



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, DECEMBER 21, 2021 – 7:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/81946009258?pwd=ZUk0ZXNFY1lvY2xHRUVoQk83RFdlQT09>

Meeting ID: 819 4600 9258

Passcode: 53538

Dial by Location

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If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7760. 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 16, 2021 Ordinance Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to the **minutes of the December 7, 2021 regular City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the **minutes of the December 14, 2021 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action relating to the **minutes of the December 16, 2021 Transportation and Traffic Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- e. **City Sewer, Water, and Stormwater Utility Financial Statements** as of November 30, 2021 (Ebbert, Clerk/Treasurer/Finance Director)
- f. Review and possible action relating to **building, plumbing, and electrical permit report for November 2021** (Juarez, Building Inspector)
- g. Review and possible action relating to the City Clerk-issued **License and Permit Report for November 2021** (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications – None

7. Resolutions and Ordinances:

- a. Review and possible action relating to a **Resolution establishing the 2022 Schedule of Fees** for the City of Fort Atkinson, Jefferson County (LeMire, City Manager)
- b. Second Reading of an Ordinance to repeal and recreate Section 98-76 of the City of Fort Atkinson Municipal Code relating to **Private Well Abandonment and Well Operation Permit Ordinance** (Hayden, Water Supervisor)
- c. First Reading of an Ordinance to amend **Winter Time Parking on Rockwell Avenue** (Selle, City Engineer/Director of Public Works)

8. Reports of Officers, Boards, and Committees:

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

9. Unfinished Business:

- a. Review and possible action relating to the **Proposal from Ignatek to purchase and install a centralized router** at the Police Department to serve City facilities with fiber for \$10,578.20 (Ebbert, Clerk/Treasurer/Finance Director and Selle, City Engineer/Director of Public Works)
- b. Review and possible action relating to proposed design **amendments for the CDBG Water Main Replacement project in 2022** (Selle, City Engineer/Director of Public Works)

10. New Business:

- a. Review and possible action relating to the **Request to Approve Accurate Diving Board Solutions, LLC Quote to Purchase Two New Diving Boards** at a cost of \$9,296 (Franseen, Parks and Recreation Director)
- b. Review and possible action relating to the **proposal from Ignatek for \$4,730 for the services and software to migrate the City's website and email to "fortatkinsonwi.gov"** (LeMire, City Manager)
- c. Review and possible action relating to the **purchase of a replacement Hot Water Heater at the Police Department** from Dunkleberger Plumbing for \$12,000 (Bump, Police Chief)

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: December 17, 2021

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

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**ORDINANCE COMMITTEE MEETING
IN PERSON AND VIA ZOOM
TUESDAY, NOVEMBER 16, 2021 – 6:00 PM**

1. CALL MEETING TO ORDER

President Scherer called the meeting to order at 6:00 pm.

2. ROLL CALL

Present: Cm. Becker and President Scherer. Also present: City Manager, City Attorney, City Clerk/Treasurer, City Engineer, Museum Director, Public Works Superintendent and Water Supervisor.

3. REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO AN ORDINANCE TO REPEAL AND RECREATE SECTION 98-76 OF THE CITY OF FORT ATKINSON MUNICIPAL CODE RELATING TO WELL ABANDONMENT AND WELL OPERATION PERMITS (HAYDEN)

Supervisor Hayden reviewed the submission that include twenty-one wells in the City limits. These wells need to be tested periodically to ensure that they are providing safe water and are not connected to the municipal water supply. Current ordinance does not provide the City the authority to address non-compliant private wells in the city. Hayden referenced the Q&A provided in the memo. Staff is proposing the fee to be \$100 for a two-year permit.

Cm. Becker moved, seconded by Pres Scherer to recommend to the City Council relating to an Ordinance to repeal and recreate Section 98-76 of the City of Fort Atkinson Municipal Code relating to Well Abandonment and Well Operation Permits. Motion carried.

4. REVIEW AND DISCUSSION OF OCTOBER 16, 2021 LETTER FROM HISTORICAL PRESERVATION COMMISSION JULIA INCE RELATING TO THE HISTORIC PRESERVATION COMMISSION'S MEMBERSHIP, SECTION 42-36 OF THE CITY OF FORT ATKINSON MUNICIPAL CODE (LEE/LEMIRE)

Director Lee and Manager LeMire reviewed the criteria necessary to serve on the HPC. The Commission has had difficulty recruiting members to serve on the Commission. The Commission has requested the Ordinance be amended to include volunteers that reside within surroundings townships, the County and/or owns property within the city limits. Discussion on criteria and background of individuals that may have interest in history, architecture or pursuing similar education. Also discussion on making the term three years, down from five.

5. ADJOURNMENT

Cm. Becker moved, seconded by President Scherer to adjourn. Meeting adjourned at 6:26 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer



**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, DECEMBER 7, 2021 – 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. Housley, Cm. Johnson and President Scherer. Also present: City Manager, City Clerk/Treasurer, City Attorney, City Engineer, Public Works Superintendent, Wastewater Supervisor, Water Supervisor and Parks and Recreation Youth Director.

3. PUBLIC HEARINGS – NONE

4. PUBLIC COMMENT - NONE

5. CONSENT AGENDA:

- a) Review and possible action relating to the minutes of the November 16, 2021 regular City Council meeting (Ebbert)*
- b) Review and possible action relating to the minutes of the November 17, 2021 Sex Offender Residency Board meeting (Ebbert)*
- c) Review and possible action relating to the minutes of the November 23, 2021 Plan Commission meeting (Ebbert)*
- d) Review and possible action relating to the minutes of the November 23, 2021 Finance Committee meeting (Ebbert)*
- e) Review and possible action relating to a Special Event: Rotary Lights at Train Depot Pavilion (Ebbert)*

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:

- a) Review and Possible action relating to a request from the Driftskipper Snowmobile Club to mark a trail in the Klement Business Park (Selle)*

Engineer Selle reviewed the annual request. No concerns or comments were provided by Staff.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the request from the Driftskipper Snowmobile Club to mark a trail in the Klement Business Park. Motion carried.

7. RESOLUTIONS AND ORDINANCES:

- a) *First Reading of an Ordinance to repeal and recreate Section 98-76 of the City of Fort Atkinson Municipal Code relating to Private Well Abandonment and Well Operation Permit Ordinance (Hayden)*

Water Supervisor Hayden presented the ordinance that addresses private wells once out of compliance. The ordinance clarifies how to get a well permit and appropriate abandonment procedures.

Cm. Johnson moved, seconded by Cm. Becker to direct the City Manager to prepare this Ordinance for a second reading at the meeting on December 21, 2021. Motion carried.

8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

- a) *City Manager's Report (LeMire)*

No action required.

- b) *Report to the City Council on City's Snow and Ice Control Policy (Williamson)*

No action required.

9. UNFINISHED BUSINESS:

- a) *Review and possible action relating to a State/Municipal Financial Agreement for a State-Let Highway Project for roadwork on Whitewater Avenue from Madison Avenue to County Highway M (Selle)*

Engineer Selle reviewed the agreement for the roadwork. Cm. Becker inquired on the real estate acquisition. Selle confirmed the number provided was a very high estimate. Temporary right of way easements would be necessary during the construction for property owners along the area. The State will fund the costs associated with the easements and any land acquisitions.

Cm. Housley moved, seconded by Cm. Johnson to approve the State/Municipal Financial Agreement for a State-Let Highway Project for roadwork on Whitewater Avenue from Madison Avenue to County Highway M, with a local match of \$60,800 to be funded through the Transportation Fund in 2023. Motion carried.

- b) *Review and possible action relating to a State/Municipal Financial Agreement for the Robert Street Bridge Project (Selle)*

Engineer Selle stated the cost of this project has escalated due to the urgency of the repairs. The project is anticipated May – September 2022.

Cm. Hartwick moved, seconded by Cm. Becker to approve the State/Municipal Financial Agreement for the Robert Street Bridge Project, with a local match of \$116,265 to be funded through the Transportation Fund and proceeds from borrowing in 2022. Motion carried.

10. NEW BUSINESS:

- a) *Review and possible action relating to the Appointment of Election Inspectors for the 2022-2023 Election Cycle (Ebbert)*

Cm. Becker moved, seconded by Cm. Hartwick to approve the appointment of election inspectors for the 2022-2023 election cycle. Motion carried.

b) Review and possible action relating to a request for 2022 Capital Outlay Purchase of F350 Truck and Plow at a cost of \$46,040 for the Parks and Recreation Department (Kettermen)
Director Kettermen reviewed the need for a heavier duty truck to move snow in parking lots and various areas in the city. This is a 2022 purchase with expected delivery date of April 2022.

Cm. Hartwick moved, seconded by Cm. Johnson to approve a request for 2022 Capital Outlay Purchase of F350 Truck and Plow at a total cost of \$46,040 for the Parks and Recreation Department. Motion carried.

c) Review and possible action relating to hiring Fisher Brothers to Resurface and Repaint the Waterslide at the Aquatic Center for \$28,250, funded through the 2022 CIP (Kettermen)
Director Kettermen reviewed the price available to lock in and schedule for 2022. The slide has chips that are visible and continue to expand in size. It was recommended to resurface and repaint the entire slide. This is a three year warranty.

Cm. Becker moved, seconded by Cm. Johnson to approve a request to hire Fisher Brothers to Resurface and Repaint the Waterslide at the Aquatic Center for \$28,250 funded through the 2022 CIP. Motion carried.

d) Review and possible action relating to the Grit Conveyor Replacement, from Utility Replacement Funds, at a cost not to exceed \$48,020 (Christensen)
Wastewater Supervisor Christensen stated this is being bumped to 2022 due to the condition of the equipment. It was originally scheduled for 2024 in the CIP.

Cm. Housley moved, seconded by Cm. Becker to approve the request to replace the Grit Conveyor from Staab Construction Company for the cost of \$42,700 and purchase of the replacement conveyer auger from Reinke & Schomann at the cost of \$5,320 at the Wastewater Utility at a total cost not to exceed \$48,020, to be funded through the Wastewater Utility (Fund 2) Equipment Replacement Account. Motion carried.

e) Review and possible action relating to Consulting Contract for Stormwater Services with Water Resource Associates at a cost not to exceed \$4,320 (Selle)
Engineer Selle presented the contract with Tim Whittaker to assist with stormwater management and reporting.

Cm. Becker moved, seconded by Cm. Johnson to approve the consulting contract for Stormwater Services with Water Resource Associates at a cost not to exceed \$4,320, to be funded through the Stormwater Utility (Fund 10). Motion carried

f) Review and possible action relating to a one-lot extraterritorial Certified Survey Map for a property located on Arbor Road in the Town of Koshkonong for Karen Perdue (CSM-2021-11) (Selle)

Cm. Hartwick moved, seconded by Cm. Johnson to approve the Certified Survey map for a property located on Arbor Road in the Town of Koshkonong for Karen Perdue. Motion carried.

g) Review and possible action relating to a one-lot extraterritorial Certified Survey Map for a property located on Banker Road in the Town of Jefferson for Joy and Tom Lavake (CSM-2021-12) (Selle)

Cm. Becker moved, seconded by Cm. Johnson to approve the Certified Survey map for a property located on Banker Road in the Town of Jefferson for Joy and Tom Lavake. 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)

Cm. Hartwick moved, seconded by Cm. Becker to approve the list of verified claims and authorize payment. Motion carried.

13. ADJOURNMENT

Cm. Becker moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 8:01 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer



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

**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, DECEMBER 14, 2021 – 4:00 PM**

1. CALL MEETING TO ORDER

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

2. ROLL CALL

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

3. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE NOVEMBER 23, 2021 REGULAR PLAN COMMISSION MEETING.

Cm. Becker moved, seconded by Cm. Highfield to approve minutes as presented. Motion carried.

4. REVIEW AND POSSIBLE ACTION RELATING TO THE REQUEST FOR A SPECIAL AREA DESIGN ALTERATION FOR 221 S. MAIN STREET TO REPAIR THE BUILDING AND REPLACE FAÇADE MATERIALS (DAR-2021-01)

Inspector Juarez reviewed the re-submitted drawing upon recommendations by the Plan Commission to match existing materials and maintain the historic nature of the building in the downtown area. Upper panels as noted on the plan would be glass transom windows in an opaque finish. The windows will be opaque as the structure behind the transom windows will be a drop ceiling. The bottom portion of the façade will not be siding however it will include flat panels and molding.

Cm. Kessenich moved, seconded by Cm. Schultz to approve the request for a Special Area Design Alteration for 221 S. Main Street to repair the building and replace façade materials contingent upon utilize of opaque transom windows in the upper portion of the building exterior and flat panels with moldings to create the design style on the lower power of the exterior. Motion carried.

5. ADJOURNMENT

Cm. Becker moved, seconded by Cm. Highfield to adjourn. Meeting adjourned at 4:05 pm.

Respectfully submitted
Michelle Ebbert
Clerk/Treasurer



**TRANSPORTATION & TRAFFIC REVIEW COMMITTEE MINUTES
CITY OF FORT ATKINSON
MEETING IN PERSON AT CITY HALL AND REMOTE VIA ZOOM
THURSDAY, DECEMBER 16, 2021, 10 AM**

The meeting was called to order by Chairman Selle at 10:01 a.m.

Members Present: Armstrong, Bump, Selle, Williamson, Rice
Members Absent: Maas, Carter

1. Motion to approve the Minutes of the September 9, 2021 meeting made by Bump, second by Rice. Motion passed by unanimous voice vote.
2. Parking Requests:
 - a. Review and possible action relating to a parking request tabled from March 2021 to replace existing parking stall with a loading/unloading zone at 117 W Sherman Avenue (Selle)

Selle explained Reflections Adult Day Care, 119 Sherman Ave., was interested in designating a parking stall as a loading/unloading zone from 7:30 a.m. to 5 p.m. to allow patrons of the business to access the entryway. Selle recommended approval of the loading/unloading zone contingent on a change to the exterior ramp at the location being moved into the building instead of in the right of way. Motion to approve was made by Rice and seconded by Williamson and passed via voice vote.

- b. Review and possible action relating to winter parking rules on Rockwell Ave. (Selle)

Williamson is requesting a change in winter parking rules on Rockwell Avenue to help with access for plows and semis. Selle recommended no parking on Rockwell Avenue from South Main Street to Grove Street from Dec. 1- March 15. Bump motioned to update Section 94-503 to make it a no parking zone on both sides of the street from Dec. 1-March 15. Second by Williamson and passed by voice vote.

3. Speed Limit Reviews:
None.
4. Traffic Signal Reviews:
None.

5. Transit Items:

a. Update on projected revenue shortfall for 2022 contract year (Selle)

In 2021, COVID decreased ridership for the taxi service, but there was a jump in agency ridership, which is the highest fare charged to the adult care homes in the city. The agency pre-purchases the fares for its residents. In 2020 the fares dropped by about half and continued to go down. One of the three care agencies has decided not to use the taxi service due to a billing issue and are prearranging medical rides at a different provider in the City. City uses fares to fulfill the City's obligation to the contract. City could be looking at a shortfall of about \$132,000 with current contract. Brown Cab also needs drivers and can't make the 15,000 hours in the contract due to the lack of drivers. In 2022, Brown Cab is expected to fulfill about 10,671 hours. Selle said he is not recommending a change in fares to try to make up the difference because it's too great. The City and Running will try to come to an agreement with Family Care to gain their ridership to solve some of the budget shortfall issue.

b. Update from Brown Cab on ridership and marketing for quarter preceding (Woodward)

Ridership is up 10% over 2020 but agency fare revenue has been lost. Marketing on social media and through churches. Late night service has decreased by about 22% from last quarter.

Rice made a motion to renew the taxi contract and grant for 2022 with contingencies discussed by Selle. Seconded by Williamson and approved by voice vote.

6. Safe Routes to School:

c. St. Paul's School Update (Selle)

No action taken

7. Adjournment:

Bump moved, seconded by Rice and carried by voice vote. The meeting was adjourned at 10:36 a.m.

Respectfully submitted,
Sarah Weihert, Public Relations Executive Assistant



Permit Report

11/01/2021 - 11/30/2021

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

21921	1309 N High St.	Amerco Real Estate	Add/Alter Commercial	Remodel existing structure for internal personal storage	550,000	\$5,426.80
21924	1642 Madison Ave.	ALB Restaurant Properties	Add/Alter Commercial	Build out of empty space for store	40,000	\$1,057.40
21930	100 E Cramer St.	Opportunities Inc.	Add/Alter Commercial	Repurpose of existing office space for manufacturing	55,000	\$840.80
						\$7,325.00

Group Total: 3

Group: detached garage

21899	409 N Fourth St.	Jerry Spaude	detached garage	New detached garage	30,000	\$159.60
						\$159.60

Group Total: 1

Group: Electrical

21898	48 South St.	Adam Wagner	Electrical	768 sq.' Garage electrical	0	\$87.75
21903	617 Grant St.	Molly & Whitney Larson	Electrical	new detached garage electrical	0	\$55.50
21904	330 Garfield St.	Ed & Carissa Davis	Electrical	new detached garage electric	0	\$55.50
21905	1047 Whitewater Ave.	FW Rockwell, Kurt Wolf	Electrical	Fire damage electrical repair	50,000	\$285.75

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21906	245 N Main St.	Mr. Brews Taphouse	Electrical	Sign Electric	0	\$40.00
21907	1651 Montclair Pl.	Jamie Schmitz	Electrical	PV System	0	\$300.00
21915	510 Washington St.	Dennis Verhalen	Electrical	Service upgrade	0	\$60.00
21916	1250 Butler Dr.	Ink 360	Electrical	Uv machine, & openings	0	\$41.50
21917	1642-1644 Madison Ave.	ALB LLC	Electrical	87 openings	0	\$122.25
21920	501 Washington St.	Eric Webber	Electrical	15 openings, 2 direct wire	0	\$51.25
21922	325 Lincoln St.	Jeffery Ignazitto	Electrical	200 amp Service	0	\$60.00
21932	100 E Cramer St.	Opportunities Inc.	Electrical	electrical for remodel of existing office space for manufacturin g	0	\$77.50
						\$1,237.00

Group Total: 12

Group: Fence

21895	600 Madison Ave.	Deanna Haugen	Fence	4' Picket fence enclosing yard.	1,000	\$55.00
21900	13 S Fourth St. W	Kerri Messier	Fence	6' privacy fence in rear yard.	3,100	\$55.00
21901	13 S 4TH ST W	RANDY MESSIER	Fence	PRIVACY FENCE	5,000	\$55.00
21913	320 S Main St	First United Methodist Church	Fence	4' chainlink fence	4,782	\$55.00
21923	600 Highland Ave.	Chris Hansen	Fence	4' Chainlink fence in front yard	3,000	\$55.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21931	705 Coventry Cir.	Pamela Holmes	Fence	6' privacy fence in rear yard.	6,995	\$55.00
						\$330.00

Group Total: 6

Group: HVAC

21926	206 Adams St.	Donna Walters	HVAC	Replace Furnace	0	\$65.00
21928	1309 N High St.	Amerco Real Estate	HVAC	HVAC for remodel existing structure for internal personal storage	0	\$290.00
21934	513 S Fourth St. East	Mark Hildebrand	HVAC	Replace A/C	0	\$65.00
21935	347 Zida St.	Pauline Grams	HVAC	Replace Furnace	0	\$65.00
21937	433 Commonwealth Dr.	Donna Fox	HVAC	Replace A/C	0	\$65.00
21938	1265 Elsie St.	Taylor Smithyman	HVAC	Replace A/C	0	\$65.00
21939	101 Robert St.	Joe Guros	HVAC	Replace A/C	0	\$65.00
21940	1414 Greene St.	Jim McCabe	HVAC	Replace A/C	0	\$65.00
21941	510 N High St.	Jeff Lamb	HVAC	Replace Furnace & A/C	0	\$100.00
21942	604 Robert St.	Charles Wagner	HVAC	Replace Furnace & A/C	0	\$100.00
21943	711 Whitewater Ave.	Kurt Burger	HVAC	Replace Furnace & A/C	0	\$100.00
21944	413 S Main St.	John Greene	HVAC	Replace Furnace & A/C	0	\$100.00
21945	501 Clarence St.	Joe Benzschawel	HVAC	Replace Furnace	0	\$65.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21946	66 Jackson St.	Kim Foelker	HVAC	Replace Furnace & A/C	0	\$100.00
21947	1005 Adrian Blvd.	Jim Rasmussen	HVAC	Replace Furnace	0	\$65.00
21948	1251 Elsie St.	Bob Buell	HVAC	Replace Furnace	0	\$65.00
21949	409 McComb St.	Jim Slocum	HVAC	Replace Furnace	0	\$65.00
21950	306 E Blackhawk Dr.	Bruce Klutz	HVAC	Replace Furnace	0	\$65.00
21951	530 Monroe St.	Martha Sykes	HVAC	Replace Furnace	0	\$65.00
21952	100 E Cramer St.	Opportunities Inc.	HVAC	Duct revisions for repurpose of existing office space for manufacturing	0	\$60.00
						\$1,695.00

Group Total: 20

Group: Plumbing

21896	1047 Whitewater Ave.	FW Rockwell, Kurt Wolf	Plumbing	Fire damage plumbing repair	0	\$60.00
21902	408 S Main St.	Mike & Debbie Rusch	Plumbing	Water Lateral	0	\$105.00
21911	19 S Sixth St.	Super J Investments	Plumbing	Water lateral Replacement	0	
21914	1713 Montclair Pl.	Roxsolid Creations LLC	Plumbing	New single family home plumbing	0	\$207.00
21929	1642 Madison Ave.	ALB Restaurant Properties	Plumbing	Plumbing for build out of empty space for store	0	\$48.00
21933	612 Chippewa Ct.	Craig Engstrom	Plumbing	Plumbing for fire damage.	0	\$108.00
21936	1102 Laurie Dr.	Corianda Brodzeller	Plumbing	Toilet	0	\$36.00
						\$564.00

Group Total: 7

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
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Group: Right of Way Opening Permit

21908	618 Talent Tr	Todd Wileman	Right of Way Opening Permit	Street Opening driveway	0	\$50.00
21910			Right of Way Opening Permit	right of way	0	
21912			Right of Way Opening Permit	gas replacement service	0	
21927	618 Talent Trail		Right of Way Opening Permit	driveway	0	
						\$50.00

Group Total: 4

Group: Sign

21897	524 Whitewater Ave.	Luke & Penny Walsh	Sign	Wall sign	2,000	\$55.00
21909	1225 Janesville Ave.	Quality Inn & Suites	Sign	Wall sign	5,500	\$55.00
21925	825 Lexington Blvd.	Tom Becker	Sign	Wall sign	1,500	\$55.00
						\$165.00

Group Total: 3

Group: Single Family Alteration/Addition

21919	1232 Janette St.	Swetland Trust	Single Family Alteration/Addition	Garage addition	30,000	\$80.40
						\$80.40

Group Total: 1

						\$11,606.00
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Total Records: 57

12/6/2021

Submitted: 12/6/21

[Signature]
Building Inspector



MEMORANDUM

DATE: December 21, 2021

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 November 11, 2021 through December 21, 2021, 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, 2021 – June 30, 2022

Applicant	Place of Employment	Recommended Approval by Fort Atkinson Police Department
Calab James Koester	Kwik Trip #439	X
Parker James Cage	Kwik Trip #439	X
Marissa Lynn Albrecht	Fort 88	X

MOBILE MERCHANT

None

DOOR-TO-DOOR RESIDENTIAL / DIRECT SELLER

None



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

MEMORANDUM

DATE: December 21, 2021

TO: City of Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action relating to a Resolution establishing the 2022 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 2016. 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 2022 Schedule of Fees for the City of Fort Atkinson. It does not include Library, Museum, or 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 goal of this document is to establish a baseline for the fees included in the document. In the future, staff intends to review these fees annually during the budget process to see if any need to be adjusted in the following year.

Note that there are several new fees from 2016:

- Private Well Permit – new 2-year permit (based on ordinance) for \$200.00
- Vehicle Registration Fee – existing fee, but now included in the Schedule
- Operator License – existing fee; increased to \$30.00 from \$25.00
- The Engineering and Land Use Fee Categories were reorganized from the 2016 document
- Special Area Design Review – new process with 2020 Zoning Code re-write; a fee will be established for 2023 during the budget process after appropriate analysis
- Temporary Use Permits – new process with 2020 Zoning Code re-write; a fee will be established for 2023 during the budget process after appropriate analysis
- Public Works Operations Fees and Compost Fees – existing fees, reorganized and added to document

There are some fees established through other entities, such as the State or the County, and the City does not control these:

- Room Tax
- Class A, B, and C alcohol licenses
- Cigarette License

There are several fees that staff intends to review and/or establish in the future, possibly for 2023:

- Building Permits (all)
- Erosion Control
- Conditional Use Permits
- Sign Permits
- Plat and Survey Review
- Planned Unit Development Review
- Special Area Design Review
- Temporary Use Permits
- Variance
- Zoning Map Amendment

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. Please see the revenue estimates on the attached page 29 of the City's 2022 adopted budget.

RECOMMENDATION

Staff recommends that the City Council adopt the Resolution establishing the 2022 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

2016 Schedule of Fees; Resolution Establishing the 2022 Schedule of Fees; Page 29 of City 2022 adopted budget document

RESOLUTION 1242

WHEREAS, the City of Fort Atkinson established license and permit fees be set by resolution, and

WHEREAS, the City of Fort Atkinson established certain zoning and subdivision code fees be set by resolution,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Fort Atkinson authorize the following fee schedule:

FEE SCHEDULE			
Type of Fee	Amount	Unit/Duration	Comments
ADMINISTRATIVE			
Bicycle: New	\$5.00	Per bike	No expiration INCREASE was \$1.00
Bicycle: Replacement	\$1.00	Per bike	No expiration
ANIMAL			
Dog – Altered	\$10.00	Per dog per year	
Dog – Unaltered	\$15.00	Per dog per year	
Cat – Altered	\$8.00 – Current \$10.00 – Proposed for 2016	Per cat per year	
Cat – Unaltered	\$9.00 – Current \$15.00 – Proposed for 2016	Per cat per year	
Late Fee	\$5.00	Per dog/cat	
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	
Alcohol License Late Publication Fee	\$225.00	Per year	*NEW ITEM* Cost of single publication
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	\$225.00	Per year	
Publication: Renewal	\$25.00	Per year	INCREASE was \$15.00
Operator 2 year	\$25.00	Per 2 years	
Operator 1 year	\$15.00	Per 1 year	
Provisional Operator	\$10.00	For 60 days	One per person
Temporary Operator	\$10.00	For 1-10 consecutive days	One per person per year
BUSINESS			
Amusements	\$100.00	Per year	
Auctions	\$25.00	Per year	
Cigarettes	\$100.00	Per year	INCREASE was \$50.00
Dances / Public Dance Halls	\$75.00	Per year	
Direct Seller	\$25.00	Per year	INCREASE was \$5.00
Junk Dealer	\$25.00	Per year	
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	
City Lot 10 Operating	\$500.00	Starting bid if required	
BUILDING			
One & Two Family Residential			
Minimum Fee	\$30.00	Base fee	INCREASE was \$25.00
New Constructions	\$.15	Per square foot	
Additions/Alterations	\$.15	Per square foot	
Plan Review	\$100.00	Per plan	
UDC Stamp	\$35.00	Per structure	
Erosion Control	\$50.00	Per project	
Occupancy	\$125.00	Per unit	
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	
Commercial/Industrial			
Minimum Fee	\$30.00	Base fee	INCREASE was \$25.00
New Construction	\$.20	Per square foot	
Additions/Alterations	\$.20	Per square foot	
Plan Review, not State apprvd	\$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	
Electrical			
New Construction + service fees			
Minimum Fee	\$30.00	Base fee	
New Cons up to 1000 sq'	\$70.00	Base fee	
New Cons 1001 to 2000 sq'	\$90.00	Base fee	
New Cons 2001 to 3000 sq'	\$100.00	Base fee	
New Cons 3001 sq' and up	\$110.00	Base fee	
Existing Structures			
Minimum Fee	\$30.00	Base fee	
0-100 Amp	\$25.00	Base fee	
101-200 Amp	\$30.00	Base fee	
201-400 Amp	\$35.00	Base fee	
401-600 Amp	\$45.00	Base fee	
600 Amp and up	\$55.00	Base fee	
Feeder/Subfeeder	\$10.00	Base fee	
Remodeling and Additions			
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	
Heating, Ventilation, Air Cond, EQ			
Electric Heater	\$5.00	Per unit	
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		
Plumbing			
Minimum fee	\$30.00	Base fee	
Per Fixture	\$6.00	Per fixture	
Laterals	\$75.00	Per lateral	
Heating, Ventilation, Air Conditioning			
Minimum Fee	\$30.00	Base fee	
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			
Awnings	\$25.00	Per structure	Plus base fee
Deck	\$.15	Per square foot	Plus base fee
Fence	\$25.00	Per parcel	Plus base fee
Pool	\$35.00	Per parcel	Plus base fee
Signs	\$25.00	Per sign	Plus base fee
Failure to obtain occupancy	\$250.00	Per parcel	Plus base fee
ENGINEERING			
Conditional Use	\$75.00	Per request	*NEW FEE*
Driveway Permit	\$0	Per parcel	
Park Fee in Lieu of Land	\$1,600.00 or *8% raw land value	Per dwelling unit or lot	Single or Multi-Family INCREASE was \$450.00
Plat or Survey: Final	\$10.00 or \$100.00 max	Per lot or max	MAX SET
Plat or Survey: Preliminary	\$10.00 or \$100.00 max	Per lot or max	MAX SET
Rezoning	\$200.00	Per request	INCREASE was \$100.00
Rezoning to PUD/PDD	\$200.00	Per project	*NEW FEE*
Site Plan	\$200.00	Per project	*NEW FEE*
Storm Sewer System	\$1,000.00	Per net acre	
Street Opening	Full Cost of Construction	Per project	
Street Vacation	\$275.00	Per request	INCREASE was cost of publication
Variance	\$150.00	Per request	INCREASE was \$50.00

*8% raw land value: If a larger fee than indicated in the per lot or per unit fees noted above would result, the fee shall be an amount equivalent to the fair market value of 8% of the land area of the subdivision, based on unimproved land.

Adopted: July 21, 2015

Motion by: Cm. Becker

Seconded by: Cm. Hartwick

Vote: 5 - 0

RESOLUTION NO. ____
A RESOLUTION ESTABLISHING THE 2022 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, 2022; 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, 2022.

2022 CITY OF FORT ATKINSON SCHEDULE OF FEES

TYPE OF LICENSE OR PERMIT	FEE AMOUNT	UNIT/DURATION
ADMINISTRATIVE		
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
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
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	\$45.00	Per year
Publication: Renewal	\$25.00	Per year
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 PERMITS		
One and Two Family Residential		
Minimum Fee	\$30.00	Base fee
New Constructions	\$.15	Per square foot
Additions/Alterations	\$.15	Per square foot
Plan Review	\$100.00	Per plan
UDC Stamp	\$35.00	Per structure
Erosion Control	\$50.00	Per project
Occupancy	\$125.00	Per unit
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

Commercial / Industrial		
Minimum Fee	\$30.00	Base fee
New Construction	\$.20	Per square foot
Additions/Alterations	\$.20	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
Electrical		
New Construction and Service Fees		
Minimum Fee	\$30.00	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	\$30.00	Base fee
0-100 Amp	\$25.00	Base fee
101-200 Amp	\$30.00	Base fee
201-400 Amp	\$35.00	Base fee
401-600 Amp	\$45.00	Base fee
600 Amp and up	\$55.00	Base fee
Feeder/Subfeeder	\$10.00	Base fee
Remodeling and Additions		
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
Heating, Venting, Air Conditioning, EQ		
Electric Heater	\$5.00	Per unit
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	
Plumbing		
Minimum fee	\$30.00	Base fee
Per Fixture	\$6.00	Per fixture

Laterals	\$75.00	Per lateral
Heating, Venting, Air Conditioning (HVAC)		
Minimum Fee	\$30.00	Base fee
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		
Awnings - Plus base fee	\$25.00	Per structure
Deck - Plus base fee	\$.15	Per square foot
Fence – Plus base fee	\$25.00	Per parcel
Pool - Plus base fee	\$35.00	Per parcel
Signs - Plus base fee	\$25.00	Per sign
Failure to obtain occupancy – Plus base fee	\$250.00	Per parcel
ENGINEERING FEES*		
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 APPLICATIONS*		
Conditional Use Permit Review	\$75.00	Per request
Parkland Dedication	\$1,600.00 or 8% of raw land value	Per dwelling unit or lot
Planned Unit Development Review	\$200.00	Per project
Plat or Survey Review	\$10.00 or \$100.00 max	Per lot or max
Sign Permit Review	\$55.00	Per sign
Site Plan Review	\$200.00	Per project
Special Area Design Review	\$0.00	Per request
Temporary Use Permits	\$0.00	Per request
Variance	\$150.00	Per request
Zoning Ordinance Amendment	\$150.00	Per request
Zoning Map Amendment (formerly “rezoning”)	\$200.00	Per request
PUBLIC WORKS – OPERATIONS FEES**		

Brush collection in excess of 15 minutes	\$270.00	Per hour - billed in 10 Min increments @ \$40
Front End Loader (use by PW Staff)	\$65.00	Per hour – billed in 15 Min increments
12-Yard Dump Truck (use by PW Staff)	\$55.00	Per hour – billed in 15 Min increments
Public Works Staff Labor	\$37.00	Per hour – billed in 15 Min increments
PUBLIC WORKS – COMPOST SITE FEES		
Screened compost for purchase	\$25.00	Per cubic yard. Extra charges for loading and delivery
Unscreened/unturned Compost	\$5.00	Per cubic yard. Extra charges for loading and delivery
Raw Leaves	Free	Per cubic yard. Extra charges for loading and delivery
Wood Mulch	Free	Per cubic yard. Extra charges for loading and delivery
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)
Screened compost partials Tube-style TV/Monitor E-Waste	\$25.00	Per unit (designated days only)

*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.).

**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.

Adopted this 21st day of December 2021.
Effective the 1st day of January 2022.

CITY OF FORT ATKINSON

Christopher Scherer, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

SECTION 4 - 2022 General Fund Revenues

City of Fort Atkinson 2022 Operating Budget 2022 Revenue Line Item Budget

BUDGET LINE ITEM		2019	2020	2021	2021 YTD	2021	2022	VARIANCE	COMMENTS
ACCOUNT NO	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	9/25/2021	ESTIMATE	PROPOSED	2022-2021	
01-42-0042-6600	STATE: RECYCLING	\$ 35,098.59	\$ 35,095.43	\$ 35,000.00	\$ 33,461.78	\$ 33,461.78	\$ 33,500.00	\$ (1,500)	
01-42-0042-6700	TOWN: COMPOST SITE	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ -	
01-42-0042-7300	STATE/FED: MASS TRANSIT	\$ 99,900.00	\$ 41,981.50	\$ -	\$ -	\$ -	\$ -	\$ -	- Moved to Fund 17
01-42-0042-7400	FED: TAXI VANS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- Moved to Fund 17
01-42-0042-7500	WEDC: COMMUNITY DEVELOPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
01-42-0042-7700	STATE/FED: EMERGENCY GRANTS	\$ -	\$ 272,633.01	\$ -	\$ 17,539.22	\$ 17,539.22	\$ -	\$ -	
INTERGOVERNMENTAL REVENUES TOTALS		\$ 2,057,089.31	\$ 2,334,846.60	\$ 2,050,250.00	\$ 1,079,978.40	\$ 2,084,517.46	\$ 2,053,946.51	\$ 3,696.51	
REGULATION AND COMPLIANCE REVENUES									
01-43-0043-1100	ALCOHOL LICENSES	\$ 32,916.68	\$ 22,956.62	\$ 22,000.00	\$ 24,420.00	\$ 25,000.00	\$ 22,100.00	\$ 100.00	
01-43-0043-1200	OPERATOR LICENSES	\$ 2,315.00	\$ 6,720.00	\$ 2,300.00	\$ 1,335.00	\$ 1,350.00	\$ 7,500.00	\$ 5,200.00	Every other yr
01-43-0043-1600	CIGARETTE LICENSE	\$ 1,400.00	\$ 1,600.00	\$ 1,400.00	\$ 1,600.00	\$ 1,600.00	\$ 1,500.00	\$ 100.00	
01-43-0043-2100	CABLE TV FRANCHISE	\$ 158,535.72	\$ 145,193.77	\$ 126,000.00	\$ 62,541.43	\$ 126,000.00	\$ 126,000.00	\$ -	
01-43-0043-3100	BICYCLE LICENSE	\$ 130.00	\$ 85.00	\$ 150.00	\$ 135.00	\$ 135.00	\$ 100.00	\$ (50.00)	
01-43-0043-3200	DOG & CAT LICENSE	\$ 19,626.16	\$ 17,532.40	\$ 20,000.00	\$ 17,494.74	\$ 18,250.00	\$ 20,000.00	\$ -	
01-43-0043-3400	ELECTRICAL CONTRACTORS LICENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
01-43-0043-4100	MISC LICENSES	\$ 410.00	\$ 280.00	\$ 250.00	\$ 330.00	\$ 400.00	\$ 500.00	\$ 250.00	
01-43-0043-5100	BUILDING PERMITS	\$ 39,350.45	\$ 39,837.70	\$ 29,000.00	\$ 31,513.35	\$ 34,000.00	\$ 38,000.00	\$ 9,000.00	
01-43-0043-5200	ELECTRICAL PERMITS	\$ 11,737.75	\$ 9,777.25	\$ 9,000.00	\$ 9,886.50	\$ 10,500.00	\$ 11,000.00	\$ 2,000.00	
01-43-0043-5300	PLUMBING PERMITS	\$ 5,849.00	\$ 7,521.40	\$ 6,000.00	\$ 4,268.00	\$ 5,000.00	\$ 6,000.00	\$ -	
01-43-0043-5900	MISC PERMITS	\$ 3,025.00	\$ 3,840.00	\$ 3,000.00	\$ 3,366.50	\$ 3,200.00	\$ 3,500.00	\$ 500.00	
01-43-0043-6000	ZONING PERMITS AND FEES	\$ 695.00	\$ 1,250.00	\$ 1,100.00	\$ 1,425.00	\$ 1,800.00	\$ 2,500.00	\$ 1,400.00	
01-43-0043-6100	COURT PENALTIES & COSTS	\$ 98,587.97	\$ 80,647.42	\$ 80,000.00	\$ 88,637.40	\$ 110,000.00	\$ 95,000.00	\$ 15,000.00	
01-43-0043-6200	PARKING VIOLATIONS	\$ 33,726.00	\$ 34,848.75	\$ 30,000.00	\$ 28,043.28	\$ 30,000.00	\$ 30,000.00	\$ -	
REGULATION AND COMPLIANCE REVENUES		\$ 408,304.73	\$ 372,090.31	\$ 330,200.00	\$ 274,996.20	\$ 367,235.00	\$ 363,700.00	\$ 33,500.00	



MEMORANDUM

DATE: December 21, 2021

TO: City of Fort Atkinson City Council

FROM: Tim Hayden, Water Utility Supervisor

RE: Second reading relating to an Ordinance to repeal and recreate Section 98-76 of the City of Fort Atkinson Municipal Code relating to Private Well Abandonment and Well Operation Permit Ordinance

BACKGROUND

The City has twenty-one private wells that are owned by the City or by private property owners and used for irrigation. These wells need to be tested periodically to ensure that they are providing safe water and are not connected to the municipal water supply. It was brought to the attention of the water department by our WDNR representative that our current ordinance dealing with private wells did not give us enough authority to address non-compliant private wells in the City.

DISCUSSION

The proposed Ordinance repeals and recreates the existing Ordinance relating to private wells. It provides additional details about the process for obtaining a Well Operation Permit and references a cost of such a permit, to be approved by the City Council via resolution. The new ordinance includes more thorough definitions and provides abandonment procedures.

When this Ordinance was first presented to the Ordinance Committee, several questions arose from the discussion:

1. What is the cost of the bacteria sample that will be required?
 - a. *The Wisconsin State Lab of Hygiene charges \$30 for this test.*
2. What is the cost of a well inspection to verify that the well is in good working order?
 - a. *The estimated cost for this inspection is \$175 and must be conducted by a licensed well driller and pump installer.*
3. If a well is found to be unsafe or non-compliant, do we allow one additional year to seal the well?
 - a. *No permit will be issued should the well not meet the requirements in section*
4. If properties are annexed, do they need to abandon their well immediately and connect to the city service or are they allowed a window of time until their system fails?
 - a. *They have one year to abandon the well and connect to the public water system. The property owner may apply for a Well Operation Permit to*

continue to use the well for irrigation purposes only; however, reduced cost of water to be used for irrigation is not justification for approval of the Permit by the City Engineer.

5. If properties are annexed and laterals are not available, what will the procedure be?
 - a. *Providing that water main is installed adjacent to the property, the water utility would stub in a service to the right of way and it would then be the responsibility of the property owner to install the lateral from the right of way to the home. The property owner is responsible for the cost of the connection to the water main. If a property is annexed, meeting the other requirements of annexation (such as being adjacent to City land), but a water main is not available adjacent to the property, then the City could enter into an Agreement with the property owner to allow the continued use of the well for drinking water until the City can provide a water main. This is an unlikely but possible scenario.*

FINANCIAL ANALYSIS

Customers who choose to apply for a two-year Well Operation Permit must submit a fee to cover the staff time to review and process the application. The cost for the initial application and the renewal is proposed to be the same, as the application is the same and requires the same staff review process. Staff is proposing the fee to be \$200 for a two-year permit per the analysis outlined in Table 1 below.

Responsible City Staff	2022 Fully-Burdened Hourly Wage Rate	Estimated Processing Time (Hours)	Wage Rate x Hours to Process	Description of Responsibilities
C/T Office Staff	\$ 30.96	2	\$ 61.92	Providing information; acceptance of application; processing of fee; distribution of application and supplemental information; tracking and record keeping
Water Utility Supervisor	\$ 52.93	1.5	\$ 79.40	Provide information; review of application and supplemental information; tracking of applications, contact information, well locations; tracking of permit issuance status
City Engineer	\$ 62.34	1	\$ 62.34	Final review of application and supplemental info; issuance of permit
Total Estimated Cost to Process a Well Operation Permit:			\$ 203.66	
Rounded Proposed Well Permit Application Fee			\$ 200.00	

Staff is currently working on a Fee Resolution to be adopted by the City Council on December 21st for the calendar year 2022. This proposed fee will be incorporated into the Resolution.

RECOMMENDATION

The Ordinance Committee reviewed the draft ordinance and proposed well permit fee at the meeting on November 16th. The Committee recommended that the City Council perform the

first reading of the Ordinance at the Council meeting on December 7th. The City Council reviewed the Ordinance on December 7th and directed the City Manager to prepare it for a second reading on December 21st.

Staff recommends that the City Council perform the second reading of the attached Ordinance and, if acceptable, direct the City Manager to prepare it for a third reading and adoption on January 4, 2022.

ATTACHMENTS

Sec. 98-76 – Current Private Well Ordinance; Sec. 98-76 Repeal & Recreate – Private Well Ordinance

Sec. 98-76. Private well abandonment.

- (a) *Generally.* All private wells located on any premises within the city served by the public water system of the water utility shall be properly filled within 30 days after connection to the municipal water distribution system. Only those wells for which a well operation permit has been granted by the city engineer may be exempted from this requirement, subject to conditions of maintenance and operation.
- (b) *Well operation permits.* A permit may be granted to a well owner to operate a well if the following requirements are met:
 - (1) The well and pump installation meet the requirements of D. Comm., ch. NR112, Wis. Admin. Code, and a well constructor's report is on file with the state department of natural resources, or certification of the acceptability of the well has been granted by the private water supply section of the department of natural resources.
 - (2) The well has a history of producing safe water and presently produces bacteriologically safe water as evidenced by three samplings two weeks apart.
 - (3) The proposed use of the well can be justified as being necessary in addition to water provided by the public water system.
 - (4) No physical connection shall exist between the piping of the public water system and the private well.
- (c) *Methods.* Wells to be abandoned shall be filled according to the procedures outlined in D. Comm., ch. NR112, Wis. Admin. Code. The pump and piping must be removed and the well checked for obstructions prior to plugging. Any obstruction or liner must be removed.
- (d) *Reports and inspection.* A well abandonment report must be submitted by the well owner to the department of natural resources on forms provided by that agency (available at the office of the city engineer). The report shall be submitted immediately upon completion of the filling of the well. The filling must be observed by a representative of the city.
- (e) *Penalties.* Any person violating any provision of this section shall upon conviction be subject to section 1-10. Each 24-hour period during which a violation exists shall be deemed and constitute a separate offense.

(Code 1969, § 11.06)

ORDINANCE NO. ____

**AN ORDINANCE TO REPEAL AND RECREATE SECTION 98-76
OF THE CITY OF FORT ATKINSON MUNICIPAL CODE RELATING TO
WELL ABANDONMENT AND WELL OPERATION PERMITS**

WHEREAS, s. NR 810.16 of the Wisconsin Administrative Code, directs suppliers of water for municipal water systems to implement a program for the regulation of wells which are not part of the municipal water system and are located on premises served by the municipal water system; and

WHEREAS, the goal of such a program is to prevent unused, unsafe, and noncomplying wells from acting as vertical conduits for aquifer contamination or as a source of unsafe water that could enter the public water system through cross connections; and

WHEREAS, the City of Fort Atkinson has a municipal water system and desires to implement a program regulating wells to prevent opportunities for cross connections.

NOW THEREFORE, the City Council of the City of Fort Atkinson Jefferson County, Wisconsin, does ordain as follows:

Section 1. Section 98-76 – Private well abandonment is hereby repealed and the recreated as follows:

“Sec. 98-76 – Private Well Abandonment and Well Operation Permits.

- A. Purpose: To protect public health, safety and welfare and to prevent contamination of groundwater by assuring that unused, unsafe, or noncomplying wells or wells which may act as conduits for contamination of groundwater or wells which may be illegally crossconnected to the municipal water system, are properly maintained or abandoned.
- B. Applicability: This ordinance applies to all wells located on premises served by the Fort Atkinson municipal water system.
- C. Definitions:
 - 1. **Municipal water systems:** a community water system owned by a city, village, county, town, town sanitary district, utility district, public inland lake and rehabilitation district, municipal water district or a federal, state, county, or municipal owned institution for congregate care or correction, or a privately-owned water utility serving the foregoing.
 - 2. **Noncomplying:** a well or pump installation which does not comply with s. NR812.42, Wisconsin Administrative Code, Standards for Existing Installations, and which has not been granted a variance pursuant to s. NR 812.43, Wisconsin Administrative Code.
 - 3. **Pump Installation:** the pump and related equipment used for withdrawing water from a well, including the discharge piping, the underground connections, pit less adapters, pressure tanks, pits, sampling faucets and well seals or caps.
 - 4. **Unsafe:** well or pump installation means one which produces water which is bacteriologically contaminated or contaminated with substances which exceed the drinking water standards of chs. NR 140 or 809, Wisconsin Administrative Code, or for which a Health Advisory has been issued by the Department of Natural Resources.

5. **Unused:** well or pump installation means one which is not used for does not have a functional pumping system.
 6. **Well:** a drill hole or other excavation or opening deeper than it is wide that extends more than 10 feet below the ground surface constructed for the purpose of obtaining groundwater.
 7. **Well abandonment:** the proper filling and sealing of a well according to the provisions of s. NR 812.26, Wisconsin Administrative Code.
 8. **Served:** any property located within the municipal boundaries of the City of Fort Atkinson which includes a public water main adjacent to the property.
- D. **Abandonment Required.** All wells on premises served by the municipal water system shall be abandoned in accordance with Section F of this ordinance by January 1, 2022, or no later than 1 year from the date of connection to the municipal water system, unless a valid well operation permit has been issued to the well owner by the City of Fort Atkinson under terms of Section E of this ordinance.
- E. **Well Operation Permit.** Owners of wells on premises served by the municipal water system wishing to retain their wells for irrigation shall make application for a Well Operation Permit for each well by June 1st of each even-numbered year. The City of Fort Atkinson may grant a permit to a well owner to operate a well for a period of two years providing all conditions of this section are met. A Well Operation Permit may be renewed for another two years by submitting an application verifying that the conditions of this section are met at the time of the renewal application. The City of Fort Atkinson or its agent, may conduct inspections and water quality tests or require inspections and water quality tests to be conducted at the applicant's expense to obtain or verify information necessary for consideration of a permit application or renewal. Permit applications and renewals shall be made on forms provided by the City Clerk. The following conditions must be met for issuance or renewal of a Well Operation Permit:
1. A licensed well driller or licensed pump installer must perform and submit an inspection attesting to the following:
 - i. The well and pump installation shall meet the Standards for Existing Installations describe in s. NR 812.42, Wisconsin Administrative Code.
 - ii. The well and pump shall have a history of producing safe water evidenced by at least 1 coliform bacteria sample within 30 days of application. In areas where the Department of Natural Resources has determined that groundwater aquifers are contaminated with substances other than bacteria, additional chemical sampling may be required to document the safety of the water.
 - iii. There shall be no cross connections between the well's pump installation or distribution piping and the municipal water system.
 - iv. The water from the private well shall not discharge into a drain leading directly or indirectly into a public sanitary sewer or storm water sewer unless properly metered and authorized by the City Engineer or his/her designee.
 - v. The private well shall have a functional pumping system.
 2. The City Engineer shall determine that the well is necessary and justified in addition to the water provided by the municipal water system. Reduced cost of water shall not be a factor for consideration.

3. There shall be a fee for the Well Operation Permit, which shall be submitted at the time of the application. The fee shall be payable to the City of Fort Atkinson and the amount shall be approved by the City Council via Resolution. The initial application fee may be pro-rated if applied for outside of the regular two-year cycle as described in this Section.
- F. Abandonment Procedures.
1. All wells abandoned under the jurisdiction of this ordinance shall be done according to the procedures and methods of s. NR 812.26, Wisconsin Administrative Code. All debris, pumps, piping, unsealed liners and any other obstructions which may interfere with sealing operations shall be removed prior to abandonment. As of June 1, 2008, only licensed well drillers and pump installers may perform abandonment (filling and sealing) of wells.
 2. The owner of the well, or the owner's agent, and shall notify the City Water Utility at least 48 hours in advance of any well abandonment activities. The abandonment of the well shall be observed or verified by personnel of the municipal water utility.
 3. An abandonment report form, supplied by the Department of Natural Resources, shall be submitted by the well owner to the Clerk and the Department of Natural Resources within 30 days of the completion of the well abandonment.
- G. Penalties. Any person found guilty of violating this chapter shall be subject to a forfeiture of not less than one hundred dollars (\$100.00) nor more than five hundred dollars (\$500.00) plus the cost of prosecution and shall be required to properly abandon said well within 30 days of written notice of conviction. Each day of violation may be considered a separate offense. If any person fails to comply with this ordinance for more than 30 days after receiving written notice of conviction, the municipality may continue to impose a penalty and cause the well abandonment to be performed and the expense of the well owner. Failure of the well owner to pay may result in a special assessment against the property on which the well is located."

Section 2. This ordinance shall take effect upon passage, posting, or publication as provided by law.

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin,
this _____ day of _____, 2022.

CITY OF FORT ATKINSON

Christopher Scherer, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

MEMORANDUM

DATE: December 21, 2021

TO: Fort Atkinson City Council

FROM: Andy Selle, PE, City Engineer/Public Works Director

RE: Review and possible action relating to extension of winter time no parking ordinance on Rockwell Ave

BACKGROUND

The City's current winter parking rules prohibit parking on Rockwell Ave from Janesville to Grove St. The area between Grove and South Main St creates challenges for plows when vehicles are parked there as well. The curb added to the boulevard in 2017 no longer allows plow blades to extend into the boulevard. The ordinance language is noted on the following page. The Transportation and Traffic review Committee considered this request on December 16 and moved it forward to Council for recommendation.



Sec. 94-503. - Specific limitations.

No person shall park any vehicle upon the following described streets or portions thereof between December 1 and March 15:

James Place.

The north side of the street from a point 43 feet east of Janesville Avenue to a point 158 feet east.

Rockwell Avenue.

On both sides of the street, from its intersection with Janesville Avenue to its intersection with Grove Street.

(Ord. No. 490, 11-5-96; Ord. No. 685, 9-1-09; Ord. No. 686, 9-1-09)

DISCUSSION

Few park in this section between Grove and S Main St in the winter. Those vehicles that do are on the south side of the road entering the adjacent apartments. In an effort to reduce signage along the stretch, the Fort Atkinson PD will notify the building manager of the change and provide warnings as a reminder for residents that are not in compliance. Signs can be installed noting the winter parking rules should they be deemed necessary.

RECOMMENDATION

Staff recommends Council to amend the ordinance to apply to the intersection of S Main St as written in the attached.

ATTACHMENTS

DRAFT Ordinance

Subdivision IV. Winter-Time Parking

Sec. 94-501. General prohibitions.

- (a) No owner or operator of any vehicle shall park upon any public street or alley at any time during a snow emergency. Any time two inches or greater of snow is anticipated during any 24-hour period, a snow emergency shall go into effect. The director of public works or is/her designee may also declare a snow emergency by providing notice to the public via the newspaper and/or radio and/or cable television. All vehicles must be removed from public streets and alleys from the starting time of the snow emergency until the streets or alleys have been cleared curb-to-curb or edge-to-edge of pavement during a snow emergency. For the purpose of this subsection, a vehicle shall be defined as every device in, upon or by which any person or property is or may be transported or drawn upon a roadway or highway. If any vehicle shall be parked in violation of this subsection, the police department shall ticket the vehicle and may order it towed from the street at the owner's risk after the vehicle has been ticketed; and the towing charge shall be paid by the owner or operator of the vehicle. The fine for violating this subsection shall be \$25.00, plus towing charge for each occurrence.
- (b) In addition to the provisions of subsection (a), no owner or operator shall park any vehicle in any street or alley when signs have been posted indicating that snow is being or is about to be removed from such street or alley. If any vehicle shall be parked in violation of this section, the police department shall ticket said vehicle and may order it from the street at the owner's risk after the vehicle has been ticketed, and the towing charge shall be paid by the owner or operator of said vehicle. The fine for violating this subsection shall be \$25.00, plus towing charge for each occurrence.
- (c) On all other streets not designated as through street in section 94-356, and those streets or portions thereof to which subsection 94-456(b) is not applicable by exemption, no person shall park or leave standing any unattended vehicle between the hours of 2:00 a.m. and 6:00 a.m. from December 1 to March 15, unless such vehicle is parked on the even-numbered side of the street on days bearing an even-numbered calendar date, and on the odd-numbered side of the street on days bearing an odd-numbered calendar date. "Numbered side of the street" refers to the address of a given residence. For purposes of this subsection, the calendar date is to start at 12:01 a.m. If any vehicle shall be parked in violation of this subsection, the police department shall ticket the vehicle and may order it towed from the street at the owner's risk after the vehicle has been ticketed, and the towing charge shall be paid by the owner or operator of the vehicle. The fine for violating this section shall be \$15.00, plus towing charge for each occurrence.

(Code 1969, § 20.08(D)(1), (2); Ord. No. 534, 10-20-98; Ord. No. 551, 10-5-99; Ord. No. 709, 3-6-12)

Sec. 94-502. Parking in public parking lots.

- (a) It is the declared policy of the department of public works to clear the public parking lots within the city by 12:00 noon on the day following the removal of snow from the adjoining streets or alleys. To allow for the snow removal in public parking lots, the following parking lot rules will be in force between the hours of 2:00 a.m. and 6:00 a.m. every day between November 1 and March 31:

-
- (1) Vehicles will park on the designated half of the lot (i.e.; east-west or north-south) that corresponds to the even or odd-numbered calendar days as indicated on the signs located in each lot. For the purposes of this subsection, the calendar date is to start at 12:01 a.m.
 - (2) Public parking lots 2, 5, 7, 9 and 10, will be designated to be east-side parking on the even-numbered days and the west-side parking on odd-numbered days.
 - (3) Public parking lots 1, 4 and 8, will be designated to be north-side parking on even-numbered days and south-side parking on odd-numbered days.
 - (4) In lot 3, the lot will be completely closed to vehicle parking during a snow emergency until the snow has been removed.
- (b) If any vehicle shall be parked in violation of this subsection, the police department shall ticket the vehicle and may order it towed from the public parking lot at the owner's risk.
 - (c) The fine for violating this subsection shall be \$15.00, plus towing charge for each occurrence to be paid by the owner or operator of the vehicle prior to the return of the vehicle to the owner or operator.
- (Code 1969, § 20.08(D)(3); Ord. No. 628, 3-15-05; Ord. No. 709, 3-6-12)

Sec. 94-503. Specific limitations.

No person shall park any vehicle upon the following described streets or portions thereof between December 1 and March 15:

James Place.

The north side of the street from a point 43 feet east of Janesville Avenue to a point 158 feet east.

Rockwell Avenue.

On both sides of the street, from its intersection with Janesville Avenue to its intersection with Grove Street.

(Ord. No. 490, 11-5-96; Ord. No. 685, 9-1-09; Ord. No. 686, 9-1-09)

Secs. 94-504—94-525. Reserved.

ORDINANCE NO. ____

**AN ORDINANCE
TO AMEND SECTION 94-503 OF THE CITY OF FORT ATKINSON MUNICIPAL CODE
RELATING TO WINTER PARKING REGULATIONS**

NOW, THEREFORE, the City Council of the City of Fort Atkinson, Wisconsin, do ordain as follows:

Section 1. Section 94-503 of the City of Fort Atkinson Municipal Code is hereby amended to read as follows:

“Sec. 94-503. Specific limitations.

No person shall park any vehicle upon the following described streets or portions thereof between December 1 and March 15:

James Place.

The north side of the street from a point 43 feet east of Janesville Avenue to a point 158 feet east.

Rockwell Avenue.

On both sides of the street, from its intersection with Janesville Avenue to its intersection with ~~Grove Street~~ South Main Street.

(Ord. No. 490, 11-5-96; Ord. No. 685, 9-1-09; Ord. No. 686, 9-1-09)”

Section 2. This ordinance shall take effect upon passage, posting, or publication as provided by law.

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, this _____ day of _____, 2022.

CITY OF FORT ATKINSON

Christopher Scherer, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: December 21, 2021

TO: Fort Atkinson City Council

FROM: Andy Selle, City Engineer and
Michelle Ebbert, City Clerk/Treasurer/Finance Director

RE: Review and possible action relating to the Proposal from Ignatek to purchase and install a centralized router at the Police Department to serve City facilities with fiber for \$10,578.20

BACKGROUND

In March 2020, the City Council authorized the partnership with the School District of Fort Atkinson to contract with Inter-Con Construction to install a fiber optic network to City Hall, Water Main Station, Fire and Police Departments, and Library. The School District had installed fiber to link all school facilities and the path of installation ran past the above named facilities.

The installation of the fiber will allow the City to utilize the existing network and extend the network to additional City facilities as well as the Klement Business Park. Five buildings will be hooked into the existing line: City Hall, Water Department, Police Department, Fire Department, and the Library. The extension will feature three distinct lines, reaching the Wastewater Plant, the Hackbarth Rd Water Facility, and the Klement Business Park to the south.

In October 2020, the City Council approved the installation of the fiber by Midwest Excavating. In November 2020, the Council approved the extension of the network to the Public Works facility. As the project advances, existing hardware must be upgraded to continue current IT services to all facilities ensuring heightened security measures.

DISCUSSION

Due to the current fiber installation and the future installation and configuration, a more powerful router is required. This will allow all City facilities to be on one network router, which will be centralized and secured in the Police Department building. The fiber cables will connect into this router and then into switches or to the existing routers at the various City facilities. The fiber service from WINS will provide two IPs which will be configured at the PD and all communication directed to said router.

City facilities will have one large network connected to the main router. This is required for functionality of the fiber. Without the router, City facilities would not be able to connect to the

fiber due to the nature of the configuration. The router at the Police Department will serve as the main provider to direct fiber connection throughout all city facilities that have fiber capability.

FINANCIAL ANALYSIS

The proposal for the purchase and installation of the router from Ignatek is attached. This upgrade will support the use of the fiber and will be paid for using funds from the American Recovery Plan Act (ARPA) – Broadband Infrastructure category of funding.

The proposal is divided into hardware and services. The hardware includes the router/firewall and connectors for expansion of the router for \$8,328.20. The services include an estimate of 25 labor hours discounted to \$90.00 per hour, for a total of \$2,250.00. The total proposed cost of this project is \$10,578.20.

While staff did not seek additional proposals from other companies, through researching comparable equipment, staff found the price of the hardware to be in line with similar products. Staff often recommends IT-related services and purchases be completed through Ignatek, as the company supports the City's network and provides all IT services.



RECOMMENDATION

Staff recommends that the City Council approve the proposal from Ignatek to purchase and install a centralized router at the Police Department to serve City facilities with fiber \$10,578.20, with funding through the ARPA – Broadband Infrastructure Category.

ATTACHMENTS

Ignatek – Upgrade firewall for Fiber project quote #0001856; Router price comparison



We have prepared a quote for you

Upgrade firewall for Fiber project

Quote # 001856
Version 1

Prepared for:
City of Fort Atkinson

Michelle Ebbert
miebbert@fortatkinsonwi.net

Prepared by:

Ignatek LLC

Trever Brandenburg
cs@ignatek.com



Monday, November 22, 2021

City of Fort Atkinson
Michelle Ebbert
101 North Main Street
Fort Atkinson, WI 53538
miebbert@fortatkinsonwi.net

Dear Michelle,

Attached you will find the estimate to upgrade and place a centralized router for the fiber network.

This router will be housed at the City Police department. This will then segment the fiber out to each location.

If you have any questions please reach out. If there are no questions go ahead and sign the quote and we can get this ordered.

Trever Brandenburg
Owner
Ignatek LLC



Hardware

Description	Price	Qty	Ext. Price
02-SSC-8203 SonicWall NSA 3700 Network Security/Firewall Appliance - 24 Port - 10/100/1000Base-T, 10GBase-X - 10 Gigabit Ethernet - DES, 3DES, MD5, SHA-1, AES (128-bit), AES (192-bit), AES (256-bit) - 24 x RJ-45 - 10 Total Expansion Slots - 2 Year Secure Upgrade Plus	\$7,925.00	1	\$7,925.00
SFP-10GLR-31-I Ubiquiti UF-SM-10G-I Compatible 10GBASE-LR SFP+ 1310nm 10km Industrial DOM LC SMF Transceiver Module	\$33.60	12	\$403.20

Subtotal \$8,328.20

Services

Description	Price	Qty	Ext. Price
Ignatek Labor Ignatek Hourly labor (Configure Fiber network) Ignatek hourly labor	\$90.00	25	\$2,250.00

Subtotal \$2,250.00



Upgrade firewall for Fiber project

Quote Information:

Quote #: 001856

Version: 1

Delivery Date: 11/22/2021

Expiration Date: 12/20/2021

Prepared for:

City of Fort Atkinson

101 North Main Street

Fort Atkinson, WI 53538

Michelle Ebbert

(920) 563-7760

miebbert@fortatkinsonwi.net

Prepared by:

Ignatek LLC

Trever Brandenburg

(608) 314-0895

cs@ignatek.com



Quote Summary

Description	Amount
Hardware	\$8,328.20
Services	\$2,250.00
Total:	\$10,578.20

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Ignatek LLC

City of Fort Atkinson

Signature:

Name: Trever Brandenburg

Title: Owner

Date: 11/22/2021

Signature:

Name: Michelle Ebbert

Date:

[Holiday Shipping Details & Extended Holiday Returns](#)

Item#: 22Z-002K-00AU6

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FEEDBACK

- SonicWall Generation 7 (Gen 7) Network Security Appliance (NSa) next-generation firewalls (NGFWs) offers medium- to large-sized enterprises industry-leading performance at the lowest total cost of ownership in their class.

With comprehensive security features such as intrusion prevention, VPN, application control, malware analysis, URL filtering and IP reputation services, it protects the perimeter from advanced threats without becoming a bottleneck.

Featuring a high port density including multiple 1 GbE and 10 GbE ports, the solution supports network and hardware redundancy with high availability, clustering and dual power supplies.

SonicWall Generation 7 (Gen 7) Network Security Appliance (NSa) next-generation firewalls (NGFWs) offers medium- to large-sized enterprises industry-leading performance at the lowest total cost of ownership in their class.

With comprehensive security features such as intrusion prevention, VPN, application control, malware analysis, URL filtering and IP reputation services, it protects the perimeter from advanced threats without becoming a bottleneck.

The Gen 7 NSa Series has been built from the ground up with the latest hardware components, all designed to deliver multi-gigabit threat prevention throughput - even for encrypted traffic. Featuring a high port density including multiple 1 GbE and 10 GbE ports, the solution supports network and hardware redundancy with high availability, clustering and dual power supplies.

Generation 7 - SonicOS 7.0 and Security Services

The Gen 7 NSa Series runs on SonicOS 7.0, a new operating system built from the ground up to deliver a modern user interface, intuitive workflows and user-first design principles. SonicOS 7.0 provides multiple features designed to facilitate enterprise-level workflows. It offers easy policy configuration, zero-touch deployment and flexible management - all of which allow enterprises to improve both their security and operational efficiency.

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MEMORANDUM

DATE: December 21, 2021

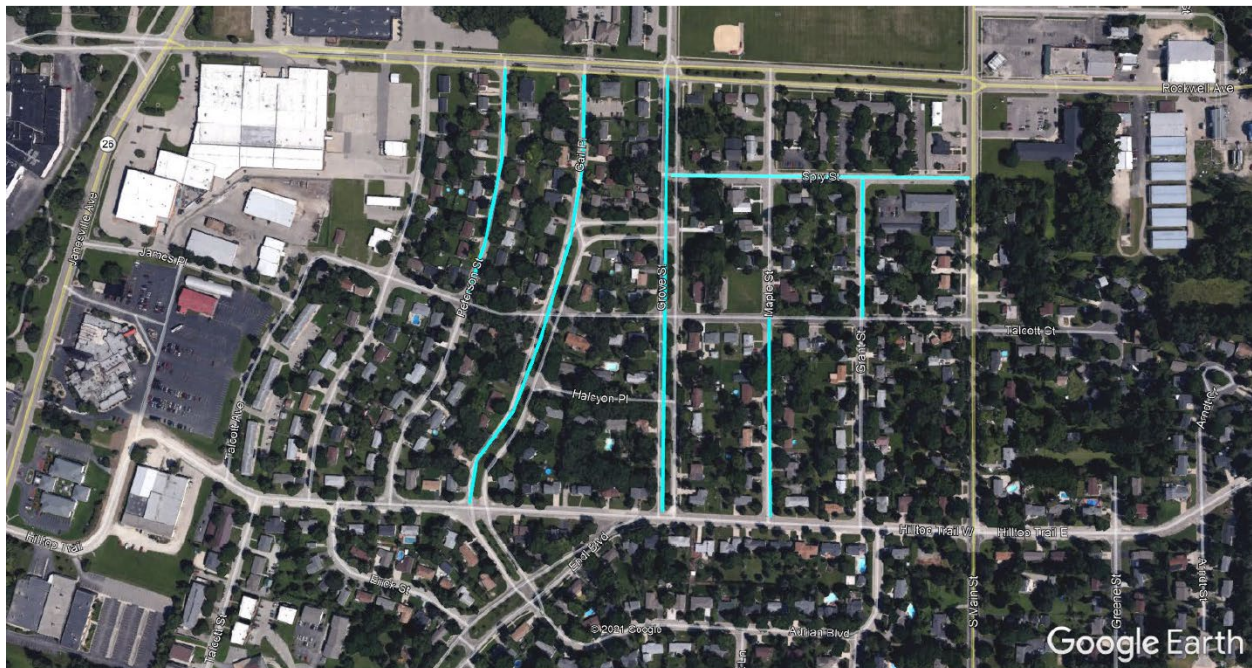
TO: Fort Atkinson City Council

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

RE: Review and possible action relating to proposed design amendments for the CDBG Water Main Replacement project in 2022

BACKGROUND

The City was awarded a CDBG-Close grants to replace water main in an area just south of Rockwell Avenue. A total of 6,000 feet, or just over a mile of main will be replaced. The project will also replace the road surface above. In August, after receiving five proposals, Council authorized a contract with Ruekert – Mielke for the design of the project.



DISCUSSION

The project is on schedule for the release of bid documents in early January with an anticipated start of construction as soon as the weather allows in the spring of 2022. As the design has evolved, changes to the project have developed, some of which require additional design fees, noted in the table below. The sidewalk addition was a late decision based on the City's intent to borrow for a portion of the project expense. There is never a better time to correct that lack of

sidewalks in the area than during a major construction effort such as this. The addition of the short section of Adrian (between Grove and Gail Pl) and the need to fully reconstruct Peterson were developments that occurred as a result of the more detailed look at the project area during the design process.

Initial Contract		\$ 56,230
Sidewalk Design Addition	Adding sidewalk to both sides of all roads, where absent	\$ 12,237
Adrian Street Design Addition	Adding a short 300' section of road/water main replacement at Adrian Blvd	\$ 4,144
Peterson Reconstruct Addition	Changing Peterson St to Full Reconstruction	\$ 16,426
	TOTAL	\$89,077

FINANCIAL ANALYSIS

The grant award will pay for the design expenses as well as funds from the street budget and water budget for their respective aspects of the project. We plan to take advantage of competitive interest rates and borrow for the expected gap between revenues and the total cost of construction. The table below captures expected sources of funding based on recent estimates for the construction cost. PLEASE NOTE the estimate for construction at \$2.7M remains an estimate and will only be confirmed once bids are received in early 2022. The current climate for construction is more dynamic than in the recent past and I want to ensure Council is aware of the potential for this number to move significantly in either direction. Should construction be significantly higher, the borrowing line item may increase to accommodate, or the project scope could be reduced.

The 2022 CDBG Water Main and Road Construction Project Funding document from the 2022 Adopted Budget is on the following page. The Planning, Design, and Engineering expenditure budget for 2021 was estimated at \$60,000. The requested amendments would increase this number to \$89,077. These funds will be expended in 2021 and early 2022 for the design of the bid documents for this project.

Staff proposes to use Fund 5 – the Transportation Fund – to pay for these design fees in the short term. In the longer term, as the cost of the project comes into focus with the construction bids in January or February 2022, staff will re-review the project cost and scope. If necessary, the additional costs associated with the design can be included in the borrowing in Spring 2022.

2022 CDBG Water Main and Road Construction Project Funding			
Expenditures	2021	2022	Notes
Planning, Design and Engineering	\$ 60,000.00	\$ 100,000.00	Planning Number \$60K is fixed, \$100K is conservative for construction oversight
Sidewalk Reconstruction	\$ -	\$ 345,000.00	New and replacement sidewalk; fund 5
Road Reconstruction (Fund 5)		\$ 775,000.00	2/3 of total road reconstruction cost; Fund 5
Road Reconstruction (Fund 3)		\$ 385,000.00	1/3 of total road reconstruction cost; Fund 3
Water Main Replacement	\$ -	\$ 555,000.00	Water main replacement; Fund 3/Rate Case
Water Hydrants and Services Replacement	\$ -	\$ 225,000.00	Replacement of hydrants & services; Fund 3
Sewer Main Improvements	\$ -	\$ 30,000.00	Sewer main improvements; Fund 2
Stormwater Improvements	\$ -	\$ 50,000.00	Storm sewer improvements; Fund 10
Contingency	\$ -	\$ 236,500.00	10% of construction costs above
Total Estimated Expenditures	\$ 60,000.00	\$ 2,701,500.00	
Total Estimated Project Cost	\$ 2,761,500.00		
Revenues	2021	2022	Notes
CDBG Close Grant - Water Main	\$ -	\$ 362,244.00	Reimbursement through State: County/City CDBG CLOSE funds
Water Main Replacement (Fund 3/Rate Case)	\$ -	\$ 940,000.00	\$843,000 in 2022 Rate Case funding plus funds collected from rate case in 2021
Transportation Fund Financing (Fund 5)	\$ -	\$ 710,000.00	Levied funds (\$500,000) and vehicle registration fee (\$210,000)
Wastewater funding (Fund 2)	\$ -	\$ 30,000.00	General operating revenues
Stormwater Funding (Fund 10)	\$ -	\$ 50,000.00	General operating revenues
Gap Funding - Borrowing	\$ -	\$ 669,256.00	Repayment through GO Debt and Fund 3
Total Estimated Revenue	\$ -	\$ 2,761,500.00	
Total Estimated Project Revenues	\$ 2,761,500.00		

RECOMMENDATION

Staff recommends the City Council approve the proposed design amendments for the CDBG Water Main and Road Construction project in 2022 with Ruekert-Mielke for an additional cost of \$29,077. Staff recommends that the additional cost be funded within the budgeted project or borrowed, depending on the overall cost of the project.

The City Council will review all projects and expenditures included in the proposed 2022 borrowing on February 1, 2022 with a presentation from the City's Financial Advisor.

ATTACHMENTS

Proposed Sidewalk Design Amendment; Proposed Adrian St Design Amendment; Proposed Peterson Street Design Amendment

City of Fort Atkinson
Road Rehabilitation and Water Main Relay Project
Engineer's Manhour Estimate
Revised Amendment 1 - Add Sidewalk to Project

SIDEWALK DESIGN - OPTION 2 - SIMPLIFIED DESIGN

SCOPE OF SERVICES	CATEGORY OF PERSONNEL																		
	\$201	\$173	\$163	\$153	\$134	\$125	\$107	\$124	\$112	\$102	\$80	\$142	\$129	\$94	\$94	\$79	TOTAL HOURS	TOTAL LABOR COST	
	E8	E6	E5	E4	E3	E2	E1	T3	T2	T1	ADMIN	RLS	S2	SURVEY					
	PM	PM	ENG	ENG/PILOT	ENG	ENG	ENG	TECH	TECH	TECH	ASSIST	SUR	Crew Chief	TECH	CRT2	CRT1			
DESIGN FEES	0	4	0	0	0	15	0	0	0	26	2	0	0	0	0	0	47	\$12,237	
																		\$11,827	
Supplemental Survey for ADA Curb Ramps												0	0	0			0	\$0.00	
Design and Add Sidewalk to Pavement Plan Sheets (10 Sheets)		2				12				24							38	\$4,294.00	
Prepare Intersection Details Including Curb Ramp Spot Grade Design (approx. 18 Details, approx. 41 Ramps)		0				0				0							0	\$0.00	
Add Construction Details						1				2							3	\$329.00	
Update Bid Form and Specifications		2				2					2						6	\$756.00	
Property Iron Recon to Confirm ROW (Project Wide)**													20	20			40	\$4,460.00	
Analyze Survey Data and Update Cadastral (ROW) Mapping												14					14	\$1,988.00	
TOTAL HOURS	0	4	0	0	0	15	0	0	0	26	2	0	0	0	0	0	47		
DESIGN REIMBURSABLE																		\$410	
HALF SIZE PLAN REPRODUCTION (BASED ON 11"X17" SHEET)	SETS		SHEETS/SET		0 SQUARE FEET/SET				\$0.50 PER SQUARE FOOT								\$0.00		
FULL SIZE PLAN REPRODUCTION (BASED ON 22"X34" SHEET)	SETS		SHEETS/SET		0 SQUARE FEET/SET				\$0.50 PER SQUARE FOOT								\$0.00		
REPRODUCTION OF PROJECT MANUALS	SETS		SHEETS/SET		\$0.15 PER SHEET														\$0.00
MILEAGE - ENGINEERS	260 MILEAGE										\$0.56 PER MILE							\$145.60	
MILEAGE - SURVEY	0 MILEAGE										\$0.77 PER MILE							\$0.00	
SURVEY EQUIPMENT - GPS											0 DAYS							\$132 PER DAY	\$0.00
SURVEY EQUIPMENT - ROBOT											2 DAYS							\$132 PER DAY	\$264.00
DRONE EQUIPMENT											0 DAYS							\$500 PER DAY	\$0.00

City of Fort Atkinson
Road Rehabilitation and Water Main Relay Project
Engineer's Manhour Estimate
Amendment 3 - Add Adrian Blvd (Gail-Grove)

2021 Rates

SCOPE OF SERVICES	CATEGORY OF PERSONNEL															
	\$201	\$173	\$163	\$153	\$134	\$125	\$107	\$124	\$112	\$102	\$80	\$142	\$129	\$94	TOTAL HOURS	TOTAL LABOR COST
	E8	E6	E5	E4	E3	E2	E1	T3	T2	T1	ADMIN	RLS	S2	SURVEY		
	PM	PM	ENG	ENG/PILOT	ENG	ENG	ENG	TECH	TECH	TECH	ASSIST	SUR	Crew Chief	TECH		
DESIGN FEES	0	4	0	0	0	6	0	0	0	11	1	3	4	4	33	\$4,144
PHASE 1 - DATA COLLECTION																\$1,318
Utility Coordination (Includes Dig Request)												1			1	\$142.00
Supplemental Topographic Survey Including Measuredowns													4	4	8	\$892.00
Survey Data Download and Update Surface Model												2			2	\$284.00
TOTAL HOURS	0	0	0	0	0	0	0	0	0	0	0	3	4	4	11	
PHASE 2 - PLAN DESIGN																\$2,644
Design and Prepare Roadway Plan-Plan Sheet (Assume 1 Sheet)		1				1				2					4	\$502.00
Design and Prepare Water Main Plan and Profiles (Assume 1 Sheet)		1				1				4					6	\$706.00
Design and Add Sidewalk to Pavement Plan Sheet (1 Sheet)		1				1				2					4	\$502.00
Design and Prepare Erosion Control and Traffic Control Drawings (1 Sheet)						1				2					3	\$329.00
Prepare Existing and Proposed Typical Sections						1				1					2	\$227.00
Prepare Additional Bid Items and Quantities						1									1	\$125.00
Update Specifications		1									1				2	\$253.00
TOTAL HOURS	0	4	0	0	0	6	0	0	0	11	1	0	0	0	22	
DESIGN REIMBURSABLE																\$182
HALF SIZE PLAN REPRODUCTION (BASED ON 11"X17" SHEET)	0 SETS		47 SHEETS/SET			61.1 SQUARE FEET/SET						\$0.50 PER SQUARE FOOT				\$0.00
FULL SIZE PLAN REPRODUCTION (BASED ON 22"X34" SHEET)	0 SETS		47 SHEETS/SET			244.4 SQUARE FEET/SET						\$0.50 PER SQUARE FOOT				\$0.00
REPRODUCTION OF PROJECT MANUALS	0 SETS		250 SHEETS/SET									\$0.15 PER SHEET				\$0.00
MILEAGE - ENGINEERS	0 MILEAGE											\$0.56 PER MILE				\$0.00
MILEAGE - SURVEY	65 MILEAGE											\$0.77 PER MILE				\$50.05
SURVEY EQUIPMENT - GPS						0 DAYS						\$132 PER DAY				\$0.00
SURVEY EQUIPMENT - ROBOT						1 DAYS						\$132 PER DAY				\$132.00
DRONE EQUIPMENT						0 DAYS						\$500 PER DAY				\$0.00

City of Fort Atkinson

Road Rehabilitation and Water Main Relay Project

Engineer's Manhour Estimate

Revised Amendment 2 - Convert Peterson Street to Full Recon

2021 Rates

SCOPE OF SERVICES	CATEGORY OF PERSONNEL															TOTAL HOURS	TOTAL LABOR COST
	\$201	\$173	\$163	\$153	\$134	\$125	\$107	\$124	\$112	\$102	\$80	\$142	\$129	\$94			
	E8	E6	E5	E4	E3	E2	E1	T3	T2	T1	ADMIN	RLS	S2	SURVEY			
	PM	PM	ENG	ENG/PILOT	ENG	ENG	ENG	TECH	TECH	TECH	ASSIST	SUR	Crew Chief	TECH			
DESIGN FEES	0	15	0	0	0	33	0	0	0	64	2	2	11	10	137	\$16,426	
PHASE 1 - DATA COLLECTION																\$2,847	
															0	\$0.00	
Supplemental Topographic Survey Beyond ROW for Tie-Ins													10	10	20	\$2,230.00	
Survey Data Download and Update Surface Model										2			1		3	\$333.00	
Analyze Survey Data and Update Cadastral (ROW) Mapping												2			2	\$284.00	
TOTAL HOURS	0	0	0	0	0	0	0	0	0	2	0	2	11	10	25		
PHASE 2 - PLAN DESIGN																\$13,204	
Project Administration		4													4	\$692.00	
Convert Road Plan-Plan Drawings to Individual Plan-Profile Drawings, Design Vertical Profile (2 Sheets)		2				4				8					14	\$1,662.00	
Update Erosion Control and Traffic Control Drawings (2 Sheets)						1				2					3	\$329.00	
Update Proposed Typical Section, Construction Details		1				2				4					7	\$831.00	
Prepare Cross Sections (Every 50' and Driveways)(Approx. 34 Sections or 12 Sheets)		4				24				48					76	\$8,588.00	
Additional Bid Items and Quantities		2				2									4	\$596.00	
Update Specifications		2									2				4	\$506.00	
TOTAL HOURS	0	15	0	0	0	33	0	0	0	62	2	0	0	0	112		
DESIGN REIMBURSABLE																\$375	
HALF SIZE PLAN REPRODUCTION (BASED ON 11"X17" SHEET)	2 SETS		47 SHEETS/SET			61.1 SQUARE FEET/SET						\$0.50 PER SQUARE FOOT				\$61.10	
FULL SIZE PLAN REPRODUCTION (BASED ON 22"X34" SHEET)	0 SETS		47 SHEETS/SET			244.4 SQUARE FEET/SET						\$0.50 PER SQUARE FOOT				\$0.00	
REPRODUCTION OF PROJECT MANUALS	0 SETS		250 SHEETS/SET									\$0.15 PER SHEET				\$0.00	
MILEAGE - ENGINEERS	0 MILEAGE											\$0.56 PER MILE				\$0.00	
MILEAGE - SURVEY	65 MILEAGE											\$0.77 PER MILE				\$50.05	
SURVEY EQUIPMENT - GPS						0 DAYS						\$132 PER DAY				\$0.00	
SURVEY EQUIPMENT - ROBOT						2 DAYS						\$132 PER DAY				\$264.00	
DRONE EQUIPMENT						0 DAYS						\$500 PER DAY				\$0.00	

** Accurate cadastral mapping of existing right-of-way critical to ensure construction of new sidewalk does not take place on private property. By looking for and collecting all found property irons we would be able to easily re-install corner if they get removed during construction.



MEMORANDUM

DATE: December 21, 2021

TO: Fort Atkinson City Council

FROM: Brooke Franseen, Parks and Recreation Director

RE: Review and possible action relating to the purchase of two new diving boards for the Aquatic Center from Accurate Diving Board Solutions, LLC, for \$9,296.00

BACKGROUND

The Fort Atkinson Aquatic Center has a diving well with two diving boards. The diving boards consist of the board and the stand or base, two completely separate parts. The diving boards have a life expectancy of ten to fifteen years and have been replaced three times within the thirty years of being open.

The first time the boards were replaced, it was due to the amount of grit lost on the boards early in their manufactured life. For the second set of boards, the manufacturer advised us to store the boards inside over the winter, which extended the life of the boards. The City purchased our current set in 2009, and they have lasted twelve years. It is recommended to resurface the boards every five to ten years when they start to lose their tackiness and become slippery causing a safety hazard. The boards become slippery due to dirt and oil from swimmers and sunbathers and excessive wear or years of normal wear. Our Aquatics Specialist maintains the boards daily by hosing them down and scrubbing them monthly.

The estimated cost of resurfacing the diving boards (2) included in the 2021 Capital Improvements Project Budget is \$8,500. The estimated cost of replacing the two diving boards (2) included in the 2023-2027 Capital Improvements Project Plan in 2025 is \$13,000. The estimated difference between the two costs is \$4,500. The boards can be resurfaced one to two times before replacing them, which saves the City money.

DISCUSSION

The diving boards were showing signs of losing their grit and becoming slippery, so staff planned to get them both resurfaced this year in 2021 to be ready for the 2022 pool season.

Due to the amount of liability, only the manufacturer, Duraflex, will resurface these boards. If Duraflex finds one crack in the boards, Duraflex scraps them and the facility needs to purchase new boards. Staff inspected the boards prior to shipping to Duraflex in Nevada and also took pictures of the boards to have proof if they cracked during shipping. However, underlying cracks were found by Duraflex that were not evident through the staff inspection. Duraflex

indicated that they will not resurface these boards due to the safety and liability concerns. As such, staff is recommending to replace both boards prior to the 2022 season.

Duraflex diving boards are used at commercial pool facilities that conform to FINA, USA Diving and/or NCAA dimensional requirements. They also provide a one-year warranty. Another well-respected diving board manufacturer is SR Smith; however, their boards do not fit the stands at the Aquatic Center.

FINANCIAL ANALYSIS

The estimated cost to resurface the two diving boards, including shipping to Nevada, was \$7,400. \$8,500 was budgeted in the 2021 Aquatic Center CIP for resurfacing. Since the boards were only shipped and not resurfaced, the City will pay \$2,500 for shipping but now does not have diving boards.

In order to have diving boards for the 2022 season, staff sought proposals for two new Duraflex diving boards. Staff received proposals from Accurate Diving Board Solutions, LLC (Florida), Recreonics (Kentucky), and Carrico Aquatics (Wisconsin). The proposals are attached and summarized below.

Company	(2) Duraflex 16-DX Diving Boards Cost	Shipping Cost	Total Cost
Accurate Diving Board Solutions	\$8,311.00	\$985.00*	\$9,296.00
Recreonics	\$9,139.06	\$929.50*	\$10,068.56
Carrico Aquatics	\$9,763.94	\$2,000.00*	\$11,763.94

*The shipping cost is estimated as the factory will not guarantee shipping quotes due to fluctuating shipping prices.

Carrico Aquatics is the City's local pool supplier for chemicals, but due to the significantly higher total cost, staff recommends that the Council approve the purchase through Accurate Diving Board Solutions, LLC. Accurate Diving Board Solutions is a diving board dealer through Duraflex and was recommended by multiple facilities.

Staff proposes to fund the \$9,296.00 purchase as shown in the table below:

Account Number	Account Description	Cost	Remaining Budget
01-60-0065-2300	Outlay Aquatic Center	\$5,967.30	\$0.00
01-55-5523-0600	Aquatic Center Supplies/Maint	\$3,328.70	-\$3,757.70
	Total:	\$9,296.00	

The Aquatic Center supplies and maintenance account will be over budget due to this purchase. However, staff is confident that there are other accounts with remaining funds within the

Aquatic Center budget that will make up the difference. The Aquatic Center budget, overall, will not be over budget at the end of 2021. While it may seem counterintuitive to “overdraw” one account when there are other funds available, it is more important to accurately account for purchases in the proper accounts for auditing, budgeting, and long-term planning purposes.

RECOMMENDATION

Staff recommends that the City Council approve the proposal to purchase two Duraflex 16-DX diving boards from Accurate Diving Board Solutions, LLC, for \$9,296.00, including shipping, funded as described in this memo.

ATTACHMENTS

Carrico Aquatics Diving Board Proposal; Recreonics Diving Board Proposal; Accurate Diving Board Solutions LLC Diving Board Proposal; Duraflex Diving Board Maintenance Recommendation; Duraflex Springboards Warranty



Providing Safe Clean Sparkling Blue Water

720 N. Parkway • Jefferson, WI 53549

Office: 920-541-3600

Fax: 920-541-3602

www.carricoaquatics.com

December 9, 2021

Ms. Brooke Franseen
Director of Parks & Recreation
City of Fort Atkinson
30 North Water Street West
Fort Atkinson, Wisconsin 53538

RE: *Diving Boards*

Dear Brooke,

Thank you for allowing Carrico Aquatic Resources Inc. the continued opportunity to work with the City of Fort Atkinson and provide a proposal for diving boards.

Your total investment for (2) Duraflex 16-DX 16 foot diving boards is nine thousand seven hundred sixty-three and 94/100 dollars (\$9,763.94) plus shipping which is estimated to be between \$1,800.00 and \$2,000.00.

Carrico Aquatic Resources will receive the diving boards in their warehouse and contact the City of Fort Atkinson for a convenient deliver date.

Terms:

- All investment amounts quoted are good for 30 days.
- Payment will be due in full 30 days from the completion of installation; any account past 30 days will be subject to a 1.5% late fee.
- This price does not include any applicable permit fees, taxes, or shipping.

If you have any questions please contact our office at 920-541-3600. If you find these terms acceptable and would like to proceed with this project please indicate below and email a copy to [**jason@carricoaquatics.com**](mailto:jason@carricoaquatics.com).

Thank you,

Jason Krapfl
Director of Projects & Accounts
Carrico Aquatic Resources Inc.

ACCEPTANCE OF PROPOSAL

Accepted By: _____ Date: _____ PO#: _____



RECREONICS, INC.

4200 SCHMITT AVENUE
LOUISVILLE, KY 40213
(800) 428-3254
FAX (800) 428-0133
INTERNATIONAL (502) 458-5731
FAX (502) 458-9777
FED. I.D. # 61-1228501
<http://www.recreonics.com>

110-1/CITIE

ATU

Quote

Quote #	742151
Customer #	142199
Date	12/09/21
Page	1

Quoted To:	*CITY OF FORT ATKINSON 101 N MAIN ST FORT ATKINSON, WI 53538-1896	Ship To:	*CITY OF FORT ATKINSON 101 N MAIN ST FORT ATKINSON, WI 53538-1896
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PO/REF #	EXPIRES	SLP	SHIP VIA	FREIGHT	QUOTED BY
	12/19/21	038	BEST	PPD&BILL	GUS DE LA TORRE EXT 425

QUOTED TO:	BROOKE FRANSEEN	CT=920-563-7212	X=920-563-7776	E-Mail: tkratky@fortatkinsonwi.net
		KT=	X=	E-Mail: bfranse2fortatkinsonwi.net

LINE	ITEM DESCRIPTION	S/D	QUANTITY	UM	PRICE	UM	EXTENSION
001	40326 16' DURAFLEX DIVING BOARD ALUMINUM BOARD	D	2	EA	4569.53	EA	9139.06
002	8002B FREIGHT & HDLG. TO BE PREPAID AND ADDED TO INVOICE	S	1	EA	929.50	EA	929.50

STATE	CERTIFICATE #	TAXABLE AMT	TAX	TOTAL
	046451	10068.56	(4) .00	10068.56

TO ACCEPT THIS QUOTE PLEASE SIGN AND DATE BELOW & FAX WITH COVER SHEET
ATTN: GUS DE LA TORRE AT 1-800-428-0133 OR E-MAIL TO gusd@recreonics.com

By: _____

Date: _____

F.O.B.-ORIGIN(TAILGATE)FRGT, HDLG, SALES
TAX, ETC.,(IF APPLICABLE) ARE ADD'L.
QUOTE SUBJECT TO CO. TERMS & CONDITIONS
DEPOSIT & MGT. APPROVAL MAY BE REQ'D.



Accurate Diving Board Solutions, LLC

Matthew Vieke

2633 NW 36th St

Boca Raton, FL 33434

Cell: 317-752-6467

Email: mvieke1@gmail.com

Date of Quote: December 10, 2021

Quote Number: Q21063

Bill To: City of Fort Atkinson Parks and Recreation
30 North Water Street W
Fort Atkinson, WI 53538

Two New 16-DX Diving Boards: \$8,311.00

Delivery: \$985.00

Grand Total: \$9,296.00

Please Note — Terms; Net in 40 days

Please make all checks payable to: **Accurate Diving Board Solutions, LLC**

This quote is for two new 16-DX Diving Boards. The price includes purchase and delivery.

Maintenance

Diving Board Maintenance

Maintenance of your Duraflex Diving Board's Slip-Resistant Surface: The surface must be tested frequently and found to be sufficiently slip resistant while the surface is wet. If the diving board is slippery, it must be taken out of service.

Causes of the board becoming slippery:

Dirt and oil from swimmers and sunbathers. Excessive wear; or years of normal wear. Excessive alkalinity or excessive minerals in the water.

Maintenance methods:

Each day, hose off the board with fresh water. Monthly, scrub with detergent or chlorine, hot water & soft bristle brush. Muriatic acid may be used to remove algae or stains.

What to do about a worn-out surface on the board:

Take the board out of service if it is slippery, and contact the factory for refinishing. The factory finish is a result of highly developed techniques. **No other refinishing method is satisfactory.**

Maintenance of the board's fulcrum contacts

The rubber channels on the underside of the board must be inspected monthly for signs of wear. They must be replaced if worn before any of the metal ribs contact the fulcrum.

Maintenance of Duraflex stands

Hose off the stand with fresh water frequently. The stand cools off at night, and warm humid air will condense on the stand and handrails, leaving a chlorine residue on the equipment. Keep the fulcrum components clean, especially the tracks. Keep the roller clamp lock nuts, and anti-rattle lock nuts, snug and adjusted for a "no-rattle" clearance. The two grease fittings of the roller block should be lubricated every 2 weeks. Use "Mystic JT-6" grease and grease gun. The hinges that hold the board to the stand need 2 drops of oil every 2 weeks. Use lightweight oil as for door hinges. The carriage bolts that attach the diving board to the hinges should be checked for tightness periodically. The carriage bolt nuts need to maintain 110 ft-lbs of torque.

Handrails

304 stainless is a good stainless steel for handrails in the swimming pool environment, but it is not rust-proof. Clean with stainless steel cleaner and a cloth if rust appears. Rinse with large amounts of fresh water (not pool water). Check all unpainted nuts and bolts and adjust as needed. Maintain the surface of the steps using the same procedure as that used for maintaining the diving board.



LIMITED WARRANTY

Duraflex Springboards

Duraflex International Corporation warrants that it will rebuild or replace, at its discretion, any Duraflex or Maxiflex Springboard if structural failure resulting from any defect in workmanship or materials occurs during the one year period beginning on the date the board is shipped from the factory. The one year time limit will apply in all cases except where the owner has written proof that the board was installed at a significantly later date than our shipment date, in which case the Duraflex International Corporation will determine the validity of all such claims. All warranty repairs will be done at no charge, with the exception of shipping costs which will be paid by the owner. This Warranty applies only in the United States.

Owner's Obligations: This Warranty applies only if the springboard is shipped to the plant of Duraflex International Corporation at the address shown above, or if the springboard is inspected and approved for repair or replacement by an officer of the Duraflex International Corp. or a designated agent thereof. To enact the Warranty, the owner of the springboard must notify Duraflex International Corporation in writing, giving a description of the circumstances under which the claim is being made. The serial number of the board involved must also be sent. Within fifteen days of the receipt of the above material, the Duraflex International Corporation will advise the owner if the warranty is in effect, and if the board must be returned to its plant for inspection or if inspection at the owner's location is possible.

Exclusions: This Warranty shall not apply to the finish or the slip-resistant surface of the springboard. This Warranty shall be void if the springboard is not installed in accordance with the instructions accompanying it, or if the springboard after being installed is allowed to strike metal or concrete supports, either under or on the sides. The springboard must be installed on an anchor which is level and plumb, and there must be a minimum of 3/8" thick, first quality live rubber or vinyl between the fulcrum structure and the board. This Warranty does not include the cost of any inconvenience or damage due to failure of the product, nor does it cover transportation damage, misuse, abuse, and accident. All implied warranties, including but not limited to implied warranties of fitness and merchantability, are limited in duration to the period ending one year from date of shipment from our plant.

This is the only warranty on Duraflex and Maxi-B Springboards, and it supersedes any previous warranty either written or implied.

P-177 (Revised 5/2017)



MEMORANDUM

DATE: December 21, 2021

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action relating to the proposal from Ignatek for \$5,450 for the services and software to migrate the City's website and email to "fortatkinsonwi.gov"

BACKGROUND

In 2021, the management of the ".gov" domain transitioned on the federal level from the General Services Administration to the Homeland Security Department's Cybersecurity and (CISA). CISA makes the .gov domain available solely to U.S.-based government organizations and publicly controlled entities.

Using a .gov domain increases security in the following ways*:

- [Multi-factor authentication](#) is enforced on all accounts in the .gov registrar, different than commercial registrars.
- We '[preload](#)' all new domains, which requires browsers to only use a secure HTTPS connection with your website. This protects your visitors' privacy and ensures the content you publish is exactly what's received.
- You can [add a security contact](#) for your domain, making it easier for the public to tell you of a potential security issue with your online services.

*Information from <https://home.dotgov.gov/about/#why-use-gov>

DISCUSSION

Several members of the City's Management Team have been encouraged by state and federal partners to move to a .gov domain name. This domain is easily recognizable by members of the public and other website visitors and email recipients as correspondence from an official government entity.

Through this project, the Police Department will change its domain from fortatkinsonwi.com to fortatkinsonwi.gov, which will be consistent with the rest of City Staff. The Library and the Museum will maintain their current domains (fortlibrary.org and hoardmuseum.org, respectively).

The City is also in the process of updated the City website. Staff intends to roll out the changes to the website along with the change to the domain name (website address and email) in the first quarter of 2022. The timeline will depend on the amount of work it will take staff to prepare the website to “go live.” Staff will continue to update the Council and the public on progress toward these changes.

Ignatek, the City’s IT provider, will maintain the City’s current email addresses for as long as the City deems it necessary to communicate and complete a successful transition from the .net domain to the .gov domain (likely 1-2 years).

Attached is the proposal from Ignatek to transition to the new domain for both the website and email addresses. The \$680.00 is an ongoing annual cost to support the 0365 Microsoft Exchange mailboxes. The \$4,770 represents the one-time cost for labor and services associated with the transition.

FINANCIAL ANALYSIS

Funds for this project were not budgeted in the 2021 or the 2022 budget. However, the City has American Recovery Plan Act (ARPA) funds that could be used for the one-time portion of this project, under the Supporting Public Health Response category of funds (for increased security supporting remote work). The annual recurring cost of \$680.00 will be split between the General Fund, Water, and Wastewater Utility Funds per the table below.

Email Migration - Ongoing Annual Cost Allocation			
Account Number	Account Name	Fund	Amount
01-51-5141-1600	Clerk/Treas Info Tech	General Fund	\$ 226.67
02-87-0874-0200	Admin-General Supplies	Waste Water Utility Fund	\$ 226.67
03-33-0092-1000	Office Supplied & Expense	Water Utility Fund	\$ 226.67
		TOTAL	\$ 680.00

RECOMMENDATION

Staff recommends that the City Council accept the proposal from Ignatek for \$5,450 for the labors, services, and software necessary to migrate the City’s website and email to the “fortatkinsonwi.gov” domain. Of the \$5,450, \$4,770 is a one-time cost and \$680.00 will be an annual ongoing cost with funding as outlined above.

ATTACHMENTS

December 16, 2021 Proposal from Ignatek



We have prepared a quote for you

Email Migration to 0365

Quote # 001837

Version 1

Prepared for:

City of Fort Atkinson

Michelle Ebbert
miebbert@fortatkinsonwi.net

Prepared by:

Ignatek LLC

Trever Brandenburg
cs@ignatek.com



Thursday, December 16, 2021

City of Fort Atkinson
Michelle Ebbert
101 North Main Street
Fort Atkinson, WI 53538
miebbert@fortatkinsonwi.net

Dear Michelle,

Attached please find several documents related to our recommendations for improvements to your network. Prior to implementing this solution we would validate any assumptions as we further define scope and requirements.

This proposal and accompanying estimate comprise our response to your request to consolidate all city email under one domain. Prior to implementing this solution we would validate any assumptions as we further define scope and requirements.

The total cost of this project including materials and labor will be approximately \$4,050.00. This proposal is not a fixed cost estimate. **This proposal is time and materials which means that you pay for the time we work on your project. These are approximate cost estimates to help guide your decision making process in regard to this project.**

This project does not include purchasing the domain. City of Fort Atkinson will have to purchase new domain with Ignatek's assistance.

Half of the proposed project labor hours will be billed at the beginning of the project along with any hardware costs. The remaining labor hours, any overages, and taxable labor hours will be invoiced once the project has been completed. Our accounting department will contact you once the proposal is accepted. If this project is accepted we request that your organization provide Ignatek LLC with a single point of contact to help facilitate communications throughout the project process.

If you have any comments or questions, please call (888) 385-0607.

Sincerely,

Trever Brandenburg
Owner
Ignatek LLC

Software

Description	Recurring	Qty	Ext. Recurring
Microsoft Exchange(Plan 1) Microsoft hosted email E1 City Hall Microsoft hosted exchange E1 email mailbox	\$4.00	120	\$480.00
Microsoft Exchange(Plan 1) Microsoft hosted email E1 Fort PD Microsoft hosted exchange E1 email mailbox	\$4.00	50	\$200.00
Recurring Subtotal			\$680.00

Services

Description	Price	Qty	Ext. Price
Service - T&M Project ManagementSchedulingOversightPlanning Service or project labor billed at actual work role rates.	\$90.00	3	\$270.00
Service - T&M Detailed Design and PlanningProject Procedure Service or project labor billed at actual work role rates.	\$90.00	3	\$270.00
Service - T&M Final Design Review and revisions Service or project labor billed at actual work role rates.	\$90.00	2	\$180.00
Service - T&M Project material procurement (set up government servers) Service or project labor billed at actual work role rates.	\$90.00	4	\$360.00
Service - T&M Set up 0365 servers(configure 170 users, migrate, configure new domain) Service or project labor billed at actual work role rates.	\$90.00	30	\$2,700.00
Service - T&M Update/create new documentation Service or project labor billed at actual work role rates.	\$90.00	2	\$180.00
Service - T&M Project Closeout and meeting Service or project labor billed at actual work role rates.	\$90.00	1	\$90.00
Ignatek Labor Domain migration Ignatek hourly labor	\$90.00	8	\$720.00
Subtotal			\$4,770.00



Email Migration to 0365

Quote Information:

Quote #: 001837

Version: 1

Delivery Date: 12/16/2021

Expiration Date: 12/31/2021

Prepared for:

City of Fort Atkinson

101 North Main Street

Fort Atkinson, WI 53538

Michelle Ebbert

(920) 563-7760


miebbert@fortatkinsonwi.net

Prepared by:

Ignatek LLC

Trever Brandenburg

(608) 314-0895

 cs@ignatek.com

Quote Summary

Description	Amount
Services	\$4,770.00
Total:	\$4,770.00

Recurring Expenses Summary

Description	Amount
Software	\$680.00
Recurring Total:	\$680.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Ignatek LLC

Signature: _____
Name: Trever Brandenburg
Title: Owner
Date: 12/16/2021

City of Fort Atkinson

Signature: _____
Name: Michelle Ebbert
Date: _____



MEMORANDUM

DATE: December 21, 2021

TO: Fort Atkinson City Council

FROM: Adrian Bump, Chief of Police

RE: Review and possible action relating to the purchase of a replacement Hot Water Heater at the Police Department from Dunkleberger Plumbing for \$12,000

BACKGROUND

The hot water heater at the police department broke and required an emergency replacement.

DISCUSSION

On December 7, 2021 the Police Department experienced a hot water outage. Further investigation found the sole hot water heater for the building to be inoperable and releasing its reservoir of water onto the floor of the mechanical room. Emergency repairs were attempted only to find that the unit was not repairable and required replacement. The unit was 21 years old and original to the building.

Repairs were immediately initiated under emergency need by Dunkleberger Plumbing. Install completion was finalized on December 9, 2021.

FINANCIAL ANALYSIS

The replacement of the commercial grade hot water heater that supplies hot water to the 3-floor space of the police department was invoiced at \$12,000.00. The quote was obtained and reviewed with the City Manager on December 8, 2021 prior to providing the authorization for emergency replacement.

This was an unbudgeted replacement that will result in an overage within the Police Department building maintenance account 01-52-5211-1200 of about \$8,500. Staff expects that other accounts within the Police Department budget may be underutilized, and that the overall Police Department budget will have a positive balance.

RECOMMENDATION

Staff is requesting that the City Council approve payment of this invoice, as required per the City's Financial Policy due to the amount. Staff recommends that the City Council approve the purchase of a replacement hot water heater at the Police Department from Dunkleberger Plumbing for \$12,000.

ATTACHMENTS

Dunkleberger Plumbing Invoice December 9, 2021



Dunkleberger plumbing

Dan Dunkleberger

Business Number 920-728-2199

N1394 schwemmer lane Fort Atkinson, Wi
53538

(920)728-2199

dunklebergerdan@gmail.com

INVOICE

INV544

DATE

12/09/2021

DUE DATE

01/08/2022

BALANCE DUE

USD \$12,000.00

BILL TO

Fort Atkinson Police Department

abump@fortpd.com

DESCRIPTION	RATE	QTY	AMOUNT
Remove and replace th199 ao smith water heater	\$12,000.00	1	\$12,000.00

SUBTOTAL \$12,000.00

TAX
(5.5%) \$0.00

TOTAL \$12,000.00

BALANCE DUE **USD \$12,000.00**

Payment Instructions

BY CHECK

Dunkleberger Plumbing