" = 1'-0"



LOCATION PLAN: NOT TO SCALE

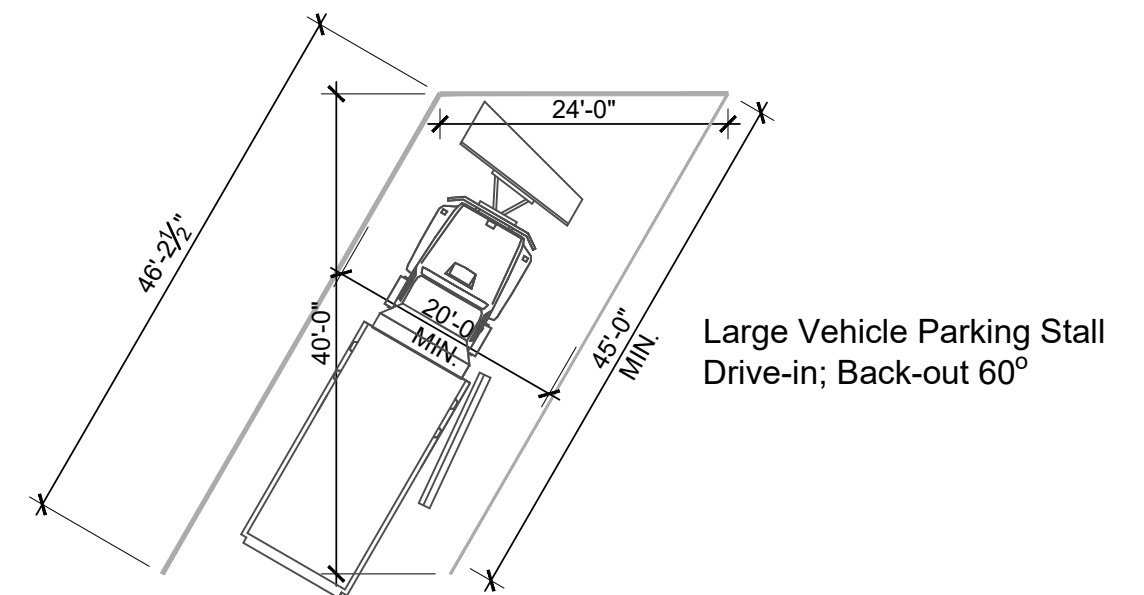
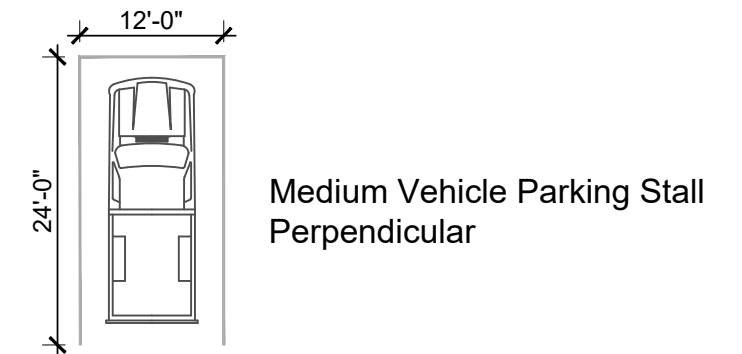
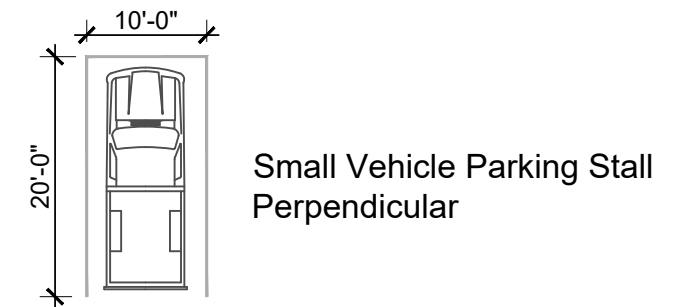
5 LORMAN SITE

1" = 100'



6 VEHICLE MAINT. AND WASH BAY EXHIBIT

1/16" = 1'-0"



7 PARKING EXHIBIT

1/16" = 1'-0"

Existing Facility Site

FORT ATKINSON PUBLIC WORKS

11/8/2022

Project Component	Area	Construction Cost Estimate	Total Cost per SF	5% Architectural Contingency	2022 Estimate	12% Construction Escalation to 2023	Total Project Estimate
Office	6622	\$ 1,948,395.54	\$ 294.23	\$ 97,419.78	\$ 2,045,815.32	\$ 233,807.46	\$ 2,279,622.78
Vehicle Storage Building	43616	\$ 8,304,021.77	\$ 190.39	\$ 415,201.09	\$ 8,719,222.86	\$ 996,482.61	\$ 9,715,705.47
Vehicle Maintenance	10800	\$ 2,960,003.47	\$ 274.07	\$ 148,000.17	\$ 3,108,003.64	\$ 355,200.42	\$ 3,463,204.06
Departmental Shops	5555	\$ 1,316,302.25	\$ 236.96	\$ 65,815.11	\$ 1,382,117.36	\$ 157,956.27	\$ 1,540,073.63
Wash Bay	3255	\$ 910,782.04	\$ 279.81	\$ 45,539.10	\$ 956,321.14	\$ 109,293.84	\$ 1,065,614.98
Mezzanine	6500	\$ 37,265.21	\$ 5.73	\$ 1,863.26	\$ 39,128.47	\$ 4,471.83	\$ 43,600.30
Exg Cold Storage Building Remodel	12,400	\$ 97,493.76	\$ 7.86	\$ 4,874.69	\$ 102,368.45	\$ 9,749.38	\$ 112,117.82
New Cold Storage Building	3,000	\$ 321,659.52	\$ 107.22	\$ 16,082.98	\$ 337,742.50	\$ 32,165.95	\$ 369,908.45
Site Amenity / Improvements		\$ 850,476.03		\$ 42,523.80	\$ 892,999.84	\$ 102,057.12	\$ 995,056.96
Main Building Total	69848	\$ 16,746,399.58	\$ 239.75	\$ 837,319.98	\$ 17,583,719.56	\$ 2,009,567.95	\$ 19,593,287.51
Fuel Island		\$325,000		not incl	\$325,000	\$ 39,000.00	\$ 364,000.00
Salt Building	2916	\$130,000		not incl	\$130,000	\$ 15,600.00	\$ 145,600.00
Grand Total	72764	\$ 17,201,399.58	\$ 236.40	\$ 1,674,639.96	\$ 18,876,039.54	\$ 4,065,352.83	\$ 22,941,392.38

Lorman Site

FORT ATKINSON PUBLIC WORKS

11/8/2022

Project Component	Area	Construction Cost Estimate	Total Cost per SF	5% Architectural Contingency	2022 Estimate	12% Construction Escalation to 2023	Total Project Estimate
Office	6622	\$ 1,948,395.54	\$ 294.23	\$ 97,419.78	\$ 2,045,815.32	\$ 233,807.46	\$ 2,279,622.78
Vehicle Storage Building	43616	\$ 8,304,021.77	\$ 190.39	\$ 415,201.09	\$ 8,719,222.86	\$ 996,482.61	\$ 9,715,705.47
Vehicle Maintenance	10800	\$ 2,960,003.47	\$ 274.07	\$ 148,000.17	\$ 3,108,003.64	\$ 355,200.42	\$ 3,463,204.06
Departmental Shops	5555	\$ 1,316,302.25	\$ 236.96	\$ 65,815.11	\$ 1,382,117.36	\$ 157,956.27	\$ 1,540,073.63
Wash Bay	3255	\$ 910,782.04	\$ 279.81	\$ 45,539.10	\$ 956,321.14	\$ 109,293.84	\$ 1,065,614.98
Mezzanine	6500	\$ 37,265.21	\$ 5.73	\$ 1,863.26	\$ 39,128.47	\$ 4,471.83	\$ 43,600.30
New Cold Storage Building	15,800	\$ 1,547,495.04	\$ 97.94	\$ 77,374.75	\$ 1,624,869.79	\$ 154,749.50	\$ 1,779,619.30
Site Amenity / Improvements		\$ 1,980,074.37		\$ 99,003.72	\$ 2,079,078.09	\$ 237,608.92	\$ 2,316,687.01
Main Building Total	69848	\$ 19,004,339.68	\$ 272.08	\$ 950,216.98	\$ 19,954,556.66	\$ 2,280,520.76	\$ 22,235,077.42
Fuel Island		\$325,000		not incl	\$325,000	\$ 39,000.00	\$ 364,000.00
Salt Building	2916	\$130,000		not incl	\$130,000	\$ 15,600.00	\$ 145,600.00
Grand Total	72764	\$ 19,459,339.68	\$ 267.43	\$ 1,900,433.97	\$ 21,359,773.64	\$ 4,584,691.62	\$ 25,944,465.27



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

MEMORANDUM

DATE: November 15, 2022

TO: Fort Atkinson City Council

FROM: Andy Selle, City Engineer

RE: Extra-Territorial Surveys

BACKGROUND

At the December 18, 2018 City Council meeting, approval was given to the City Manager and City Engineer to approve Extra-Territorial Surveys that were within a 1.5 to 3 mile radius of the City limits and not require that they be presented to the Plan Commission for review.

It was indicated at that meeting that staff would give the Council periodic (quarterly) updates on those Surveys that were approved by them and not forwarded to the Plan Commission.

DISCUSSION

This memo is to let you know that staff did approve one extra-territorial survey that was within the 1.5 to 3 mile radius of the City limits in the second and third quarter of 2022.

FINANCIAL ANALYSIS

No financial impact

ATTACHMENTS

Chupp CSM located on the southeast side of the intersection of US Highway 12 and Cheesebrough Road



DocId:8183661

Tx:4127597

1467431

MAP #: 6312

VOLUME: 37 PAGE: 137

Office of Register of Deeds

Jefferson County, WI

RECEIVED FOR RECORD

09/22/2022 11:33:46 AM

Staci M. Hoffman

Total Pages: 4

REC FEE: 30.00

CERTIFIED SURVEY MAP NO. 6312

PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 3184 AND RECORDED IN VOLUME 13, PAGE 227 OF CERTIFIED SURVEY MAPS OF JEFFERSON COUNTY, WISCONSIN, AS DOCUMENT NO. 948379 AND LOCATED IN THE NE 1/4 OF THE SE 1/4 AND NW 1/4 OF THE SE 1/4 OF SECTION 26, T.5N., R.14E. OF THE 4TH P.M., TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

Petition Number R4408A-22

Petition Number R4409A-22

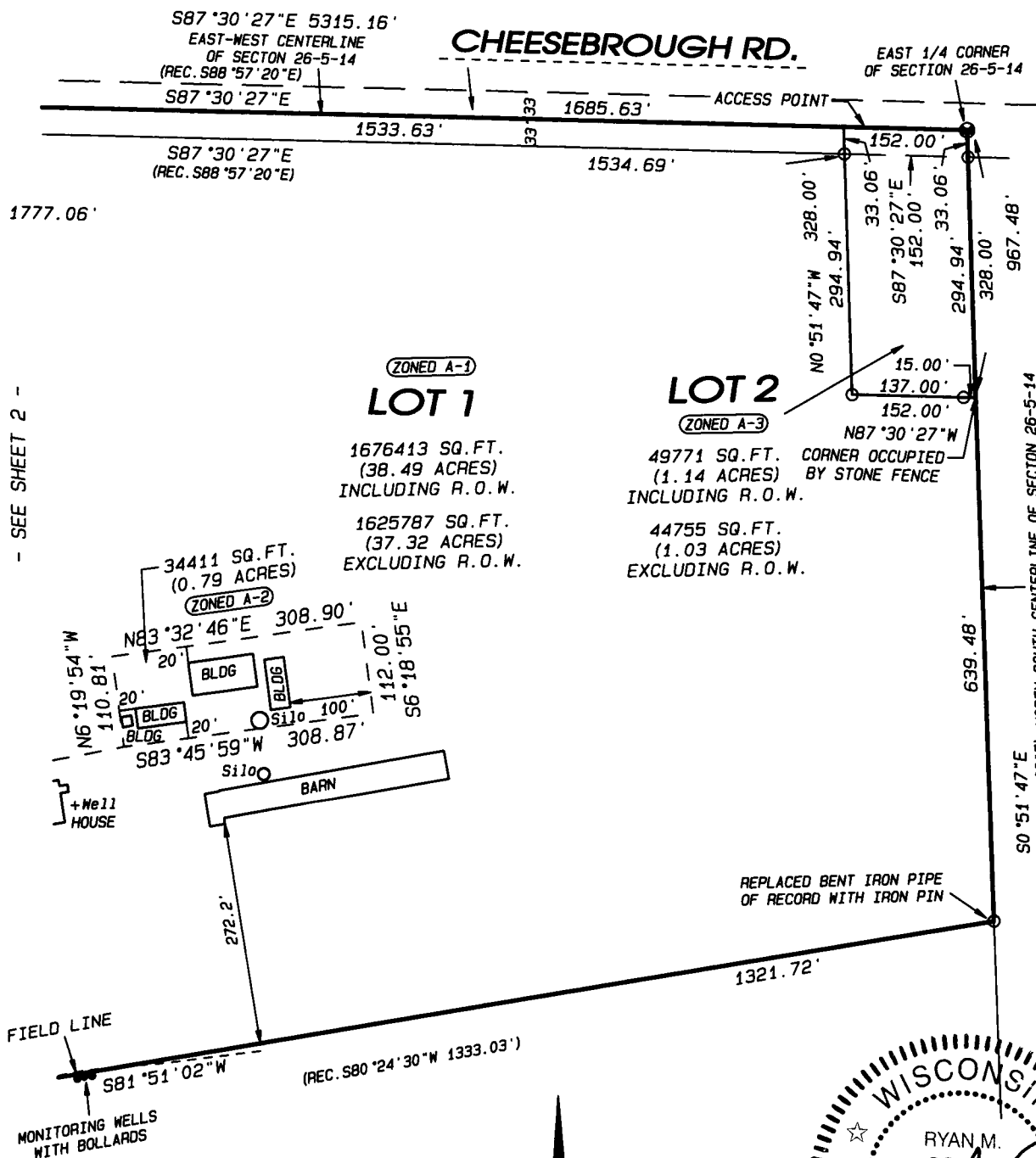
OWNER OF RECORD:

LARRY E. & BETTY D. CHUPP

ANDY & RACHEL CHUPP

18250 W. HAFEMAN RD.

BRODHEAD, WI 53520

**LEGEND:**

- SET IRON PIN, 3/4" x 24", 1.5 LBS./LIN. FT.
- FOUND 3/4" IRON PIN
- ⊙ FOUND 1" IRON PIPE
- ⊕ FOUND ALUMINUM MONUMENT

GRAPHIC SCALE 1"=200'

0' 100' 200' 300'

Project No. 122 - 149 For: CHUPP

SHEET 1 OF 4 SHEETS

Combs & Associates

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

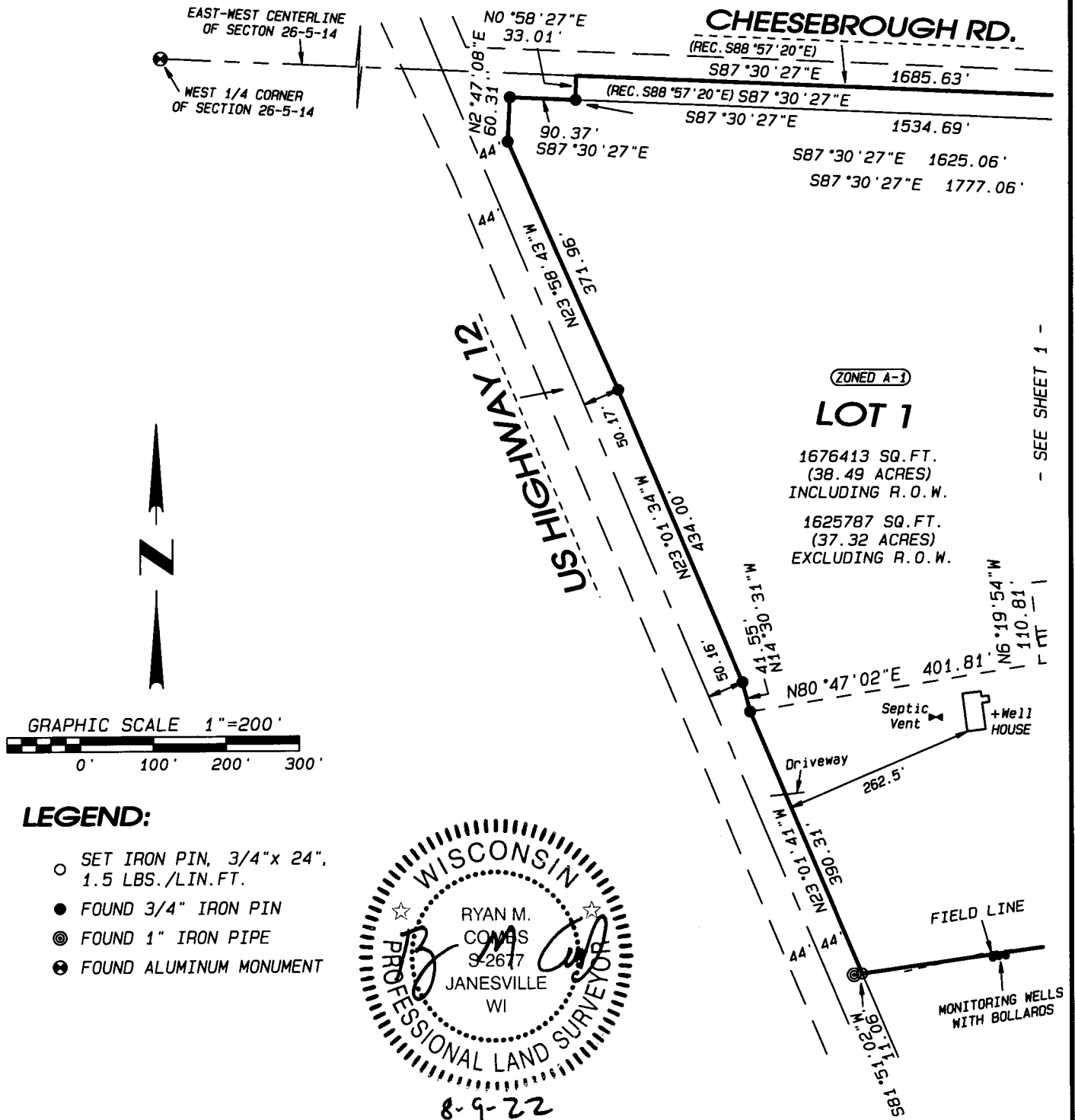
109 N. Milwaukee St.
 Janesville, WI 53548
 www.combsurvey.com

tel: 608 752-0575
 fax: 608 752-0534

V.37 P.137

CERTIFIED SURVEY MAP NO. 6312

PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 3184 AND RECORDED
IN VOLUME 13, PAGE 227 OF CERTIFIED SURVEY MAPS OF JEFFERSON
COUNTY, WISCONSIN, AS DOCUMENT NO. 948379 AND LOCATED IN THE
NE 1/4 OF THE SE 1/4 AND NW 1/4 OF THE SE 1/4 OF SECTION 26,
T.5N., R.14E. OF THE 4TH P.M., TOWN OF KOSHKONONG, JEFFERSON
COUNTY, WISCONSIN.



NOTE: FIELDWORK COMPLETED JUNE 30, 2022.

NOTE: ASSUMED S87°30'27"E ALONG THE EAST-WEST CENTERLINE OF SECTION 26-5-14.

NOTE: CHECK FOR SUBSEQUENT ZONING CHANGES WITH JEFFERSON COUNTY PLANNING AND ZONING DEPARTMENT.

Project No. 122 - 149 For: CHUPP

SHEET 2 OF 4 SHEETS

Combs
& ASSOCIATES, INC.

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.
Janesville, WI 53548
www.combssurvey.com

V.37 p.138

CERTIFIED SURVEY MAP NO. 6312

PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 3184 AND RECORDED IN VOLUME 13, PAGE 227 OF CERTIFIED SURVEY MAPS OF JEFFERSON COUNTY, WISCONSIN, AS DOCUMENT NO. 948379 AND LOCATED IN THE NE 1/4 OF THE SE 1/4 AND NW 1/4 OF THE SE 1/4 OF SECTION 26, T.5N., R.14E., OF THE 4TH P.M., TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

TOWN BOARD APPROVAL

Approved by the Board of the Town of Koshkonong this 19 day of

April, 2022.

Town Clerk Kim Cheney - Admin Assist.

CITY OF FORT ATKINSON APPROVAL

Approved by the City of Fort Atkinson this 20 day of

Sept, 2022.

x Michelle A. Ebbert

Michelle A. Ebbert, City Clerk

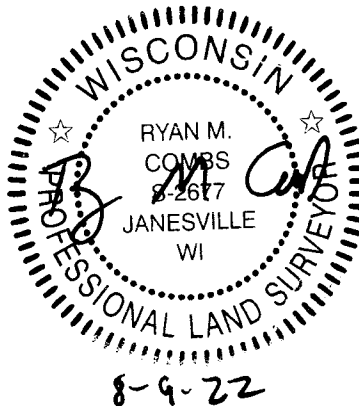
COUNTY APPROVAL

Approved for recording by the Planning and Zoning Committee of Jefferson

County this 22 day of September, 2022.

x Matthew Zangl

Matthew Zangl, Director – Jefferson County Zoning Department



SHEET THREE OF FOUR SHEETS
Project No. 122-149 For: CHUPP

COMBS & ASSOCIATES, INC.-SURVEYING-MAPPING-PLANNING-JANESVILLE, WI

V.37 P.139

CERTIFIED SURVEY MAP NO. 60312

PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 3184 AND RECORDED IN VOLUME 13, PAGE 227 OF CERTIFIED SURVEY MAPS OF JEFFERSON COUNTY, WISCONSIN, AS DOCUMENT NO. 948379 AND LOCATED IN THE NE 1/4 OF THE SE 1/4 AND NW 1/4 OF THE SE 1/4 OF SECTION 26, T.5N., R.14E., OF THE 4TH P.M., TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

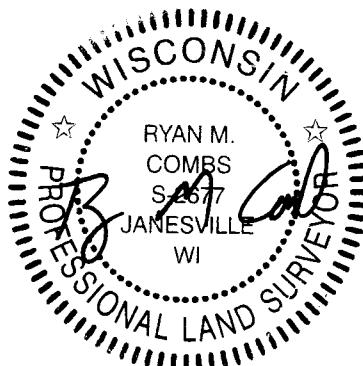
State of Wisconsin

County of Rock

SS.

I, Ryan M. Combs, Professional Land Surveyor No. 1330, do hereby certify that I have surveyed, divided, and mapped PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 3184 AND RECORDED IN VOLUME 13, PAGE 227 OF CERTIFIED SURVEY MAPS OF JEFFERSON COUNTY, WISCONSIN, AS DOCUMENT NO. 948379 AND LOCATED IN THE NE 1/4 OF THE SE 1/4 AND NW 1/4 OF THE SE 1/4 OF SECTION 26, T.5N., R.14E., OF THE 4TH P.M., TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN. DESCRIBED AS FOLLOWS: Beginning at an aluminum monument at the East 1/4 Corner of said Section; thence S0°51'47"E along the East Line of said Lot, 967.48 feet to the SE Corner of said Lot; thence S81°51'02"W along the South Line of said Lot, 1321.72 feet to the relocated East Line of U.S. Highway 12; thence N23°01'41"W along said East Line, 390.31 feet; thence N14°30'31"W continuing along said East Line, 41.55 feet; thence N23°01'34"W continuing along said East Line, 434.00 feet; thence N23°58'43"W continuing along said East Line, 371.96 feet; thence N2°47'08"E continuing along said East Line, 60.31 feet to the South Line of Cheesebrough Road; thence S87°30'27"E along said South Line, 90.37 feet; thence N0°58'27"E 33.01 feet to the East-West Centerline of said Section; thence S87°30'27"E along said East-West Centerline, 1685.63 feet to the place of beginning. Containing 39.63 Acres. That such map is a correct representation of all exterior boundaries of the land surveyed and the division of that land. That I have made such survey, division, and map by the direction of Larry Chupp and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and Chapter 15 of Jefferson County Ordinance in surveying, dividing, and mapping the same.

Given under my hand and seal this 7th day of July 2022, Janesville, Wisconsin.



8-9-22

SHEET FOUR OF FOUR SHEETS

Project No. 122-149 For: CHUPP

COMBS & ASSOCIATES, INC.-SURVEYING-MAPPING-PLANNING-JANESVILLE, WI

V.37 P.140



MEMORANDUM

DATE: November 15, 2022

TO: City of Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action relating to the 2023 City of Fort Atkinson Operating Budget, 2023 Capital Improvements Projects Budget & 2024-2028 Capital Improvements Project Plan

The City of Fort Atkinson 2023 Operating Budget, the 2023 Capital Improvements Project (CIP) budget, and the 2024-2028 CIP Plan are on the agenda for possible action by the City Council. [Here is a link to the 2023 Proposed Budget Document.](#)

CHANGES FROM 11.1.22 PROPOSED BUDGET DOCUMENT

The following changes were incorporated into the proposed budget document:

- Certified levies from all taxing jurisdictions (Jefferson County levy will be certified 11.15.22);
- Charts and tables outlining the mill rates in Section C;
- Map of Transportation Fund project (2023 water main replacement) in Section J; and
- Final TID increment revenue in Section O.

FINANCIAL ANALYSIS

As outlined in the attached Resolution, the total necessary levy needed to support the City's 2023 operations is \$9,195,402, including the TIDs. The total assessed value of the property within the City is \$927,642,900, which equates to a City Mill Rate of \$9.913 per \$1,000 of assessed property value.

The total necessary levy needed to support the City, Jefferson County, the Fort Atkinson School District, and the Madison Area Technical College District in 2023 is \$28,343,552.25, which equates to an overall Mill Rate of \$30.554 per \$1,000 of assessed property value. Note that this does not include the school levy tax credit, which can reduce the overall mill rate by up to \$2.00 per \$1,000 of value.

RECOMMENDATION

Staff recommends that the City Council adopt the following Resolutions, approving the 2023 City of Fort Atkinson Operating Budget, the 2023 Capital Improvements Projects Budget, and the 2024-2028 Capital Improvements Projects Plan:

1. Resolution Adopting the 2023 Annual Budget and Setting the Property Tax Levy for the City of Fort Atkinson, Jefferson County, Wisconsin; and
2. Resolution Confirming the Total Levy for Taxing Jurisdictions in the City of Fort Atkinson and Determining the Mill Rate

RESOLUTION NO. _____

**A RESOLUTION ADOPTING THE 2023 ANNUAL BUDGET
AND SETTING THE PROPERTY TAX LEVY FOR THE
CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN**

WHEREAS, the City of Fort Atkinson City Council has reviewed the 2023 Proposed Budget prepared by City Staff and has authorized publication of the summary budget; and

WHEREAS, a Public Hearing on the 2023 budget was held on November 1, 2022, following proper notice in accordance with §65.90 Wis. Stats.; and

WHEREAS, it is necessary to levy property taxes in the amount of \$9,195,402 for City purposes, including the Tax Incremental Finance Districts, upon all taxable property within the City of Fort Atkinson as returned by the Assessor in the year 2022 for the uses and purposes set forth in said budget; and

WHEREAS, the necessary levy of \$9,195,402 represents a \$1,096,652 (13.54%) increase over the 2022 levy (TID in).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, that:

1. Budgeted revenue estimates and expenditure appropriations for the year 2023 for the City of Fort Atkinson are hereby adopted per the attached summary and as set forth in the budget document.
2. The property tax levy required to finance the City's 2023 budget is \$9,195,402 (including TIDs), and the tax rate is established at \$9.91 per thousand dollars of assessed property value, based on the total assessed value of \$927,642,900.

Adopted and effective this 15th day of November 2022.

CITY OF FORT ATKINSON

Christopher Scherer, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

2023 City of Fort Atkinson Budget Summary				
		2022 Adopted Budget	2023 Proposed Budget	Percent Change
GENERAL REVENUES				
General Property Taxes	\$	6,034,882	\$ 7,025,167	16.41%
Other Taxes	\$	335,025	\$ 340,050	1.50%
Intergovernmental Revenues	\$	2,053,947	\$ 2,074,926	1.02%
Regulation and Compliance Revenues	\$	363,700	\$ 428,280	17.76%
Public Charges for Service Revenues	\$	657,010	\$ 649,416	-1.16%
Public Improvement	\$	-	\$ -	0.00%
General Revenues	\$	-	\$ -	0.00%
Commercial Revenues	\$	36,060	\$ 104,710	190.38%
Other Financing Sources	\$	305,834	\$ 207,733	0.00%
Total General Revenues	\$	9,786,458	\$ 10,830,282	10.67%
GENERAL FUND EXPENDITURES				
General Government	\$	861,026	\$ 930,712	8.09%
Public Safety	\$	3,765,114	\$ 4,516,910	19.97%
Health and Social Services	\$	35,123	\$ 35,500	1.07%
Public Works	\$	2,366,260	\$ 2,449,860	3.53%
Culture and Recreation	\$	1,458,592	\$ 1,590,255	9.03%
Conservation and Development	\$	245,005	\$ 247,700	1.10%
Public Service Enterprises	\$	54,964	\$ 36,000	-34.50%
Total General Fund Allocations	\$	8,786,084	\$ 9,806,937	11.62%
2023 PROPERTY TAX LEVY		2022	2023	
General Fund Allocations Less Non-Property Tax Revenue	\$	5,284,825	\$ 6,001,822	13.57%
Debt Service Fund	\$	1,097,562	\$ 1,296,445	18.12%
Transportation Fund	\$	500,000	\$ 500,000	0.00%
Dwight Foster Public Library Fund	\$	542,484	\$ 616,511	13.65%
Capital Improvement Project Budget	\$	211,040	\$ 211,400	0.17%
Total Levy Less TIDs	\$	7,635,911	\$ 8,626,178	12.97%
Klement Business Park - TID #6	\$	46,896	\$ 53,976	15.10%
Downtown Economic Development - TID #7	\$	147,733	\$ 166,294	12.56%
Northwest Corridor Development - TID #8	\$	268,210	\$ 348,954	30.10%
Northwest Overlay Development - TID #9	\$	-	\$ -	NEW
Northeast Blight Elimination - TID #10	\$	-	\$ -	NEW
Total Levy Including TIDs	\$	8,098,750	\$ 9,195,402	13.54%

RESOLUTION NO. _____

**A RESOLUTION CONFIRMING THE TOTAL LEVY FOR ALL TAXING JURISDICTIONS IN
THE CITY OF FORT ATKINSON AND DETERMINING THE MILL RATE**

WHEREAS, the City of Fort Atkinson City Council has approved by Resolution the required levy to support the 2023 Operating Budget of **\$9,195,402** (TID in); and

WHEREAS, Jefferson County has submitted a certified levy request of \$4,186,723.72 (TID out) for the 2023 fiscal year, and the City has determined the TID-in amount to be levied of **\$4,462,996.43** and

WHEREAS, the School District of Fort Atkinson (1883) has submitted a certified levy request of \$12,924,655.35 (TID out) for the 2022-2023 School Year, and the City has determined the TID-in amount to be levied of **\$13,777,525.62**; and

WHEREAS, Madison Area Technical College has submitted a certified levy request of \$851,443.96 (TID out) for the 2022-2023 Fiscal Year, and the City has determined the TID-in amount to be levied of **\$907,628.86**;

WHEREAS, the following tables summarize the total requested levy (TID in) and estimated Mill Rate based on the City's assessed value of \$927,642,900, without the School Levy Tax Credit:

TABLE 1: City of Fort Atkinson Tax Increment Calculation

City of Fort Atkinson TIDs	2022 DOR Full Value	Base Value	Increment Value	Value * Interim Tax Rate
TID #6 Value	\$ 8,519,300.00	\$ 1,135,400.00	\$ 7,383,900.00	\$ 166,372.44
TID #7 Value	\$ 34,337,000.00	\$ 11,587,900.00	\$ 22,749,100.00	\$ 512,577.81
TID #8 Value	\$ 76,321,300.00	\$ 28,584,200.00	\$ 47,737,100.00	\$ 1,075,602.03
TID #9 Value	\$ 22,863,400.00	\$ 22,863,400.00	\$ -	\$ -
TID #10 Value	\$ 22,359,800.00	\$ 22,359,800.00	\$ -	\$ -
			\$ 77,870,100.00	\$ 1,754,552.27

TABLE 2: Taxing Jurisdictions Total Levy Comparison (2021-2022)

Taxing Jurisdiction	2022 General Purpose Tax Levy	TID Tax Increment	Total 2022 Levy	Total 2021 Levy	Levy Increase (Decrease)
State of Wisconsin	\$ -	\$ -	\$ -	\$ -	\$ -
Jefferson County	\$ 4,186,723.72	\$ 276,272.71	\$ 4,462,996.43	\$ 4,305,502.15	\$ 157,494.28
FA School District	\$ 12,924,655.35	\$ 852,870.27	\$ 13,777,525.62	\$ 12,070,783.90	\$ 1,706,741.71
Madison Area Tech College	\$ 851,443.96	\$ 56,184.90	\$ 907,628.86	\$ 892,081.77	\$ 15,547.09
City of Fort Atkinson	\$ 8,626,178.00	\$ 569,223.34	\$ 9,195,401.34	\$ 8,098,750.74	\$ 1,096,650.60
TOTAL	\$ 26,589,001.03	\$ 1,754,551.22	\$ 28,343,552.25	\$ 25,367,118.56	\$ 2,976,433.68

TABLE 3: City of Fort Atkinson Mill Rate Worksheet

TAXING JURISDICTION	AMOUNT NEEDED (TID IN)	TAX BASE (ASSESSED VALUE)	MILL RATE	TAX RATE PER \$1,000 of ASSESSED VALUE
STATE OF WISCONSIN	0.00	927,642,900	0.000000000	\$ -
JEFFERSON COUNTY	4,462,996.43	927,642,900	0.004811115	\$ 4.81
FORT ATKINSON SCHOOL DISTRICT	13,777,525.62	927,642,900	0.014852187	\$ 14.85
MADISON AREA TECH COLLEGE	907,628.86	927,642,900	0.000978425	\$ 0.98
CITY OF FORT ATKINSON	9,195,401.34	927,642,900	0.009912652	\$ 9.91
TOTALS	28,343,552.25	927,642,900	0.030554378	\$ 30.55

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, hereby approves and confirms the amounts to be appropriated to the taxing jurisdictions outlined in this document for the year ending December 31, 2023.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to spread against the total assessed valuation of property in the City of Fort Atkinson heretofore determined to total the amount of \$28,343,552.25 upon the General Tax Roll for 2022 a tax rate of \$30.55 per \$1,000 of assessed valuation, not including the School Levy Tax Credit.

Adopted and effective this 15th day of November 2022.

CITY OF FORT ATKINSON

Christopher Scherer, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: November 15, 2022

TO: City of Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action relating to a Resolution establishing the 2023 Schedule of Fees for the City of Fort Atkinson, Jefferson County

BACKGROUND

For the past several years, City staff has made efforts toward removing fees from the City's Municipal Code of Ordinances and putting them in a resolution. The last Fee Resolution adopted by the City Council was in 2021 for the 2022 calendar year. Establishing fees by resolution will allow the City Council and staff to review annually along with the budget process and adjust fees when necessary and appropriate.

DISCUSSION

The attached resolution establishes the 2023 Schedule of Fees for the City of Fort Atkinson. It does not include Library, Museum, or certain Parks and Recreation fees, as those have additional qualifications (in the case of facility rentals) or may be established per program, project, or event (in the case of recreation programming).

The Finance Committee reviewed the draft Fee Resolution on September 13th. The draft document that includes both 2022 fees and proposed 2023 fees is attached to this memo for information and review. Items highlighted in yellow were included as part of the draft fee resolution in September. Those items highlighted in orange represent additional changes to the fees since that review.

FINANCIAL ANALYSIS

Fees from the services and items outlined in this document make up a portion of the revenue in the City's general fund and have been incorporated into the 2023 Proposed Budget document to be reviewed and possibly adopted by the City Council on November 15th.

RECOMMENDATION

Staff recommends that the City Council adopt the Resolution establishing the 2023 Schedule of Fees for the City of Fort Atkinson, Jefferson County, Wisconsin.

If approved, staff will distribute to applicable City Departments; post on the City's website; and update forms and applications as necessary.

ATTACHMENTS

Draft 2023 Fee Resolution including 2022 fees and highlighted new or amended fees;
Resolution Establishing the 2023 Schedule of Fees for the City of Fort Atkinson, Jefferson
County

RESOLUTION NO. ____
A RESOLUTION ESTABLISHING THE 2023 SCHEDULE OF FEES
FOR THE CITY OF FORT ATKINSON, JEFFERSON COUNTY

WHEREAS, the City of Fort Atkinson has the authority to establish reasonable fees for services provided or costs incurred in the administration of government; and

WHEREAS, the City has been moving toward the goal of removing fees from the Municipal Code of Ordinances and establishing them by City Council resolution; and

WHEREAS, establishing an annual Schedule of Fees will allow the City Council and staff to review fees annually in conjunction with the budget process; and

WHEREAS, the fees established below represents the City's fees as of January 1, 2023; and

WHEREAS, the City Council has determined that all of the fees set forth hereinafter are reasonable, equitable, and necessary to cover the costs of various services.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Fort Atkinson hereby adopts and approved the Schedule of Fees as outlined below with an effective date of January 1, 2023.

2023 CITY OF FORT ATKINSON SCHEDULE OF FEES

TYPE OF LICENSE OR PERMIT	2022 FEE AMOUNT	2023 FEE AMOUNT	UNIT/DURATION
ADMINISTRATIVE			
Bicycle, E-Bicycle, E-Scooter: New Non-expiring	\$5.00	\$5.00	Per Bicycle, E-Bicycle, E-Scooter
Bicycle, E-Bicycle, E-Scooter: Replacement Non-expiring	\$1.00	\$1.00	Per Bicycle, E-Bicycle, E-Scooter
Room Tax – Per Quarter	5%	5%	Based on gross receipts
Room Tax – Penalty	10% of previous quarter	10% of previous quarter	Per quarter
Private Well Permit	\$200.00	\$200.00	Per two-year permit
Special Event Permit	\$0.00	\$25.00	Per event + additional service charges
Vehicle Registration Fee	\$20.00	\$20.00	Per car per year (with registration)

TYPE OF LICENSE OR PERMIT	2022 FEE AMOUNT	2023 FEE AMOUNT	UNIT/DURATION
ANIMAL			
Dog – Altered	\$10.00	\$10.00	Per dog per year
Dog – Unaltered	\$15.00	\$15.00	Per dog per year
Cat – Altered	\$10.00	\$10.00	Per cat per year
Cat – Unaltered	\$15.00	\$15.00	Per cat per year
Late Fee - After April 1 st	\$5.00	\$5.00	Per dog/cat
ALCOHOL			
Class “A” Beer –	\$100.00	\$100.00	Per year
“Class A” Liquor	\$500.00	\$500.00	Per year
Class “B” Beer	\$100.00	\$100.00	Per year
“Class B” Liquor	\$500.00	\$500.00	Per year
Reserve License	\$10,000.00	\$10,000.00	Initial application
“Class C” Wine	\$100.00	\$100.00	Per year
Temporary Class “B” Beer	\$10.00	\$10.00	Per event
Temporary “Class C” Wine	\$10.00	\$10.00	Per event
Temporary Beer and Wine	\$10.00	\$10.00	Per event
Publication: New	\$45.00	\$100.00	Per license
Publication: Renewal	\$25.00	\$30.00	Per renewal
Operator (2 year) July 1 st – June 30 th Even Years	\$30.00	\$30.00	Per 2 years
Operator (1 year) July 1 st – June 30 th Odd Years	\$15.00	\$15.00	Per 1 year
Provisional Operator One per person	\$10.00	\$10.00	For 60 days
Temporary Operator One per person per year	\$10.00	\$10.00	For 1-10 consecutive days
BUSINESS			
Cigarettes	\$100.00	\$100.00	Per year
Door-to-Door Direct Seller	\$25.00	\$25.00	Per year/person
MOBILE MERCHANT			
Application Fee	\$25.00	\$25.00	Per application
Daily	\$5.00	\$5.00	Per day
Six Month	\$25.00	\$25.00	Per six months
Twelve Month	\$50.00	\$50.00	Per twelve months
BUILDING			
One and Two Family Residential			
Minimum Fee	\$30.00	\$35.00	Base fee
New Constructions	\$0.15	\$0.25	Per square foot
Addition/Alteration/Remodel	\$0.15	\$0.25	Per square foot
Kitchen Remodel	\$0.00	\$10.00	Per project

TYPE OF LICENSE OR PERMIT	2022 FEE AMOUNT	2023 FEE AMOUNT	UNIT/DURATION
One and Two Family Residential (Con't)			
Plan Review	\$100.00	\$100.00	Per plan
UDC Stamp	\$35.00	\$35.00	Per structure
Erosion Control	\$50.00	\$100.00	Per project
Erosion Control – Addition with Foundation	\$0.00	\$25.00	Per Project
Occupancy	\$125.00	\$125.00	Per unit
Moving Principal Building	\$100.00	\$100.00	Per structure
Moving Accessory Building	\$50.00	\$50.00	Per structure
Raze	\$50.00	\$50.00	Per structure
Re-inspect	\$50.00	\$50.00	Per inspection
Early Start	\$75.00	\$75.00	Per project
Commercial / Industrial			
Minimum Fee	\$30.00	\$35.00	Base fee
New Construction	\$0.20	\$0.30	Per square foot
Additions/Alterations	\$0.20	\$0.30	Per square foot
Plan Review, not State approved	\$300.00	\$300.00	Per plan
Plan Review, State approved	\$100.00	\$100.00	Per plan
Erosion Control	\$125.00	\$125.00	Per project
Occupancy	\$175.00	\$175.00	Per unit
Moving Principal Building	\$100.00	\$100.00	Per structure
Moving Accessory Building	\$50.00	\$50.00	Per structure
Raze	\$50.00	\$50.00	Per structure
Re-inspect	\$75.00	\$75.00	Per inspection
Early Start	\$75.00	\$75.00	Per project
Commercial Specialty (Cell Towers, Solar, Windmills, etc.)	\$0.00	\$10.00	Per \$1,000 of project cost
Electrical			
New Construction and Service Fees			
Minimum Fee	\$30.00	\$35.00	Base fee
New Cons up to 1000 sq ft	\$70.00	\$70.00	Base fee
New Cons 1001 to 2000 sq ft	\$90.00	\$90.00	Base fee
New Cons 2001 to 3000 sq ft	\$100.00	\$100.00	Base fee
New Cons 3001 sq ft and up	\$110.00	\$110.00	Base fee
Existing Structures			
Minimum Fee	\$30.00	\$35.00	Base fee
0-100 Amp	\$25.00	\$35.00	Base fee
101-200 Amp	\$30.00	\$35.00	Base fee
201-400 Amp	\$35.00	\$45.00	Base fee

401-600 Amp	\$45.00	\$55.00	Base fee
600 Amp and up	\$55.00	\$65.00	Base fee
TYPE OF LICENSE OR PERMIT	2022 FEE AMOUNT	2023 FEE AMOUNT	UNIT/DURATION
Electrical (Con't)			
Feeder/Subfeeder	\$10.00	\$25.00	Base fee
Remodeling and Additions			
Outlets/Fixtures	\$.75	\$.75	Per outlet/fixture
Direct Wired	\$5.00	\$5.00	Per opening
220V	\$5.00	\$5.00	Per opening
Pole / Area Lighting and Signs	\$10.00	\$10.00	Per unit
Electric Heater	\$5.00	\$5.00	Per unit
Gas/Oil Heater	\$10.00	\$10.00	Per unit
Exhaust Fan	\$5.00	\$5.00	Per unit
Air Conditioning	\$10.00	\$10.00	Per unit
Motors/Controllers	\$10.00	\$10.00	Per unit
Miscellaneous	\$10.00	\$10.00	Per unit
Swimming Pool	\$5.00	\$25.00	Per unit
Plumbing			
Minimum fee – New Construction (all)	\$30.00	\$35.00	Base fee
Minimum fee – Additions/Alterations (all)	\$30.00	\$35.00	Base fee
Per Fixture	\$6.00	\$6.00	Per fixture
Laterals	\$75.00	\$75.00	Per lateral
Grease Trap	\$0.00	\$50.00	Per trap per year
Heating, Venting, Air Conditioning (HVAC)			
Minimum Fee	\$30.00	\$35.00	Base fee
New residential and additions	\$0.00	\$0.05	Per SF of project
New commercial and additions	\$0.00	\$0.05	Per SF of project
New Furnace	\$60.00	\$60.00	Per unit
New Air Conditioning	\$45.00	\$45.00	Per unit
Replace Furnace	\$35.00	\$35.00	Per unit
Replace Air Conditioning	\$35.00	\$35.00	Per unit
Air Handler	\$60.00	\$60.00	Per unit
Unit Heater	\$25.00	\$25.00	Per unit
Boiler	\$25.00	\$25.00	Per unit
Exhaust	\$25.00	\$25.00	Per unit
Fireplace	\$35.00	\$35.00	Per unit
Solid Fuel Stove	\$35.00	\$35.00	Per unit
Miscellaneous	\$25.00	\$25.00	
Miscellaneous Building Permits			

Base Fee	\$30.00	\$35.00	Per structure
Awnings	\$25.00	\$25.00	Per awning
TYPE OF LICENSE OR PERMIT	2022 FEE AMOUNT	2023 FEE AMOUNT	UNIT/DURATION
Miscellaneous Building Permits (Con't)			
Deck	\$0.15	\$0.25	Per square foot
Fence	\$25.00	\$25.00	Per parcel
Pool	\$35.00	\$35.00	Per parcel
Signs	\$25.00	\$55.00	Per sign
Failure to obtain occupancy	\$250.00	\$250.00	Per parcel
Erosion Control Bond	\$0.00	\$1,500.00	Bond, less any fees accrued by City for maintaining the site, returned when perennial cover of 70% is achieved
Zoning Review Fees			
Residential – New	\$0.00	\$100.00	Per project
Residential – Additions & Accessory Structures	\$0.00	\$50.00	Per project
Residential – Deck	\$0.00	\$25.00	Per project
Commercial – New	\$0.00	\$100.00	Per project
Commercial – Additions & Accessory Structures	\$0.00	\$100.00	Per project
EMERGENCY MEDICAL SERVICES (EMS) FEES			
Basic Life Support – Resident	\$900.00	\$1,500.00	Per response
BLS – Non City Resident	\$1,000.00	\$1,700.00	Per response
Advanced Life Support – Resident	N/A	\$1,700.00	Per response
ALS – Non City Resident	N/A	\$1,900.00	Per response
ALS2 – Resident	N/A	\$1,900.00	Per response
ALS2 – Non City Resident	N/A	\$2,100.00	Per response
BLS On Scene Care – Resident	\$450.00	\$600.00	Per response
BLS On Scene Care – Non City Resident	\$500.00	\$800.00	Per response
ALS On Scene Care – Resident	N/A	\$1,000.00	Per response
ALS On Scene Care – Non City Resident	N/A	\$1,200.00	Per response
Lift Assist – Resident (after 5 th per calendar year)	N/A	\$300.00	Per lift assist after 5 per calendar year
Lift Assist – Non City Resident (after 5 th per calendar year)	N/A	\$500.00	Per lift assist after 5 per calendar year
Mileage – Resident	\$22.00	\$26.00	Per mile

Mileage – Non City Resident	\$25.00	\$26.00	Per mile
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TYPE OF LICENSE OR PERMIT	2022 FEE AMOUNT	2023 FEE AMOUNT	UNIT/DURATION
ENGINEERING FEES¹			
Commercial Erosion and Sediment Control Permit Review	\$150.00	\$150.00	Per project
Right of Way Permit Review	\$50.00	\$50.00	Per request
Storm Water Permit Review	\$200.00	\$200.00	Per project
LAND USE APPLICATIONS²			
Conditional Use Permit Review	\$75.00	\$200.00	Per request
Parkland Dedication	\$1,600.00 or 8% of raw land value	\$1,600.00 or 8% of raw land value	Per dwelling unit or lot
Planned Unit Development Review	\$200.00	\$500.00	Per project (includes zoning change)
Plat Review	\$10.00 per lot or \$100.00 max	\$100.00 base plus \$10.00 per lot; Maximum \$500.00	Per lot or maximum fee
Certified Survey Review	\$10.00 per lot or \$100.00 max	\$100.00 base plus \$10.00 per lot; Maximum \$150.00	Per lot or maximum fee
Extraterritorial Certified Survey Map	\$10.00 per lot or \$100.00 max	\$10.00 per lot or \$100.00 max	Per lot or maximum fee
Sign Permit Review	\$55.00	\$75.00	Per sign
Site Plan Review	\$200.00	\$200.00	Per project
Special Area Design Review – Renovation Review	\$0.00	\$25.00	Per request
Special Area Design Review – Design Alteration Review	\$0.00	\$50.00	Per request
Special Area Design Review – Project Review	\$0.00	\$200.00	Per request
Temporary Use Permits	\$0.00	\$50.00	Per request
Variance	\$150.00	\$200.00	Per request

¹ In addition to application fees, land use applicants shall bear all reasonable costs and expenses associated with third-party consultants necessary to review applications in any case where the City does not have the in-house expertise to perform such review (§15.10.32(7)(a)1.).

² In addition to application fees, land use applicants shall bear all reasonable costs and expenses associated with third-party consultants necessary to review applications in any case where the City does not have the in-house expertise to perform such review (§15.10.32(7)(a)1.).

Zoning Ordinance Amendment	\$150.00	\$200.00	Per request
Zoning Map Amendment	\$200.00	\$200.00	Per request
TYPE OF LICENSE OR PERMIT	2022 FEE AMOUNT	2023 FEE AMOUNT	UNIT/DURATION
PARKS AND RECREATION FEES³			
Open Air Shelters	\$35.00 Deposit: \$20.00	\$60.00 Deposit: \$50.00	Per day; deposit refundable
Clubhouse	\$150.00 Deposit: \$50.00	\$225.00 Deposit: \$100.00	Per day; deposit refundable
Rotary Pavilion	\$100.00 Deposit: \$20.00	\$150.00 Deposit: \$50.00	Per day; deposit refundable
Table Rentals	\$4.00 per table	\$4.50 per table	Per weekend
Chair Rentals	\$0.50 per chair	\$0.75 per chair	Per weekend
Aquatic Center Family Pass – Resident	\$95.00	\$100.00	Per Annual Pass
Aquatic Center Family Pass – Non Resident	\$110.00	\$115.00	Per Annual Pass
Aquatic Center Individual Pass – Resident	\$40.00	\$45.00	Per Annual Pass
Aquatic Center Individual Pass – Non Resident	\$50.00	\$55.00	Per Annual Pass
Aquatic Center Daily Admission – Child	\$3.00	\$3.50	Per Daily Pass
Aquatic Center Daily Admission – Adult	\$4.00	\$4.50	Per Daily Pass
Aquatic Center Pool Part Rental	\$175.00	\$175.00	Per hour (2 hour maximum)
Municipal Building Gym Rental – Birthday Parties	\$25.00	\$30.00	Per 2 hour maximum rental
Municipal Building Gym Rental – Open Gym Play	\$0.00	\$5.00	Per hour
Municipal Building Gym Rental – Special Events	\$0.00	\$50.00	Per day
PUBLIC WORKS – OPERATIONS FEES⁴			
Brush collection in excess of 15 minutes	\$270.00	\$270.00	Per hour - billed in 10 Min increments

³ The municipal building gym is not available for rent during Parks & Recreation sponsored programming. If there is a request to rent during Youth Center programming, there may be additional fees to relocate the Youth Center. Please see the Group Fee Schedule on file with the Parks and Recreation Director for additional information on table, chair, and shelter rental rates.

⁴ Public Works – Operations Fees represent the actual labor and equipment costs associated with requested delivery from the compost site. The City does not rent equipment nor provide labor for private purposes.

Front End Loader (use by PW Staff)	\$65.00	\$65.00	Per hour – billed in 15 Min increments
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TYPE OF LICENSE OR PERMIT	2022 FEE AMOUNT	2023 FEE AMOUNT	UNIT/DURATION
PUBLIC WORKS – OPERATIONS FEES⁵ (Con't)			
12-Yard Dump Truck (use by PW Staff)	\$55.00	\$57.00	Per hour – billed in 15 Min increments
Residential Lot Mowing - in excess of 8" in height (Cited as not maintained)	\$50.00 per yard	\$195.00	Per hour – billed in minimum 1 hour increments (with 15 min increments thereafter)
Large Vacant Lot Mowing - in excess of 24" in height (Cited as not maintained)	\$50.00 per yard	\$220.00	Per hour – billed in minimum 1 hour increments (with 15 min increments thereafter)
Public Works Staff Labor	\$37.00	\$40.00	Per hour – billed in 15 Min increments
PUBLIC WORKS – COMPOST SITE FEES			
Screened compost for purchase	\$25.00	\$25.00	Per cubic yard. Delivery fee extra based on actual labor & equip costs
Unscreened/unturned Compost	\$5.00	Free	No loading and delivery available.
Raw Leaves	Free	Free	\$67.00 load and delivery fee per truckload within City limits.
Wood Mulch	Free	Free	\$67.00 load and delivery fee within City limits.
Screened compost partials	\$15.00	\$15.00	Per ½ cubic yard
	\$10.00	\$10.00	Large container (13 gallon can)
	\$2.00	\$2.00	Small container (5 gal. bucket or smaller)

⁵ Public Works – Operations Fees represent the actual labor and equipment costs associated with requested delivery from the compost site. The City does not rent equipment nor provide labor for private purposes.

Tube-style TV/Monitor E-Waste	\$25.00	\$25.00	Per unit (designated days only)
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Adopted this ____ day of _____ 2022.

Effective the 1st day of January 2023.

CITY OF FORT ATKINSON

Christopher Scherer, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

RESOLUTION NO. ____
A RESOLUTION ESTABLISHING THE 2023 SCHEDULE OF FEES
FOR THE CITY OF FORT ATKINSON, JEFFERSON COUNTY

WHEREAS, the City of Fort Atkinson has the authority to establish reasonable fees for services provided or costs incurred in the administration of government; and

WHEREAS, the City has been moving toward the goal of removing fees from the Municipal Code of Ordinances and establishing them by City Council resolution; and

WHEREAS, establishing an annual Schedule of Fees will allow the City Council and staff to review fees annually in conjunction with the budget process; and

WHEREAS, the fees established below represents the City's fees as of January 1, 2023; and

WHEREAS, the City Council has determined that all of the fees set forth hereinafter are reasonable, equitable, and necessary to cover the costs of various services.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Fort Atkinson hereby adopts and approved the Schedule of Fees as outlined below with an effective date of January 1, 2023.

2023 CITY OF FORT ATKINSON SCHEDULE OF FEES

TYPE OF LICENSE OR PERMIT	2023 FEE AMOUNT	UNIT/DURATION
Bicycle, E-Bicycle, E-Scooter: New Non-expiring	\$5.00	Per Bicycle, E-Bicycle, E-Scooter
Bicycle, E-Bicycle, E-Scooter: Replacement Non-expiring	\$1.00	Per Bicycle, E-Bicycle, E-Scooter
Room Tax – Per Quarter	5%	Based on gross receipts
Room Tax – Penalty	10% of previous quarter	Per quarter
Private Well Permit	\$200.00	Per two-year permit
Special Event Permit	\$25.00	Per event + additional services charges
Vehicle Registration Fee	\$20.00	Per car per year (with registration)
ANIMAL		
Dog – Altered	\$10.00	Per dog per year
Dog – Unaltered	\$15.00	Per dog per year
Cat – Altered	\$10.00	Per cat per year
Cat – Unaltered	\$15.00	Per cat per year
Late Fee - After April 1 st	\$5.00	Per dog/cat

TYPE OF LICENSE OR PERMIT	2023 FEE AMOUNT	UNIT/DURATION
ALCOHOL		
Class "A" Beer –	\$100.00	Per year
"Class A" Liquor	\$500.00	Per year
Class "B" Beer	\$100.00	Per year
"Class B" Liquor	\$500.00	Per year
Reserve License	\$10,000.00	Initial application
"Class C" Wine	\$100.00	Per year
Temporary Class "B" Beer	\$10.00	Per event
Temporary "Class C" Wine	\$10.00	Per event
Temporary Beer and Wine	\$10.00	Per event
Publication: New	\$100.00	Per license
Publication: Renewal	\$30.00	Per renewal
Operator (2 year) July 1 st – June 30 th Even Years	\$30.00	Per 2 years
Operator (1 year) July 1 st – June 30 th Odd Years	\$15.00	Per 1 year
Provisional Operator One per person	\$10.00	For 60 days
Temporary Operator One per person per year	\$10.00	For 1-10 consecutive days
BUSINESS		
Cigarettes	\$100.00	Per year
Door-to-Door Direct Seller	\$25.00	Per year/person
MOBILE MERCHANT		
Application Fee	\$25.00	Per application
Daily	\$5.00	Per day
Six Month	\$25.00	Per six months
Twelve Month	\$50.00	Per twelve months
BUILDING		
One and Two Family Residential		
Minimum Fee	\$35.00	Base fee
New Constructions	\$0.25	Per square foot
Addition/Alteration/Remodel	\$0.25	Per square foot
Kitchen Remodel	\$10.00	Per project
Plan Review	\$100.00	Per plan
UDC Stamp	\$35.00	Per structure
Erosion Control	\$100.00	Per project
Erosion Control – Addition with Foundation	\$25.00	Per Project
Occupancy	\$125.00	Per unit

TYPE OF LICENSE OR PERMIT	2023 FEE AMOUNT	UNIT/DURATION
One and Two Family Residential (Con't)		
Moving Principal Building	\$100.00	Per structure
Moving Accessory Building	\$50.00	Per structure
Raze	\$50.00	Per structure
Re-inspect	\$50.00	Per inspection
Early Start	\$75.00	Per project
Commercial / Industrial		
Minimum Fee	\$35.00	Base fee
New Construction	\$0.30	Per square foot
Additions/Alterations	\$0.30	Per square foot
Plan Review, not State approved	\$300.00	Per plan
Plan Review, State approved	\$100.00	Per plan
Erosion Control	\$125.00	Per project
Occupancy	\$175.00	Per unit
Moving Principal Building	\$100.00	Per structure
Moving Accessory Building	\$50.00	Per structure
Raze	\$50.00	Per structure
Re-inspect	\$75.00	Per inspection
Early Start	\$75.00	Per project
Commercial Specialty (Cell Towers, Solar, Windmills, etc.)	\$10.00	Per \$1,000 of project cost
Electrical		
New Construction and Service Fees		
Minimum Fee	\$35.00	Base fee
New Cons up to 1000 sq ft	\$70.00	Base fee
New Cons 1001 to 2000 sq ft	\$90.00	Base fee
New Cons 2001 to 3000 sq ft	\$100.00	Base fee
New Cons 3001 sq ft and up	\$110.00	Base fee
Existing Structures		
Minimum Fee	\$35.00	Base fee
0-100 Amp	\$35.00	Base fee
101-200 Amp	\$35.00	Base fee
201-400 Amp	\$45.00	Base fee
401-600 Amp	\$55.00	Base fee
600 Amp and up	\$65.00	Base fee
Feeder/Subfeeder	\$25.00	Base fee
Outlets/Fixtures	\$.75	Per outlet/fixture
Direct Wired	\$5.00	Per opening
220V	\$5.00	Per opening
Pole / Area Lighting and Signs	\$10.00	Per unit
Electric Heater	\$5.00	Per unit

TYPE OF LICENSE OR PERMIT	2023 FEE AMOUNT	UNIT/DURATION
Electrical (Con't)		
Gas/Oil Heater	\$10.00	Per unit
Exhaust Fan	\$5.00	Per unit
Air Conditioning	\$10.00	Per unit
Motors/Controllers	\$10.00	Per unit
Miscellaneous	\$10.00	Per unit
Swimming Pool	\$25.00	Per unit
Plumbing		
Minimum fee – New Construction (all)	\$35.00	Base fee
Minimum fee – Additions/Alterations (all)	\$35.00	Base fee
Per Fixture	\$6.00	Per fixture
Laterals	\$75.00	Per lateral
Grease Trap	\$50.00	Per trap per year
Heating, Venting, Air Conditioning (HVAC)		
Minimum Fee	\$35.00	Base fee
New residential and additions	\$0.05	Per SF of project
New commercial and additions	\$0.05	Per SF of project
New Furnace	\$60.00	Per unit
New Air Conditioning	\$45.00	Per unit
Replace Furnace	\$35.00	Per unit
Replace Air Conditioning	\$35.00	Per unit
Air Handler	\$60.00	Per unit
Unit Heater	\$25.00	Per unit
Boiler	\$25.00	Per unit
Exhaust	\$25.00	Per unit
Fireplace	\$35.00	Per unit
Solid Fuel Stove	\$35.00	Per unit
Miscellaneous	\$25.00	
Miscellaneous Building Permits		
Base Fee	\$35.00	Per structure
Awnings	\$25.00	Per awning
Deck	\$0.25	Per square foot
Fence	\$25.00	Per parcel
Pool	\$35.00	Per parcel
Signs	\$55.00	Per sign
Failure to obtain occupancy	\$250.00	Per parcel
Erosion Control Bond	\$1,500.00	Bond ¹ ,

¹ Bond, less any fees accrued by the City for maintaining the site. Any remaining funds will be returned when perennial cover of 70% is achieved.

TYPE OF LICENSE OR PERMIT	2023 FEE AMOUNT	UNIT/DURATION
Zoning Review Fees		
Residential – New	\$100.00	Per project
Residential – Additions & Accessory Structures	\$50.00	Per project
Residential – Deck	\$25.00	Per project
Commercial – New	\$100.00	Per project
Commercial – Additions & Accessory Structures	\$100.00	Per project
EMERGENCY MEDICAL SERVICES (EMS) FEES		
Basic Life Support – Resident	\$1,500.00	Per response
BLS – Non City Resident	\$1,700.00	Per response
Advanced Life Support – Resident	\$1,700.00	Per response
ALS – Non City Resident	\$1,900.00	Per response
ALS2 – Resident	\$1,900.00	Per response
ALS2 – Non City Resident	\$2,100.00	Per response
BLS On Scene Care – Resident	\$600.00	Per response
BLS On Scene Care – Non City Resident	\$800.00	Per response
ALS On Scene Care – Resident	\$1,000.00	Per response
ALS On Scene Care – Non City Resident	\$1,200.00	Per response
Lift Assist – Resident (after 5 th per calendar year)	\$300.00	Per lift assist after 5 per calendar year
Lift Assist – Non City Resident (after 5 th per calendar year)	\$500.00	Per lift assist after 5 per calendar year
Mileage – Resident	\$26.00	Per mile
Mileage – Non City Resident	\$26.00	Per mile
ENGINEERING FEES²		
Commercial Erosion and Sediment Control Permit Review	\$150.00	Per project
Right of Way Permit Review	\$50.00	Per request
Storm Water Permit Review	\$200.00	Per project
LAND USE APPLICATIONS³		
Conditional Use Permit Review	\$200.00	Per request
Parkland Dedication	\$1,600.00 or 8% of raw land value	Per dwelling unit or lot

² In addition to application fees, land use applicants shall bear all reasonable costs and expenses associated with third-party consultants necessary to review applications in any case where the City does not have the in-house expertise to perform such review (§15.10.32(7)(a)1.).

³ In addition to application fees, land use applicants shall bear all reasonable costs and expenses associated with third-party consultants necessary to review applications in any case where the City does not have the in-house expertise to perform such review (§15.10.32(7)(a)1.).

TYPE OF LICENSE OR PERMIT	2023 FEE AMOUNT	UNIT/DURATION
LAND USE APPLICATIONS⁴ (Con't)		
Planned Unit Development Review	\$500.00	Per project (includes zoning change)
Plat Review	\$100.00 base plus \$10.00 per lot; Maximum \$500.00	Per lot or maximum fee
Certified Survey Review	\$100.00 base plus \$10.00 per lot; Maximum \$150.00	Per lot or maximum fee
Extraterritorial Certified Survey Map	\$10.00 per lot or \$100.00 max	Per lot or maximum fee
Sign Permit Review	\$75.00	Per sign
Site Plan Review	\$200.00	Per project
Special Area Design Review – Renovation Review	\$25.00	Per request
Special Area Design Review – Design Alteration Review	\$50.00	Per request
Special Area Design Review – Project Review	\$200.00	Per request
Temporary Use Permits	\$50.00	Per request
Variance	\$200.00	Per request
Zoning Ordinance Amendment	\$200.00	Per request
Zoning Map Amendment	\$200.00	Per request
PARKS AND RECREATION FEES⁵		
Open Air Shelters	\$60.00 Deposit: \$50.00	Per day; deposit refundable
Clubhouse	\$225.00 Deposit: \$100.00	Per day; deposit refundable
Rotary Pavilion	\$150.00 Deposit: \$50.00	Per day; deposit refundable
Table Rentals	\$4.50 per table	Per weekend
Chair Rentals	\$0.75 per chair	Per weekend
Aquatic Center Family Pass – Resident	\$100.00	Per Annual Pass
Aquatic Center Family Pass – Non Resident	\$115.00	Per Annual Pass

⁴ In addition to application fees, land use applicants shall bear all reasonable costs and expenses associated with third-party consultants necessary to review applications in any case where the City does not have the in-house expertise to perform such review (§15.10.32(7)(a)1.).

⁵ The municipal building gym is not available for rent during Parks & Recreation sponsored programming. If there is a request to rent during Youth Center programming, there may be additional fees to relocate the Youth Center. Please see the Group Fee Schedule on file with the Parks and Recreation Director for additional information on table, chair, and shelter rental rates.

TYPE OF LICENSE OR PERMIT	2023 FEE AMOUNT	UNIT/DURATION
PARKS AND RECREATION FEES⁶ (Con't)		
Aquatic Center Individual Pass – Resident	\$45.00	Per Annual Pass
Aquatic Center Individual Pass – Non Resident	\$55.00	Per Annual Pass
Aquatic Center Daily Admission – Child	\$3.50	Per Daily Pass
Aquatic Center Daily Admission – Adult	\$4.50	Per Daily Pass
Aquatic Center Pool Part Rental	\$175.00	Per hour (2 hour maximum)
Municipal Building Gym Rental – Birthday Parties	\$30.00	Per 2 hour maximum rental
Municipal Building Gym Rental – Open Gym Play	\$5.00	Per hour
Municipal Building Gym Rental – Special Events	\$50.00	Per day
PUBLIC WORKS – OPERATIONS FEES⁷		
Brush collection in excess of 15 minutes	\$270.00	Per hour - billed in 10 Min increments
Front End Loader (use by PW Staff)	\$65.00	Per hour – billed in 15 Min increments
12-Yard Dump Truck (use by PW Staff)	\$57.00	Per hour – billed in 15 Min increments
Residential Lot Mowing - in excess of 8" in height (Cited as not maintained)	\$195.00	Per hour – billed in minimum 1 hour increments (with 15 min increments thereafter)
Large Vacant Lot Mowing - in excess of 24" in height (Cited as not maintained)	\$220.00	Per hour – billed in minimum 1 hour increments (with 15 min increments thereafter)
Public Works Staff Labor	\$40.00	Per hour – billed in 15 Min increments
PUBLIC WORKS – COMPOST SITE FEES		
Screened compost for purchase	\$25.00	Per cubic yard. Delivery fee extra based on actual labor & equip costs

⁶ The municipal building gym is not available for rent during Parks & Recreation sponsored programming. If there is a request to rent during Youth Center programming, there may be additional fees to relocate the Youth Center. Please see the Group Fee Schedule on file with the Parks and Recreation Director for additional information on table, chair, and shelter rental rates.

⁷ Public Works – Operations Fees represent the actual labor and equipment costs associated with requested delivery from the compost site. The City does not rent equipment nor provide labor for private purposes.

TYPE OF LICENSE OR PERMIT	2023 FEE AMOUNT	UNIT/DURATION
PUBLIC WORKS – COMPOST SITE FEES (Con't)		
Unscreened/unturned Compost	Free	No loading and delivery available.
Raw Leaves	Free	\$67.00 load and delivery fee per truckload within City limits.
Wood Mulch	Free	\$67.00 load and delivery fee within City limits.
Screened compost partials	\$15.00	Per ½ cubic yard
	\$10.00	Large container (13 gallon can)
	\$2.00	Small container (5 gal. bucket or smaller)
Tube-style TV/Monitor E-Waste	\$25.00	Per unit (designated days only)

Adopted this _____ day of _____ 2022.

Effective the 1st day of January 2023.

CITY OF FORT ATKINSON

Christopher Scherer, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: November 15, 2022

TO: Fort Atkinson City Council

FROM: Andy Selle, City Engineer
Paul Christensen, Wastewater Utility Superintendent
Kevin Berg, Donohue

RE: Review and Possible Action Related to Wastewater Utility – Phase II Improvements Project Change Order 8 and project update

BACKGROUND

The Phase II Improvements project at the Wastewater Utility includes new process systems, and the replacement and rehabilitation of many of the existing plant processes. Work began in March 2021 and is expected to finish November 2023. As work progresses there are change orders required for many reasons including corrections, improvements, changed conditions, and suppliers going bankrupt among others. Some changes are large and addressed immediately with a Change Order, and some are small and accumulated until combined with others to make a Change Order. City staff have committed to keeping Council apprised of progress on this very long project among both the work being completed and the financial implications. Obviously, the timing of this project within the recent and ongoing economic environment warrants more frequent communications.

DISCUSSION

Change Order 8 is an accumulation of changes and credits and is detailed in the Donohue memo excerpt below.

Summary

This change order is comprised of several miscellaneous modifications to the project:

1. Modifications to ferric chloride piping in Structure 80
2. Removal of leachate tank coating from the Contractor's base bid – reassign to rehab contractor
3. Miscellaneous small diameter piping modifications in Structure 10 and Structure 68
4. Addition of removable railing in Structure 68 near the filter basins
5. Add 3 davit cranes for installation at Structure 50 to bid scope of supply
6. Relocate 480V hoist in Structure 68, and add (1) 110V hoist in Structure 68
7. Allow use of Ethernet communication in Structure 68
8. Enlarged skylight at Structure 10
9. Adjustment of railing height at aerobic digester handrails
10. Remove insulation on W3 piping below grade level in wet well area

11. Remove length of W3 piping materials and insulation in Structure 68 filter room
12. Prepare and paint existing 24-inch ductile iron PRE piping in grit room
13. Modify coating system to Duraplate 6000 in lower wet well area. Add abrasive material to walking surfaces
14. Additional cost of rehabilitation in leachate tank in excess of contract allowance value
15. Addition of aeration diffusers in aeration basin swing zones
16. Allowance balance credit for unsuitable materials under structures

A brief summary of each item is provided here:

1. **Structure 80 Ferric Piping** – Sidestream flows at the facility are high in phosphorus. Ferric chloride dosing of this sidestream flow is an effective method to chemically bind the phosphorus for removal. Revision of the ferric chloride piping in Structure 80 will allow effective dosing of ferric chloride at the discharge of the centrifuge, prior to the centrate equalization tank. This change order provides scope to the Contractor to install dual-wall piping to convey ferric chloride from the existing dosing system to the centrate piping in the truck loading bay. This change also includes scope to remove existing piping in conflict with the new ferric piping, as well as replacement of two existing valves in the ferric piping.
2. **Leachate Tank Coating Credit** – The leachate tank coating can be completed by the same Contractor that is completing structural rehabilitation of the tank at lower cost. This item removes the coating from the Contractor's base bid, returning that bid cost to the City. The coating will be completed using the rehabilitation allowance.
3. **Small Diameter Piping Modifications** – This work consists of adding two ball check valves to water piping in Structure 68, adding a pressure regulating valve in Structure 10 near each washing compactor, and adding a 100 micron filter to each of the washing compactor wash water supply lines. This equipment is required by the manufacturer per the shop drawing submittal.
4. **Addition of Removable Railing** – This work consists of converting approximately 32 linear feet of railing in Structure 68 from rigid, permanently mounted railing to four, 8-foot long removable sections. This work will improve future maintenance of the filters by allowing more clearance for the hoist above this work area. The costs consist of modest material and labor increases to address the added hardware for the removable railing installation.
5. **Add 3 Davit Cranes** – This work consists of supplying 3 additional davit cranes. Twelve bases are indicated on the drawings, while nine davits were specified. By increasing the number of davits provided to match the number of bases provided eliminates the need for personnel to move davits from one location to another. The Contractor has provided competitive pricing to match the number of cranes with the number of bases.
6. **Structure 68 Hoists** – This work consists of relocating a specified 480V hoist to another location within Structure 68, and also providing a 110V electric chain hoist with manual trolley in Structure 68. The Contractor will supply the 110V hoist for installation by Owner. Installation of electrical devices for connection to electrical power will be done by the Contractor on a T+M basis, with adjustment at a later date as needed.
7. **Ethernet Communication** – This work consists of allowing the use of Ethernet communications between mixer panels and the SCC in Structure 68, in lieu of analog, hard wired communication. This results in reduced material and installation costs.
8. **Skylight Modifications** – This work consists of enlarging the skylight over the screens in Structure 10 by two feet. This will allow removal of the entire frame as a single assembly without first removing all drives and shafts.

9. **Digester Cover Railing Height Adjustment** – The overall height of the cover at the aerobic digesters increased to 12-inches. The railing around the tank perimeter was anticipated to be mounted to the top of concrete. The difference between the tank cover and the top of concrete was not accounted for, making the planned handrail too short. This change adds an appropriate height to the posts for this handrail so the handrail is 3'-6" above the top of cover.
10. **Remove W3 Insulation in Structure 10 Wet Well** – This item includes elimination of pipe insulation and jacketing for exposed W3 piping located in the wet well below elevation 795.25
11. **Remove Length of W3 Piping and Insulation Along South Wall of Structure 68** – This item includes elimination of 1-1/2" W3 located on eastern end and along southern wall of the Filter Area that served hose bib located on grade floor of filter area. W3 piping and hose bib that was eliminated offered minimal value and avoided potential conflict with electrical conduit and HVAC ducts.
12. **Prepare and Paint PRE Piping in Grit Room** – This item consists of surface preparation and repainting of the exposed 24" diameter piping and fittings located in the Grit Room. The existing coating is deteriorating and repainting will provide long-term corrosion protection of the existing piping.
13. **Revision to Coating in Lower Wet Well Level of Structure 10** – This item consists of providing a different surface coating than originally specified to the lower portion of the wet well. The alternate coating will provide better surface restoration and corrosion protection to the submerged concrete surfaces of the wet well area. The addition of non-skid material to the coating walking surfaces will increase safety for plant personnel by reducing the potential for slips and falls when access to the area is necessary for operation and maintenance activities.
14. **Leachate Tank Rehabilitation Allowance Adjustment** – This item provides for the additional time and materials costs incurred in restoring and preparing the existing concrete surfaces and for applying the corrosion-resistant coating on the interior surfaces of the Leachate Tank. A \$50,000 allowance was included in the contract, but the cost of the Work was higher than this value. The Contract allows for an increase in allowances to cover the Contractor's additional costs.
15. **Additional Aeration Diffusers** – This item consists of providing additional aeration diffusers in the Aeration Basin swing zones to increase diffuser density in identified aeration zones. Operation of the facility at low flows and high loads indicated an operational need to increase the number of diffusers from the designed quantity.
16. **Allowance Adjustment for Removal of Unsuitable Materials Under Structures** – This item provides a credit for the unused balance of the project allowance for removal of materials associated with the abandoned chlorine contact north of Structure 68. The Work required removal of approximately 30 cubic yards of material, totaling \$1,200. The remaining value of the allowance was \$66,800, which is credited in full.

Cost Implications

The items included in this change order result in a net cost increase of \$6,725 and are made up of the following individual prices:

1.	Structure 80 Ferric Piping	ADD	\$12,465
2.	Leachate Tank Coating Credit	DEDUCT	(\$21,364)
3.	Piping Modifications		
a.	Structure 68 check valves	ADD	\$449
b.	Structure 10 PRV's	ADD	\$1,815

	c. Structure 10 strainers	ADD	\$711
4.	Removable Railing	ADD	\$1,457
5.	Additional Davit Cranes	ADD	\$16,756
6.	Structure 68 Hoist Modifications	ADD	\$9,884
7.	Ethernet Communications	DEDUCT	(\$2,789)
8.	Skylight Modifications	ADD	\$2,630
9.	Digester Handrail Extension	ADD	\$1,395
10.	W3 Piping in Structure 10 Wet Well	DEDUCT	(\$1,660)
11.	W3 Piping and Insulation in Structure 68	DEDUCT	(\$3,717)
12.	PRE Piping in Grit Room	ADD	\$1,565
13.	Coating of Lower Wet Well	ADD	\$5,929
14.	Leachate Tank Allowance Adjustment	ADD	\$17,176
15.	Additional Aeration Diffusers	ADD	\$30,823
16.	Allowance – Unsuitable Material at Structures	DEDUCT	(\$66,800)
Net Change		ADD	\$6,725

Schedule Implications

These changes are expected to have no impact on overall project schedule.

Recommendation

Donohue recommends the City authorize these changes as presented.

FINANCIAL ANALYSIS

As of November 2022 – the project has enacted formal changes totaling \$336,914. This proposed change includes both additive and deductive items. These items are grouped below, including reconciliation of project allowances – returning funds to the project budget dollar-for-dollar.

Enacted Changes	\$336,914.00
Proposed Adders	\$103,055.00
<u>Proposed Deducts</u>	<u>(\$96,330.00)</u>
Net Projected Changes	\$343,639.00

Inclusion of this proposed change order along with all other pending changes results in a net addition to the project of \$343,639. The beginning balance of the project contingency was \$669,250. The remaining value of the contingency is \$325,611, or about 48% of the original contingency.

RECOMMENDATION

Staff recommends that the City Council approve Change Order 8 for the Wastewater Utility Phase II Project for the net cost of \$6,725.

PHASE II PROJECT UPDATE

Kevin Berg, Project Manager from Donohue will provide a brief update.

ATTACHMENTS

Donohue Change Order 8 Memo and Support Material



Memorandum

Date: October 28, 2022

To: Paul Christensen

Copy: Andy Selle, Erin Sweeney – Fort Atkinson
Nathan Cassity – Donohue

From: Kevin Berg, PE

Re: Change Order 008 – Miscellaneous Items
Ft Atkinson WWTP – Phase 2 Improvements Construction

Summary

This change order is comprised of several miscellaneous modifications to the project:

1. Modifications to ferric chloride piping in Structure 80
2. Removal of leachate tank coating from the Contractor's base bid – reassign to rehab contractor
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15.	Additional Aeration Diffusers	ADD	\$30,823
16.	Allowance – Unsuitable Material at Structures	DEDUCT	(\$66,800)
Net Change		ADD	\$6,725

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Enacted Changes	\$336,914.00
Proposed Adders	\$103,055.00
Proposed Deducts	(\$96,330.00)
Net Projected Changes	\$343,639.00

Inclusion of this proposed change order along with all other pending changes results in a net addition to the project of \$343,639. The beginning balance of the project contingency was \$669,250. The remaining value of the contingency is \$325,611, or about 48% of the original contingency.

Schedule Implications

These changes are expected to have no impact on overall project schedule.

Recommendation

Donohue recommends the City authorize these changes as presented.

CHANGE ORDER NO. 008

CHANGE ORDER DATE OF ISSUANCE	October 27, 2022	COMMENCEMENT OF CONTRACT TIME	March 29, 2021
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OWNER	City of Fort Atkinson, Wisconsin		
CONTRACTOR	Staab Construction Corporation		
PROJECT	Phase 2 WWTP Improvements	CONTRACT NO.	N/A
ENGINEER	Donohue & Associates, Inc.		

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:

DESCRIPTION: Various items - see individual scopes.

REASON FOR CHANGE ORDER: Varies

ATTACHMENTS: None.

CHANGE IN CONTRACT PRICE
Original Contract Price: \$ 13,385,000.00
Net increase (decrease) from previous Change Orders: \$ 336,914.00
Net increase (decrease) of this Change Order: \$ 6,725.00
Revised Contract Price: \$ 13,728,639.00

CHANGE IN CONTRACT TIMES
Original Contract Times: (days or dates) (all work other than aerobic digesters) Substantial Completion: April 28, 2023 Ready for Final Payment: July 28, 2023
Net increase (decrease) from previous Change Orders: (days) Substantial Completion: 0 Ready for Final Payment: 0
Net increase (decrease) of this Change Order: (days) Substantial Completion: 0 Ready for Final Payment: 0
Revised Contract Times: (days or dates) (aerobic digesters only) Substantial Completion: October 31, 2023 Ready for Final Payment: December 8, 2023

CONTRACTOR agrees that this Change Order includes any and all costs associated with or resulting from the change ordered herein, including all impacts, delays, and accelerated costs. Other than the dollar amount and time allowance listed above, there shall be no other dollar or time compensation as a result of this Change Order.

THIS DOCUMENT SHALL BECOME AN AMENDMENT TO THE CONTRACT AND ALL
STIPULATIONS AND COVENANTS OF THE CONTRACT SHALL APPLY HERETO.

RECOMMENDED: By: <u>Kevin J. Berg</u> ENGINEER (signature) Kevin Berg, P.E. ENGINEER (printed name) Date: <u>2022-10-28</u>	APPROVED: By: _____ OWNER (signature) _____ OWNER (printed name) Date: _____	ACCEPTED: By: <u>Benjamin J. Lee</u> CONTRACTOR (signature) Benjamin J. Lee, President CONTRACTOR (printed name) Date: <u>10-31-22</u>
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Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 10/06/2022
Project: 4611- FORT ATKINSON WWTF
Re: Cost to add an additional 500 Aeration Diffusers

PCO: 27 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
465136- -	Aeration Equipment - Fine Bubble, New		1	EA				64	119	7,616		19,900	27,516
	Total Cost							64		7,616		19,900	27,516
	Percent Margin											15.00%	
	Margin											2,985	2,985
	Contract Price Sub-Total									7,616		22,885	30,501
12200- -	BONDS												322
	Contract Price Total												30,823

Clarifications / Exceptions:

Cost to add an additional 500 Aeration Diffusers in two Aeration Tanks

Project Manager: _____
LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.
Price subject to change after 30 days.

From: [Haffenbredl, Leon](#)
To: [Anderson, April](#)
Subject: FW: [EXTERNAL]Fwd: Fort Atkinson
Date: Thursday, October 6, 2022 12:25:20 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[SSI Aeration Tank Additional Diffuser Scope - Fort Atkinson.pdf](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

April, for co. Thanks



Leon Haffenbredl
Sr. Project Manager/Estimator
Phone: 715-387-8429 ext 201
Mobile: 715-305-7972
Email: leon.haffenbredl@staabco.com

1800 Laemle Ave
Marshfield, WI 54449

From: Paul Schuette <PSchuette@drydon.com>
Sent: Wednesday, October 5, 2022 3:05 PM
To: Haffenbredl, Leon <leon.haffenbredl@staabco.com>
Subject: [EXTERNAL]Fwd: Fort Atkinson

Leon...sent this on Monday. Did you not receive it?

Sent from my iPhone

Begin forwarded message:

From: Paul Schuette <PSchuette@drydon.com>
Date: October 3, 2022 at 3:50:00 PM CDT
To: "Haffenbredl, Leon" <leon.haffenbredl@staabco.com>
Subject: RE: Fort Atkinson

Leon;

Per our discussion on Friday, please see attached for the requested proposed change to the aeration tank scope. SSI figures they can pack 179 diffusers into each grid (so 716 total). The previous count had 54 per grid (or 216 total). They stayed with the 4" diameter dropleg/manifold piping, but just packed more diffusers into the grid (per Donohue's request).

SSI is asking for an additional \$19,900 to accommodate the request.

Please review and let me know if you have any questions.

Thanks!
Paul

September 28th, 2022.

File: City of Fort Atkinson WWTP, WI (Drydon) P- 092822

Drydon Equipment Inc.

Attention: Paul Schuette

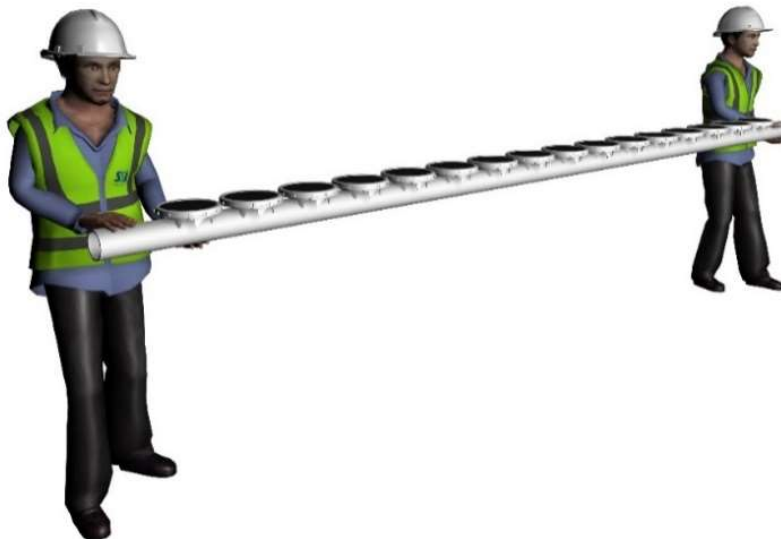
Email: PSchuette@drydon.com

Ref: City of Fort Atkinson WWTP, WI –Proposal

Sir/Madam,

In response to your email and based on the information provided in the email and document, SSI an ISO-9001 certified corporation is pleased to submit this proposal for the design, manufacture & supply of Fine Bubble Aeration Equipment for **Two (2) Aeration Tanks** with POD270-E (9") Fine Bubble Disc Diffusers.

SSI PODS diffusers are pre-assembled in factory on headers, no diffusers parts, and pieces to assemble at site, just lifts the headers straight from the truck to the Tank.



Unless otherwise noted equipment supplied will meet or exceed any engineer specified performance requirements and/or called in the RFP/Email.

Preliminary Drawings showing the general arrangement of diffuser/Piping layouts (*Refer I*).

- A. Scope of supply** is complete with all components from the downstream of air supply line connection ($\pm 12''$ above Tank Top) starting with a 304SS Vanstone, follower loose flange followed with the drop pipe including Top elbow. (Isolation valves & gaskets and hardware for top flange are not included)

Each Aeration tank is 30' x 12' x 18'-9" SWD consists of Two (2) Passes.
Aeration equipment supplied per pass is as listed below:

Ø4" 304LSS Sch.10 Drop pipe ±20'		Ø4" PVC Sch.40 Lower drop + Manifold ±10'	Ø4" PVC Headers Sch.32.5 Headers ±220' c/w Factory installed diffusers		POD270-E (9") Fine Bubble diffusers
304SS Structural Supports	SS/PVC Flange Joint	304SS MDS Supports	304SS MDS Supports	PVC Unions	
1	1	2	49	15	

Number of POD270-E (9") Diffusers for One (1) Aeration tank (179/Pass) * 2 = **358**

COMMON FOR TWO TANKS

Total Number of POD270-E (9") Diffusers for Two (2) Aeration tanks (358/tank) * 2 = **716**

B. ADDER PRICE FOR ADDITIONAL DIFFUSERS\$

C. GENERAL:

- SS pipe work is cleaned, degreased and acid washed for following the fabrication.
- Piping sections are supplied in 20' lengths maximum and connected at site with suitable connections.
- All SS welding/PVC gluing done in the factory and NO site welding/gluing involved in the installation of equipment.
- All Supports are supplied with anchors and accessories.
- **Spares:** Included as above.
- **Site Services:** Included as above
- SSI diffusers are manufactured under ISO9001.
- **Warranty:** Unless otherwise noted SSI's standard warranty/guarantee on the equipment supplied is for 18 months from the date of shipment or 12 months after the start up whichever occurs first. Warranty covers the workmanship and material of the listed items only. Any costs direct or indirect for transportation, site work, site repair/adjustments etc., are not covered under warranty. Further warranty is valid only when SSI or Its Representative/Associates approve/certify the installation. However, as the inspection is done randomly certification on installation does not make SSI liable or responsible for any direct or indirect installation failure(s)

D. PRICE IS:

1. In USD and Valid for **15** days
2. Above price does not consider Buy America products and if it is needed, price might change accordingly.
3. **Approval Submittal:** c/w O & M Manuals in electronic/digital files of all drawing and relevant technical information/data sheets and product cut sheets along with calculation if applicable **3-4 weeks** after receipt of P.O and all the information necessary to prepare submittals.
4. Completion and ready to ship: **12-14 Weeks** after receipt of approved submittal.
5. **F.O.B:** Fort Atkinson, WI 53538
6. Manufacturer's Service days as included above.
7. Unless noted otherwise specified all components/ items are shipped lose for field assembly if any. Field assembly, installation, site work and field testing by others.
8. Exclusions: *(unless noted otherwise)*
 - Offloading upon delivery to site.

- Any items and services not itemized within the above scope of supply.
 - Blowers, Mixers, wall sleeves, isolated valves, air main piping.
 - Applicable taxes, custom duties, brokerage etc.,
9. Payment Terms:
- For Municipal and Government Projects in USA: 30% with PO, 30% with approved submittals and balance 40% prior to shipment.
 - Private projects in US and all overseas jobs: 30% with PO, 30% with approved submittals and balance 40% prior to shipment (Subject to credit approval).
10. Cost Escalation Clause: SSI Aeration, Inc. has priced the job according to existing market conditions and costs at the time of quote. Due to wide fluctuations and increases in the price of stainless steel, carbon steel, PVC components we are experiencing in very short time frames, the sales price of the equipment might be subject to escalation in price in the event there are delays approving submittal, delays in delivery schedule and/or release to manufacture beyond what was quoted and beyond Seller's control. In the event that there is a significant increase of material or freight occurring during the performance of the contract, the contract sum and/or time of completion shall be equitably adjusted by Change order. A change in price will be considered significant when the overall cost of the system increases by 10% or higher.
11. Escalation shall be based upon the increase in the Producer Price Index, U.S Department of Labor, Bureau of Labor Statistics-Group: Machinery and Equipment: Special Industry Machinery and Equipment, Series Id-WPU116 9th the "Index"). The escalation shall be calculated based upon the percentage increase of the monthly index between the date of quotation and the date of receipt of order and submittal approval/release to manufacture (ie: the index of the month of when the order is received and released to manufacture minus the index for the month of quotation divided by the index for the month of quotation, multiplied by the quoted price). Note there is approximately 2–4-month delay in the publishing and finalizing of these indexes by the U.S Federal Government. Therefore, the escalation will be calculated at the time the index for both months has been published and finalized.

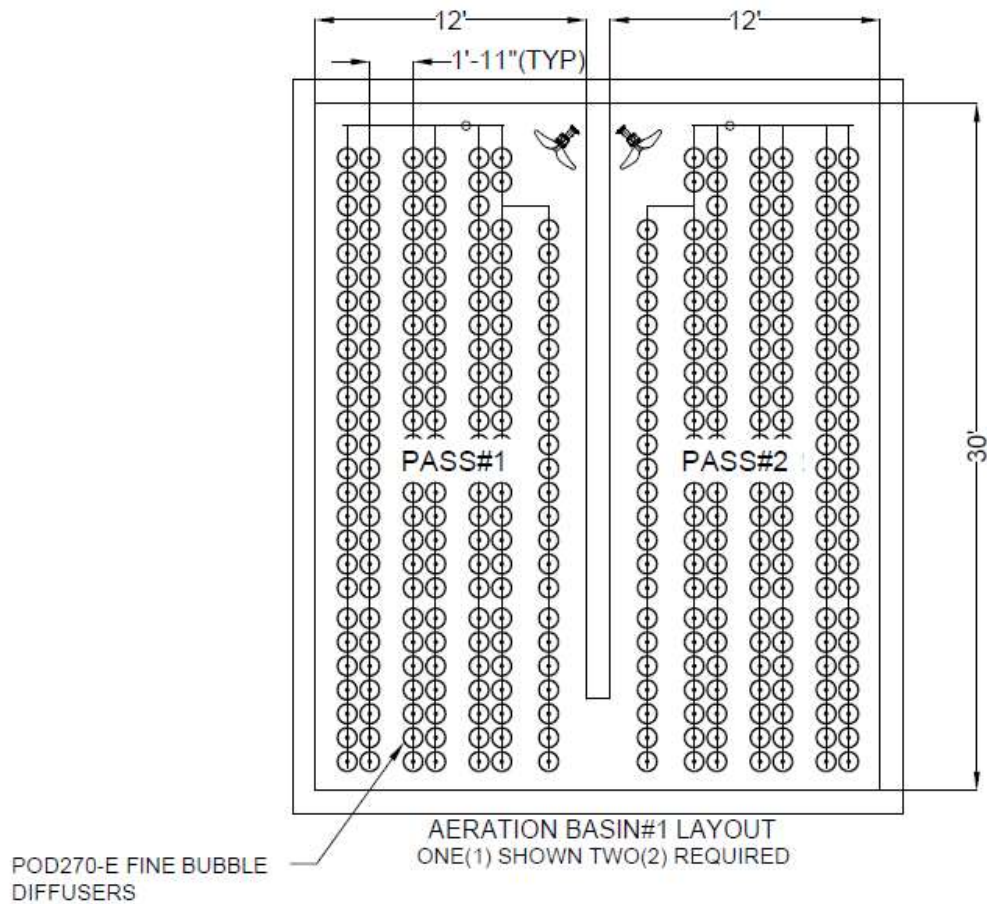
If you have any questions, need clarification and /or additional information kindly contact us we would be glad to assist further.

Yours truly,
SSI Aeration Inc.

Kiran Kumar Banala,
Director of Application Engineering,
Cell: +1 845-392-1172
Tel: +1 845-454-8171 (Ext 308)
kiran@ssiaeration.com
www.ssiaeration.com

I. Preliminary Drawings

Aeration Tank



Note: This schematic layout is for conceptual purpose not for construction.

Aeration Tank is: 30' x 12' x 18'-9" SWD



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 08/13/2021
Project: 4611- FORT ATKINSON WWTF IMPROVEMENTS-PHASE 2
Re: Cost to Remove 8" DIP/ 4" D.C. PVC and Install D.C. PVC Pipe

PCO: 5 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
99100- -	Painting		1	LS							700		700
400506- -	Pipe Accessories Materials	B-N-G's	0	EA	405								405
400507- -	Pipe Support Materials		0	EA	250								250
400507-504-	4 Pipe Support LBR		0	EA				6	119	714			714
400519-106- 002	Demo 6in D.S. Lines	8" Sludge pipe demo & PVC	0	LF				17	119	2,023			2,023
400519-508-	8 Flange DI Pipe LBR		0	LF				2	119	238			238
400531-005-	Exposed Plastic Pipe Materials		0	LF	3,254								3,254
400531-102-	2 Demo PVC Pipe LBR	4" PVC	0	LF				3	119	357			357
400531-504-	4 Exposed PVC Pipe LBR	Dual Containment	0	LF				27	119	3,213			3,213
400591- -	Mechanical ID		0	EA	75								75
400592-502-	2 Exposed Pipe Leakage Testing LBR		0	EA				4	119	476			476
	Total Cost				3,984			59		7,021	700		11,705
	Percent Margin				15.00%						5.00%		
	Margin				598						35		633
	Contract Price Sub-Total				4,582					7,021	735		12,338
12200- -	BONDS												127
	Contract Price Total												12,465

Clarifications / Exceptions:

Cost to Remove 8" DIP/ 4" D.C. PVC and Install D.C. PVC Pipe per photos from Kevin Berg on 7.28.21.

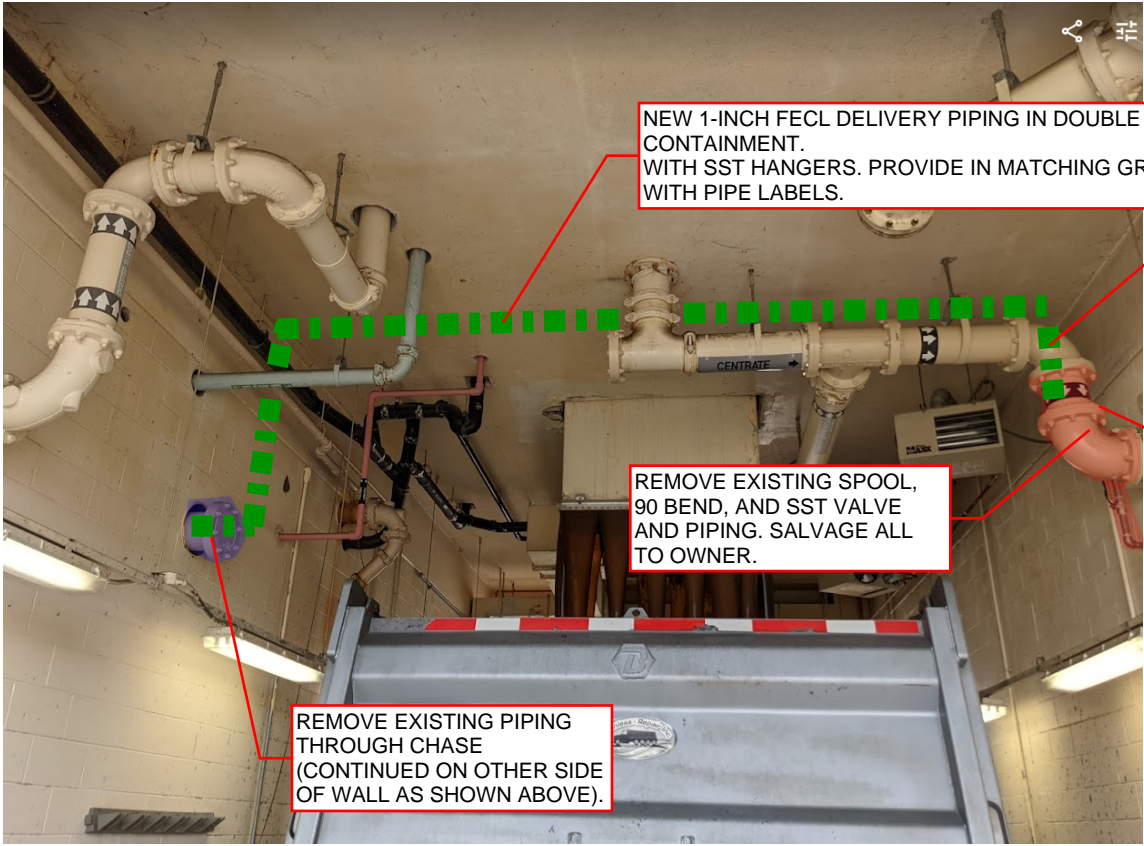
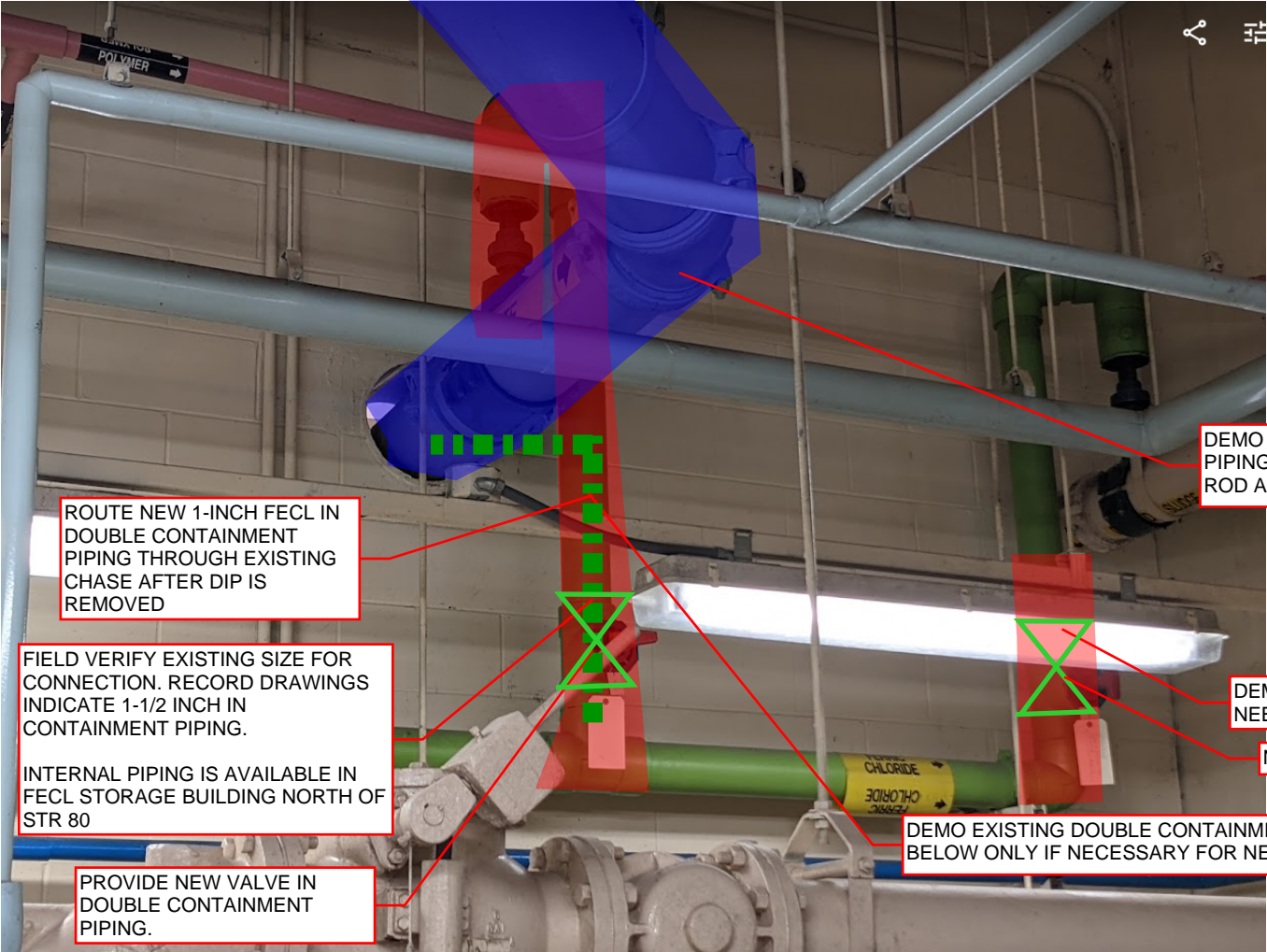
Price is based on reusing existing 8" blind flange.

Project Manager: _____

LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.

Price subject to change after 30 days.



PROVIDE NEW SCH 80 PVC FLANGED SPOOL AND 90 BEND. CONNECT TO EXISTING PIPING.

PROVIDE TAP IN SPOOL TO ACCEPT CHEMICAL INJECTION QUILL (SAF-T-FLO EB-162) CONFIGURED FOR COMPATIBILITY WITH CONCENTRATED FERRIC CHLORIDE. CONFIRM OPTIONS WITH MANUFACTURER. COORDINATE INSERTION LENGTH WITH EXISTING PIPING.

COORDINATE CONNECTION TYPE, SIZE, AND LOCATION WITH DOUBLE CONTAINMENT PIPING. CONTAINMENT PIPING WILL END AT BEGINNING OF INSERTION QUILL.



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 09/20/2021
Project: 4611- FORT ATKINSON WWTF IMPROVEMENTS-PHASE 2
Re: Credit to contract to transfer leachate tank paint coatings

PCO: 6 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
99100- -	Painting	Credit -<\$20,104.00>- Paint Credit -<\$1,260.00> - CO#1 Duraplate Change	1	LS							(21,364)		(21,364)
	Total Cost										(21,364)		(21,364)
	Percent Margin										0.00%		
	Margin												0
	Contract Price Sub-Total										(21,364)		(21,364)
12200- -	BONDS												0
	Contract Price Total												(21,364)

Clarifications / Exceptions:

Credit to contract to transfer leachate tank paint coatings to Str 10 concrete repair allowance.

Project Manager: _____

LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.

Price subject to change after 30 days.



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 09/27/2021
Project: 4611- FORT ATKINSON WWTF IMPROVEMENTS-PHASE 2
Re: Cost to add two 1 1/2" Ball Check Valves in water lines

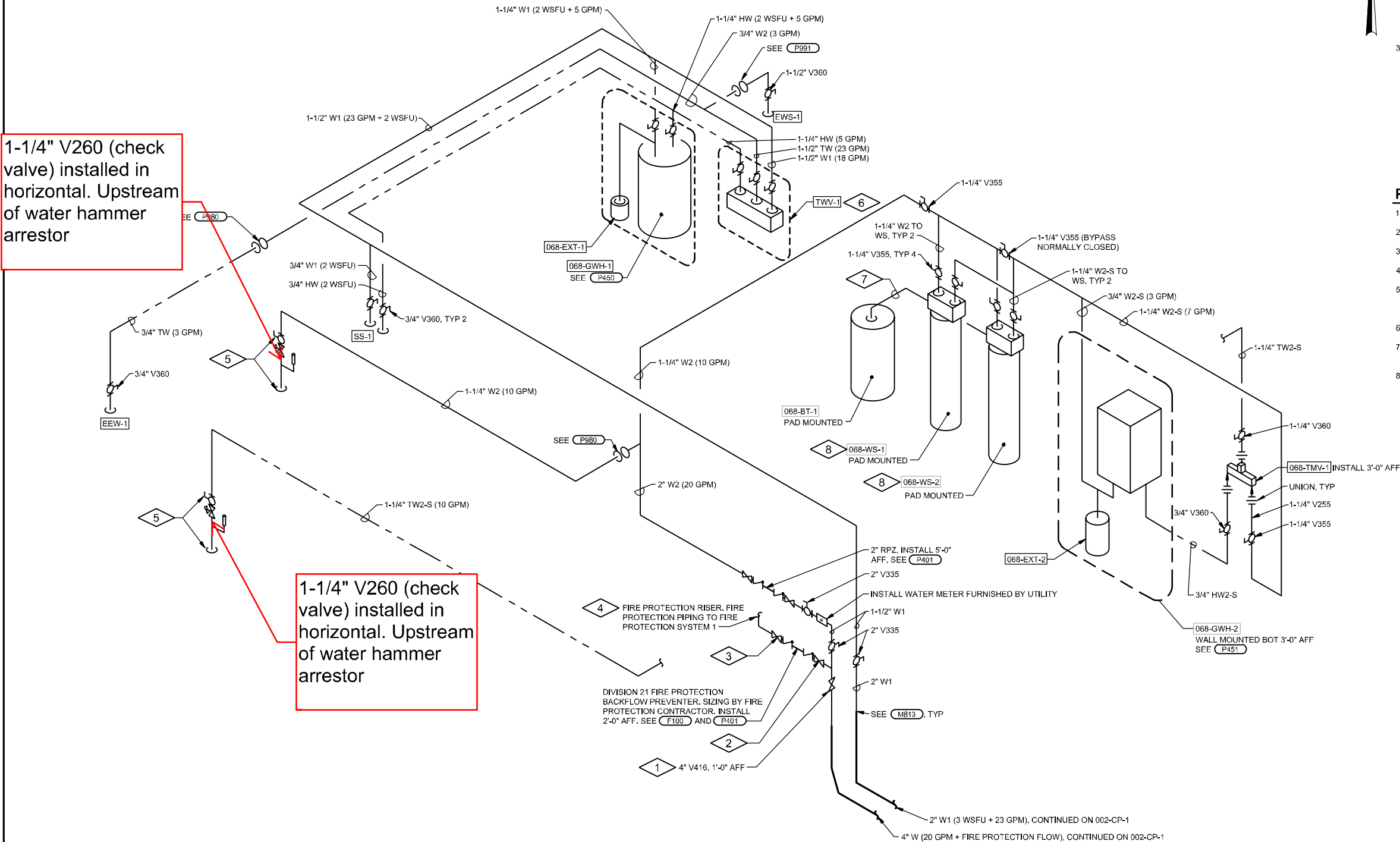
PCO: 7 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
400531-005-	Exposed Plastic Pipe Materials		0	LF	283								283
400531-501-	1 Exposed PVC Pipe LBR		0	LF				1	119	119			119
	Total Cost				283			1		119			402
	Percent Margin				15.00%								
	Margin				42								42
	Contract Price Sub-Total				325					119			444
12200- -	BONDS												5
	Contract Price Total												449

Clarifications / Exceptions:

Project Manager: _____
LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.
Price subject to change after 30 days.



GENERAL NOTES:

1. CONTRACTOR TO FIELD VERIFY EXISTING CONDITIONS, DIMENSIONS, AND ELEVATIONS PRIOR TO CONSTRUCTION AND/OR FABRICATION.
2. REFER TO 001 SERIES OF DRAWINGS FOR THE SPACE ENVIRONMENT/HAZARDOUS RATING SCHEDULE REGARDING ENVIRONMENTAL CONDITIONS ANTICIPATED WITHIN EACH SPACE AND ALLOWABLE MATERIALS OF CONSTRUCTION TO BE USED WITHIN EACH SPACE.
3. HAZARDOUS RATINGS IDENTIFIED ON THIS DRAWING INDICATE SPACES IN WHICH A HAZARDOUS ENVIRONMENT MAY GENERALLY EXIST. CONTRACTOR SHALL REFER TO SPACE ENVIRONMENT/HAZARDOUS RATING SCHEDULE IN 001 SERIES OF DRAWINGS FOR ADDITIONAL INFORMATION EXPLAINING THE EXTENT AND ENVELOPE ASSOCIATED WITH THESE HAZARDS.

PLAN NOTES:

1. PROVIDE TAMPER SWITCH ZS 9-18-1 (DIVISION 21)
2. PROVIDE TAMPER SWITCH ZS 9-18-2 (DIVISION 21)
3. PROVIDE TAMPER SWITCH ZS 9-18-3 (DIVISION 21)
4. ALARM CHECK / FLOW SWITCH FSH 9-18-4 (DIVISION 21)
5. 1-1/4" W2 TO FLOCCULANT FEED/POLYMER MIXING. PROVIDE 1-1/4" V355/V360, V740, 1-1/4" WATER HAMMER ARRESTOR AT CONNECTION.
6. PROVIDE TEE ON 1-1/2" TW FOR FLOW SWITCH FSH-9-15.
7. PROVIDE PIPING BETWEEN WATER SOFTENER TANKS AND BRINE TANK IN SIZE RECOMMENDED BY MANUFACTURER
8. ROUTE BACKWASH TUBING TO NEAREST HUB DRAIN.

WATER ISOMETRIC

NTS

Date	03/16/2021
Checked By	KJB
Drawn By	CAH
Revision Description	CONFORMED TO CONTRACT
Revision Number	1
Designed By	CAH
Drawn By	CAH
Checked By	JLW
Approved By	NWC
Filename	068PP1.DWG
Project No.	13699
Project Date	01/19/2021

CITY OF FORT ATKINSON
WWTP IMPROVEMENTS
PHASE II
FORT ATKINSON, WISCONSIN
TERTIARY FILTRATION BUILDING
ISOMETRIC



Sheet No. 207

Drawing No.

068-FP-13

Harrington Industrial Plastics LLC

**Harrington Industrial Plastics
W134N4949 Campbell Drive
Menomonee Falls WI 53051**

Phone: 262-373-1992

Fax: 262-373-1993

Attention: LEON HAFFENBREDL

Company: STAAB CONSTRUCTION CORPORATION

To: JDARCO@HIPCO.COM

From: John P. D'Arco

Subject: QUOTE 04629351

Memo:

Harrington Industrial Plastics
 W134N4949 Campbell Drive
 Menomonee Falls WI 53051
 262-373-1992
 262-373-1993 Fax

Quotation# 04629351
 Written: JPD
 Quote Date 09/16/21
 Expire Date 09/30/21
 Page 1 OF 1

Quotation

088831
 STAAB CONSTRUCTION CORPORATION

 1800 LAEMLE AVENUE
 PO BOX 900
 MARSHFIELD, WI 54449-0900

Ship To:
 FORT ATKINSON C/O STAAB CONST
 1600 FARMCO LANE
 FORT ATKINSON, WI 53538

Job: RFQ# FORT ATKIKNSON VLV

Contact: LEON HAFFENBREDL

Phone#: 715-387-8429

Fax: 715-384-4846

Ship Via: UPS GROUND

FOB / Delivery ARO: SHIPPING POINT

Frt-Terms: PREPAID & CHARGE

Product/Description	Quantity	Price	U/M	Extension
---------------------	----------	-------	-----	-----------

TC20125ST 1-1/4" VALVE BALL CHECK TUBCV S/T CPVC FPM STOCK WITHIN HARRINGTON BRANCH NETWORK	2	141.04	EA	282.08
---	---	--------	----	--------

Merchandise	Tax	Est.Freight / Handling	Net Quote Total
282.08	0.00	0.00	282.08

Thanks For Thinking Harrington.

Respectfully John P. D'Arco

All Quotations are subject to review upon placement of order.

Freight/Handling and applicable taxes if not listed above will be added.

Harrington standard terms and conditions apply to this quote.



Certified to
NSF/ANSI 61 & 372
1/4" - 4"

Ball check valve with foot
valve screen installed



TC Series True Union Ball Check Valves

1/4" - 6" PVC, 1/2" - 6" CPVC AND 1/2" - 2" PP

KEY FEATURES

- Available in PVC, CPVC and PP
- For Horizontal or Vertical Installation
- 1/2" to 6" are Sure Block Design
- Square Cut Seat for Positive Sealing
- Seats with Minimum Back Pressure
- 1/4" and 3/8" are Trim Check Design
- NSF / ANSI 61 and NSF / ANSI 372 Listed

OPTIONS

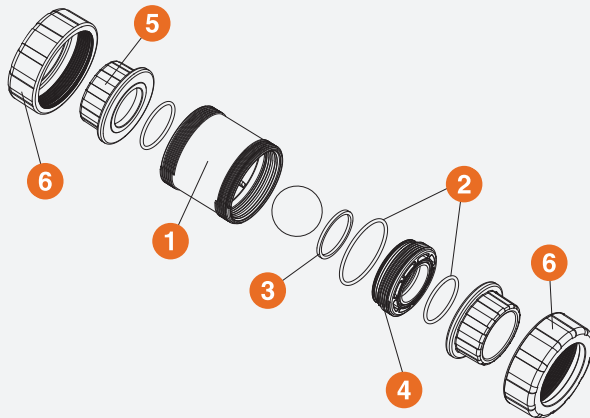
- Foot Valve Screens

MATERIALS

- PVC Cell Class 12454 per ASTM D1784
- CPVC Cell Class 23447 per ASTM D1784
- PP per ASTM D4101
- FPM and EPDM O-Ring Seals

TECHNICAL INFORMATION

EXPLODED VIEW



SELECTION CHART

SIZE	MATERIAL	END CONNECTION	SEALS	PRESSURE RATING
1/4" - 3/8" * (DN8 - DN10)	PVC	Socket or Threaded	FPM	150 PSI @ 70°F 10 Bar @ 21°C Non-Shock
1/2" - 2" (DN15 - DN50)	PVC or CPVC	Socket and Threaded or Flanged****	FPM or EPDM	235 PSI @ 70°F 16 Bar @ 21°C Non-Shock
	PP**	Threaded or Socket Fusion		
2-1/2" - 4" (DN65 - DN100)	PVC or CPVC	Socket, Threaded or Flanged	FPM or EPDM	150 PSI @ 70°F 10 Bar @ 21°C Non-Shock
6" *** (DN150)		Flanged		

* Trim Checks ** 2" PP is rated to 100 PSI @ 70°F Non-Shock *** 4" valve venturied to 6"

**** All flanged valves are rated to 150 PSI @ 70°F Non-Shock

***** PVC and CPVC socket ends available to ISO 727-1 and threaded ends to BS21. PP socket fusion ends per ASTM F2389 and threaded ends per BS21. Flanged ends available in DIN / EN PN10.

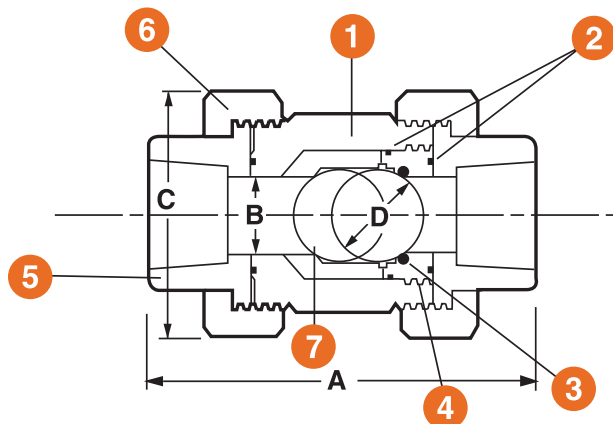
TC Series True Union Ball Check Valves

1/4" - 6" PVC, 1/2" - 6" CPVC AND 1/2" - 2" PP

TECHNICAL INFORMATION, CONTINUED

PARTS LIST

1. Body
2. O-Ring Seals
3. Square Cut O-Ring Seat
4. Seal Retainer
5. End Connector
6. Union Nut



Ball check valve with foot valve screen installed

DIMENSIONS

SIZE in / DN	A in / mm	B in / mm	C in / mm	D in / mm	E in / mm	F in / mm	G in / mm	WEIGHT lbs / kg SOC / THD	FLANGED
1/4 / 8	3.06 / 78	.31 / 8	1.38 / 35	.50 / 13	N/A	N/A	N/A	.13 / .06	N/A
3/8 / 10	3.06 / 78	.31 / 8	1.38 / 35	.50 / 13	N/A	N/A	N/A	.13 / .06	N/A
1/2 / 15	4.63 / 118	.50 / 13	2.25 / 57	.75 / 19	6.75 / 171	4.88 / 124	2.32 / 59	.75 / .34	1.00 / .45
3/4 / 20*	4.75 / 121	.75 / 19	2.63 / 67	1.00 / 25	7.13 / 181	5.00 / 127	2.60 / 66	.75 / .34	1.38 / .63
1 / 25*	5.25 / 133	1.00 / 25	3.00 / 76	1.25 / 32	7.75 / 197	5.88 / 149	2.88 / 73	1.25 / .57	2.13 / .97
1-1/4 / 32*	6.30 / 160	1.25 / 32	4.00 / 102	1.75 / 44	9.19 / 233	6.94 / 176	3.75 / 95	2.00 / .91	3.75 / 1.70
1-1/2 / 40*	6.75 / 171	1.50 / 38	4.00 / 102	1.75 / 44	9.75 / 248	7.06 / 179	3.75 / 95	2.00 / .91	3.75 / 1.70
2 / 50*	8.00 / 203	1.94 / 49	4.75 / 121	2.25 / 57	11.25 / 286	8.56 / 217	4.50 / 114	3.75 / 1.70	5.75 / 2.61
2-1/2 / 65*	10.68 / 271	2.88 / 73	6.56 / 167	3.25 / 83	14.38 / 365	11.25 / 286	2.50 / 64	10.00 / 4.54	14.00 / 6.35
3 / 80	10.56 / 268	2.88 / 73	6.56 / 167	3.25 / 83	14.38 / 365	11.25 / 286	2.50 / 64	10.00 / 4.54	14.00 / 6.35
4 / 100	12.94 / 329	4.00 / 102	8.56 / 217	4.25 / 108	17.00 / 432	14.63 / 372	4.25 / 108	17.00 / 7.71	25.00 / 11.34
6 / 150	N/A	4.00 / 102	N/A	4.25 / 108	19.19 / 487	N/A	N/A	N/A	30.20 / 13.70

Dimensions are subject to change without notice – consult factory for installation information

Hayward TC Ball Check Valves require a minimum of 2 PSI to seat and 1-1/2 PSI cracking pressure to open

* Metric End Connections Available In: BSP – Straight Thread, BSP TR – Tapered Thread and Metric Socket for PVC and CPVC Valves Only

Cv VALUES

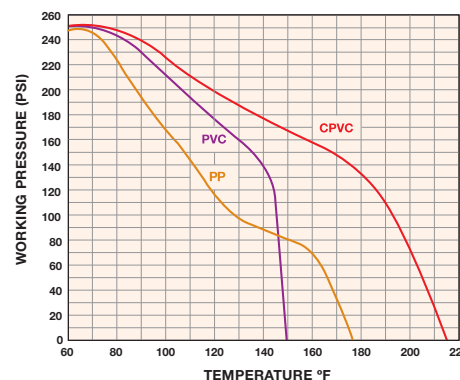
SIZE in / DN	Cv VALUES	SIZE in / DN	Cv VALUES
1/4 / 8	1.0	1-1/2 / 40	45.0
3/8 / 10	3.0	2 / 50	130.0
1/2 / 15	4.8	2-1/2 / 65	170.0
3/4 / 20	7.7	3 / 80	250.0
1 / 25	11.0	4 / 100	400.0
1-1/4 / 32	25.0	6 / 150	340.0

PRESSURE LOSS CALCULATION FORMULA

$$\Delta P = \left[\frac{Q}{C_v} \right]^2$$

ΔP = Pressure Drop
 Q = Flow in GPM
 C_v = Flow Coefficient

OPERATING TEMPERATURE/PRESSURE



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of Hayward Industries, Inc.
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USA: 1.888.429.4635 • Fax: 1.888.778.8410 • One Hayward Industrial Drive • Clemmons, NC 27012 • Email: hfcsales@hayward.com
Canada: 1.888.238.7665 • Fax: 1.905.829.3636 • 2880 Plymouth Drive • Oakville, ON L6H 5R4 • Email: hflowcanada@hayward.com
 Visit us at: haywardflowcontrol.com



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 10/11/2021
Project: 4611- FORT ATKINSON WWTF IMPROVEMENTS-PHASE 2
Re: Cost to provide two Brass PRV's in 1-1/2" washer compactors

PCO: 9 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
400523-501-	1 Exposed SS Threaded Pipe LBR		0	LF				1	119	119			119
400551- -	Valves Material		0	EA	1,458								1,458
	Total Cost				1,458			1		119			1,577
	Percent Margin				15.00%								
	Margin				219								219
	Contract Price Sub-Total				1,677					119			1,796
12200- -	BONDS												19
	Contract Price Total												1,815

Clarifications / Exceptions:

Cost to provide two Brass PRV's in 1-1/2" washer compactors water line.

Project Manager: _____
LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.
Price subject to change after 30 days.



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 10/11/2021
Project: 4611- FORT ATKINSON WWTF IMPROVEMENTS-PHASE 2
Re: Cost to provide two, 1-1/2", 150 mesh SS Wye strainers

PCO: 8 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
400523-005-	Exposed Stainless Steel Pipe Materials		0	LF	509								509
400523-501-	1 Exposed SS Threaded Pipe LBR		0	LF				1	119	119			119
	Total Cost				509			1		119			628
	Percent Margin				15.00%								
	Margin				76								76
	Contract Price Sub-Total				585					119			704
12200- -	BONDS												7
	Contract Price Total												711

Clarifications / Exceptions:

NOTE:

Valve V630 order cannot be cancelled or returned for credit.

Project Manager: _____

LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.

Price subject to change after 30 days.



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 11/16/2021
Project: 4611- FORT ATKINSON WWTF IMPROVEMENTS-PHASE 2
Re: Cost to provide four removable handrailing sections

PCO: 10 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
55000- -	Metal Fabrications		1	LS	840								840
55200- -	Metal Railing - Handrail		0	LF				4	119	476			476
	Total Cost				840			4		476			1,316
	Percent Margin				15.00%								
	Margin				126								126
	Contract Price Sub-Total				966					476			1,442
12200- -	BONDS												15
	Contract Price Total												1,457

Clarifications / Exceptions:

Cost to provide four removable handrailing sections in Str 068 at the two disc filters. Price is for option "B".

NOTE:

Option "A" would cost an additional \$418.00

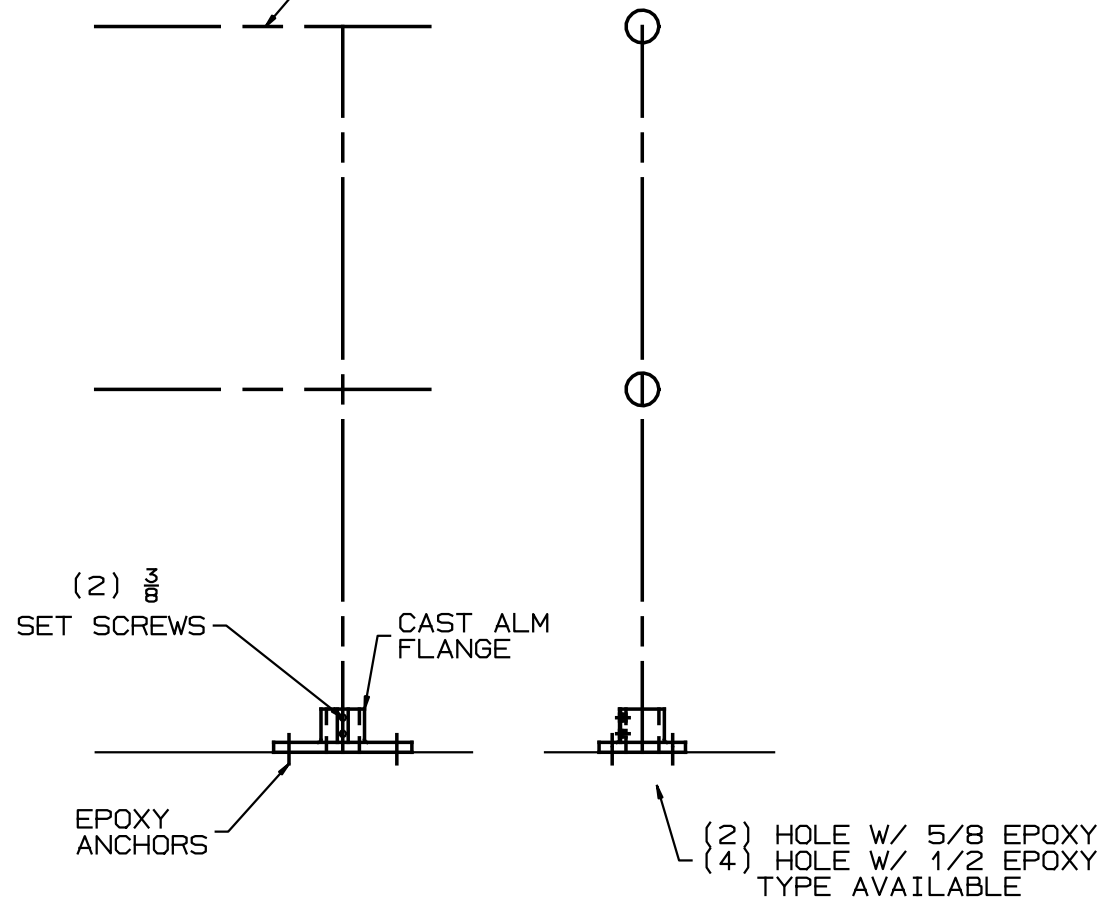
Project Manager: _____

LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.

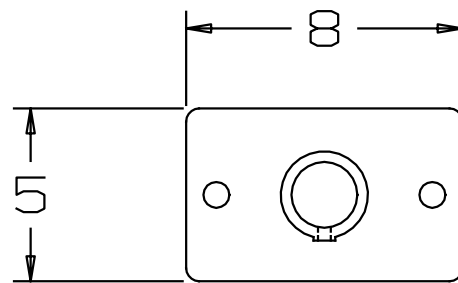
Price subject to change after 30 days.

RAIL/POST ASSEMBLY
REMOVABLE. FLANGES FIXED.

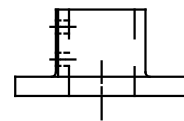
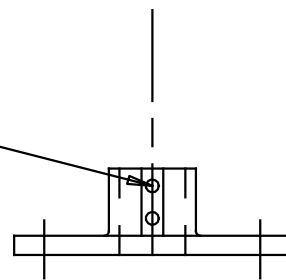


REMOVABLE RAIL USING
A SOUTHLAND FLANGE

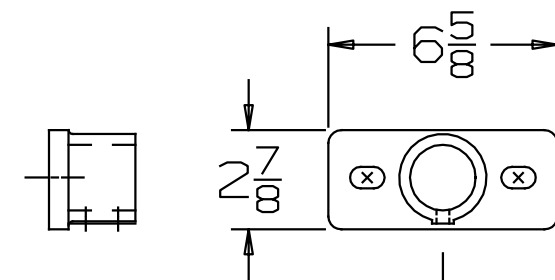
OPTION 1



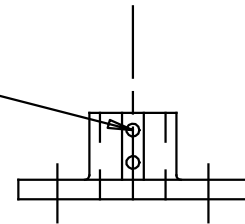
(2) 3/8 SET SCREWS



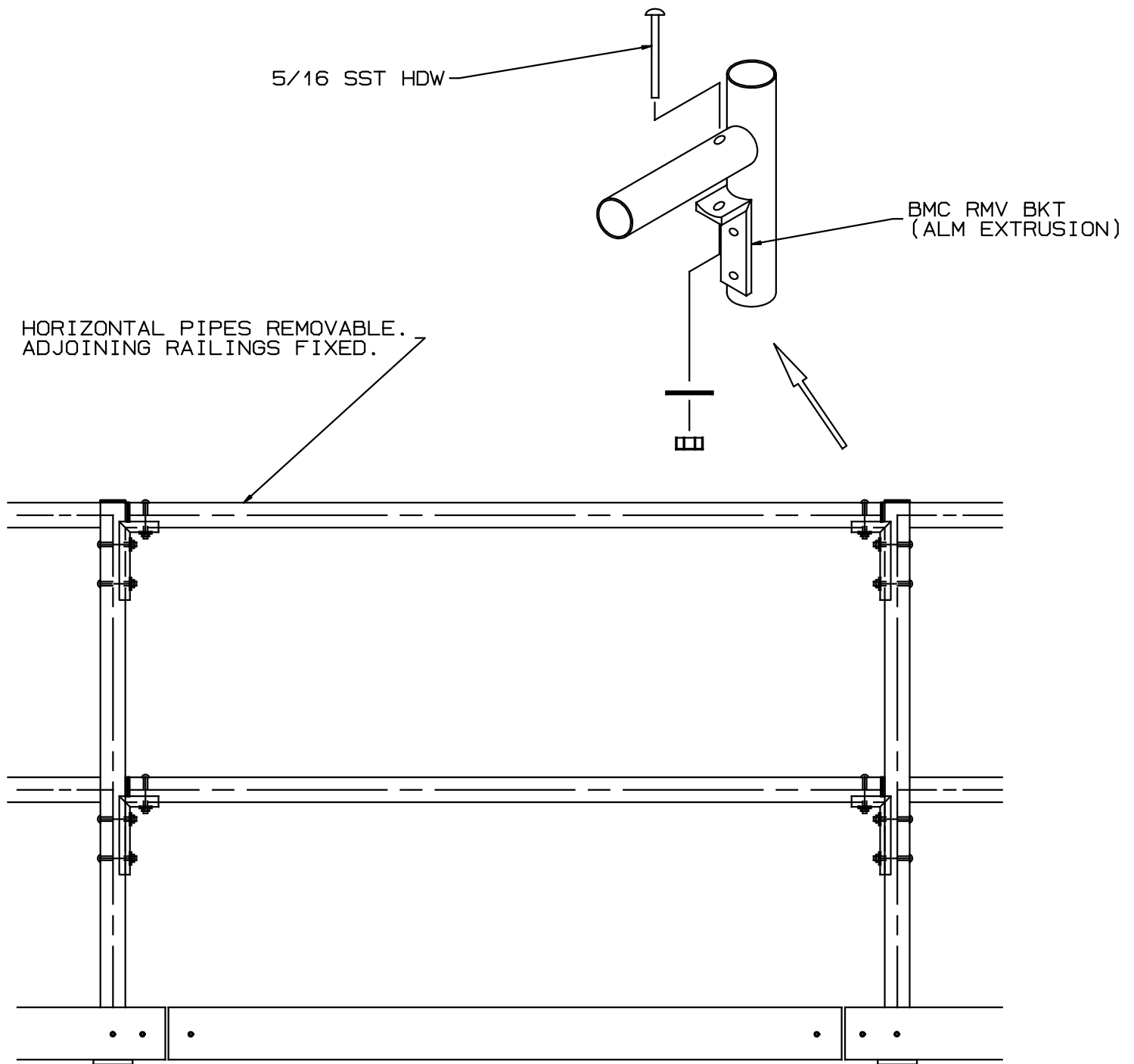
ANCHOR MOUNTING
SOUTHLAND
CAST ALUM FLANGE



(2) 3/8 SET SCREWS



CHANNEL MOUNTING
SOUTHLAND
CAST ALUM FLANGE



REMOVABLE RAIL USING
BMC RMV BKTS

OPTION 2



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 11/30/2021
Project: 4611- FORT ATKINSON WWTF IMPROVEMENTS-PHASE 2
Re: Cost to provide 3 additional Davit Cranes w/ Cables

PCO: 11 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
412200- -	Hoists & Cranes		0	EA				12	119	1,428		14,431	15,859
	Total Cost							12		1,428		14,431	15,859
	Percent Margin											5.00%	
	Margin											722	722
	Contract Price Sub-Total									1,428		15,153	16,581
12200- -	BONDS												175
	Contract Price Total												16,756

Clarifications / Exceptions:

Project Manager: _____

LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.

Price subject to change after 30 days.



LIFT INCORPORATED

Lift Incorporated
2737 W. Mill Road
Milwaukee, WI 53209
414.353.5353 Phone
414.353.4444 Fax
jim@liftinc.com e-mail

PROPOSAL SUBMITTED TO:
Staab Construction
Attn: Leon Haffenbredl

DATE: July 25,2021

PROJECT: City Of Fort Atkinson WWTP

PROPOSAL NO: 16261-R4

APPRECIATING THIS OPPORTUNITY TO SERVE YOU, WE SUBMIT THE FOLLOWING PROPOSAL TO SELL THE MATERIAL OR EQUIPMENT AS DESCRIBED HEREIN, SUBJECT TO ALL OF THE TERMS AND CONDITIONS STATED ON THIS FACE AND THE ATTACHED TERMS AND CONDITIONS PAGE:

WE PROPOSE TO FURNISH And DELIVER THE FOLLOWING EQUIPMENT:

Section 41 22 13.50

Qty (3) Model # 5PT20S-M2X Commander Series 2000 lbs./544kg maximum capacity davit crane with 4WM2EGRA-K Worm Gear Hand Winch.

Crane Includes:

- Handle for easy 360 degree rotation on nylatron flange bearing
- Adjust boom angle with ratchet style screw jack finished with ☐ alvanized protective finish
- Adjust boom reach with boom extension
- Quick connect winch mounting plate with single clevis pin connection
- Welded constructed structural steel pipe and tubing
- 304 Electropolished Stainless Steel Finish
- Stainless Steel assembly hardware

Winch Includes:

- Automatic internal brake for positive load control
- Pressure plate finished with corrosion resistant trivalent zinc finish
- 3- part epoxy gray finish with a zinc rich primer
- Input shaft will allow for a drill dive up to 400 rpm with a 1-1/8" hex socket
- Slot for swaged ball end on wire rope assembly to allow for quick disconnect option. This feature allows you to keep the hook end of the wire rope assembly attached to the load at all times, disconnect the wire rope from the winch and attach the swaged ball end to wire rope keeper
- Quick disconnect option allows crane to be moved to another base location
- Stainless steel fasteners to mount winch to crane

Price \$ 13,060.00

Qty (4) Commander Series 2000 (5PT20) Pedestal Base

- Base cover with lanyard
- Quick disconnect keyhole slot on base gusset to attach swaged ball end of wire rope. This will allow the rope to remain attached to the load at all times and the operator is able to move the crane assembly to another base location
- 304 Electropolished Stainless Steel Finish

OPTIONAL IF NEEDED

Price \$ ~~5,810.00~~

Qty (4) Expansion Bolt Anchor Kit (AN62A-6S)

- Includes 4 bolts
- 5/8" Diameter
- 6" Length
- 304 Stainless Steel

By others

Price \$ ~~700.00~~

Qty. (3) 1/4" diameter 7 X 19 aircraft cable WS25-45NS

- 304 Stainless steel
- 45 feet long
- Swaged ball one end
- 316 Stainless Steel Swivel hook with safety latch other end

Price \$ 921.00

Estimated Shipping Cost \$ 450.00

No Tax Included.

SHEET NO. 1 OF 1 SHEETS COMPRISING THIS PROPOSAL

TERMS OF PAYMENT: Net 30

SHIPMENT: 8 Weeks

F.O.B. Job Site

THIS PROPOSAL SHALL REMAIN IN EFFECT FOR 30 DAYS FROM DATE HEREOF. This proposal is subject to revocation without notice and all orders are subject to approval by Lift Incorporated principals. Unless otherwise waived, no sales, use and excise taxes and permitting fees are included.

RESPECTFULLY SUBMITTED BY

James P Riddle

\$14,431.00



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 12/07/2021
Project: 4611- FORT ATKINSON WWTF IMPROVEMENTS-PHASE 2
Re: Cost to relocate the stair hoist over pumps

PCO: 12 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
260500- -	Electrical Construction		0	C\$							5,456		5,456
412214- -	Trolley Hoist		0	EA								3,858	3,858
	Total Cost										5,456	3,858	9,314
	Percent Margin										5.00%	5.00%	
	Margin										273	193	466
	Contract Price Sub-Total										5,729	4,051	9,780
12200- -	BONDS												104
	Contract Price Total												9,884

Clarifications / Exceptions:

Cost to relocate the stair hoist over pumps and provide manual trolley & electric chain hoist over stairs.
Hoist installation by Owner.

Project Manager: _____
LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.
Price subject to change after 30 days.

From: [Haffenbredl, Leon](#)
To: [Anderson, April](#)
Subject: FW: [EXTERNAL]
Date: Tuesday, December 7, 2021 9:03:32 AM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

April, you'll need this.



Leon Haffenbredl

Sr. Project Manager/Estimator

Phone: 715-387-8429 ext 201

Mobile: 715-305-7972

Email: leon.haffenbredl@staabco.com

**1800 Laemle Ave
Marshfield, WI 54449**

From: Jim Riddle <jim@liftinc.com>
Sent: Tuesday, December 7, 2021 8:15 AM
To: Haffenbredl, Leon <leon.haffenbredl@staabco.com>
Cc: 'Tom Heinrich' <tom@liftinc.com>
Subject: [EXTERNAL]

By Owner

Hi Leon

Here is the costs for the installation and tagline & power festoon system for the 1 ton hoist that I quoted you yesterday. The hoist that I quoted was a push type

- Installation cost Adder: \$ 2,000.00
- Tag line & festoon System Adder: \$300.00
-

Qty (1) 1 Ton Electric CM Loadstare with Low headroom push trolley Model # LNT0116BA120

- Lift 20'
- Lifting Speed 16 FPM
- Chain Container
- Voltage 115 single phase
- Price Each: \$3,558.00

Total = \$3,858.00

Thanks

Jim Riddle

Inside Sales

Lift Incorporated

2737 W. Mill Road

Milwaukee, WI 53209

414-353-5353



CHANGE ORDER REQUEST

Change Order Request #

Date:

Project:

Project #:

To:

From:

Phone:

Phone:

Email:

Email:

We hereby propose to make the following changes:

Change Order Price \$

This price is good for 30 days. If conditions change, this price is void.
We are requesting a time extension of " "days in conjunction with this change.

Author

Date

Accepted

The above prices and specifications of this change order request are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise specified.

Authorized Signature

Date of Acceptance



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 12/16/2021
Project: 4611- FORT ATKINSON WWTF IMPROVEMENTS-PHASE 2
Re: Credit to provide Ethernet in-lieu-of field wiring

PCO: 14 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
260500- -	Electrical Construction		0	C\$							(2,629)		(2,629)
	Total Cost										(2,629)		(2,629)
	Percent Margin										5.00%		
	Margin										(131)		(131)
	Contract Price Sub-Total										(2,760)		(2,760)
12200- -	BONDS												(29)
	Contract Price Total												(2,789)

Clarifications / Exceptions:

In Str 068 LCP-9-3

Project Manager: _____
LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.
Price subject to change after 30 days.



CHANGE ORDER REQUEST

Change Order Request #

Date:

Project:

Project #:

To:

From:

Phone:

Phone:

Email:

Email:

We hereby propose to make the following changes:

Change Order Price \$

This price is good for 30 days. If conditions change, this price is void.
We are requesting a time extension of " "days in conjunction with this change.

Author

Date

Accepted

The above prices and specifications of this change order request are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise specified.

Authorized Signature

Date of Acceptance



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 12/16/2021
Project: 4611- FORT ATKINSON WWTF IMPROVEMENTS-PHASE 2
Re: Cost to provide a larger Skylight in Str 10 Roof

PCO: 13 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
86200- -	Skylights		0	EA							2,478		2,478
	Total Cost										2,478		2,478
	Percent Margin										5.00%		
	Margin										124		124
	Contract Price Sub-Total										2,602		2,602
12200- -	BONDS												28
	Contract Price Total												2,630

Clarifications / Exceptions:

Cost to provide a larger Skylight in Str 10 Roof.
This larger size will allow the mechanical screen to be removed / installed without interference.

Project Manager: _____
LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.
Price subject to change after 30 days.

From: [Haffenbredl, Leon](#)
To: [Anderson, April](#)
Subject: FW: [EXTERNAL]RE: [EXTERNAL]RE: [EXTERNAL]RE: [EXTERNAL]RE: 4611- FORT ATKINSON- 084500 SECTION 08 45 00 TRANSLUCENT WALL AND ROOF ASSEMBLIES AND SKYLIGHTS - AAN1
Date: Thursday, December 16, 2021 9:14:03 AM

From: AJ Pederson <apederson@WLHall.com>
Sent: Tuesday, December 14, 2021 9:32 AM
To: Spencer, Aaric <Aaric.Spencer@staabco.com>
Subject: [EXTERNAL]RE: [EXTERNAL]RE: [EXTERNAL]RE: [EXTERNAL]RE: 4611- FORT ATKINSON- 084500 SECTION 08 45 00 TRANSLUCENT WALL AND ROOF ASSEMBLIES AND SKYLIGHTS - AAN1

Aaric,

I finally got pricing from kalwall. The added costs for the size increase is \$2,478. Please keep in mind we need the skylight released this week in order to avoid material cost increases at the end of February. Thanks.

A.J. Pederson
Project Manager

W. L. HALL CO.
Builders Specialties

530 15th Avenue South
Hopkins, MN 55343
952-974-7605 (Direct)
763-443-1399 (Mobile)
952-937-9126 (Fax)



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 02/24/2022
Project: 4611- FORT ATKINSON WWTF IMPROVEMENTS-PHASE 2
Re: Cost to modify handrailing around digester cover

PCO: 15 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
55000- -	Metal Fabrications		1	LS	1,200								1,200
	Total Cost				1,200								1,200
	Percent Margin				15.00%								
	Margin				180								180
	Contract Price Sub-Total				1,380								1,380
12200- -	BONDS												15
	Contract Price Total												1,395

Clarifications / Exceptions:

Cost to modify handrailing around digester cover due to an increased thickness of the cover. Includes material and engineering.

Project Manager: _____
LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.
Price subject to change after 30 days.

CHANGE ORDER REQUEST



BREUER METAL CRAFTSMEN INC

500 BEICHL
BEAVER DAM, WI 53916

www.breuermetal.com

PH 920-885-2828
FX 920-885-2831 PURCHASING
FX 920-885-2835 ENGINEERING
Email - craftsmen@breuermetal.com

STAAB CONSTRUCTION
1800 LAEMLE AVE
MARSHFIELD, WI 54449

FORT ATKINSON WWTF/STAAB CON
1600 FARMCO LANE
FORT ATKINSON, WI 53538

FAX # 715-384-4846

PH # 715-387-8429

DATE : 03-01-2022

PROJECT MANAGER : PS EST DP

YOUR JOB #: 4611015

CHANGE ORDER # 9503 - 5

WE ARE REQUESTING A CHANGE ORDER FOR THE FOLLOWING ITEMS :

Price for 56 post modifications, including a re-calc
of the changes

\$1,200.00

-Patrick Breuer

cc: Patty Shute



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 05/09/2022
Project: 4611- FORT ATKINSON WWTF
Re: Contract deduct to not insulate approx. 75' of W3 pipe

PCO: 17 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
400507- -	Pipe Support Materials		0	EA	(168)								(168)
404200- -	Exposed Pipe Insulation		0	SF							(1,381)		(1,381)
	Total Cost				(168)						(1,381)		(1,549)
	Percent Margin				15.00%						5.00%		
	Margin				(25)						(69)		(94)
	Contract Price Sub-Total				(193)						(1,450)		(1,643)
12200- -	BONDS												(17)
	Contract Price Total												(1,660)

Clarifications / Exceptions:

Contract deduct to not insulate approx. 75' of W3 pipe in STR 10.

Project Manager: _____
LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.
Price subject to change after 30 days.

EXPRESS INSULATION

N 9450 Hwy 175
Theresa, WI 53091
Phone: 920-488-2717
Fax: 920-488-2719

TO: STAAB CONSTRUCTION CORPORATION
1800 LAEMLE AVE
PO BOX 900
MARSHFIELD, WI 54449-0900

DATE: 5/6/2022

ATTENTION: LEON HAFFENBREDL

RE: FORT ATKINSON BUILDING 10 W3 WATER DEDUCT

Leon,

Pricing is in accordance with plans and specifications and includes all labor and material required. Not included in these bids are fire proofing, heat tracing, painting, or labeling of pipe or duct.

Deduct: \$1,380.07

Deduct this amount if insulation and jacketing will not be required on Building 10 W3 piping below elevation 795.25 as indicated by Kevin Berg of Donohue & Associates, Inc.

Note: Express Insulation is a certified WBE (State WI) and EBE (City of Milwaukee).
With questions or concerns please contact me. Thank you for this opportunity.

Respectfully,

Jonathan A. Petersen



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 05/13/2022
Project: 4611- FORT ATKINSON WWTF
Re: Contract deduct to eliminate approx. 80' of W3 pipe

PCO: 18 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
400507- -	Pipe Support Materials		(12)	EA	(540)								(540)
400507-502-	2 Pipe Support LBR		1	LS				(5)	119	(595)			(595)
400523-005-	Exposed Stainless Steel Pipe Materials		(3)	LF	(250)								(250)
400523-501-	1 Exposed SS Threaded Pipe LBR		0	LF				(3)	119	(357)			(357)
400531-005-	Exposed Plastic Pipe Materials		(80)	LF	(180)								(180)
400531-502-	2 Exposed PVC Pipe LBR		(80)	LF				(5)	119	(595)			(595)
404200- -	Exposed Pipe Insulation		(40)	SF							(968)		(968)
	Total Cost				(970)			(13)		(1,547)	(968)		(3,485)
	Percent Margin				15.00%						5.00%		
	Margin				(146)						(48)		(194)
	Contract Price Sub-Total				(1,116)					(1,547)	(1,016)		(3,679)
12200- -	BONDS												(38)
	Contract Price Total												(3,717)

Clarifications / Exceptions:

Contract deduct to eliminate approx. 80' of W3 pipe in STR 068

NOTE: The SS Ball Valves will be turned over to the Owner as they are not returnable

Project Manager: _____

LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.

Price subject to change after 30 days.

EXPRESS INSULATION

N 9450 Hwy 175
Theresa, WI 53091
Phone: 920-488-2717
Fax: 920-488-2719

TO: STAAB CONSTRUCTION CORPORATION
1800 LAEMLE AVE
PO BOX 900
MARSHFIELD, WI 54449-0900

DATE: 5/13/2022

ATTENTION: LEON HAFFENBREDL

RE: FORT ATKINSON BUILDING 68 W3 WATER DEDUCT

Leon,

Pricing is in accordance with plans and specifications and includes all labor and material required. Not included in these bids are fire proofing, heat tracing, painting, or labeling of pipe or duct.

Deduct: \$967.91

Deduct this amount if insulation and jacketing will not be required on Building 68 W3 piping as indicated on drawing provided by Kevin Berg of Donohue & Associates, Inc.

Break Down:

Labor: \$724.50 (7 hours)

Material: \$243.41

Note: Express Insulation is a certified WBE (State WI) and EBE (City of Milwaukee).

With questions or concerns please contact me. Thank you for this opportunity.

Respectfully,

Jonathan A. Petersen



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 05/17/2022
Project: 4611- FORT ATKINSON WWTF
Re: Cost to paint 24" Pre pipe in Str 010 Grit Room

PCO: 19 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
99100- -	Painting		1	LS							1,475		1,475
	Total Cost										1,475		1,475
	Percent Margin										5.00%		
	Margin										74		74
	Contract Price Sub-Total										1,549		1,549
12200- -	BONDS												16
	Contract Price Total												1,565

Clarifications / Exceptions:

Project Manager: _____
LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.
Price subject to change after 30 days.

From: [Anderson, April](#)
To: [Anderson, April](#)
Subject: FW: [EXTERNAL]RE: [EXTERNAL]RE: [EXTERNAL]Fort Atkinson Price Request
Date: Tuesday, May 17, 2022 12:45:27 PM

From: Javier sanchez <javier@sanchezce.com>
Sent: Monday, May 16, 2022 8:41 AM
To: Haffenbredl, Leon <leon.haffenbredl@staabco.com>
Subject: [EXTERNAL]RE: [EXTERNAL]RE: [EXTERNAL]Fort Atkinson Price Request

Leon,

Price is \$1,475.00 for 24"

Please call if you have any questions or comments.

Thank You!

Javier Sanchez
President
Sanchez Coating & Environmental, Inc
100 N 72nd Ave
Wausau, WI 54401
715-302-0743



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 06/07/2022
Project: 4611- FORT ATKINSON WWTF
Re: REVISED- Cost to Change Str.10 Lower Coating

PCO: 20 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
99100- -	Painting		1	LS							5,588		5,588
	Total Cost										5,588		5,588
	Percent Margin										5.00%		
	Margin										279		279
	Contract Price Sub-Total										5,867		5,867
12200- -	BONDS												62
	Contract Price Total												5,929

Clarifications / Exceptions:

1. Cost to Change Str.10 Lower Coating from Durplate 235 to Duraplate 6000
2. Top of channel walls not included in previous quantity

Project Manager: _____
LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.
Price subject to change after 30 days.

SCE Sanchez Coating & Environmental Inc.

100 N 72nd Avenue Wausau, Wisconsin 54401

June 1, 2022

Aaric Spencer
Staab Construction
Marshfield, WI

Re: Wet well coatings comparison

Aaric,

Per your request I am submitting the following pricing for the wet well coatings:

Area: 2000 sf provided by Staab

Product 1: Duraplate 6000
DMFT: 60M

Price to install \$12,843

The initial Duraplate 235 pricing is \$7255.00

If you go with the DR 6000, the price difference is: \$5,588.

- Staab will repair concrete and apply finish to a broom finish quality.
- SCE will spray DR6000 directly to floor and walls on broom finish

SCE will carry the work above the 2000 sf area as per the specification.

Submitted by,

Javier Sanchez
President
SCE

We are your source for painting, lead testing & abatement, pressure washing and abrasive
blasting 24/7 state wide.

Sanchezce.com

Ft Atkinson Wet Well lower submerged area

Cost adder is \$5, 588.00



Staab PM Change Order Estimate

KEVIN BERG
DONOHUE & ASSOCIATES INC
3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

File: 4611- CO
Date: 09/16/2022
Project: 4611- FORT ATKINSON WWTF
Re: Contract adder for leachate tank work

PCO: 25 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
991000-103-	Concrete Repair Allowance for Structure-		1	LS	17,176								17,176
	Total Cost				17,176								17,176
	Percent Margin				0.00%								
	Margin												0
	Contract Price Sub-Total				17,176								17,176
12200- -	BONDS												0
	Contract Price Total												17,176

Clarifications / Exceptions:

The change order is the additional cost above the allowance of \$50,000.00

Project Manager: _____
LEON HAFFENBREDL leon.haffenbredl@staabco.com
p. 715-387-8429201 f. 715-384-4846

The contract completion date to be increased TBD calendar days.
Price subject to change after 30 days.



34018

7/29/2022

22075W

NOTE - SURFACE PREP HRS APPROVED
BY INSPECTOR KEVIN BERG 8/8/22

TOTAL AMOUNT DUE *Wynn* - 63,817.44

Equal Employment Opportunity/Affirmative Action Employer