



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

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
THURSDAY, FEBRUARY 23, 2023 – 7:00 PM
CITY HALL – SECOND FLOOR**

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

Meeting ID: 599 786 6403

Passcode: 53538

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

AGENDA

1. Call meeting to order
2. Roll call
3. **Public Hearings** – None
4. **Public Comment:** *The City Council will receive comments from City residents. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information. No action will be taken on any public comments unless the item is also elsewhere on the agenda.*
5. **Consent Agenda:** *The Consent Agenda outlined below is hereby presented for action by the City Council. Items may be removed from the Consent Agenda on the request of any one Council member. Items not removed may be adopted by one action without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Council President.*
 - a. Review and possible action relating to the **minutes of the February 7, 2023 regular City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to the **minutes of the February 14, 2023 regular Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to **building, plumbing, and electrical permit report for January 2023** (Draeger, Building Inspector/Zoning Administrator)
- d. Review and possible action relating to the City Clerk-issued **License and Permit Report for January 2023** (Ebbert, Clerk/Treasurer/Finance Director)
- e. **City Sewer, Water, and Stormwater Utility Financial Statements** as of January 31, 2023 (Ebbert, Clerk/Treasurer/Finance Director)
- f. Review and possible action relating to the **Special Event: Fort Atkinson Parks & Recreation Easter Egg Hunt** on Saturday, April 1, 9:30-11 a.m. at Ralph Park (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action relating to **Renewal Alcohol Beverage License Application** for Fort Atkinson Lions Club, Class “B” Fermented Malt Beverage (Ebbert, Clerk/Treasurer/Finance Director)
- h. Review and possible action relating to **Renewal Alcohol Beverage License Application** for Fort Atkinson Generals Baseball Team, Class “B” Fermented Malt Beverage (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications

- a. Review and possible action relating to a proclamation recognizing February 7, 2023 as **Monarch Pledge Day** in the City of Fort Atkinson (LeMire, City Manager)
- b. Review and possible action relating to a proclamation recognizing February 19-25, 2023 as **National Engineer’s Week** in the City of Fort Atkinson (LeMire, City Manager)
- c. **Presentation on 2022 Dwight Foster Public Library** accomplishments (Robinson, Library Director)

7. Resolutions and Ordinances – None

8. Reports of Officers, Boards, and Committees:

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

9. Unfinished Business – None

10. New Business:

- a. Review and possible action relating to a Proposal from Angus Young Architects for the **design of a new Department of Public Works Operations facility** (Williamson, Public Works Superintendent)
- b. Review and possible action relating to **Alcohol Beverage License application for AARSAN Fort Plaza, LLC** the licensing period of February 24, 2023 to June 30, 2023 (Ebbert, Clerk/Treasurer/Finance Director)

- c. Review and possible action relating to the **State Municipal Agreement (SMA) for S. Main St. Pedestrian Path** (Selle, City Engineer/Director of Public Works)
- d. Review and possible action relating to a **Certified Survey Map for CBF Investment Co. LLC.**, for the property located at 1504, 1520 and 1530 Madison Ave. (Selle, City Engineer/Director of Public Works)

11. Miscellaneous – None

12. Claims, Appropriations and Contract Payments:

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

13. The City Council may consider a motion to convene in closed session pursuant to State Stat. §19.85(1)(c) to consider employment, promotion, compensation, or **performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility** [annual performance review of the City Manager]

14. Adjournment

Date Posted: February 17, 2023

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

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

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, FEBRUARY 7, 2023 – 7:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

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

2. ROLL CALL

Present: Cm. Becker, Cm. Hartwick, Cm. Johnson, Cm. Schultz and President Scherer. Also present: City Manager, City Clerk/Treasurer, City Attorney, City Engineer, Public Works Superintendent, Water Superintendent and Park & Recreation Director.

3. PUBLIC HEARING – NONE

4. PUBLIC COMMENT:

David Neal, 1113 Maple Street – Spoke on the Farmer's Market and events/entertainment that may be held during the market. He read the mission statement and policies and procedures of the Farmer's Market.

Carrie Kendrick, 12 Krause Avenue – spoke on the Farmer's Market in regard to an entertainer that performed in 2022. She does not support entertainment at the Farmer's Market and is convinced that the Farmer's Market is supported by the City Budget.

John Hausz, 104 Jefferson Street – Concern of defunding of items within the City, specifically a bandshell. He is wondering where corners can be cut to fund the bandshell. He is wondering why holiday lights are on after the holidays and suggested they be turned off and redirect the savings to other items.

Terri Nelson, 213 Sherman Avenue – spoke on an entertainer that performed at the Farmer's Market in 2022. She does support that 'sort of thing' or 'those type of people' performing at the Farmer's Market.

Elliot Larson 415 McMillen Street – spoke against the vacation of 4th Street that is requested to be closed by the Fort Hospital. He requested the street not be vacated by the Hospital to be used as parking and for the street to remain as is.

Jeannie Newbold, 411 McMillen Street – spoke against the vacation of 4th Street. She has concern for property values, traffic flow, lighting, signage, noise, vehicle alarms, safety and security.

Ron Martin, 409 Nadig Drive – thanked Becker and Hartwick for trying to “squell public comment’. He confirmed and understood that the city does not provide funding for the Farmer’s Market. He feels the City is responsible for a past performer at the farmer’s market as it occurred on city property.

Bill Shipley, 101 Sherman Avenue – Was under the impression that the City Council had purview over what transpired at the Chamber of Commerce during the 2022 season. He appreciated the clarification provided by the City Council.

5. CONSENT AGENDA:

- a) Review and possible action relating to the minutes of the January 17, 2023 regular Fort Atkinson City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b) Review and possible action relating to the minutes of the January 18, 2023 Police and Fire Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c) Review and possible action relating to the minutes of the January 24, 2023 regular Fort Atkinson Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- d) Review and possible action relating to the minutes of the January 31, 2023 License Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- e) Review and possible action on Special Event: Fort Atkinson Generals Baseball Festival Thursday, June 15, 2023 through Sunday, June 18, 2023 at Jones Park, 600 Janesville Avenue (Ebbert, Clerk/Treasurer/Finance Director)*
- f) Review and possible action on Special Event: Fort Atkinson Chamber of Commerce Farmers Market on Saturdays starting May 6 through October 28, 2023 at the parking lot located between South Water Street East and Milwaukee Avenue East, from 6 a.m. to 1 p.m. (Ebbert, Clerk/Treasurer/Finance Director)*

Cm. Johnson moved, seconded by Cm. Hartwick to remove item 5.f. from the consent agenda. Motion carried.

Cm. Becker moved, seconded by Cm. Johnson to approve items 5a through 5e. Motion carried.

5.f.) Review and possible action on Special Event: Fort Atkinson Chamber of Commerce Farmers Market on Saturdays starting May 6 through October 28, 2023 at the parking lot located between South Water Street East and Milwaukee Avenue East, from 6 a.m. to 1 p.m. (Ebbert, Clerk/Treasurer/Finance Director)

Clerk Ebbert presented the annual request from the Chamber to host Farmer’s Markets in the parking lot adjacent to Water Street and Milwaukee Avenue. Departments have assisted in the past with dropping off barricades, enforcing the lack of parking during market hours and emptying refuse containers.

Cm. Johnson thanked those in attendance for speaking in support of the Market. He reiterated that the City Council does not schedule or organize entertainers for the Market. Johnson continued and read the revised, updated policies of the Farmer's Market.

Cm. Hartwick added the City Council aims to confirm information and provide clarification.

Cm. Becker moved, seconded by Cm. Schultz to approve the Special Event: Fort Atkinson Chamber of Commerce Farmers Market on Saturdays starting May 6 through October 28, 2023 at the parking lot located between South Water Street East and Milwaukee Avenue East, from 6 a.m. to 1 p.m. Motion carried.

6. PETITIONS, REQUESTS, AND COMMUNICATIONS:

a) Introduction of a Resolution Discontinuing a Portion of North 4th Street between McMillen Street and Armenia Street, City of Fort Atkinson, Jefferson County, and action to set a Public Hearing for March 21, 2023 (Selle, City Engineer/Director of Public Works)

Engineer Selle introduced the request submitted by Fort Healthcare to consider the discontinuance of the right of way of N 4th St between Armenia St and McMillen St. Fort Healthcare has purchased the four homes abutting the section of N 4th St that is requested to be considered for discontinuance. The discontinuance would allow Fort Healthcare to extend their parking area to the north and maintain a buffer to existing homes that would remain. The statute defines affected abutting parcel owners as those within 2,650 feet of the ends of the right of way to be considered for discontinuance. This represents 63 parcel owners, of which 7 are owned by Fort Healthcare. Should one-third of those parcel owners file a written objection to the discontinuance, the Council must pass the resolution with a 4/5 majority in order to proceed. If such objections are not received, the resolution may pass by a simple 3/5 majority.

Cm. Johnson moved, seconded by Cm. Becker to set a Public Hearing for the Resolution Discontinuing a Portion of North 4th Street between McMillen Street and Armenia Street for March 21, 2023. Motion carried.

7. RESOLUTIONS AND ORDINANCES

a) Review and possible action relating to a Resolution adopting the 2023-2028 City of Fort Atkinson Comprehensive Outdoor Recreation Plan (Franseen, Parks and Recreation Director)

Park and Recreation Director Franseen provided background on the Comprehensive Outdoor Recreation Plan (CORP) as a planning document that sets goals unique to Fort Atkinson's Parks and Recreation Program. This planning document provides an inventory of existing park and recreational facilities; an analysis of parkland and recreation needs and demands; demographic trends; recommendations for improving existing parks, bicycle, and pedestrian facilities; and implementation strategies. MSA Representative Emily Soderberg presented the plan focusing on areas of improvement and growth.

Cm. Hartwick moved, seconded by Cm. Schultz to approve the resolution adopting the 2023-2028 City of Fort Atkinson Comprehensive Outdoor Recreation Plan. Motion carried.

b) Review and possible action relating to a Resolution Amending the 2022 Budget to Reallocate Funds from Tax Incremental District #7 to Tax Incremental District #6 (LeMire, City Manager)

Manager LeMire discussed the closing of TID #7 and the lapse of the expenditure project. The approved 2023 budget included an amendment to transfer funds between TID #7 and TID #6.

Cm. Becker moved, seconded by Cm. Johnson to approve the resolution amending the 2022 Budget to Reallocate Funds from Tax Incremental District #7 to Tax Incremental District #6 in the amount of \$207,264.74. Motion carried.

8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

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

No action required.

9. UNFINISHED BUSINESS – NONE

10. NEW BUSINESS:

a) Review and possible action relating to revisions to the City of Fort Atkinson Employee Handbook (Ebbert, Clerk/Treasurer/Finance Director)

Clerk Ebbert discussed how the Employee Handbook is a vital tool that provides employees with the policies and programs that affect their employment. Staff reviews the handbook annually to identify needed or desired revisions. In August 2017, staff partnered with Boardman Clark to review the existing policies in relation to legal standards. Then, in July of 2019, the City began a membership with MRA, a Human Resource firm to new employee practices, including workplace accommodations, contagious diseases and pandemics, remote work, and FMLA.

The City Council last approved any revisions to the Employee Handbook in December 2021. In 2022, Staff tracked changes or revisions to reflect existing practices and provide clarification. In the fall of 2022, a Handbook Committee made up of 8 employees from various departments and levels of the organization met with the goal of making make recommendations or suggestions to the Management Team for handbook revisions. The Management Team met in person on November 16th to review the Committee suggestions and further review was performed by Manager LeMire and I. The finance committee January 10th with discussion and recommended approval to the City Council.

Cm. Becker moved, seconded by Cm. Hartwick to approve the 2023 revisions to the City of Fort Atkinson Employee Handbook. Motion carried.

b) Review and possible action relating to an Amended Rural Ambulance Agreement between the City of Fort Atkinson and the Town of Koshkonong (LeMire, City Manager)

Manager LeMire reviewed the Council action on December 20th to approve the contracts with the surrounding townships for emergency services beginning January 1st, 2023. This amendment was requested by the Town of Koshkonong.

Cm. Hartwick moved, seconded by Cm. Schultz to approve the Amended Rural Ambulance Agreement between the City of Fort Atkinson and the Town of Koshkonong. Motion carried.

c) Review and possible action relating to Alcohol Beverage License Agent Change Kwik Trip #439, 1565 Madison Avenue (Ebbert, Clerk/Treasurer/Finance Director)

Clerk Ebbert presented the request from Kwik Trip for an agent change. Agents for businesses can be owners or managers that oversee general operations of the business. A background check was successful and the \$10 agent fee was paid.

Cm. Becker moved, seconded by Cm. Schultz to approve the Alcohol Beverage License Agent Change Kwik Trip #439, 1565 Madison Avenue as recommended by the License Committee. Motion carried.

d) Review and possible action relating to Alcohol Beverage License application for Sarahndipity Salon, LLC for the licensing period of February 8, 2023 to June 30, 2023 (Ebbert, Clerk/Treasurer/Finance Director)

Clerk Ebbert reviewed the submission from Sarahndipity Salon, LLC, for a “Class A” Intoxicating Liquor for use at 121 N. Main Street. This location currently operates as a salon and boutique. This license is available following the closure of Humphrey Floral & Gifts in December 2022. Mr. Humphrey surrendered his license upon closing. Ms. McKinney provided a letter outlining her business model and the reason for her application to sell Intoxicating Liquor. All necessary documentation was submitted along with a successful background check.

Cm. Schultz moved, seconded by Cm. Johnson to approve the Alcohol Beverage License application for Sarahndipity Salon, LLC for the licensing period of February 8, 2023 to June 30, 2023 as recommended by the License Committee. Motion carried.

e) Review and possible action on the purchase of Two Single Axle Plow Trucks for the Department of Public Works in an amount not to exceed \$420,466 (Williamson, Public Works Superintendent)

Superintendent Williamson reviewed the City Council approved the purchase of two single axle plow trucks, from Kayser Ford in Madison, at the March 1, 2022 regular meeting. Due to the economic slowdown, supply chain issues, manufacturer inability to complete orders, and poor supplier communication the Public Works Department was unable to complete the purchase. Due to the supply chain complications of the last couple years, heavy duty equipment manufacturers have been forced to close order books and/or never open order opportunities to lock in purchases. Recall from the May 3, 2022 memo relating to the purchase of the Fire Rescue Unit that the City borrowed \$420,000 for the purpose of purchasing the vehicle and equipment, but only roughly \$290,000 will be needed for the City’s portion. Per the terms of the NAN, the City can spend the excess funds on other projects and purchases included in the borrowing, such as plow trucks.

Cm. Becker moved, seconded by Cm. Hartwick to authorize the purchase of Two Single Axle Plow Trucks for the Department of Public Works in an amount not to exceed \$420,466. Motion carried.

f) Review and possible action on the purchase of Wheel Loader Repair Parts for the Department of Public Works in an amount not to exceed \$17,400.50 (Williamson, Public Works Superintendent)

Superintendent Williamson stated how the DPW is in need of parts to repair Fleet 43 – Wheel Loader. This piece of equipment is vital to the winter snow removal operations of the Department and due to a catastrophic failure, is in need of immediate repair. During the most recent snow removal operation in the downtown area, the rear driver’s side break setup and hub assembly failed and needs to be completely rebuilt. Miller – Bradford & Risberg Inc, the

supplier, has worked with the Department staff to identify the repair parts required to complete the job properly and provided a materials cost proposal. The approved 2023 Public Works budget includes \$83,000 in account 01-54-5411-0600 for the repair and maintenance of fleet equipment.

Cm. Becker moved, seconded by Cm. Johnson I move to authorize the purchase of Wheel Loader Repair Parts for the Department of Public Works in an amount not to exceed \$17,400.50. Motion carried.

g) Review and possible action relating to the purchase of an After Hours Alarm Notification Replacement for the Water Utility at a cost of not more than \$8,043 (Armstrong, Water Utility Superintendent)

Superintendent Armstrong presented The Water Utility uses a program for after-hours alarm notifications and emergency callouts. The program "WIN911" receives a signal from the Utility's SCADA (supervisor control and data acquisition) computer. WIN911 will then dial a call to the on-call Water Utility Employee, alerting them of a problem in the water system. The 2023 CIP includes funding for the SCADA upgrade to the Exele's Top-View Alarm Notification.

Cm. Hartwick moved, seconded by Cm. Johnson to authorize the purchase of an After Hours Alarm Notification Replacement for the Water Utility at a cost of not more than \$8,043. Motion carried.

11. MISCELLANEOUS – NONE

12. CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS:

a) Review and possible action relating to disallow claim against the City of Fort Atkinson (Ebbert, Clerk/Treasurer/Finance Director)

Clerk Ebbert discussed the recommendation from the insurance carrier, League of Wisconsin Municipalities Insurance and Attorney Joseph M. Wirth to recommended the City Council disallow the claim pursuant to Wis. Stat. 893.80 (1)(g).

Cm. Becker moved, seconded by Cm. Johnson to disallow the claim against the City of Fort Atkinson. Motion carried.

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

Cm. Hartwick moved, seconded by Cm. Becker to approve the Verified Claims as presented. Motion carried.

13. THE CITY COUNCIL MAY CONSIDER A MOTION TO CONVENE IN CLOSED SESSION PURSUANT TO STATE STAT. §19.85(1)(E) TO CONDUCT OTHER SPECIFIED PUBLIC BUSINESS WHERE COMPETITIVE REASONS REQUIRE A CLOSED SESSION [TO NEGOTIATE AN AMENDMENT TO THE PURCHASE AND SALE AGREEMENT WITH 2L LOEB LLC]

Cm. Hartwick moved, seconded by Cm. Johnson to adjourn into closed session pursuant to State Stat. §19.85(1)(e) to conduct other specified public business where competitive reasons

require a closed session to negotiate an amendment to the Purchase and Sale Agreement with 2L Loeb LLC. Motion carried.

Cm. Hartwick moved, seconded by Cm. Becker to adjourn the closed session and return to open session at 9:00 pm. Motion carried.

14. THE CITY COUNCIL MAY RETURN TO OPEN SESSION AND MAY TAKE ACTION RELATING TO AN AMENDMENT TO THE PURCHASE AND SALE AGREEMENT WITH 2L LOEB LLC (SELLE, CITY ENGINEER/PUBLIC WORKS DIRECTOR)

Cm. Becker moved, seconded by Cm. Johnson to approve the amendment to the Purchase and Sale Agreement with 2L Loeb LLC. Motion carried.

15. ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Becker to adjourn. Meeting adjourned at 9:03 pm.

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



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

**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, FEBRUARY 14, 2023 – 4:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

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

2. ROLL CALL

Present: Commissioners Schultz, Highfield, Lescohier, Kessenich, Gray Chairperson Manager LeMire and Engineer Selle. Also present: City Clerk/Treasurer, City Attorney, Public Works Superintendent and Building Inspector.

3. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE JANUARY 24, 2023 REGULAR PLAN COMMISSION MEETING

Cm. Gray moved, seconded by Cm. Highfield to approve the minutes of the January 24, 2023 Plan Commission meeting. Motion carried.

4. REVIEW AND POSSIBLE ACTION RELATING TO A CERTIFIED SURVEY MAP FOR CBF INVESTMENT CO. LLC., FOR THE PROPERTY LOCATED AT 1504, 1520 AND 1530 MADISON AVE. (CSM-2023-02) (SELLE)

Engineer Selle discussed the submission and the internal review performed by Staff. The following additions are requested to conform with the [Land Division and Development Ordinance](#) section 70.06.01, all items are minor and do not affect the overall intent of the land division, which is support by staff.

Additions to the Preliminary CSM include:

- Easement document and CSM reference for private utilities noted on the north side of the parcel
- Setback lines should be drawn on the CSM consistent with the suburban mixed use zoning
- An easement document, including grantee, should be attached and the easement shown on the map for the private utilities shown to the north
- Existing utilities should be shown on the map within the adjacent right of way and those stubbed to the proposed lot(s)

Attorney Jeff Younger spoke on behalf of CBF Investments and addressed the utility easement that was noted on the CSM. The easement is for fiber optic which is not owned by CBF but rather the School District. Mr. Younger confirmed they will create an easement and grant it to the School District, owner of the fiber optic.

Cm. Schultz inquired on any plans for developing this lot. Mr. Younger stated they do have an agreement with a buyer. Outlot 1 as noted on the CSM may eventually be an extension of Reena Avenue.

Cm. Gray moved to recommend approval to the City Council, approval of a Certified Survey Map for CBF Investments Co LLC for the property located at 1504, 1520 and 1530 Madison Avenue with the four conditions noted in the Staff report. Motion seconded by Cm. Schultz and carried.

5. **ADJOURNMENT**

Cm. Highfield moved to adjourn. Seconded by Cm. Schultz and adjourned at 4:11 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



Permit Report

01/01/2023 - 01/31/2023

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

1/23/2023	23034	220 Grant St	Badger Bank	Add/Alter Commercial	Rooftop Solar	141,579	\$1,445.00
							\$1,445.00

Group Total: 1

Group: Demo/Raze

1/11/2023	23018	501 East St	BS Realty	Demo/Raze	Razing existing detached garage	0	\$85.00
1/6/2023	23014	429 Edwards St	Randy Herrick	Demo/Raze	Raze home lost in fire	0	\$85.00
							\$170.00

Group Total: 2

Group: Electrical

1/31/2023	23049	914 Caswell St	Linda Rains	Electrical	Bathroom/Laundry/Kitchen Remodel	0	\$64.25
1/30/2023	23046	715 Messmer	Kyle J Jaeckel	Electrical	Bedroom and interior basement stair	30,000	\$42.50
1/30/2023	23044	1132 Peterson	Josh Vincent	Electrical	new bathroom in basement move laundry	0	\$38.75
1/30/2023	23042	1209 Comanche Ct	Mike Smith	Electrical	Solar Array	0	\$70.00
1/24/2023	23038	312 Grove St	Elizabeth Richter	Electrical	Replace knob and tube in exterior walls and attic	0	\$90.00
1/24/2023	23037	1006 Grant St	Jason Frey	Electrical	Install exhaust fan	0	\$35.00
1/17/2023	23026	1250 Talcott St	Joe Salamone	Electrical	Replace Service Panel	0	\$70.00
1/17/2023	23025	308 Highland Ave	Merland Borchardt	Electrical	Replace Service Panel	0	\$70.00
1/17/2023	23024	303 Shirley St	Alysa Schulz	Electrical	Replace Circuit Panel	0	\$70.00

1/13/2023	23019	426 E Milwaukee Ave	Julie Stout	Electrical	Interior Remodel, Kitchen, Bath	0	\$88.75
1/11/2023	23017	611 Sherman Ave	Fort Healthcare	Electrical	Equipment for Elevator Replacement	0	\$120.00
1/5/2023	23012	224 Nadig Dr	Janelle Jensen	Electrical	Backup Generator Install	0	\$80.00
							\$839.25

Group Total: 12

Group: HVAC

1/30/2023	23047	1122 N High St	Elizabeth Bull	HVAC	HVAC for whole home remodel	0	\$320.00
1/24/2023	23036	105 N Third St	Justin Sponem	HVAC	Install AC Unit, Replace Furnace	0	\$115.00
1/24/2023	23035	316 Craig St	Bob LaMuro	HVAC	Replace Furnace	0	\$70.00
1/13/2023	23021	1505 Jamesway	Chris Parsons	HVAC	Replace Furnace and AC Prep for basement finish	0	\$150.00
1/11/2023	23016	301 E Cramer St	Tracy Wiedenhaft	HVAC	Replace Furnace	0	\$70.00
1/10/2023	23015	411 Rogers St	Micah Hirschfeld	HVAC	Replace furnace	0	\$70.00
1/3/2023	23009	820 Banker Rd	Pete Urdahl	HVAC	Replace Furnace	0	\$65.00
1/3/2023	23008	610 Short St	Linda Anderson	HVAC	Install New Furnace	0	\$90.00
1/3/2023	23007	414 S Main St	Sean Alwin	HVAC	Replace Furnace	0	\$65.00
1/3/2023	23006	1519 Rangita St	Eric Hudson	HVAC	Replace Furnace	0	\$65.00
1/3/2023	23005	653 Cherokee Ln	Scott Nesemeier	HVAC	Replace Furnace and AC	0	\$100.00
1/3/2023	23004	505 Milo St	Brian Zaeske	HVAC	Replace Furnace	0	\$65.00
1/3/2023	23003	518 S High St	Barb Teed	HVAC	Replace Furnace and AC	0	\$100.00
1/3/2023	23002	1205 Comanche	Bob Schwemmer	HVAC	Replace Furnace and AC	0	\$100.00
1/3/2023	23001	309 Rogers St	Carol Roth	HVAC	Replace Furnace and AC	0	\$100.00
							\$1,545.00

Group Total: 15

Group: Plumbing

1/31/2023	23048	203 Wilcox St	Bob Deutsch	Plumbing	Tub to Shower conversion	9,679	\$47.00
1/25/2023	23039	1132 Peterson	Lisa Vincent	Plumbing	Moving Softener and laundry over and adding Bathroom in basement, 2 Lavs, 1 WC, 1 Shower	0	\$59.00
1/23/2023	23033	405 Grove St	Brad Pett	Plumbing	replacing sewer into Row	0	\$50.00
1/23/2023	23032	405 Grove St	Brad Pett	Plumbing	repairing building sewer into Row	0	\$110.00
1/17/2023	23027	827 N Main St	Stephanie Bell	Plumbing	Replace Tub	0	\$41.00
1/16/2023	23023	18 S Water St W.	William Camplin	Plumbing	Replacing building sewer. floor drains and wash tub	0	\$65.00
1/13/2023	23020	914 Caswell	Linda Rains	Plumbing	relocate washer and dryer	0	\$59.00
1/5/2023	23013	426 E Milwaukee Ave	Julie Stout	Plumbing	Remodel Home	0	\$84.00
							\$515.00

Group Total: 8

Group: Right of Way Opening Permit

1/3/2023	23010	922 EAST ST	TDS Metrocom	Right of Way Opening Permit	NEW SERVICE	0	\$50.00
							\$50.00

Group Total: 1

Group: Single Family Alteration/Addition

1/31/2023	23050	1701 Montclair Pl.	Roxolid Creations LLC	Single Family Alteration/Addition	Finishing Basement	60,000	\$260.00
1/30/2023	23045	715 Messmer	Kyle J Jaeckel	Single Family Alteration/Addition	Bedroom and interior basement stair	30,000	\$141.00
1/30/2023	23041	1209 Comanche Ct	Mike Smith	Single Family Alteration/Addition	Solar Array	29,600	\$325.00
1/25/2023	23040	1132 Peterson	Josh Vincent	Single Family Alteration/Addition	new bathroom in basement move laundry	10,000	\$59.00
1/23/2023	23031	610 Short St	Linda J Anderson	Single Family Alteration/Addition	Basement Remodel, add bedroom and bath	25,000	\$155.00
1/18/2023	23030	509 Robert St	Zane Rathbun	Single Family Alteration/Addition	Gazebo on concrete slab	1,100	\$65.00
1/17/2023	23028	914 Caswell St	Linda Rains	Single Family Alteration/Addition	Remodel Laundry Room, kitchen, bathroom	10,000	\$99.00

1/16/2023	23022	12 Elm St	Jim and Patricia Merriman	Single Family Alteration/Addition	Remodel existing bedroom, vault ceiling	36,000	\$110.00
1/5/2023	23011	426 E Milwaukee Ave	Julie Stout	Single Family Alteration/Addition	Interior Remodel, Kitchen, Bath	25,000	\$66.25
							\$1,280.25

Group Total: 9

Group: Zoning

1/31/2023	23051		Milo L Jones	Zoning		450,000	
1/30/2023	23043	715 Messmer	Kyle J Jaeckel	Zoning	Bedroom and interior basement stair	30,000	\$50.00
1/18/2023	23029	509 Robert St	Zane Rathbun	Zoning	Gazebo on concrete slab	1,100	\$25.00
							\$75.00

Group Total: 3

							\$5,919.50
--	--	--	--	--	--	--	-------------------

Total Records: 51

2/2/2023

Jedidiah Draeger

Jedidiah Draeger
Building Inspector/Zoning Administrator



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

MEMORANDUM

DATE: February 23, 2023

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 January 17th, 2023 through February 23rd, 2023 per the City of Fort Atkinson Municipal Code of Ordinances. No action is necessary by City Council, as these licenses and permits have already been issued. This report is for informational purposes only.

BEEKEEPING

None

OPERATOR

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

Applicant	Place of Employment	Recommended Approval by Fort Atkinson Police Department
Justin Wesley	Mr Brew's Taphouse	X
Antonio Waldschmidt	Country Inn & Suites	X
Jessica Copsey	Lions Quick Mart	X
Melissa Judd	American Legion Post 166	X
Matthew Hoekstra	N/A	X
Faith Elford	American Legion Post 166	X

MOBILE MERCHANT

None

DOOR-TO-DOOR RESIDENTIAL / DIRECT SELLER

None



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

MEMORANDUM

DATE: February 23, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event:
Park & Recreation Easter Egg Hunt

BACKGROUND

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

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

DISCUSSION

Event: Parks & Recreation Easter Egg hunt

Date and Hours of Event: Saturday, April 1st, 9:30 am to 11:00 am. Event begins at 10:00 am.

Location: Ralph Park

Contact Person: Bradley Friese

Estimated Number of Attendees: 350

The application and event information was routed to all City Departments without comments or concerns.

FINANCIAL ANALYSIS

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



RECOMMENDATION

Staff recommends that City Council approve the Special Event for Parks & Recreation Easter Egg Hunt on Saturday April 1, 2023 from 9:30 am to 11:00 am at Ralph Park.

ATTACHMENTS

Special Event Application



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: <u>Fort Atkinson Parks & Recreation</u>	
Contact Person for Event: <u>Bradley Frieese</u>	
Phone Number: <u>920-397-9910</u>	Email: <u>Bfrieese@fortatkinsonwi.gov</u>
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: <u>Easter Egg Hunt</u>	
Event Date: <u>4/1/2023</u>	
Event Location: <u>Ralph Park</u>	
Estimated Number of Attendees: <u>350</u>	Hours of Event: <u>9:30-11:00 am</u>
Check all applicable boxes: <input type="checkbox"/> I am renting a City Park Attach copy of paid park rental from Parks & Recreation (920) 563-7781. <input type="checkbox"/> I will be having music Start and end time of music: <input type="checkbox"/> I will be closing a street(s) Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771. <input type="checkbox"/> I will be selling beer and/or wine* Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760 *Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide. <input type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.	
By signing, I agree to the following statements: I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event. Responsible Party Signature: <u>Bradley Frieese</u>	

Office Use Only

Date Submitted to Clerk:

Date Emailed to Departments:

Department	Comments, Concerns, Action(s) to be taken
<input type="checkbox"/> Clerk/Treasurer	
<input type="checkbox"/> EMS - Ryan Brothers Ambulance	
<input type="checkbox"/> Engineer and Building Inspection	
<input type="checkbox"/> Electrician	
<input type="checkbox"/> Fire and Rescue Department	
<input type="checkbox"/> Library and Museum	
<input type="checkbox"/> Parks & Recreation	
<input type="checkbox"/> Police Department	
<input type="checkbox"/> Public Works Department	
<input type="checkbox"/> Wastewater and Water Utility	

Date Reported to City Council (if necessary):

Comments, Contingencies, Findings:



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

MEMORANDUM

DATE: February 23, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Renewal Alcohol Beverage License Application for Fort Atkinson Lions Club, Class "B" Fermented Malt Beverage

BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. Local governments are given the authority to issue licenses where alcohol is consumed in a public place in accordance with requirements set forth by Statute. There are three classes of Licenses: Class A, Class B, and Class C. "Class C" pertains strictly to wine with consumption on-site in a restaurant. The difference between Class A and B is where alcohol is authorized for sale and for consumption. Class A generally offers sale of alcohol on-site with consumption off-site (e.g. grocery or liquor store, gas station or convenience store). Class B allows for on-site sale and on-site consumption (e.g. Restaurant, Bar, Bowling Alley, Tavern). Class A can easily be remembered as you consume alcohol Away from the premises. Likewise, Class B you consume on-site, for example Bar.

A Class "B" beer license may be issued for any six-month period in a calendar year at 50% of the regular annual fee, but such licenses may not be renewed during the calendar year (sec. 125.26(5)).

State Statutes have established quotas for "Class B" Intoxicating Liquor licenses issued by municipalities. Statutes do not provide quotas for Class "B" Fermented Malt Beverage licenses; however, Statutes do allow municipalities to establish such quotas. The City of Fort Atkinson does not have a quota on Class "B" Fermented Malt Beverage licenses.

DISCUSSION

The Fort Atkinson Lions Club submitted a renewal application for their fermented malt beverage license. The Team sells beverages during the adult softball league organized by the Parks & Recreation Department. As required, they have licensed operators (bartenders) and take measures to ensure those purchasing and consuming are of legal drinking age.

Applicant: Fort Atkinson Lions Club.

License: Class "B" Fermented Malt Beverage

Licensing period: May 1, 2023 to October 31, 2023

Agent: Michelle Ebbert

Premise: Ralph Park – sales from concession stand, storage in block building and stand. Consumption in park, softball fields, pavilions. Records are kept in the block building and the agent's office.

*The License Committee reviewed this application and recommended unanimous approval by the City Council at their February 23rd meeting.

FINANCIAL ANALYSIS

License fees are determined locally, but must be within the statutory maximum and minimum. Municipalities are free to set the fee anywhere within the statutory range without justifying their costs. Six-month license will be one-half of the annual license fee for such license. A Class "B" Fermented Malt Beverage license is \$100.00 per licensing period, July 1 to June 30. The six-month license fee would be \$50.00 and a \$30.00 publication fee for a license renewal.

RECOMMENDATION

Staff recommends that the City Council approve renewing the Annual Alcohol Beverage License for a Class "B" Fermented Malt Beverage for Fort Atkinson Lions Club Inc for use at Ralph Park from May 1, 2023 to October 30, 2023.

ATTACHMENTS

Renewal Alcohol Beverage License Application – Fort Atkinson Lions Club

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 05 01 2023 ending: 10 31 2023
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of }
☐ Village of } Fort Atkinson
☒ City of }

County of Jefferson Aldermanic Dist. No. N/A

Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
<u>FORT ATKINSON LIONS CLUB</u>	<u>PO BOX 352 FORT ATKINSON</u>

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>EBBERT</u>	<u>MICHELLE</u>		<u>1402 STACY LANE FORT ATKINSON</u>

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>BECKER</u>	<u>MASON</u>		<u>1511 STACY LANE FORT ATKINSON</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>STINE</u>	<u>ROBERT</u>		<u>N1645 CARLIN ROAD FORT ATKINSON</u>
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>ONUFR</u>	<u>NANCY</u>		<u>816 W CRAMER STREET FORT ATKINSON</u>
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>SCHAFER</u>	<u>STEVEN</u>		<u>N1672 PLEASANT ROAD FORT ATKINSON</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>SCHULTZ</u>	<u>ERIC</u>		<u>365 RAMESH AVENUE FORT ATKINSON</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

- Trade Name SCARP Business Phone Number 608-290-3397
- Address of Premises RALPH PARK, JEFFERSON STREET Post Office & Zip Code FORT ATKINSON 53538
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes ☒ No ☐

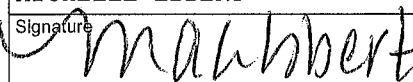
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

SALES FROM CONCESSION STAND, STORAGE IN BLOCK BUILDING AND STAND. CONSUMPTION IN PARK,
SOFTBALL FIELDS, PAVILIONS. RECORDS ARE KEPT IN BLOCK BUILDING AND OFFICE OF AGENT.


Applicant's Wisconsin Seller's Permit Number <u>456-0000076007-02</u>	
FEIN Number <u>39-6093836</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>50</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ <u>N/A</u>
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>25</u>
TOTAL FEE	\$ <u>75</u>

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☒ No
- _____
- _____
- _____
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☒ Yes ☐ No
- _____
- _____
- _____
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☐ Yes ☒ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) MICHELLE EBBERT	Title / Member AGENT/FINANC SEC	Date 01/26/2023
Signature 	Phone Number 608-290-3397	Email Address mch11ann@yahoo.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 1-26-2023	Date reported to council / board 2-23-2023	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk 



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

MEMORANDUM

DATE: February 23, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Renewal Alcohol Beverage License Application for Fort Atkinson Generals Baseball Team, Class "B" Fermented Malt Beverage

BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. Local governments are given the authority to issue licenses where alcohol is consumed in a public place in accordance with requirements set forth by Statute. There are three classes of Licenses: Class A, Class B, and Class C. "Class C" pertains strictly to wine with consumption on-site in a restaurant. The difference between Class A and B is where alcohol is authorized for sale and for consumption. Class A generally offers sale of alcohol on-site with consumption off-site (e.g. grocery or liquor store, gas station or convenience store). Class B allows for on-site sale and on-site consumption (e.g. Restaurant, Bar, Bowling Alley, Tavern). Class A can easily be remembered as you consume alcohol Away from the premises. Likewise, Class B you consume on-site, for example Bar.

A Class "B" beer license may be issued for any six-month period in a calendar year at 50% of the regular annual fee, but such licenses may not be renewed during the calendar year (sec. 125.26(5)).

State Statutes have established quotas for "Class B" Intoxicating Liquor licenses issued by municipalities. Statutes do not provide quotas for Class "B" Fermented Malt Beverage licenses; however, Statutes do allow municipalities to establish such quotas. The City of Fort Atkinson does not have a quota on Class "B" Fermented Malt Beverage licenses.

DISCUSSION

The General Baseball Team submitted a renewal application for their fermented malt beverage license. The Team sells beverages during their home games and Baseball Fest conducted in June. As required, they have licensed operators (bartenders) and take measures to ensure those purchasing and consuming are of legal drinking age.

Applicant: Fort Atkinson Generals Baseball Team Inc.

License: Class "B" Fermented Malt Beverage

Licensing period: April 1, 2023 to September 30, 2023

Agent: Tim Garant

Premise: Jones Park concession stand, grandstand and whole park.

During Baseball Fest in June, the consumption will include the fenced horseshoe pits, carnival and concert.

*The License Committee reviewed this application and recommended unanimous approval by the City Council at their February 23rd meeting.

FINANCIAL ANALYSIS

License fees are determined locally, but must be within the statutory maximum and minimum. Municipalities are free to set the fee anywhere within the statutory range without justifying their costs. Six-month license will be one-half of the annual license fee for such license. A Class “B” Fermented Malt Beverage license is \$100.00 per licensing period, July 1 to June 30. The six-month license fee would be \$50.00 and a \$30.00 publication fee for a license renewal.

RECOMMENDATION

Staff recommends that the City Council approve renewing the Annual Alcohol Beverage License for a Class “B” Fermented Malt Beverage for Fort Atkinson Generals Baseball Team Inc for use at Jones Park from April 1, 2023 to September 30, 2023.

ATTACHMENTS

Renewal Alcohol Beverage License Application – Fort Atkinson General Baseball Team, Inc

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 04 01 2023 ending: 09 30 2023
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of } Fort Atkinson

County of Jefferson Aldermanic Dist. No. N/A

Complete A and C.	Complete B and C.
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
<u>Fort Atkinson Generals Baseball Team, Inc</u>	<u>PO Box 98, Fort Atkinson, WI 53538</u>

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Garant</u>	<u>Timothy</u>	<u>A</u>	<u>1134 Maple Street, Fort Atkinson, 53538</u>

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Smith</u>	<u>Joshua</u>		<u>1422 Jamesway, Fort Atkinson, 53538</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Koepke</u>	<u>Sue</u>		<u>W4611 Lower Hebron Rd, Fort Atkinson, 53538</u>
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Hartwick</u>	<u>Sam</u>		<u>636 Grant St, Fort Atkinson, 53538</u>
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Allard</u>	<u>Daniel</u>		<u>1433 Lena Ln, Fort Atkinson, 53538</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Wales</u>	<u>Michelle</u>		<u>1134 Maple St, Fort Atkinson, 53538</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
			<u>See Page 4 for add'l Board Members</u>


C. Business Information

- Trade Name Fort Atkinson Generals Baseball Tea Business Phone Number (262) 617-6251
- Address of Premises 600 Janesville Ave-Jones Park Post Office & Zip Code Fort Atkinson, 53538
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes ☒ No ☐
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
Jones Park Concession Stand, Grandstand and Whole Park


Applicant's Wisconsin Seller's Permit Number <u>456-1020150024-03</u>	
FEIN Number <u>391416520</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☒ No
- _____
- _____
- _____
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☒ Yes ☐ No
- _____
- _____
- _____
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☐ Yes ☒ No
(**Note:** Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) Garant, Timothy A	Title / Member Agent/Board Member	Date 01/25/2023
Signature 	Phone Number (920) 222-2184	Email Address tgarant74@gmail.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 1-25-2023	Date reported to council / board 2-23-23	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk 

Add'l Officer(s) / Director(s) of Corporation

Allard	Taylor	501 Cherokee Ln, Fort Atkinson, WI 53538
Brokl	Tim	515 Roosevelt St, Fort Atkinson, WI 53538
Bastien	Bobby	N1568 Knaack Ct, Fort Atkinson, WI 53538
Bastien	Mandy	N1568 Knaack Ct, Fort Atkinson, WI 53538
Crandall	Justin	336 S Pleasant St, Whitewater, WI 53190
Galston	Scott	708 Charles St, Fort Atkinson, WI 53538
Roethel	Jim	PO Box 2, Fort Atkinson, WI 53538
Yandry	Doug	423 Edward St, Fort Atkinson, WI 53538



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

MEMORANDUM

DATE: February 23, 2023

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action relating to a proclamation recognizing February 7, 2023 as Monarch Pledge Day in the City of Fort Atkinson

BACKGROUND

The monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of Americans. Both the western and eastern monarch populations have seen significant declines with less than one percent of the western monarch population remaining, while the eastern population has fallen by as much as ninety percent. For the first time in 2022 the City of Fort Atkinson took the Mayor's Monarch Pledge. The City took the pledge again for 2023.

Found across the United States, monarch butterflies numbered around 1 billion in 1996. Today, their numbers have declined significantly as a result of numerous threats, particularly the loss of habitat due to cropland conversion, urban development, and agricultural practices. Degradation of wintering habitat in Mexico and California has also had a negative impact on the species.

Through the National Wildlife Federation's [Mayors' Monarch Pledge](#), cities and municipalities commit each year to create habitat and educate residents on how to make a difference at home or in their community. Cities that take the pledge commit to at least three of 30 action items to help save the monarch butterfly.

DISCUSSION

The City of Fort Atkinson recognizes that human health ultimately depends on well-functioning ecosystems and that biodiverse regions can better support food production, healthy soil and air quality and can foster healthy connections between humans and wildlife.

On February 7, 2023, the City of Fort Atkinson committed to launching a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods, committed to issuing this proclamation to raise awareness about the decline of the monarch butterfly and the species' need for habitat, and committed to support the maintenance of a monarch and pollinator-friendly demonstration garden and display educational signage at the monarch garden and pollinator habitat.

Monarch and pollinator-friendly demonstration gardens have already been planted at the Hoard Historical Museum and on the City's vacant land on Grove Street.

FINANCIAL ANALYSIS

Approving the proclamation is not expected to have a financial impact on the City.

RECOMMENDATION

Staff recommends the council approve the proclamation for Monarch Pledge Day to raise awareness about the issues pollinators face.

ATTACHMENTS

Proclamation Recognizing Monarch Pledge Day

**PROCLAMATION
RECOGNIZING MONARCH PLEDGE DAY**

WHEREAS, the monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of Americans; and

WHEREAS, both the western and eastern monarch populations have seen significant declines with less than one percent of the western monarch population remaining, while the eastern population has fallen by as much as ninety percent; and

WHEREAS, the City of Fort Atkinson recognizes that human health ultimately depends on well-functioning ecosystems and that biodiverse regions can better support food production, healthy soil and air quality and can foster healthy connections between humans and wildlife; and,

WHEREAS, Cities, towns and counties have a critical role to play to help save the monarch butterfly, and the City of Fort Atkinson is striving to become a leader; and

WHEREAS, Every resident of the City of Fort Atkinson can make a difference for the monarch by planting native milkweed and nectar plants to provide habitat for the monarch and pollinators in locations where people live, work, learn, play and worship; and

WHEREAS, on February 7, 2023, the City of Fort Atkinson has committed to launching a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods, committed to issuing this proclamation to raise awareness about the decline of the monarch butterfly and the species' need for habitat, committed to planting a monarch and pollinator-friendly demonstration garden at a prominent location in the City and display educational signage at the monarch garden and pollinator habitat.

NOW, THEREFORE, I, Christopher Scherer, as City Council President of the City of Fort Atkinson, do here by recognize February 7, 2023, as Monarch Pledge Day in the City of Fort Atkinson, and encourage all residents to participate in community activities that support and celebrate monarch conservation.

Proclaimed this 23rd day of February 2023.

CITY OF FORT ATKINSON

Christopher Scherer, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: February 23, 2023

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action relating to a proclamation recognizing February 19-25, 2023 as Engineer's Week in the City of Fort Atkinson

BACKGROUND

February 19-25, 2023 is recognized as Engineer's Week (EWeek) by the National Society of Professional Engineers. It was initiated in 1951 and is dedicated to ensuring a diverse and well-educated future engineering workforce by increasing understanding of and interest in engineering and technology careers.

Today, EWeek is a formal coalition of more than 70 engineering, education, and cultural societies, and more than 50 corporations and government agencies. Dedicated to raising public awareness of engineers' positive contributions to quality of life, EWeek promotes recognition among parents, teachers, and students of the importance of a technical education and a high level of math, science, and technology literacy, and motivates youth, to pursue engineering careers in order to provide a diverse and vigorous engineering workforce. Each year, EWeek reaches thousands of schools, businesses, and community groups across the U.S.

DISCUSSION

Engineers use their scientific skills and specialized knowledge and abilities in creative and innovative ways to fulfill society's needs. The City's Engineer does important work solving problems in the City and planning for the future. He is responsible for managing the City's utilities, road infrastructure, airport, and supervising staff in the Public Works Department, among many other special projects and programs. City Engineer Andy Selle is a valuable member of the City's management team and significantly contributes to the high quality of life in the City of Fort Atkinson.

FINANCIAL ANALYSIS

Approving the proclamation is not expected to have a financial impact on the City.

RECOMMENDATION

Staff recommends the Council approve the proclamation recognizing Engineer's Week to recognize the great work done by the City's Engineering Department each day and recognize Engineer Andy Selle.

ATTACHMENTS

Proclamation Recognizing National Engineer's Week

**PROCLAMATION
RECOGNIZING NATIONAL ENGINEERS WEEK
FEBRUARY 19-25, 2023**

WHEREAS, engineers use their scientific skills and specialized knowledge and abilities in creative and innovative ways to fulfill society's needs; and

WHEREAS, engineers help solve major technological challenges of our time - from designing efficient building systems to rebuilding cities and towns devastated by natural disasters; and

WHEREAS, engineering has been called the invisible or stealth profession because everything around us and things we use every day have been engineered in some way, yet we may not see the engineers behind the scenes or know much about engineering; and

WHEREAS, founded in 1951, National Engineers Week (EWeek) is dedicated to ensuring a diverse and well-educated future engineering workforce by increasing understanding of, and interest in, engineering and technology careers; and

WHEREAS, EWeek is a formal coalition of more than 70 engineering, education and cultural societies, with more than 50 corporations and government agencies dedicated to raising public awareness of engineers' positive contributions to quality of life; and

WHEREAS, EWeek promotes recognition among parents, teachers and students of the importance of a technical education and a high level of math, science and technology literacy, and motivates youth to pursue engineering careers in order to provide a diverse and vigorous engineering workforce; and

WHEREAS, the City of Fort Atkinson, Jefferson County, Wisconsin does observe National Engineers Week, February 19-25, 2023.

NOW, THEREFORE, I, Christopher Scherer, City Council President of the City of Fort Atkinson, Wisconsin do hereby proclaim February 19-25, 2023 as

“NATIONAL ENGINEERS WEEK”

in the City of Fort Atkinson, and urge all citizens to join me in recognizing the important contributions of engineers to our daily lives.

Christopher Scherer, City Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

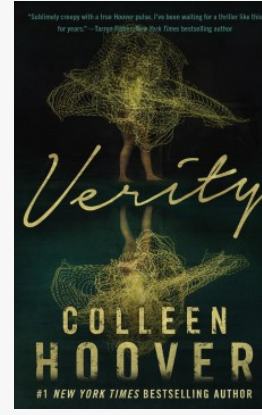
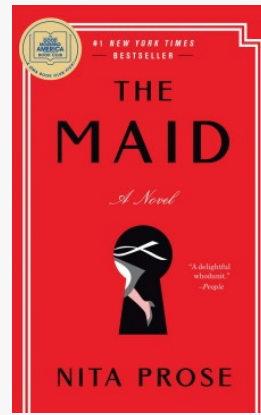
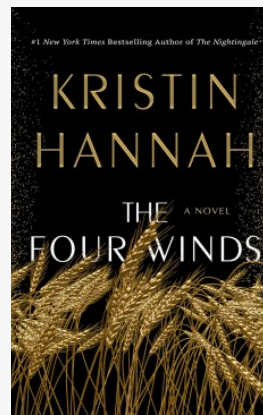
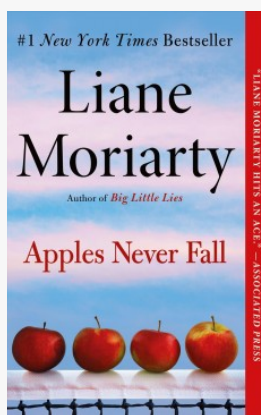
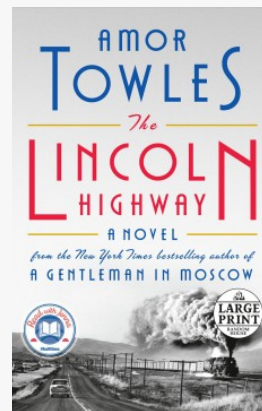
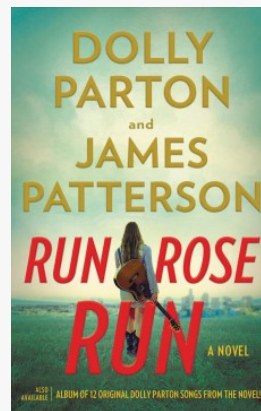
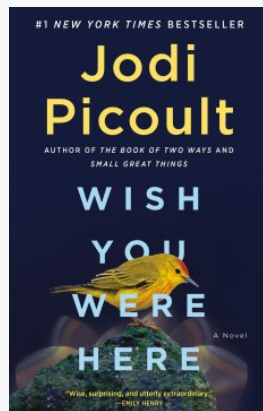
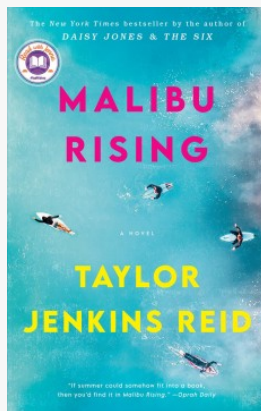
Dwight Foster Public Library

2022 | YEAR REVIEW

192,251
items checked out

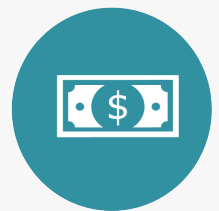


Top 10 checked out books



\$ 3,197,788.93

Saved from checkouts



381
programs
offered



11,985
program
attendees


1,521
new cardholders

9,982

reference
questions
answered

73,695
visits to our
website

 1,311 TB
wifi used
by patrons


library visits
76,815



MEMORANDUM

DATE: February 23, 2023

TO: Fort Atkinson City Council

FROM: Tom Williamson, Public Works Superintendent

RE: Review and possible action relating to a Proposal from Angus Young Architects for the design of a new Department of Public Works Operations Facility not to exceed \$475,000.00

BACKGROUND

The City Council, at the January 3, 2023, regular meeting, approved the issuance of a Request for Proposal (RFP) for architectural design and preparation of construction bid documents for a new Public Works Operations facility. This proposal includes the design process, construction bidding process, and final construction contracts within the 2023 calendar year.

The Department of Public Works staff prepared and released the RFP for public bid to five (5) local architectural firms and placed the request on QUEST CDN, an open-source nationwide public bid service.

DISCUSSION

The bidding process returned four submitted bids from firms in the Janesville, Madison, Fond du Lac, and Milwaukee areas. The firms were as follows: Angus Young Architects of Janesville, WI., Engberg Anderson Architects of Madison, WI., Excel Engineering Inc. of Fond du Lac, WI., and Bloom Companies of Milwaukee, WI. All firms provided well rounded proposals and appeared to have competent staff team members to provide the city with a quality Public Works Facility, however there was a wide range of fee totals proposed for the requested project.

Angus Young Architects -	Total Fees (Revised) = \$475,000.00
Engberg Anderson Architects -	Total Fees Proposed = \$577,810.00
Excel Engineering -	Total Fees Proposed = \$987,000.00 (4.7% of Const. Costs)
Bloom Companies -	Total Fees Proposed = \$1,077,000.00

Staff reached out to the two low bidders (Angus Young Architects and Engberg Anderson Architects) to better understand the bid details and design processes to be used. The goal was to determine if the cost of the project could be reduced. These meetings took place the week of February 6th. Staff requested each bidder submit their best and final fee proposal by

Wednesday, February 15th. Angus Young Architects revised their bid while Engberg Anderson has opted to stay with their initial submittal.

Staff evaluated all of the proposals in a summary document, which is attached to this memorandum.

FINANCIAL ANALYSIS

This proposed project represents a significant investment for the city. There are two phases of costs for the work: the first is the project architectural design and construction plan bid set preparation, and second is the project site development and construction phase. This request concerns the first phase of architectural design and construction plan bid set preparation.

Project architectural design and plan bid set preparation is budgeted within the 2023 Capital Improvement Plan at \$300,000 (see page 222 of [Budget Document](#)). \$100,000 of those funds were levied through the 2022 tax bills as part of the levy-funded CIP. The remaining \$200,000 were included in the “Other Funding Sources Table” on page 225 of the Budget, as proceeds from future borrowing. The City intends to borrow funds for the construction of the Public Works Operations facility in 2024. Within 18 months of that intended borrowing, the City Council can spend funds and reimburse itself from proceeds of that borrowing. If the proposal is approved, staff intends to present a Resolution for Council consideration solidifying this intent.

All of the proposals received were significantly beyond the \$300,000 budgeted for the design of the facility. However, after further meetings with the firms and discussion among others administrators who have recently completed similar building design projects, staff feels that re-bidding this project will result in a similar result.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract with Angus Young Architects in an amount not to exceed \$475,000.00 for architectural design plans, and construction bidding document and specifications, for a new Public Works Operations Campus Facility, located at 700 James Place, using \$100,000 from the 2023 CIP and \$375,000 from the General Fund fund balance with the intent to reimburse the General Fund through proceeds from the 2024 borrowing.

ATTACHMENTS

RFP – 2023 Facility Design and Construction Plans; Angus Young Proposal; Angus Young Updated Fees; Engberg Anderson Architects Proposal; Excel Engineering, inc. Proposal; Bloom Companies Proposal; Evaluation Table 2023 Design RFP



CITY OF FORT ATKINSON, WI
REQUEST FOR PROPOSAL
PUBLIC WORKS FACILITY DESIGN
AND CONSTRUCTION PLANS

Contact:

Tom Williamson 920.563.7771 twilliamson@fortatkinsonwi.net

Proposal Deadline: January 27, 2023 at 3PM – email proposals only.

1. PROJECT OVERVIEW

This is a Request for Proposals (RFP) for a detailed Design and Construction Plan for new DPW facility to be provided to the City of Fort Atkinson, Wisconsin. The consultant chosen will provide a facility design and construction plan for the public works operations center currently located at 700 James Place, Fort Atkinson, Wisconsin (see attached aerials).

This location will be expanded by the purchase of land to the east and vacating the road, James Place. The need to accommodate not only a facility, but the stormwater treatment, and required greenspace on the site is important.

The City has completed a facility study and preliminary conceptual evaluation on the proposed location, details and exhibits provided by FTP link, but would like the chosen contractor to consider the necessary size, internal elements and arrangement of the site during the design and plan process to ensure the new facility will continue to meet the needs of the city for the next 30 years and longer.

We are dedicated to this design effort in 2023. New facility construction is anticipated for 2024 under a separate RFP for physical construction, and construction oversight services.

2. EXISTING DATA

The City has uploaded background information that is available here, including a previous facility study completed in 2017 and the concept plan completed in 2022. That data can be accessed at this link:

<https://1drv.ms/u/s!AhbPSVbQvt1fhJsw0Mabj5JUQHpuHg?e=H6iDCZ>

REQUIRED SCOPE OF WORK

The City would like the following elements included in the project

- a. **Two meetings:** The first with the City Manager, Department of Public Works, and Parks Department, managers to gather input on the current facility and understand the growing needs of the city. The second meeting with department staff to gather needs, recommendations, and input.
- b. **Schematic Design:** Working with the information gathered, and provided by the city, prepare building floor plans, site plan, and exterior elevations. Plans should illustrate spatial and functional relationships of the facility and surrounding site. Exterior elevations should illustrate the projected image and proposed materials. Prepare a project schedule, with construction cost estimate, and offer options for construction types, costs, and any possible alternatives the city may want, or need, to consider.
- c. **Design Development:** Consideration for construction type, materials, finishes, features, and final design considerations should include the structural, mechanical, electrical, and plumbing requirements of the building, mechanical system options and suggestions, optimal locations, and sizes for the systems. This phase should consider all aspects of the building and site design.

- d. **Detailed Bidding/Construction Documents:** Project manual with specifications should be developed and should include requirements for bidding, general conditions, and other general provisions as requested by the city. Prepared documents should provide the detail required for competitive, comparable bidding of this project.
- e. **Bidding/Contract Negotiation:** The consultant should be prepared to answer questions, prepare addenda, assist in obtaining bids, award, and preparation of the Standard AIA Owner-Contractor contracts. The conclusion of this phase should result in an award and contracts for construction with a single prime General Contractor.

3. SCHEDULE

Work is anticipated to commence in February 2023 and should be completed by September 1, 2023. Consultants should provide a schedule including major milestones in their proposal.

4. PROPOSAL FORMAT

Approach to Work – (1 page or less) Your best pitch, what differentiates you from competitors, be succinct.

Project Team – (1 page or less) Brief bios of the 2 main staff tasked with interacting with the City on the project.

Examples of Work – Provide **reports (web links only)** from 2 to 3 similar projects of this size and caliber for City review.

Scope of Work – (4 pages max.) – Detail a scope among the work areas noted in the required scope of work. Outline separately the Deliverables and Assumptions under each of the work areas.

Fee Table – (1 page) Provide a table by scope task with estimated hours by individual. Include billing rates and reimbursable costs.

Schedule – Detail the major milestones to be completed in 2023 – This should be a broad overview not a detailed schedule and include anticipated bid release, bid letting, and groundbreaking dates.

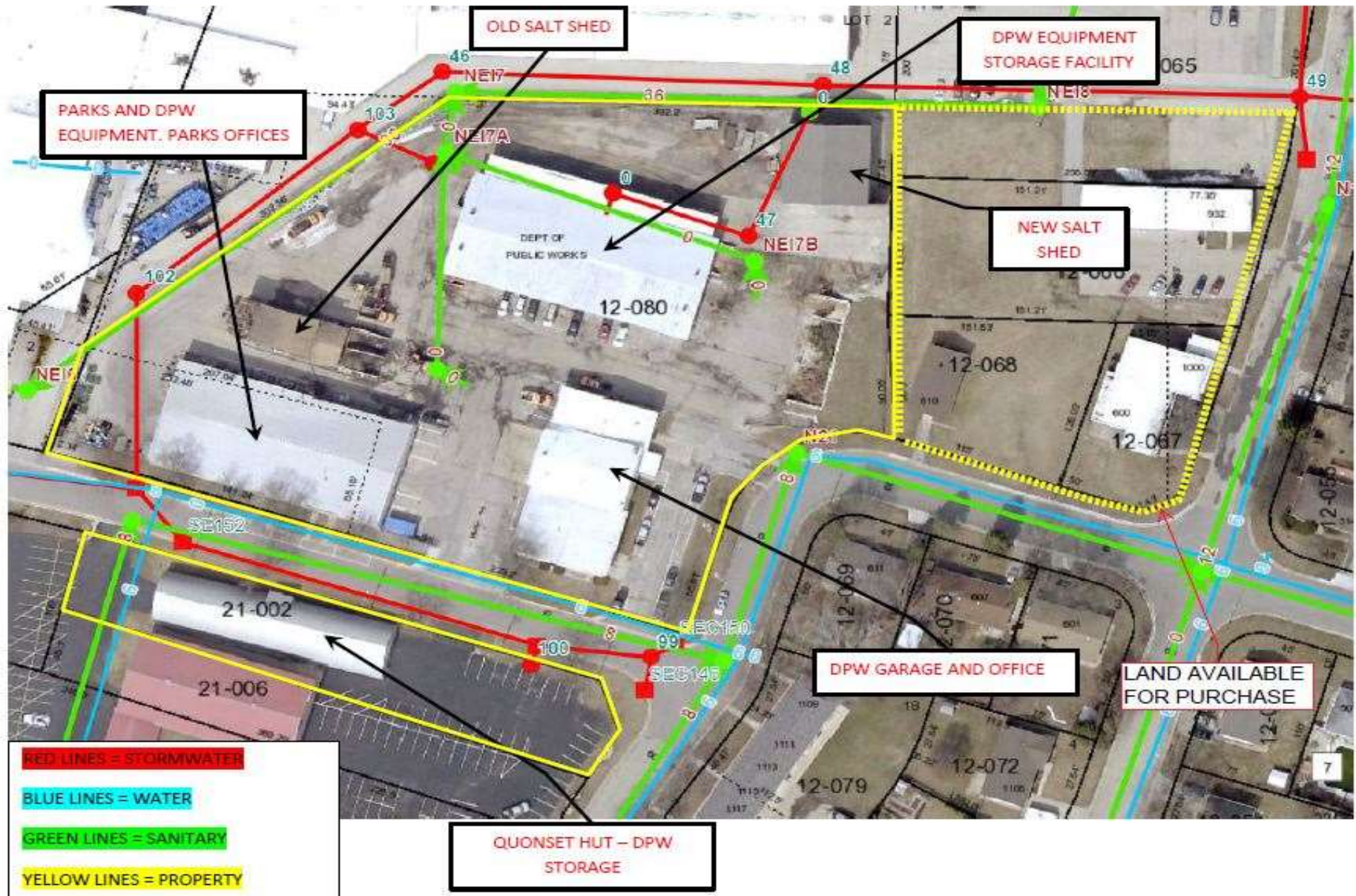
5. PROPOSAL DEADLINES

- a. Proposal Deadline: **January 27, 2023 – 3 PM**
- b. Questions asked 1 week prior to the deadline may not be answered.
- c. **Email proposals to:** twilliamson@fortatkinsonwi.gov
- d. A decision will be emailed to all bidders within 2 weeks of bid opening.

6. PROPOSAL EVALUATION

Proposals will be objectively evaluated based upon the submitted materials. Philosophy of the firm toward organizing and carrying out the Facilities Study, work and analysis proposed to fit within the stated budget will be the most prominent factors. The City reserves the right to select the firm best suited for the work without regard to total proposed design budget submitted.

EXISTING SITE LAYOUT





REQUEST FOR PROPOSAL

Public Works Facility Design and Construction Plans





ANGUS-YOUNG
ARCHITECTS/ENGINEERS

January 27, 2023

Tom Williamson
Superintendent, City of Fort Atkinson
Public Works Office
700 James Place
Fort Atkinson WI 53538
920.563.7771
twilliamson@fortatkinsonwi.net

Dear Mr. Williamson,

On behalf of Angus-Young, I am pleased to present the requested information about our firm, for the proposed City of Fort Atkinson public works facility design and construction plans.

Who We Are

Angus-Young is a full service architectural, landscape architecture, engineering and interior design firm providing high-quality design solutions, construction documentation, bid management, and construction services. Registered architects, landscape architects, engineers, and interior designers carry out the development of all projects from office locations in Madison and Janesville, WI. We provide excellent architectural and engineering services. Our team’s involvement starts during initial development of the design and continues through completion of construction.

Our Expertise

At Angus-Young, we work hand in hand with our municipal clients to discover what their vision is; defining it, and bringing it to life. Using a process that’s collaborative, informative, and productive, our experienced teams will lead your project from start to finish, ensuring it remains on budget and on time. We have proudly worked with more than 30 cities, villages, towns or counties and have completed more than 15 public works facilities for municipalities such as the City of Middleton, City of Delavan and City of Stoughton. Based on our storied portfolio of successful municipal projects combined with our highly qualified and responsive team, I am confident that we can meet your project goals and schedule. We will work together to bring your vision to life while saving you time and money, making the design and construction processes smoother.

If you have any questions or need additional information, please call me at 608.756.2326, or email me at b.werginz@angusyoung.com. I will serve as the contact person for Angus-Young. Thank you for allowing us this opportunity to submit our qualifications.

Sincerely,

Bradkey Werginz, AIA, Principal
Angus-Young
608.756.2326
b.werginz@angusyoung.com

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2	Project Team	5
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4	Scope of Work	7
5	Fee Table	11
6	Schedule	12

1. WHY CHOOSE US?

1

PUBLIC WORKS BUILDING EXPERTISE

Angus-Young has worked on more than 15 public works facilities with cities, villages, towns and counties throughout Wisconsin and Illinois. Most notably, these projects include work with:

- | | |
|----------------------------|-------------------------------|
| > Baraboo DPW | > Middleton DPW |
| > City of Beloit DPW | > Oak Creek DPW |
| > Delavan DPW | > Rock County DPW |
| > Dodge County DPW | > Stevens Point Transit |
| > Fitchburg Parks Addition | > Stoughton DPW |
| > Janesville Transit | > Town of Beloit Public Works |
| > Jefferson City Services | > Winnebago County DPW |
| > Madison South Point DPW | > Watertown DPW |

2

APPROACH TO WORKING RELATIONSHIP

We understand that successful projects require a solid foundation in the building of a relationship, and we believe that's undervalued in today's fast paced, virtual world. We believe collaboration within a design team is key and our working relationship with the City of Fort Atkinson will be instrumental to the success of this project.

3

END GOAL

To us, this project is more than a project. Our goal is to create a space that enhances the relationship of a building to the community it serves. Successful architecture is based, not only on the achievement of a goal, but also a concern for the approach to that goal. Our backbone at A-Y is about designing with excellence, forming a partnership and communicating with the client. A successful project reflects the concerns, aspirations, and involvement of varying people or groups throughout the community. We believe building design is a social process and will focus on the interaction between stakeholders, community members, and the design team throughout the design process. We will bring passion and thoughtfulness to every decision we will help you make for your project. **We will work for YOU and YOUR mission, not for our brand and our portfolio.**

DESIGN TEAM PHILOSOPHY

To assure the seamless completion and delivery of your project, A-Y will use a team approach. The Project Manager is the direct contact between you and the design team. All of A-Y's projects have the involvement of a Principal, a Project Manager, a Lead Engineer and other professional staff members who complete the team. The team is selected to provide a well-rounded balance of design ability, technical expertise, and managerial/organizational skills.



BRADLEY WERGINZ | PRINCIPAL

Brad has over 20 years experience in Municipal and Institutional Design, having placed an emphasis on the new construction and renovation of public works facilities. He has managed a variety of municipal project types including public works facilities, fire stations, police stations, police and fire training facilities, town halls, community centers and community park shelters. In addition, Brad has worked with the State of Wisconsin - DFD as a design consultant on over 50 state projects at multiple state agencies including the University of Wisconsin System, the DOC, DNR and the DVA.



KATIE UDELL | LANDSCAPE ARCHITECT

Katie is responsible for site layout, grading, utility, erosion control, stormwater management and landscape plans to meet the needs and applicable requirements of each project. She has more than 19 years experience in the industry. She will collaborate with the owner and the project team regarding the selection and coordination of the exterior site and landscape image. She works closely with the team and Owner to create a cohesive site from concept development through construction

3. EXAMPLES OF WORK



1

CITY OF
DEHAVAN
DPW

Click here

Cost: \$5M



2

CITY OF
MIDDLETON
DPW

Click here

Cost: \$9.5M



3

CITY OF
STOUGHTON
DPW

Click here

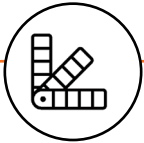
Cost: \$7.65M

4. SCOPE OF WORK: SERVICES

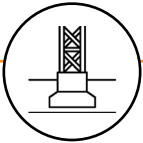
Whatever your vision, our firm has the experience and expertise necessary to bring it to life in extraordinary fashion. As a general practice firm with over 60 years of experience, our teams are fluent in all aspects of architectural, engineering, interior, and landscape design. Our engineerings and designers being all in-house, will be included in all necessary preliminary meetings.



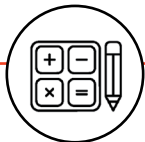
ARCHITECTURAL
DESIGN



INTERIOR DESIGN



STRUCTURAL
DESIGN



COST ANALYSIS



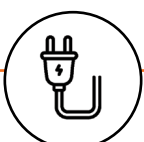
VALUE
ENGINEERING



ENERGY
MANAGEMENT



MECHANICAL
DESIGN



ELECTRICAL
DESIGN



PLUMBING DESIGN



3D DESIGNS &
VISUALIZATIONS



LANDSCAPE
DESIGN



CIVIL
ENGINEERING

4. SCOPE OF WORK: DESIGN PROCESS



1

PROGRAM DEVELOPMENT

GLOBAL PROJECT DEFINITION

- > Initial meeting to determine administration's ideas for growth and direction of the organization's future. Includes discussion about the goals and needs for each department of the organization.
- > Work with administration to determine overall parameters of the project, including growth plans, outlook of strategic plan - 5 years, 10 years, etc.
- > Identify with administration the groups to work with and the level of authority each group is given.
- > Gather data on existing facility, personnel and systems from departmental personnel.
- > Write brief statement evaluating existing facilities and systems, and identify any concerns or major barriers.
- > Write administrative program of overall goals and direction of the project.
- > Review and approval from administration on administrative program.

2

SCHEMATIC DESIGN

ANALYSIS STAGE

- > Site analysis developed in-house, with information reviewed with the owner to verify on-site circulation concepts and / or other site related issues.
- > Conduct code review to outline major code considerations and implications with existing facilities or systems.
- > In-house meeting to obtain engineering recommendations for types, locations and sizes of systems, plus the space needed for the

design of these systems.

CONCEPT DEVELOPMENT

- > Establish conceptual with major common components such as: toilets, conference areas, entrances, lobby(s), circulation and mechanical rooms.
- > Code review
- > Review and approval of concept plans by client ownership team and/ or staff.

2

SCHEMATIC DESIGN (CONT)

SCHEMATIC PLANS

- > Define interior layouts of each space with more detailed information on the plans.
- > Develop the site plan, schematic site and floor plans. Present plans to Owner, and revise accordingly.
- > Work with your selected general contractor on project budget and value engineering
- > Develop exterior elevations options and final revision of schematic site and floor plans.
- > Refine project budget to include more detailed information available.
- > Review and approval of final floor plans, elevations and site plan.*
- > Present schematic plans to city authorities, plan commission, and council. We will provide drawings and presentations necessary for local approvals.

3

DESIGN DEVELOPMENT

DESIGN DEVELOPMENT BOOK

- > Following approval of the Schematic Design, a Design Development booklet will be reviewed with you and your associates.
 - > This allows you to review all of the details of your project, make necessary changes and decisions, moving the project along in a smooth and efficient manner.
 - > This booklet includes everything from owners instructions, bidding procedures, insurance and bond instructions, drawings, detailed room information sheets, to product specifications and more.
- > This booklet is then reviewed with the client, depending on your schedule, you may review and make changes in the booklet and a return meeting is scheduled to review and discuss changes.
- > *All changes made to the design development booklet are noted and reprinted for the client and our design team.*

CONTINUED EFFORTS INCLUDE

- > Project team meetings to review project goals and plan for completion, including construction document review schedule.
- > Structural system outlined.
- > Typical wall section(s) developed.
- > Design Development - Engineering Package:
 - > Systems analysis calculations and recommendations;
 - > Systems review and approval by engineers completed and conveyed to the project manager.
- > Code review by project architect and engineers to check for compliance.
- > Project manager prepares mock drawing sets.
- > Final review of architecture and engineering and the project budget with Project Principal in Charge.
- > Review with Client and selected general contractor the updated general contractors project budget. Then review the resulting design changes and system recommendations.
- > Value engineering to maintain project budget

4

CONSTRUCTION DOCUMENTS

- > Develop construction documents with reviews and progress meetings at 50%, and 90% and red mark stage.

> Provide entire bidding / construction set to client for review and approval.

> Review and “redmarking” of documents by internal QA reviewer.
- > Make necessary changes to documents as identified by “redmark review.”

> Coordinate printing of bidding / construction documents.

> Schedule and coordinate site plan and state building plan reviews.

5

BIDDING PHASE

- > Distribution of bidding/construction documents to bidders, plan houses, owner and design team.

> Complete City of Fort Atkinson plan, review application, and request building plan approvals.

> Review bidders’ questions. Note suggestions and recommended changes by contractor to review with owner.
- > Obtain review and approval from local plan reviewer.

> Assist owner in receipt and review of bids, and assist in negotiations and / or pre-award meetings with contractors if necessary.

> Assist in preparation of contracts between owner and contractor, if required.

6

CONSTRUCTION ADMINISTRATION (ADDITIONAL SERVICE)

- > While not included in the RFP based on the requested scope of work provided, this service is available at an additional cost.

> Pre-construction meeting with contractor and major sub-contractors to establish ground rules.

> Preparation of exterior and interior color packages for owner review and approval.

> On-site observations every other week with preparation of site observation records.

> Owner / architect / contractor meetings on-site
- every other week.

> Review contractor pay requests and lien waivers.

> Contact the owner and contractor with any deficiencies or concerns from on-site observations.

> Review and make recommendations for change order requests.

> At substantial completion, make punch list of any items for correction by contractor.

> Final construction review upon completion of the punch list items by the contractor.

5. FEE TABLE

DISCIPLINE	HOURS	SCHEMATIC DESIGN	DESIGN DEVELOPMENT	CONSTRUCTION DOCUMENTS	BIDDING/ NEGOTIATION	CONSTRUCTION ADMINISTRATION	TOTAL
Architecture	1,596	\$34,615	\$46,153	\$103,845	\$6,923	not included in scope	\$191,536
Structural	599	\$12,981	\$17,308	\$38,942	\$2,596	N/A	\$71,826
Mechanical	599	\$12,981	\$17,308	\$38,942	\$2,596	N/A	\$71,826
Plumbing	319	\$6,923	\$9,231	\$20,769	\$1,385	N/A	\$38,307
Electrical	439	\$9,519	\$12,692	\$28,557	\$1,904	N/A	\$52,672
Landscape	120	\$2,596	\$3,462	\$7,788	\$519	N/A	\$14,365
Civil	200	\$4,327	\$5,769	\$12,981	\$865	N/A	\$23,942
Interior Design	80	\$1,731	\$2,308	\$5,192	\$346	N/A	\$9,577
Site Design	200	\$4,327	\$5,769	\$12,981	\$865	N/A	\$23,942
Totals	3,952	\$89,999	\$119,999	\$269,997	\$18,000	N/A	\$497,994

Angus-Young Associates, Inc. HOURLY RATES Effective 1/1/2023	
Billing Category	Rate
Principal/Director/Partner V	225
Principal/Director/Partner IV	205
Principal/Director/Partner III	180
Principal/Director/Partner II	155
Principal/Director/Partner I	130
Professional V	205
Professional IV	180
Professional III	155
Professional II	130
Professional I	105
Designer V	170
Designer IV	150
Designer III	135
Designer II	105
Designer I	95
Technician V	135
Technician IV	125
Technician III	110
Technician II	100
Technician I	90
Administrative V	100
Administrative IV	90
Administrative III	75
Administrative II	55
Administrative I	45

REIMBURSABLE COSTS

Reimbursable costs for the project would include mileage, printing, and building plan approval fees. This amount is estimated to be ~\$5,000.

CONSULTANTS

Survey and/or geotechnical services are to be provided by the owner.

6. PROJECT SCHEDULE

YEAR	Jan '23	Feb '23	March '23	April '23	May '23	June '23	July '23	Aug '23	Sept '23	Oct '23	Nov '23	Dec '23
01 // A/E SELECTION & PROGRAM <i>January 2023 - February 2023</i>												
02 // SCHEMATIC DESIGN <i>February 2023 - May 2023</i>												
03 // DESIGN DEVELOPMENT <i>May 2023 - June 2023</i>												
04 // CONSTRUCTION DOCUMENTATION <i>June 2023 - August 2023</i>												
05 // QUALITY ASSURANCE <i>August 2023 - October 2023</i>												
06 // BIDDING <i>November 2023 - December 2023</i>												

<div>A/E SELECTION & PROGRAM</div> <div>> Award & Contract</div> <div>> Review Programming</div> <div>> Review and Approve</div>	<div>SCHEMATIC DESIGN</div> <div>> Schematic Site & Plan</div> <div>> Review and Approve</div> <div>> Revise Design & Elevations</div> <div>> Review and Approve</div> <div>> Finalize Schematic Design</div> <div>> Review and Approve</div>	<div>DESIGN DEVELOPMENT</div> <div>> Prepare Data Sheets</div> <div>> Structural System Concept</div> <div>> Review and Approve</div> <div>> MEP Systems Concept</div> <div>> Approval of Systems</div>	<div>CONSTRUCTION DOCUMENTATION</div> <div>> Prepare CD Mock Set</div> <div>> Start Construction Documentation</div> <div>> Prepare Finish Recommendations</div> <div>> Review at 50% Complete</div> <div>> Start Specs & Complete CD's</div> <div>> Review at 90% Complete</div> <div>> Complete CD's & Specs</div>	<div>QUALITY ASSURANCE</div> <div>> Review and Redmark</div> <div>> Final Completion of CD's</div> <div>> Submit to City and State</div>	<div>BIDDING</div> <div>> Bidding (11/23/2023-12/14/2023)</div> <div>> Award & Contract (01/04/2024-01/09/2024)</div> <div>> Break Ground (04/01/2024-04/06/2024)</div>
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ANGUS-YOUNG
ARCHITECTS/ENGINEERS

Janesville | Madison
angusyoung.com
608.756.2326

FEE

DISCIPLINE	HOURS	SCHEMATIC DESIGN	DESIGN DEVELOPMENT	CONSTRUCTION DOCUMENTS	BIDDING/ NEGOTIATION	CONSTRUCTION ADMINISTRATION	TOTAL
Architecture	1000	\$19,615	\$38,153	\$103,805	\$6,923	not included in scope	\$168,496
Structural	599	\$12,981	\$17,308	\$38,942	\$2,596	N/A	\$71,827
Mechanical	599	\$12,981	\$17,308	\$38,942	\$2,596	N/A	\$71,827
Plumbing	319	\$6,923	\$9,232	\$20,769	\$1,385	N/A	\$38,309
Electrical	439	\$9,519	\$12,692	\$28,600	\$1,904	N/A	\$52,715
Landscape	120	\$2,596	\$3,462	\$7,788	\$520	N/A	\$14,366
Civil	200	\$4,327	\$5,769	\$12,981	\$865	N/A	\$23,942
Interior Design	80	\$1,731	\$2,308	\$5,192	\$346	N/A	\$9,577
Site Design	200	\$4,327	\$5,768	\$12,981	\$865	N/A	\$23,941
Totals	3,556	\$75,000	\$112,000	\$270,000	\$18,000	N/A	\$475,000

THANK YOU

Thanks for taking the time to discuss the potential Fort Atkinson DPW Facility. Based on our earlier conversation we have adjusted the fee accordingly.



PROPOSAL

Public Works Facility Design and Construction Plans

Architectural + Engineering Services

SUBMITTED BY:

ENGBERG ANDERSON ARCHITECTS

James F. Brown

(608) 250-0100 | jimb@engberganderson.com

305 W. Washington Avenue | Madison, WI 53703

FORT ATKINSON, WI | JANUARY 27, 2023



January 27, 2023

Tom Williamson
City of Fort Atkinson- Department of Public Works

Re: Public Works Facility Design and Construction Plans

Dear Mr. Williamson,

Engberg Anderson (EA) is pleased to submit our team's qualifications for the Fort Atkinson Public Works Facility. We are energized by the opportunity to collaborate with you, the City of Fort Atkinson, and the Parks Department on the culmination of our initial planning study with the resulting design.

We understand how a reimagined facility is needed to support Fort Atkinson's growth and allow the Department of Public Works to maintain their many operations that keep the City of Fort Atkinson a safe, clean, & growing community. Engberg Anderson would be proud to team with the City and the Department of Public Works in developing a facility that is sustainable, safe, accessible, effective, efficient, and inviting.

Engberg Anderson has a proven record of leading significant and technically complex projects. We understand the vast range of issues that must be addressed on integrated design projects. We also understand the due diligence and collaboration that is required when analyzing building systems, facility programs, technology, and sustainable considerations into tight and often complicated budgets and schedules. We have honed our skills in creative solutions, attention to detail, and the balance of scope, schedule, and budget. The learned knowledge from our past projects combined with our adaptability is essential to the success of each project and has historically been a strength of our firm.

Our entire team is skilled and experienced in providing design services and are equally skilled and experienced in following through and delivering integrated, detailed construction documents. We have the direct public works experience and team chemistry/familiarity that when coupled with our strong understanding of the City of Fort Atkinson and its processes, procedures, and requirements makes us a formidable team.

Our team consists of:

Oertel Architects, LTD. – providing planning, equipment, and public works design expertise

JSD Professional Services, Inc. – providing site and landscape design along with civil engineering

Hein Engineering Group – providing mechanical, electrical, plumbing, and fire protection engineering

Middleton Construction Consulting, Inc. – providing cost estimating services

Oneida Total Integrated Enterprises (OTIE) – providing structural design services

305 W. Washington Avenue Madison, WI 53703 | ph (608) 250-0100

MILWAUKEE | MADISON | CHICAGO

Engberg Anderson Architects and Oertel Architects have known each other for over twenty years and are currently working together on the Madison Metro Bus Rapid Transit Maintenance Facility, recently completed the Far West Public Works Facility master plan for the City of Madison as well as the most recent facility study and preliminary concept evaluation for the James Place project. With Oertel Architects as the Public Works Design and Planning consultant, our team will ensure that the new DPW Facility will be a highly operational and functional facility that meets the needs of the city.

We believe our team is unmatched in terms of our:

- **Service first approach:** Our analysis, program statements, and designs, though lively, attractive, and aesthetically varied all are premised on careful consideration of emerging service patterns. Each element has a defined function that guides the placement and selection of spaces, service points, and connections.
- **Adaptability:** Future-friendly, accessible technology, mobile furnishings, and scalable planning allow each project to embrace ongoing changes in service delivery with minimal effort and expense.
- **Long-term value:** We consistently incorporate the principles of institutional stewardship into our practice, all without compromise to budget or function. Major expansions have manipulated space to increase effectiveness and to support the evolving service models.
- **Analytical planning:** We have a feasibility process that looks at the comparative performance of multiple concepts to ensure the long-term return on the community's investment.
- **Designs that inspire the communities they serve:** beautiful, welcoming and resourceful. Each project is a unique response designed to maximize function, flexibility, and craft.

All team members are committed to providing the project stakeholders and entire team diligent listening, clear communication, transparency, creative and responsible solutions, and a successful project that exceeds your expectations. We have successfully implemented sustainable design practices and obtained certification at a variety of levels and project complexities.

We look forward to the opportunity to bring the benefit of our experience to your project. Our team has the experience to complete this project with you and proven experience of working together. We've reviewed the available project information, are committed to working with you to meet your stated goals and schedule and are determined to deliver it with a high level of commitment and service. We appreciate your consideration and look forward to the opportunity to work with you again. If you have any questions, please call me at (608) 250-0100.

Sincerely,



Jim Brown, AIA
Principal

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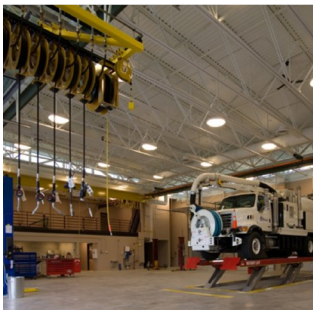


Approach to Work

[114]
maintenance/
fleet/storage
facility studies



[25+]
years
public works
experience



Why Hire Our Team?

We aren't going to lie to you; many firms can plan and design a public works facility, but how efficiently and effectively becomes the more important question. So, why hire our team?

- The advantage to hiring us lies in our breadth of experience and in-depth knowledge of public works/ maintenance facilities.
- We can quickly and effectively zero in on deficiencies in your current facility and offer field-tested solutions.
- We provide distinctive designs for each and every project. Our designs respond to the project-specific criteria unique to each pursuit. We do not cut corners. We allow the process to shape the project.
- Our firm has no learning curve; we know the equipment and speak the language.
- We have a superior track record in working with public agencies, achieving design goals, working within cost limitations, providing outstanding architectural design, understanding the bid process, strong field administration, and very positive customer satisfaction after completion
- Collectively, we have had to work with many projects that had limited or tough budgets. As a result, we understand what systems and building elements are cost-effective from inception.
- We stake our reputations on providing the staff, work effort, and personnel commitment necessary to make this project a success.
- Your potential project is the main reason our firms exist.

Our staff is working on planning, designing, or constructing a municipal project on any given day. While our experience with this type of facility is important, so are a few other vital items that set our firms apart from others.

Even though we are quite familiar with this project type, our approach considers the unique demands of each specific project. Our expertise allows us to work quickly through the general discovery phase and concentrate on the critical requirements that ensure a project's success.

We pride ourselves in listening to our clients and providing them with as much nurturing and ongoing communication as desired. We remain involved in our projects from inception until after a facility is opened and in use. We encourage you to contact our references to confirm our abilities and the degree of dedication to a project.

Public works facilities are our passion.

Project Team

Engberg Anderson Architects

Engberg Anderson, Inc (EA) was founded in 1987 and has been an active corporation for over 35 years. We believe in assisting our clients in attaining competitive advantage and improving the quality of the environments in which we live, work, and play. Our 50+ person firm of five partners, six principals, and professional staff bring together diverse architectural, interior design, and planning experience. We find the balance between performance and cost and between the inventive and enduring designs.



Jim Brown AIA | Principal

Jim believes strongly in a collaborative design process that includes owners, community, project stakeholders, and the design team. He believes in the importance of exploring design alternatives, rather than entering into a project with preconceived notions about client needs. With the seasoned eye he brings to every project, Jim is able to quickly envision spaces and ideas three-dimensionally. His keen knowledge of building details helps him to create architecture that is both fluid and elegant.

Public Works/ Municipal Facility Experience

- Far West Public Works Facility, Madison, WI
- Madison Metropolitan Sewerage District, Madison, WI
- State Preservation Archive Facility, Madison, WI
- Waukesha Police Department, Waukesha, WI
- Midtown Police Station, Madison, WI
- UW-Milwaukee Police Department – Norris Station
- 6th Street Community Oriented Policing House, Racine, WI
- Madison Metro BRT Maintenance Facility, Madison, WI
- Fort Atkinson Public Works Facility Study, Fort Atkinson, WI

Oertel Architects

Oertel Architects, Ltd. was established and incorporated, in Minnesota in January of 1996 by Jeff Oertel, with a commitment to solve design and building challenges so that each and every project achieves its maximum potential at the least overall cost, to serve all clients, large and small, using our attention to detail, understandable design process and problem-solving method of tackling the big issues, regardless of project size and complexity. We have instituted a hands-on approach in working out details, understanding building conditions and working with user groups.



Jeff Oertel R.A. | Principal-In-Charge | President

Mr. Oertel is experienced in numerous types of municipal projects, with a special focus on public works maintenance and storage facilities. Over his 45 years, Jeff has cultivated longstanding relationships with all of our municipal clients. With his extensive experience, he can quickly identify key project issues which help prevent delays and problems down the road. Jeff plays a key role in every one of our projects.

Public Works/ Maintenance Facility Experience

- Andover Public Works Facility, Andover, MN
- Hugo Public Works, Hugo, MN
- Waite Park Public Works, Waite Park, MN
- Fridley Public Works, Fridley, MN
- White Bear Lake Public Works, White Bear Lake, MN
- Little Canada Public Works, Little Canada, MN
- Far West Public Works Facility, Madison, WI
- Madison Metro BRT Maintenance Facility, Madison, WI
- Fort Atkinson Public Works Facility Study, Fort Atkinson, WI

Examples of Work



Andover Public Works

The city of Andover Public Works Facility project was programmed and designed as a two phase implementation to achieve the space needs of the department while meeting available funding resources. The first phase includes the vehicle and equipment maintenance facility, an unconditioned equipment storage building, fleet fueling facility, site development and improvements. The second phase, which is scheduled for funding and planning in 15 years, will include a complete heated storage building for the entire departments vehicle and equipment fleet and complete administrative and staff support spaces. Phase 1 of the public works facility improvements is a \$12 Million project. Design began on the project in the summer of 2017 with construction starting in early 2019. A one-year delay was programmed at the beginning of the project to allow for the land acquisition process. Construction was complete in Spring of 2020.

Completion date: Spring 2020

Project cost: \$9,500,000

Size: 37,000 sf total (two structures)
 18,600 sf maintenance building
 18,400 sf storage building

CONTACT

David Berkowitz, Director of Public Works
 e: d.berkowitz@andovermn.gov
 p: (763) 767-5133



Examples of Work



Hugo Public Works

The facility design began with a series of masterplans evaluating the potential for adding onto and renovating their existing public works building. Multiple options were considered to meet the growing needs of the City and the overall community. All of the options evaluated the overall site requirements, traffic flow, safety, the feasibility of adding onto the existing building, potential for future additions, and overall project cost. In the end, it was determined that given the existing site restraints, the limited ability for future additions, and the overall project cost, the City would be better served with a new facility at an alternate location. This project is currently under construction and will wrap up in May of 2022.

CONTACT

Scott Anderson, Public Works Director
e: sanderson@ci.hugo.mn.us
p: (651) 762-6326



Examples of Work



Waite Park Public Works

The Waite Park public works facility project began with multiple masterplans to explore the current and future needs of the entire site. The site design was planned for the current public works facility along with the future requirements of a community center, a fire station, and the associated infrastructure needs. The master plan of the entire site occurred in conjunction with the development and construction of an adjacent roadway which will also serve the future amphitheater that we are working on. All of the utility and infrastructure requirements had to be planned during the masterplan/study phase of the project in order to avoid costly changes in the future.

The masterplan of the entire site occurred in conjunction with the development and construction of an adjacent roadway which will also serve a future amphitheater for the City. All of the utility and infrastructure requirements had to be planned during the masterplan / study phase of the project in order to avoid future (costly) changes.

Completion date: September 2017

Project cost: \$8,530,000

Size: 65,500 sf main facility, 2,800 sf salt structure

CONTACT

Bill Schluez, Public Works Director
e: bill.schluez@ci.waitepark.mn.us
p: (320) 252-6822



Examples of Work



Fridley Public Works

The new City of Fridley Public Works facility is one building component of a larger realization of a city facility campus including their new city hall and public safety center, outdoor gathering space, and large stormwater treatment area. Oertel Architects was responsible for the public works portion of the project. This ambitious project converts the site of a former well-known ice arena, the existing fire department training area and the existing public works facility into this set of civic facilities, as well as provide for developmental property for the already developed city. Some of the key features of the public works facility include: conditioned vehicle storage for the entire fleet, on-site cold storage for equipment, on-site salt storage and fueling facilities, separation of clean and dirty daily operations (office administration vs. maintenance areas).

Completion date: Spring 2018

Project cost: \$15,000,000

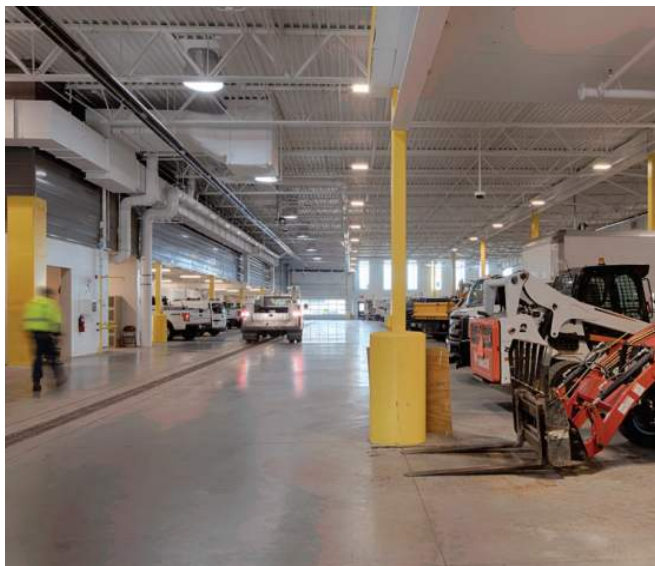
Size: 105,000 square feet

CONTACT

Jim Kosluchar, Public Works Director

e: jim.kosluchar@fridleymn.gov

p: (763) 572-3550



Examples of Work



White Bear Lake Public Works

The White Bear Lake public works facility is a 60,000 square foot facility with a two-story office area. After a careful exploration of the feasibility and economies of using the existing public works site, the city decided to purchase a new property for development. The building includes: office, vehicle storage, vehicle maintenance, departmental shop, and wash bay areas. Site features include: salt storage building, concrete bin spoils storage, a fuel island, and dumpster ramp and storage.

This facility, like many of our facilities, followed sustainable guidelines, and incorporated a number of sustainable strategies and features, following a detailed LEED checklist developed during schematic design. In addition to the typical, common-sense design strategies of daylighting, energy management, and on-site stormwater management utilized on all of our projects, several new design features were implemented as demonstration areas for future city development. These features include photovoltaic panels, intensive green roofing, vegetated walls, and sunscreens.



Examples of Work



Little Canada Public Works

The Little Canada Public Works Facility project involved consolidating and relocating the existing public works department to an industrial site in the center of the city. We worked with a Construction Manager early in the process to come up with a design that met the needs of the city while respecting their original budget constraints. The building was designed for flexibility, growth, and adaptation for use by the department for the next 30 years.

Completion date: Spring 2015

Project cost: \$3,100,000

Size: 25,500 square feet

CONTACT

Bill Dircks, Public Works Director

e: bill.dircks@ci.little-canada.mn.us

p: (651) 766-4049



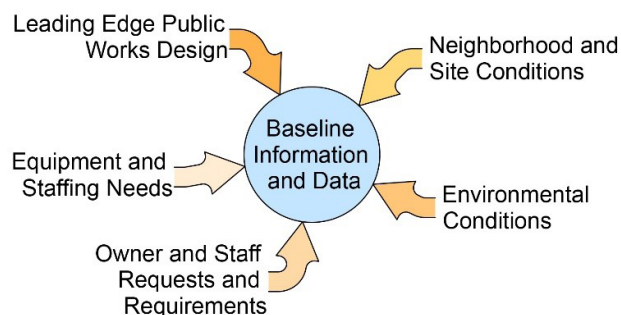
Scope of Work

Approach

TECHNIQUES, SOFTWARE + BEST PRACTICES

Our proven approach to public works facility planning and design has been refined by more than 50 custom facility projects amid a variety of urban and rural backdrops. Many of our first-ever design features have become company standards. They have also helped earn our design practice a reputation for innovative, functional, and sustainable designs that improve operations and enrich the communities in which they reside. Innovative, functional, and sustainable maintenance facilities boost productivity, enhance safety, and improve fleet resiliency. Each client and each project have unique operations and maintenance facility needs. Identifying yours is where our work starts. We bring a proven strategy to every step in the facility planning process — from feasibility studies, equipment analysis, selection, and stakeholder engagement.

Our full-service capability leverages our specialized expertise across a range of related disciplines to deliver tailored solutions that are sustainable and widely supported. As experts, we offer a custom approach when addressing the functional needs of public works facilities for our clients in the municipal sector. Our facility planning team has pioneered unique design features to improve function and the work environment. Many of these innovations have optimized workspace, enhanced safety and become standards. From daily activities to the facility's impact on properties surrounding it, every detail informs our analysis so we can deliver exceptional value to our clients and their communities.



Programming

Development of short- and long-term space needs, design criteria and preliminary budgets.

Planning

Preparation of long-range plans addressing parking, storage, vehicle circulation, access requirements and future expansion

Facility Conceptual Design

Translation of space needs and design criteria into conceptual site and floor plans, and building elevations and sections

Equipment Design

Inventories of existing equipment, new equipment selection, equipment layout and discipline coordination drawings. Specification preparation

Process Piping

Design of process piping drawings, schedules, and specification for centralized fluids distribution and compressed air systems

Building Systems Engineering

Comprehensive understanding of sustainable mechanical, electrical, plumbing and fire protection systems appropriate for vehicle maintenance facilities

Facility Maintenance Plans

Comprehensive preventative maintenance program to extend useful life of the facility.





Approach

THE DESIGN PROCESS

A well-designed public works facility doesn't begin with design. It begins with good planning. That means taking into account a range of considerations, including space, shop layout, maintenance and repair services, parts rooms, shop equipment, utility requirements and vehicle parking areas.

Engberg Anderson (EA) believes in an interactive, iterative, consensus, and team-building design approach. We bring tools and experience that encourage all project stakeholders to become active participants in a sequential design process that combines the expertise of all assembled: City and Parks representatives, designers, and consulting engineers. Together, we identify the parameters for an ideal solution, propose multiple potential solutions, and apply a systematic set of review measures against which to test. We then progressively develop an optimum solution that supports the stated mission and vision and supports the particular needs of those who work within and those served.

For this project, the core internal team will be familiar team members, and they will lead our efforts as we advance. That core team will be involved with your project from the first day of program review until the day we celebrate and officially welcome everyone back to their new home. We believe team continuity is key to designing and implementing a welldetailed, well-crafted project.



Pre-Design / Planning Phase Verification

(4-WEEK DURATION ENVISIONED IN MARCH OF 2023)

We will begin by verifying that the previous work is still relevant and appropriate and pick up where we left off from the study. We'll start with a very wide lens that tries to capture as much as possible before quickly focusing on more detailed design activities. Thus, the approach and work plan illustrated here organizes design tasks from the general to the specific as the project develops.

Information Gathering

The initial verification task is to gather as much background information and data on possible alterations to the original plan as possible for the design team to analyze and compartmentalize for design process use. This will allow the design team to formulate direct questions that will facilitate quick and influential design decisions early in the verification process.

Kick-off and Stakeholder Interviews

Staff participation is the heart of any successful planning process. Integrating staff into the design process at an early stage develops buy-in and longterm success of the project. This ensures that departmental leadership gets the feedback it needs from day-to-day operational staff to make effective and critical directions and decisions for the design team.

Pre-Design / Planning Phase Verification

Deliverables:

Revised study deliverables highlighting revisions while providing official documents to begin the following design phases.



Schematic Design

(4-WEEK DURATION OCCURRING IN APRIL 2023)

Schematic Design is intended to accomplish three specific goals.

1. Define the expectations that the city, staff, community leaders and other stakeholders have for the project.
2. Define, the functional, aesthetic, and financial parameters of a design concept.
3. Build a clear understanding of the performance characteristics of the design option and why it outperforms the other possible design concepts.

Specific development will define functional relationships, room and space sizes and configurations, preliminary furnishings and equipment locations, building image, primary building systems and construction costs.

We propose a series of Workshops that will address the various aspects of the schematic design of the project. Following each Workshop there will be a period of evaluation by all participants and continued refinement by the design team.

The goal of this phase is to narrow down macro-scale design decisions and allow the design team to start specific designs that are needed for more detailed design phases.

As the deliverable for this phase, the City of Fort Atkinson will receive a schematic design drawing set that would be approximately 15% complete. This set will have initial site plans, floor plans with furnishings, roof plan, longitudinal building sections, elevations, narratives, and a cost estimate.

Because of our depth of experience in the design and construction of public works facilities, our initial concept plans will already be developed to a higher level of detail than typically expected for this phase of the project. As such, we will move quickly from Schematic Design into Design Development. Our design approach and technique of integrating early design detail in the conceptual stage, allows the rest of our design team to hit the ground running with detailed building system discussions and design.



Design Development

(4-WEEK DURATION OCCURRING IN MAY 2023)

After the Schematic Design has been approved, the emphasis shifts from broad-brush planning and design issues to the detailed effort of making everything work. This phase features more intensive review meetings with your designated team to focus on the intricacies of project components. You will be asked to comment on elements relating directly to operational and aesthetic requirements and to confirm that the detailed design is consistent with the global decisions made in the schematic design phase. We will also focus on image development as it relates to both the form of spaces and choices for interior finishes. Coincident with the beginning of the design development phase, the design team will begin to engage the various governmental regulatory agencies required to review the building to head off any potential project delays or change orders due to inconsistencies in code interpretation or enforcement.

Information developed during this phase will be used to assist in the preparation of a more detailed, line-item estimate of probable costs. Estimates will include primary and ancillary construction costs, equipment identified in the program as well as other potential expenses related to the project. We will work hand in hand with the project team to either incorporate into this estimate other project related costs (contingencies), or to provide numbers needed for your own tracking of project related expenses.

At the conclusion of the design development phase, the design team will present a coordinated documentation package and updated estimate of probable costs for review and approval, or for comments requiring additional modification prior to sign-off. Presentation drawings will be refined to reflect changes made as the design progressed.

As the deliverable for this phase, the City of Fort Atkinson will receive a design development drawing set that would be approximately 35% complete. This set will have site and landscape plans and details, floor, ceiling, roof, and equipment plans, interior and exterior elevations, building and wall sections and details, mechanical, electrical, plumbing, fire protection plans, outline specifications, and a cost estimate.

Construction Documents

(8-WEEK DURATION STARTING IN JUNE & JULY 2023)

The Construction Document phase emphasizes coordination between the various specialty disciplines, in particular the building engineers for structural, mechanical, plumbing, electrical systems, telecommunications, and security. In our project scheduling, we include the necessary time throughout the process for review and coordination of consultant's drawings and specifications. During this phase, the design team will be in frequent contact to resolve remaining design issues, details, and specification language. Draft sets of Construction Documents will be reviewed with the city at 50% and 90% phases of completion. The design team will also prepare final documents and material boards for interior and exterior finishes to aid the city in communicating design aspects of the project to all stakeholders.

As the deliverable for this phase, the City of Fort Atkinson will receive a complete set of drawings and specifications ready for bidding, as well as a final cost estimate.

Bidding

(6-WEEK DURATION STARTING IN AUGUST 2023)

The design team will fully participate in the process of advertising, administering, and concluding the bidding phase of the work. This will include organization and participation in a pre-bid conference, processing of all bidder questions and preparation of any needed addenda, participating in the opening and tabulating of bids and recommendation of a preferred bid for award by the city.

Construction

While the RFP specifically excluded any scope related to the construction phase of the project, Engberg Anderson is professionally obligated to perform a limited number of duties as required by the State of Wisconsin and our insurance carriers. These limited duties include:

- Limited construction site field observation and documentation in the form of field reports and photography to review work for conformance with the construction documents.
- Conduct Substantial Completion inspection and issuance of certification of Substantial Completion as required by the State of Wisconsin

Approach

COST CONTROL

Effective cost control starts during the planning effort and continues through the design and construction phases of a project. Our approach is to prepare an initial project budget at the completion of the Pre-Design / Planning Phase Verification relating quality and quantity to available funding. This provides an early opportunity to adjust project expectations and avoid making painful, costly changes to the project later. Initial design concepts are then developed based on these understood cost/quality/quantity relationships. Planning early is key to any successful project that comes in on budget. Equipment selection, layout, and utility requirements need to be considered early in the process. After construction has begun, additions/changes require change orders, and change orders are expensive and something no one wants. For example, a compressed air outlet included as an integral part of design may cost \$200. During construction, the same line could cost as much as \$1,000 added via change order.

Oertel Architects will provide the cost estimates based upon their extensive experience in designing heavy industrial facilities and their in-house expertise documenting years of historical data as well as current trends and current bidding conditions.

Middleton Construction Consulting (MCC) will provide estimate oversight for the estimate utilizing MCC's years of local contracting and knowledge of the local contracting market.

City of Fort Atkinson
Public Works Facility Design and Construction Plans
Cost Proposal

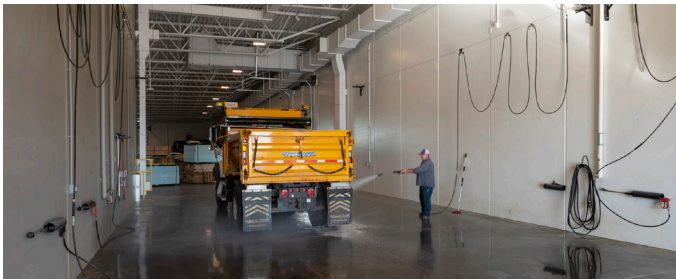
ENGBERG ANDERSON, INC.
DATE: 1/27/2023

DESIGN SERVICES		CONSULTANT	PRE-DESIGN		SCHEMATIC DESIGN		DESIGN DEVELOPMENT		CONSTRUCTION DOCUMENTS		BIDDING + CONTRACT		CONSTRUCTION ADMIN		SUB-TOTAL		
			COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST PER HOUR
	ARCHITECT	ENGBERG ANDERSON															
		Jim Brown	\$520	4	\$6,500	50	\$11,700	90	\$37,050	285	\$3,900	30	\$1,040	8	\$60,710	467	\$130.00
		Drew Kemp-Baird	\$0	0	\$2,300	20	\$8,165	71	\$35,650	310	\$4,600	40	\$11,040	96	\$61,755	537	\$115.00
		Staff	\$0	0	\$2,300	20	\$4,600	40	\$35,650	310	\$0	0	\$0	0	\$42,550	370	\$115.00
		Staff	\$0	0	\$2,300	20	\$5,060	44	\$35,650	310	\$0	0	\$0	0	\$43,010	374	\$115.00
	ASSOC. ARCHITECT	OERTEL ARCHITECTS															
		Jeff Oertel	\$2,560	16	\$24,000	150	\$18,720	117	\$15,680	98	\$1,280	8	\$0	0	\$62,240	389	\$160.00
		Dan Greuel	\$1,000	8	\$18,500	148	\$18,750	150	\$18,500	148	\$2,500	20	\$0	0	\$59,250	474	\$125.00
		Staff	\$0	0	\$8,050	70	\$9,200	80	\$0	0	\$0	0	\$0	0	\$17,250	150	\$115.00
	MEP+FP	HEIN Engineering Group															
		Mike Hein	\$0	0	\$7,500	60	\$5,000	40	\$10,250	82	\$750	6	\$0	0	\$23,500	188	\$125.00
		Brian Cheney	\$0	0	\$6,000	60	\$16,500	165	\$32,400	324	\$600	6	\$0	0	\$55,500	555	\$100.00
		Staff	\$0	0	\$0	0	\$11,250	150	\$23,250	310	\$1,500	20	\$0	0	\$36,000	480	\$75.00
	CIVIL	JSD Professional Services, Inc.															
		Project Manager	\$1,600	10	\$3,200	20	\$6,400	40	\$1,920	12	\$640	4	\$0	0	\$13,760	86	\$160.00
		Project Engineer	\$0	0	\$5,600	40	\$5,600	40	\$5,040	36	\$0	0	\$0	0	\$16,240	116	\$140.00
		Staff Engineer	\$0	0	\$0		\$2,800	20	\$5,040	36	\$560	4	\$0	0	\$8,400	60	\$140.00
	LANDSCAPE	JSD Professional Services, Inc.															
		Landscape Arch	\$0	0	\$640	4	\$480	3	\$1,280	8	\$320	2	\$0	0	\$2,720	17	\$160.00
	COST ESTIMATION	Middleton Consulting & Contracting															
		Tom Middleton	\$2,475	15	\$3,630	22	\$5,115	31	\$6,105	37	\$0	0	\$0	0	\$17,325	105	\$165.00
	STRUCTURAL	Oneida Total Integrated Enterprises (OTIE)															
		James Hall	\$0	0	\$4,800	32	\$6,900	46	\$10,500	70	\$300	2	\$0	0	\$22,500	150	\$150.00
		Staff	\$0	0	\$6,400	64	\$8,000	80	\$19,500	195	\$1,200	8	\$0	0	\$35,100	347	\$101.15
	TOTAL		\$8,155	53	\$90,520	684	\$129,340	1,081	\$263,465	2,306	\$16,650	140	\$12,080	104	\$577,810	4,368	\$132.28

NOTES	
1	INPUT FOR GREEN CELLS IS BASED ON THE BASIC SERVICES THAT ARE IDENTIFIED IN THE RFP.
2	LIGHT GRAY AREAS ARE SELF TOTALING.
3	ADDITIONAL FEES - ITEMS NOT IDENTIFIED IN THE SCOPE OF WORK WILL BE COMPLETED AT THE HOURLY RATE AND A PROPOSAL WILL BE SUBMITTED FOR APPROVAL.

Schedule

2023									
		March	April	May	June	July	August	Sept	Oct
PD	Project Kick-Off	*							
PD	Information Gathering	*							
PD	Interviews	*							
SD	Workshop		*						
SD	Workshop		*						
SD	Workshop		*						
DD	Review Meeting			*					
DD	Review Meeting			*					
DD	Review Meeting			*					
CD	50% Review				*				
CD	90% Review					*			
Bidding							*		
Construction								*	





MILWAUKEE

320 E Buffalo Street, Suite 500
Milwaukee, WI 53202

MADISON

305 W. Washington Avenue
Madison, WI 53702

CHICAGO

8618 W Catalpa Ave, Suite 1116
Chicago, IL 60656



Proposal Prepared for:

City of **Fort Atkinson**

Public Works Facility Design &
Construction Plans

January 27, 2023



City of Fort Atkinson, Wisconsin

Attn: Tom Williamson

Re: Public Works Facility Design & Construction Plans

Dear Mr. Tom Williamson,

We would like to thank you for allowing Excel Engineering, Inc. the opportunity to submit our professional qualifications through this proposal for the City of Fort Atkinson Public Works Facility Design project. This is an exciting project for the City of Fort Atkinson, and our team understands the various factors that must be considered to make this project come to fruition and to meet present and future needs. Excel Engineering, Inc. has the capacity to achieve the established deadline.

As architects and engineers, we have the expertise and experience with these types of projects to make knowledgeable design decisions and to make this endeavor of a Department of Public Works Facility a success. Years of professional experience, and Excel's in-house staff of architects and engineers with a diverse offering of design services, gives our team the capabilities to provide a turnkey project.

The obligation of Excel Engineering, Inc., as the architect and engineer on your project, would be to provide an integrated design that addresses the needs identified in the RFP. It is through information gathering and analysis we can make informed design decisions to provide the best solution possible. As a full-service architecture and engineering firm, this project will be completed with one point of contact overseeing the entire project and managing coordination between our various in-house disciplines to provide the structural, mechanical, electrical, and plumbing designs, as well as interior design and furniture design/ procurement. An explanation of the additional services offered by Excel Engineering, Inc. is provided throughout this proposal.

Not only does Excel have all professional disciplines working alongside each other in one location, our staff of over 300 provides us with the resources needed to produce a thorough design and meet project deadlines. The teamwork and collaboration at Excel are exceptional and we strive to deliver the best design possible.

Thank you for providing Excel an opportunity to prepare a proposal for this project. A new vision coming to life that has a positive impact and benefit to a community is always exciting and we look forward to working with you. Your time and consideration are appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Schermerhorn".

Tom Schermerhorn, NCARB, PE
Principal

A handwritten signature in black ink, appearing to read "David Vanden Avond".

David Vanden Avond, AIA
Architect

A handwritten signature in black ink, appearing to read "Kallie Ogi".

Kallie Ogi, RA, NCIDQ
Architect & Interior Designer

Contents —

01	Approach to Work
02	Project Team
03	Examples of Work
04	Scope of Work
05	Fee Table
06	Project Timeline
07	Our References



01

Approach to Work —



Who We Are —

Founded in 1990, Excel is a national, employee-owned, full-service architectural and engineering firm with the capacity and capabilities to exceed your professional expectations.

We design buildings to suit the individual needs of our clients. Our inside-out approach ensures that every plan reflects a design and level of detail that serves a specific purpose, employing form to optimize function, which is why countless clients have come to discover that partnering with Excel is Always a Better Plan.

Why Excel —

- Our team has completed numerous Department of Public Works, as well as other municipal projects.
- Projects completed by an experienced engineering team that has been working together at Excel for over two decades.
- With multiple reputable resources under one roof, Excel eliminates risk by serving as a single source provider of streamlined, fully-integrated solutions.
- Our team takes the time to understand the owner's desires and needs, and then designs to the owner's requirements
- Dedicated employee ownership - our staff is committed to making your project a success.

Your Excel Contact —

Kallie Ogi - Architect & Interior Designer

Phone: 920.322.1666 • kallie.ogi@excelengineer.com

100 Camelot Drive • Fond du Lac, WI 53050

What We Do —

In-House Design Services

- Architectural Design
- Structural Engineering
- Low Voltage Design
- HVAC & Refrigeration Design
- Electrical Engineering
- Plumbing Design
- Interior Design
- Panelization Design Engineering
- Cold Formed Steel System Engineering
- Civil Engineering
- Environmental Engineering
- Process Engineering
- Precast Concrete Panel Engineering
- Structural Glass Engineering

Professional Services

- Programming
- Master Planning
- Facility Studies
- Referendum Support
- Energy Assessments
- Aerial Photography
- 3D Laser Scanning
- BIM Modeling Services
- Bid Phase Consulting
- Detailed Shop Drawings
- Project Management
- Construction Services
- Building System Commissioning
- Security System Installation
- Furniture Selections & Procurement
- Marketing & Communications Solutions



02

Project Team



Project Team —



Tom Schermerhorn NCARB, PE — Principal



Bachelor of Science
in Architectural Building
Construction Technology



Associates of Applied
Science Degree in Architectural
Building Construction Technology

The principal in charge of your project would be Tom Schermerhorn, NCARB, PE. Tom is a Principal and Senior Vice President at Excel with almost 40 years of experience. He is a registered architect in 30 States and a registered professional engineer in the state of Wisconsin. He is responsible for managing projects from inception to completion and is able to understand and coordinate the many disciplines required for a successful project.

- Slinger DPW - Slinger, WI
- Waushara County Garage - Wausau, WI

- Waterloo Fire Station - Waterloo, WI
- Chilton City Hall - Chilton, WI



David Vanden Avond AIA — Project Architect



Bachelor
of Science in
Architecture

David is a Project Architect at Excel and is responsible for managing the design for a wide variety of projects including industrial, office, education and religious facilities. David leads a team of design professionals through all phases of design to help you realize your project goals.

- Mercury Marine - Fond du Lac, WI
- Green Bay Packaging - Green Bay, WI

- Summit Jeep - Fond du Lac, WI
- Badger Liquor - Multiple Locations



Kallie Ogi NCIDQ — Architect & Interior Designer



Masters
Degree of
Architecture



Bachelor of
Science in Interior
Architecture & Design

Kallie is an Architect and Certified Interior Designer with over 10 years of experience. Her Responsibilities include space planning, schematic designs, detailed construction drawings, 3D sketches and renderings, and project coordination. She artfully designs the exterior and interior to complement each other and cater to the styles of each Owner. Kallie's previous experience in the field gives her a hands-on, practical approach to the work.

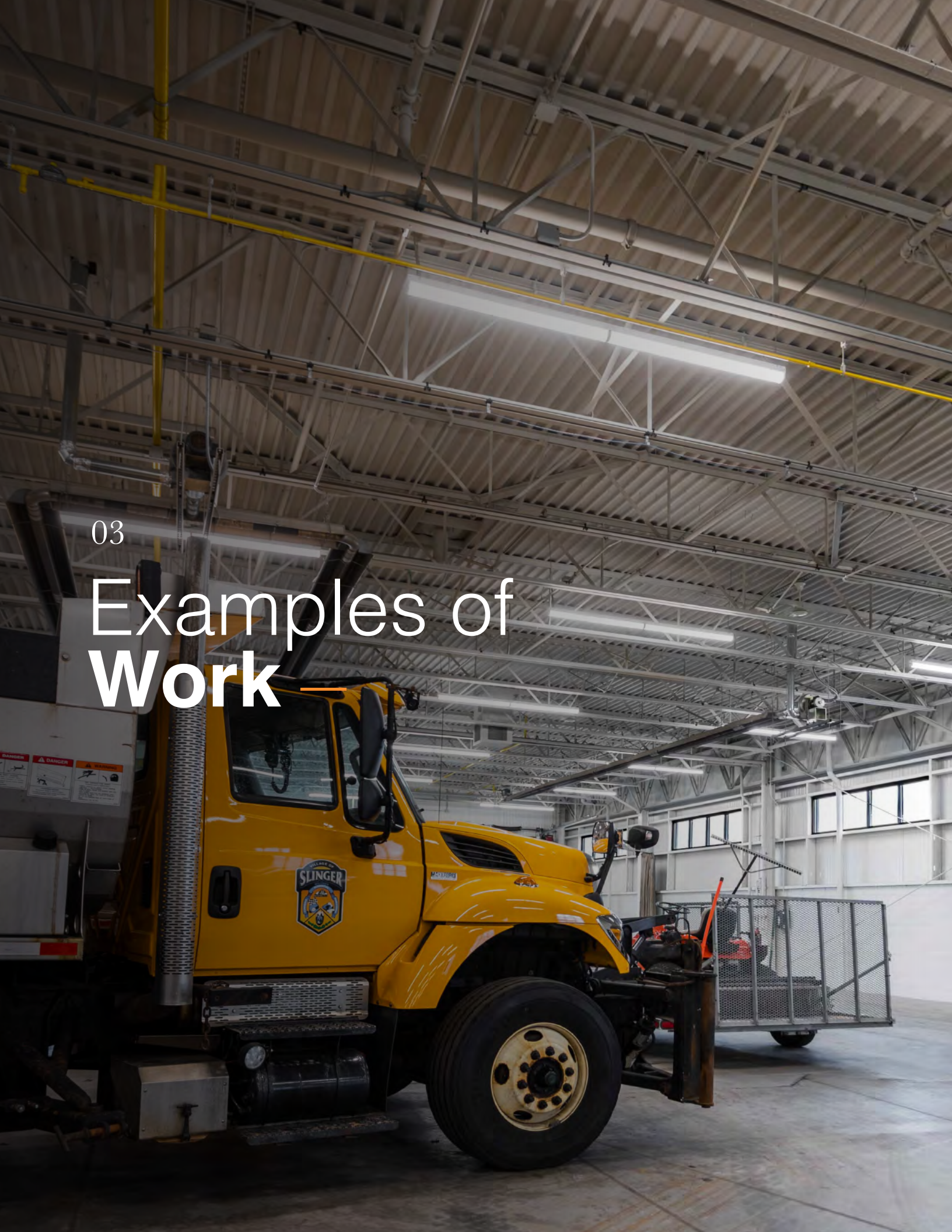
- Slinger DPW - Slinger, WI
- Fond du Lac County Highway Garage - Fond du Lac, WI

- Mercury Marine - Fond du Lac, WI
- Green Bay Packaging - Green Bay, WI



03

Examples of **Work**



Slinger Department of Public Works

Slinger, WI



Project Brief

This project included the demolition of part of the existing DPW/Library building and the construction of new DPW facilities including offices, maintenance areas, and storage. The remodel also gave the building a fresh look in the community and greatly increased the efficiency of the operations and energy consumption. This addition is attached to the existing library and a small amount of remodeling and updating also took place in the library.

Services Provided

- Architectural
- Surveying
- Structural Engineering
- Plumbing Design
- Fire Protection
- Mechanical Systems
- Electrical Engineering

2021 Completion

21K Square Feet



Beaver Dam Department of Public Works

Beaver Dam, WI



Project Brief

This 51,000 sq. ft. building addition included covered storage, truck storage, concrete supply storage, new employee welfare areas, new reception area, updated vehicle repair bays, updated well shop, update part storage room, sign shop, and a new vehicle wash.

Services Provided

- Architectural
- Civil Engineering
- Structural Engineering
- Plumbing Design
- Fire Protection
- Mechanical Systems
- Electrical Engineering

2022 Completion

51K Square Feet



Fond du Lac County Highway Garage

Fond du Lac, WI



Project Brief

This project was constructed in 2019 and included a 130,000 sq. ft. main building, a separate 30,000 sq. ft. cold storage and brine production building, two 11,000 sq. ft. salt storage domes, a fueling area, a vehicle scale, a 2,500 sq. ft. sand storage building and a separate 20,000 sq. ft. vehicle impound building. The main building included a training center for up to 75 people and office and employee welfare areas for the engineers, surveyors, commissioner and support staff.

Services Provided

- Architectural
- Civil Engineering
- Surveying
- Structural Engineering
- Mechanical Systems
- Electrical Engineering
- Plumbing Design
- Fire Protection
- Interior Design
- Furniture Procurement

2019 Completion

193k Square Feet



04

Scope of Work

A large, well-lit industrial workshop or warehouse. In the foreground, a blue overhead crane with yellow base is positioned. The ceiling is high with exposed steel trusses, pipes, and numerous fluorescent light fixtures. To the left, there are several yellow storage racks or shelving units. In the background, a large white roll-up garage door is visible. The floor is a smooth, light-colored concrete. Various tools and equipment are scattered throughout the space, including a red fire extinguisher and some boxes.

Scope of Work —

Two Meetings (Pre-Design)

To prepare for design work to begin, we would meet with stakeholders of the project including the City Manager, Department of Public Works, and Parks Department so we can fully understand the project and gather information. We would then compile this information into a program document where each space and any associated spaces or supporting spaces are listed. The program document helps us identify the overall square footages we need to accommodate for when we begin the schematic design process. The spaces listed from the information we've gathered from your team and from our experience also help us to make sure we are planning for current needs and future needs. A second meeting would then be held with the department staff, to review the program document. It is at this time we listen to additional recommendations for how spaces will be used and what the needs will be. The program document report that is established from these initial meetings provides us with an overall building size which we can use to determine a preliminary budget.

Schematic Design

In the Schematic Design phase, the program document is used to begin the development of floor plans. At the same time the site plan design begins as it is an integral part of the floor plan development. We identify site constraints and review zoning requirements. It is in this phase of the project when our civil design team completes their due diligence and provides the necessary information to determine how to best use the space at 700 James Place. As we work together with our team and the City of Fort Atkinson DPW stakeholders and staff, we develop multiple schemes and options which would then be prepared for input and review from the stakeholders. Adjustments are made based upon your input to finalize the schematic design. These designs will be developed utilizing 3D software so that the solutions can be presented in a more visual manner and used to inform and engage others as needed.

The end goal for the Schematic Design phase is to provide preliminary floor plans, site plan, exterior elevations, and renderings to convey the design solutions. At this phase we can also provide budgets, identify any alternates that would be part of the project, and timelines for construction to help direct the project decisions. Evaluation of the pros and cons of each scheme along with energy consumption and sustainability of each solution will also be considered.



Scope of Work —

Design Development

In the Design Development phase of the project, we continue to collaborate with the stakeholders to evaluate the specifics for the project including construction type, materials, and mechanical systems. Working through this phase and reviewing the pros and cons to the various building components, we determine building systems such as the structural elements, façade materials, mechanical and electrical systems, and finishes. Having our in-house teams of engineers and designers covering all disciplines needed to completely design a building is beneficial throughout the design process, and especially during the Design Development phase, to gather information and review how specific systems will be integrated into the building design. An extensive review of these systems is important so that you can make an informed decision based upon initial cost, maintenance and energy usage.

At the conclusion of the Design Development phase, you will have a good understanding of all the systems and materials that will be utilized in the building. The site plan is usually completely developed in this phase and submitted to the city for final review and approval and to the DNR as required. Additionally, the budget will be updated along with the schedule if necessary. Finally, all documents will be presented to you for review and approval before we move on to the Construction Document phase of design.

Detailed Bidding Construction Documents

In the Construction Document phase of the project, we will incorporate the information gathered in the previous design phase into a fully integrated set of documents including drawings and specifications. Once again, our in-house teams of engineers and designers collaborate throughout this phase of the project so we can provide a Construction Document set that is coordinated for the contractor which makes obtaining bids and construction more successful.

These documents will also be submitted for the required state approvals. The complete plans and specifications are included with the bid documents and project manual and released for bidding purposes.

Bidding/Contract Negotiation

During the Bidding/ Contract Negotiation phase of the project we distribute bid documents, answer bidder's questions and issue any addenda as may be required. We receive the bids and review them with you to determine which bid is most advantageous for the project. We then assist with the negotiating of the construction contract.

With the contractor selected and once construction begins, we can move forward to the Construction Administration phase. In this phase of the project, we review shop drawings, samples, testing, and payment applications. We will also visit the construction site on a regular basis to confirm that the project is being constructed in accordance with plans and specifications. At the completion of the project, we will provide a punch list of items that need attention, correction, or replacement. Then owner's manuals and warranties are provided to the owner and an 11 month walk thru date is set to make sure all items are addressed before the standard construction warranty expires.



05

Fee Table —



Fee Table

From the latest documents available, the estimated construction cost for the project is approximately \$21,000,000. Based upon a project of this scope, we would anticipate our fee to be 4.70% of the cost of construction.

This includes:

- Initial Meetings
- Schematic Design
- Design Development
- Construction Documents
- Bidding/Contract Negotiations

Not Requested in RFP Construction Administration, so this is not included in fee stated above.

This fee would break down as follows:

Design Discipline	Percentage	Estimated Hours
Architecture	49.0%	4300
Interior Design	8.0%	850
Survey	1.0%	90
Civil Engineering	8.5%	730
Structural Engineering	7.5%	600
HVAC Engineering	10.0%	900
Plumbing & FP	3.6%	300
Electrical Engineering	9.4%	750
Reimbursable Allowance	3.0%	
Total	100%	

Estimated hours are based upon a mix of different design positions within Excel Engineering, Inc.



Billing Rates —

Position	Hourly Rates
Intern	\$62.00
Technician 1	\$81.00
Technician 2 / Designer 1	\$95.00
Technician 3 / Designer 2	\$107.00
Sr. Designer 1	\$120.00
Sr. Designer 2	\$133.00
Sr. Designer 3	\$147.00
Project Designer	\$163.00
Sr. Project Designer	\$176.00
Architect 1 / Engineer 1	\$120.00
Architect 2 / Engineer 2	\$133.00
Architect 3 / Engineer 3	\$147.00
Sr. Architect / Sr. Engineer	\$163.00
Project Architect / Engineer	\$176.00
BIM/Revit Manager	\$133.00
Sr. Crew Chief	\$120.00
Commission Provider	\$147.00
Project Coordinator 1	\$107.00
Project Coordinator 2	\$120.00
Project Coordinator 3	\$133.00
Sr. Project Coordinator 1	\$147.00
Sr. Project Coordinator 2	\$163.00
Administrative Assistant	\$68.00
Project Assistant 1	\$81.00
Project Assistant 2	\$95.00
Project Assistant 3	\$107.00
Project Manager	\$190.00
Sr. Project Manager	\$204.00
Communications Specialist	\$133.00
Branding Designer	\$95.00
Laser Scanner	\$100.00
Survey Equipment	\$35.00



06

Project Timeline



Project Timeline —

Schedule

A detailed schedule is important to keep the design work of the project on schedule as our teams work toward the groundbreaking for the project. Important dates and design milestones are indicated so the entire team is aware of deadlines for decisions to be made and for local and state approvals to keep the project on schedule for bid release. Also included in the design schedule are dates for bid opening, groundbreaking, and any important dates for community events relating to the project.

February 2023: Contract Awarded

February 2023:	Pre-Design Kick-off meetings (two meetings) with stakeholders to gather input on the current facility and understand the needs of the project
March 2023:	Schematic Design Design work begins to develop building floor plans, site plan and exterior elevations Provide construction cost estimate and detailed project schedule Owner Meetings to review Schematic Design and sign off for Local Review
April 2023:	Design Development begins Consider construction type, façade materials and mechanical systems Drawings submitted for Local Review
May 2023:	Design Development continues Design work to continue the development of the drawings: <ul style="list-style-type: none">• Identify construction type, materials and finishes• Finalize mechanical, electrical and plumbing systems Owner Meetings to review Design Development drawings and sign off
June 2023:	Construction Documents Design work and coordination to complete the construction documents <ul style="list-style-type: none">• Develop details and specifications Owner Meetings to review progress of the Construction Documents
July 2023:	90% Quality Control Review for Excel *This is an internal review by Excel to coordinate all disciplines involved Owner Meeting to review Construction Documents and sign off
August 2023:	Construction Documents Complete Bid Opening, Bid Review and Award Bids Pre-Construction Meeting
September 2023	Groundbreaking & Construction Begins *The general contractor would provide the construction schedule at this time



07

Our References



Our References —

Tom Janke

Fond du Lac Highway Commission

920-929-3485

tom.janke@fdlco.wi.gov

Jim Haggerty

Village of Slinger

262-644-5265

jhaggerty@vi.slinger.wi.gov

Adam Gitter

Village of Kewaskum

262-626-3623

agitter@village.kewaskum.wi.us

Paul Van Treeck

Marquette County

608-297-3039

pvantreeck@co.marquette.wi.us





PROPOSAL

PUBLIC WORKS FACILITY DESIGN AND CONSTRUCTION PLANS

BLOOM COMPANIES, LLC

10501 W. Research Drive,
Suite 100

Milwaukee, WI 53226

WWW.BLOOMCOS.COM

January 27, 2023

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

Subject: Request for Proposal Public Works Facility Design and Construction Plans

Dear Mr. Williamson,

Bloom Companies is pleased to submit our qualifications for providing Architectural and Engineering for the new Public Works Facility. Bloom understands your needs; and our experience working with Pace, the suburban bus and regional paratransit division of the Regional Transportation Authority in Chicago will be greatly beneficial for the success of your project. We recently designed a 23 Acre Campus for Pace, and are currently completing construction administration.

Bloom has the relevant local experience, and technical qualifications to deliver the best value to Fort Atkinson DPW; and minimize cost of maintenance and operations for your facility. We have included projects in the proposal that demonstrate our transit, renovation, and mid-west experience. We have also been involved with many projects involving various municipalities throughout Wisconsin. We are familiar with the expectations, procedures, and submittal requirements of the City and are confident in meeting your expectations.

Karl Lusi will be the Project Manager for this project. As a Project Manager, Mr. Lusi has worked on the Owner's side of the contract on over \$50 million dollars' worth of projects for major institutions. Mr. Lusi has previous working on a similar DPW vehicle storage facility for Oneida Nation. Our team will be completed by Henneman Engineering for mechanical, electrical, and plumbing services.

Bloom is also certified as a DBE firm with the Wisconsin Department of Transportation, MBE with the Wisconsin Department of Administration, SBE with the City of Milwaukee; and will be able to contribute significantly to the City's overall diversity goals. I would also like to bring to your attention that Bloom has won local, national, and international awards for our projects.

As the Principal-in-Charge of the project, I will be your main point of contact throughout this RFP Process. Feel free to reach out with any questions or concerns about this proposal. I can be reached directly at 414-292-4502 or mtharaniyl@bloomcos.com.

Sincerely,



Mathew P Tharaniyil
President

PROJECT MANAGER'S APPROACH



KARL LUSIS, RA
414-292-4537
klusis@bloomcos.com

A NOTE FROM YOUR PROJECT MANAGER

As Project Manager, I would say my approach to a successful project is one of communication. Projects are a bit complex and require the input, and expertise, of a lot of individuals having different interests in the project. Facilitating a comfortable, fun project flow will hopefully give all participants the confidence and freedom to offer their perspectives. I will describe a few ways I achieve this.

It all starts off with introductions of the group and getting an understanding of the role each person plays in the project process. Knowing a person's position, background and comfort level helps establish some of those building blocks. Not everyone has designed or built a building before and are VERY unfamiliar with the extensive process. Providing a quick education into what will be happening through this journey and how they will be an integral part of it, excites them and gives them an idea of what I will be asking of them later in the process.

As we start the journey, we ask the group what a successful project means to each of them. Each person will have a different answer like "Land within budget", or "Functional in the most extreme conditions" but will give the group an idea of the metrics we will use and hopefully address with our design solutions. Part of my job is to challenge the team behind me to provide quality design options for the client to choose from and that look at things from a fresh, new perspective. MOST IMPORTANTLY we need to remind people to NOT do things like they have been doing but take a hard look at all of your processes and relationships to design your work space effectively given this brand new opportunity!

As the design process gains speed, I would ask the group to maybe find examples of things they have seen that are effective, pleasing or create the work environment that they are looking for. By giving them some homework assignments, they feel empowered by the process and

become more effective when people show up to meetings with answers to their homework as opposed to showing up at the meeting, then asking their questions.

One of the most effective tools is the Running Issues Log. This is a tracking document that we review each meeting that forces us to look at the topic in question and see if there has been any movement on it, answered or pushed off till the next meeting. No topic is missed as we need to face it every meeting until it HAS to be answered and not pushed off any longer. We can also see what has been decided and quickly get a feel of how coordinated the different topics are.

All the while the design is progressing, we will begin constant contact with the design team through email, phone calls or virtual collaborations. Being that we are a multi-disciplinary firm, we are able to meet face-to-face instantly, in-house, to address some issues. The ability to meet face-to-face gives us a distinct advantage over most design teams. Single source responsibility can be a huge advantage at times.

One of the constant tools alongside the whole design and construction process are thorough meeting minutes. The meeting minutes house a wealth of information about what needs to be addressed, what are the current topics to discuss, what determinations have been made and what questions will we need answered by the next meeting. It also gives us a chance to talk about the next meeting and if there are factors that will be influencing the schedule or project in the coming weeks. Distribution to all concerned parties keeps everyone up to speed regardless if they were at the meeting or not.

As we wrap up design and are heading towards construction documents, we execute a few things to ensure complete documents. One of those elements is a Working Drawing Checklist that makes us take a look at some of the basic items that can get overlooked in the long design process. The checklist makes sure we have a level of coordination that confirms we have addressed items that could have potential dollar or schedule implications.

To finish off the final drawings, I make sure I have scheduled a Quality Control/Quality Assurance Review by one of my peers who gives the drawing set a look by "fresh eyes". This person knows nothing about the project but should be able to negotiate the drawing set through easy to understand details, drawing notes or thorough referencing to information contained in the set.

PROJECT TEAM

BIOS OF 2 MAIN STAFF

4b

ANTHONY PANICO, AIA, NCARB

Mr. Panico has a wide range of experience as a Project Manager and Project Designer/Team Architect. He has been involved with numerous projects through varying phases, ranging from private residences to multi-billion-dollar developments. While the focus of Mr. Panico's career has been in design, his varied professional experiences lend a balanced approach to each new project, enabling him to examine both the design and technical implications that each decision will have. The past 5+ years of Mr. Panico's career have been focused on industrial-type facilities. Projects Mr. Panico has worked on include: a 2.4 million square foot mixed use development in Warsaw, Poland; a \$15 billion dollar master plan in Las Vegas, Nevada; and several mixed use supertall projects for a leading developer in Dubai, UAE. He has worked on a variety of transportation facility projects including: Pace Suburban Bus South Campus Master Plan and Solid Waste Authority of Central Ohio Morse Road Eco-Station Facility.



apanico@bloomcos.com

22 YEARS OF EXPERIENCE

15+ INDUSTRIAL PROJECTS

PROJECT SHOWCASE

Wisconsin Center Addition

Guardian Equipment Expansion and Renovation

Graphic Packaging International

Pace Suburban Bus Campus Master Plan

SWACO Morse Road Eco-Station

Central Ohio Morse Road Eco-Station Facility

Illinois State Toll Highway Authority Toll Plaza 52



KARL LUSIS, RA

As a Project Manager / Senior Architect, Mr. Lusis has led design teams from conceptual design to final plans. He has coordinated directly with clients, agencies, and subconsultants regarding all aspects of industrial facilities projects.

Mr. Lusis is an enrolled member of the Oneida Nation of Wisconsin and became one of the first, licensed, Native American architects ever in the State of Wisconsin. His cultural background allowed him to create a unique skill set of incorporating cultural heritage with the built environment. His sensitivity to spending money only where we get the best "bang for the buck" shows he is conscious of good design while cognizant of client's budgets.

Mr. Lusis has worked on over \$300 million dollars' worth of projects in Indian Country. His diverse portfolio of projects includes Public Works Facilities. Karl Lusis was the Architect of Record and Lead Designer for the Department of Public Works Garage associated with the Anna John Nursing Home. These facilities help the Oneida DPW service the elder housing located on this campus and the Oneida community. Cold weather storage for 3 vehicles with an active service bay allow them to handle any emergency, or routine maintenance, required by the community elders.

klusis@bloomcos.com

25 YEARS OF EXPERIENCE

100+ PROJECTS

PROJECT SHOWCASE

Oneida DPW and Resident Garages

Bad River Nation Public Works Garage

Oglala Justice Center

Immigration and Naturalization Building

Oneida Nation Administration Building

Oneida Wastewater Treatment Plant

I-41 Corridor, Butte des Morts Bridge

Milwaukee Public Schools (MPS)

UW-Madison School of Art

V.A. Boiler Plant Replacement

Anna John Resident Centered Care Community

Milwaukee County Aquatics Study



PUBLIC WORKS FACILITY
FORT ATKINSON

Bloom has similar project experience with controlled climate storage and vehicle facilities. These projects can be found on the following pages. These projects range from 20,000 sq ft storage sheds to 55,000 sq ft utility storage spaces. Click on the Project title to access links to our website for more details on these projects. References can be provided, upon request.

PACE SOUTH CAMPUS

SIMILARITIES

- Transportation vehicle facility including offices, restrooms, and storage
- Secure Storage
- Controlled Climate Storage
- Wash Bays
- Mezzanine
- Master Planning followed by design services



MORSE ROAD ECO-STATION SOLID WASTE AUTHORITY OF CENTRAL OHIO

SIMILARITIES

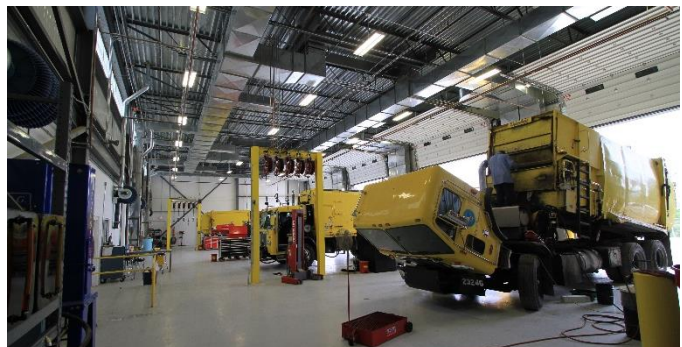
- Public Transportation Facility including offices, restrooms, vehicle heated and cold storage
- Controlled Climate Storage
- Secure Storage
- Wash Bays
- Overhead Garage Doors



RESOURCE RECOVERY FACILITY CEDAR RAPIDS LINN COUNTY SOLID WASTE AGENCY

SIMILARITIES

- Vehicle Storage Facility
- Controlled Climate Facility
- Storage



ORGANIZATION AND APPROACH

PROVEN EXPERIENCE

4b

PROJECT UNDERSTANDING

The Fort Atkinson DPW is looking to hire an architectural and engineering team to provide the final push to create a facility that not only meets the current needs of the City, but for future years to come. Much time and effort has been expended already to get to this point where Fort Atkinson can use all of that previous design and staff input to create the final design for construction. Our team realizes that and we are confident we can take the ball over the goal line to create a wealth of efficiencies, reduce redundancies and have the end-users working in the manner that they want to, not that have to. We see issues like designated safe staff travel paths, visual access to the stored fleet vehicles and room adjacencies (Conf./Break/Training) as places to improve the use of the facility and make it more efficient.

TECHNIQUE

At **Bloom**, we like to think we build a culture around the typical process of design yet cater that process specifically for your public works facility's vision. When we start a project, we listen to the client and those components that a variety of people see as a "successful" project. One person says within budget, another says managing my staff and someone demands safety! Our clients rely on us to be the design and building experts so we need to provide your project team with as much good information as possible so you can make informed decisions. This could involve material selections, office layouts, electrical, mechanical and plumbing design to offer up front savings or long term benefits. Collaborative workshops help all of the team to exchange information and knowledge and to bring quality options for you to choose. Case in point, the use of many pieces of major equipment and manual labor can be a big metric of success for any assigned task order/project for many years. The ability for staff to work effectively now, and in the future, depends on meeting with those staff members who live this experience every day to offer their knowledge and experience. The tools of our technique to listen, understand, collaborate, design, and deliver help

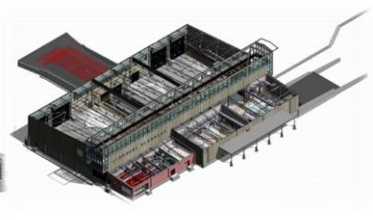
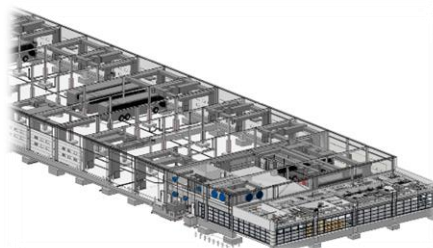
SOFTWARE

All disciplines at **Bloom** utilize REVIT which is an industry standard in design and construction. We propose to use this on your project as well during design as it helps us to coordinate with all the consultants in real time and detects interferences between all the different building elements. It also allows the Owner to see their building progress in true, 3-D form so they can understand their design more so than a flat, 2-D drawing. It helps with building massing, material selection and site considerations like visibility or sun shading. We also have AutoCAD capabilities as some of our clients don't have the capacity to utilize BIM due to cost or limited utilization. We typically turn over the final electronic files to the client for their use and provide them in a format that is compatible to them. The BIM model can also be a tool for the owner for maintenance and project documentation for future projects. The biggest benefit to the design team is the utilization of BIM 360. This software allows the hosting of the building model for all associated parties to view or manipulate, all in real time.

BIM provides added value to the project in that it facilitates the coordination of design, documents, and delivery – contributing to the entire team from design to construction.

Our Civil Team has REVIT capabilities as well but they typically utilize software that helps them analyze site conditions as needed. Software such as Civil3D, HydroCAD or HydroFlow allow them to provide vital site and infrastructure information on an as needed basis.

One of the strongest tools we use is Bluebeam REVU. This powerful software allows for multiple users, with or without the full-blown version of the software, to review drawing sets from the design team and provide instant notification of changes in the set or those that affect them. With the large number of consultants on the A&E on-call contract, it will be a VERY useful tool. Clients who don't have it can download a "viewer" and participate in real time reviews of the current state of the drawings.



PUBLIC WORKS FACILITY
FORT ATKINSON



APPROACHES/BEST PRACTICES

TASK 1 – PRELIMINARY DESIGN

- ☐ Project Manager, architect and engineers attend project kick-off meeting with interested parties to review scope of work. Since you have a design and program established, review of that information for validity would take place as well.
- ☐ Review all predesign information and field survey any existing spaces that may play in the design solution.
- ☐ Identify if Haz-Mat Testing and Geotechnical Services, are needed.
- ☐ Perform a comprehensive review of all previous Master Plans and reports.
- ☐ Identify goals of the project from the team.
- ☐ Lead programming review meetings / technical discussions for high impact issues
- ☐ Lead programming design goal review meetings
- ☐ Produce document outlining updated program requirements
- ☐ Identify departmental adjacencies.
- ☐ Produce project schedule
- ☐ Review current construction budget from client.
- ☐ Attend meetings with FA Project Team
- ☐ Attend meeting with regulatory agencies that affect site.
- ☐ DELIVERABLES : Adjacency diagrams, spec index, possible re-use of current floor plan, initial cost estimate and design narrative.

TASK 2 – SCHEMATIC DESIGN

- ☐ Review of FA DPW Standards, description of final concept with future considerations, local and sizing of mechanical rooms and code review.
- ☐ Produce Schematic Design documents (approx. 20%)
- ☐ Building massing evolves, elevations.
- ☐ Produce specification (table of contents only)
- ☐ Attend meetings with FA DPW project team
- ☐ Attend meetings with regulatory agencies
- ☐ Submit Schematic Design submittal
- ☐ Address Schematic Design submittal review comments with the FA DPW/PM
- ☐ Research building and zoning code guidelines
- ☐ DELIVERABLES : Schematic floor plans, outline spec index, and current state of cost estimate.

TASK 3 – DESIGN DEVELOPMENT

- ☐ Perform architectural calculations such as a toilet fixture count and illumination, daylighting and glare
- ☐ Produce Design Development documents (approx. 50%)
- ☐ Building design 90% identified
- ☐ Produce design development specifications (draft specification sections)
- ☐ Produce updated project schedule
- ☐ Site plan verification submission
- ☐ Attend meetings with FA DPW project team
- ☐ Attend meetings with regulatory agencies
- ☐ Submit Design Development submittal to Owner
- ☐ Address Design Development submittal review comments from Owner
- ☐ DELIVERABLES : Design development level drawings inclusive of floor plans, elevations and consultant systems identified.

TASK 4 – CONSTRUCTION DOCUMENTS

- ☐ Design “finalized” and execution of all detailing from all disciplines.
- ☐ Produce Construction Document level documents (100%)
- ☐ Produce construction document level specifications (100%)
- ☐ Produce updated project schedule
- ☐ Attend meetings with FA DPW project team
- ☐ Submit a Construction Document set to FA DPW.

TASK 5 – BIDDING PHASE

- ☐ Attend and assist pre-bid meeting for prospective bidders.
- ☐ Issue drawing set for bid
- ☐ Answer any bidding questions with Requests for Information (RFI's)
- ☐ Issue addenda to documents, if necessary
- ☐ Provide bid tabulation spreadsheet and recommendation to FA DPW.

TASK 6 – CONSTRUCTION ADMINISTRATION / CONSTRUCTION PHASE

Not requested as part of the RFP but a few tasks are required of us as Architect of Record. We envision three site visits to observe adherence to the Construction Documents. CA services can be introduced into the project per our additional line item in the fee section.

FEE TABLE

TASKS + BILLING RATES

4e

| FEE


Bloom Companies is pleased to submit our team fee for your project. We anticipate the full, base design team fee to be **\$1,077,000 (One Million, Seventy-Seven Thousand Dollars)**. We have included a scope table which roughly defining the phases and fees we anticipate.

Should you decide to execute typical CA services for architecture, we would perform shop drawing review, answering of rfi's and regular monthly site visits (11, current proposal includes 3) inclusive of reimbursables. Those services would be an **additional \$265,435 dollars**.

| BILLING RATES

Listed below are the billing rates for the major members of the design team.

Karl Lusis	Project Manager	\$180/hr.
Anthony Panico	Architect	\$150/hr.
Chad Hilke	Architectural Designer	\$130/hr.
Dave Beck	Structural Engineer	\$215/hr.
Mike Wimmer	Mechanical Designer	\$235/hr.
Brad Biddick	Electrical Engineer	\$235/hr.
Mitch Setterman	Plumbing/F.P. Engineer	\$215/hr.
T.B.D.	M.E.P. Technician	\$150/hr.
Lee Austin	Civil Engineer	\$150/hr.

<div>  BLOOM COMPANIES, LLC <small>Architecture, Interiors and Engineering</small> </div> <div>Fort Atkinson DPW LOE</div>											
Tasks	Architect - Bloom			Interiors	Struc - Bloom		Civil/Landscape	Mech	Elect	Plumb/F.P.	TOTALS
	PM	Arch	Designer	Bloom	Engineer	Designer	OTIE	Henneman	Henneman	Henneman	
Overall Project Management	220	0	0	0	32	0	0	130	0	0	382
2 Informational Gathering Meetings	28	0	24	0	16	8	8	18	0	0	102
Schematic Design											
Program Verification	16	30	8	0	0	0	0	4	4	4	66
Validate Existing Plan	12	12	4	0	8	8	4	8	8	4	68
Elevation Development	5	60	60	0	40	60	0	0	0	0	225
Plan Development	10	50	120	0	40	60	6	36	36	14	372
Site Development	4	30	60	0	12	4	48	8	8	4	178
Cost Estimate	6	12	4	0	10	4	2	8	8	4	58
(2) Internal Design Team Meetings	24	24	6	0	8	4	4	4	4	4	82
(3) Full Project Team Meetings	36	36	8	0	12	4	12	12	12	6	138
DESIGN DEVELOPMENT											
(4) Full Project Team Meetings	16	64	4	0	24	8	16	16	16	16	180
(3) Internal Design Team Meetings	20	48	16	0	12	4	16	12	12	12	152
Elevation Development	30	56	60	0	4	16	2	0	2	2	172
Plan Development	28	60	80	0	12	80	4	100	100	100	564
Site Development	20	36	28	0	4	6	80	0	8	8	190
Outline Specifications	2	4	16	0	4	16	12	4	4	4	66
Interior Design	4	2	0	60	0	0	0	0	0	0	66
Cost Estimate	4	10	2	0	0	0	4	8	8	8	44
CONSTRUCTION DOCUMENTS											
(2) Full Project Team Meetings	8	12	3	0	20	2	8	8	8	8	77
Final Elevation Production	4	24	40	0	20	40	2	0	0	0	130
Final Floor/Ceiling Plans Production	12	60	120	0	30	60	68	152	144	62	708
Final Section Production	4	16	80	0	12	20	0	16	8	4	160
Final Detail/Schedule Production	32	60	160	4	30	60	24	24	40	16	450
Final Spec Production	8	36	4	4	16	4	8	12	12	12	116
Final Interiors Selection/Production	2	2	8	70	0	0	0	0	0	0	82
Quality Control	12	0	6	2	8	0	4	8	8	8	56
BIDDING											
Produce Bid Pack from Full Design Team	8	18	38	24	12	16	2	0	0	0	118
Send out to Bid Houses/Bid Notice	4	6	0	0	6	0	0	0	0	0	16
Facilitate Pre-Bid Walk Through	12	6	0	0	2	0	0	6	6	6	38
Answer Questions During Bidding	6	2	0	2	10	2	2	8	8	4	44
Prepare Addenda	16	2	4	0	2	4	2	16	16	5	67
Evaluation of Bids	6	0	0	0	0	0	0	0	0	0	6
Prepare Contractor Contract	12	0	0	0	0	0	0	0	0	0	12
CONSTRUCTION											
(3) Observing Construction	18	30	0	0	16	0	4	71	71	31	241
Project Sign-Off	8	0	0	0	0	0	0	1	1	1	11
Record Drawings	0	8	24	0	4	20	8	8	8	8	88
											0
PHASE ONE HOURS	657	816	987	166	426	510	350	698	560	355	5525



PUBLIC WORKS FACILITY
FORT ATKINSON

| REIMBURSABLES

Our reimbursables are typical amongst all other firms and include mileage, cost of printing, copying, binding, shipping, fees and any other costs associated with the completion of the project. We see no need for overnight stays. Our estimate for the reimbursables for the total design team is about **\$3,900** for the life of this project. This amount is NOT included in the base fee listed above.

| QUALIFIERS

For clarity, our base fee does not include, survey, soil bearing, perc-testing, alarm, AV, wetland delineation, environmental or asbestos, FF and E or typical Construction Administration as you have requested. To be clear, this does not include typical services such as answering rfi's, monthly site visits or shop drawing review. We have identified those services above as a line item should you decide to execute them. Also, the civil fee is based off of a 72,000 square foot building with a minimal land disturbance that does not activate substantial stormwater and regulatory requirements from all concerned agencies. We can assist the client in securing these services with providing drawings or referrals and coordinating with your existing vendors. This fee is good for 120 days after the submittal due date listed in the rfp.



**BLOOM
COMPANIES, LLC**
Engineering, Construction and Design

**PUBLIC WORKS FACILITY
FORT ATKINSON**

We thank you for your
consideration.





MEMORANDUM

DATE: February 23, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Alcohol Beverage License application for AARSAN Fort Plaza, LLC the licensing period of February 24, 2023 to June 30, 2023

BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. There are three classes of Licenses; Class A, Class B and Class C. "Class C" pertains strictly to wine with consumption on-site in a restaurant. The difference between Class A and B is where alcohol is authorized for sale and for consumption. Class A generally offers sale of alcohol on-site with consumption off-site (e.g. grocery or liquor store, gas station or convenience store). Class B allows for on-site sale and on-site consumption (e.g. Restaurant, Bar, Bowling Alley, Tavern). Class A can easily be remembered because alcohol is consumed *Away* from the premises. Likewise, Class B you consume on-site, for example *Bar*.

Table 1: Type of license, beverage and where consumption is permitted.

<u>Type of License</u>	<u>Type of Beverage</u>	<u>Consumption Location</u>
"Class A"	Intoxicating Liquor	Off-site
Class "A"	Fermented Malt	Off-site
"Class A" Liquor: Cider Only*	Cider Only	Off-site
"Class B"	Intoxicating Liquor	On-site
Class "B"	Fermented Malt	On-site
"Class C"	Wine only	On-site
Reserve "Class B"	Intoxicating Liquor	On-site
Temporary Class "B" **	Fermented Malt	On-site
Temporary "Class B" **	Wine	On-site

*The 2015-17 Wisconsin State Budget (2015 Act 55) provides that municipalities shall issue a "Class A" liquor license if both of the following apply:

- The "Class A" liquor license application is for sales limited to cider products only.
- The application for a "Class A" liquor license holds a Class "A" beer license for the same premises.

2015 Act 55 provision also defines 'cider' to mean any alcohol beverage that is obtained from the fermentation of the juice of apples or pears and that contains not less than 0.5 percent alcohol by volume and not more than 7.0 percent alcohol by volume. "Cider" includes flavored, sparkling, and carbonated cider.

** Temporary Class “B” Fermented Malt and Temporary “Class B” Wine – these licenses are issued throughout the year to lodges, societies, bona fide clubs, chambers, non-profit, etc.

Table 2: Combination of Licenses

<u>License Combinations</u>	<u>Type of Beverage(s)</u>	<u>Consumption Location</u>
“Class A” and Class “A”	Intoxicating Liquor and Fermented Malt	Off-site
Class “A” and “Class A” Liquor: Cider Only	Fermented Malt and Cider	Off-site
“Class B” and Class “B”	Intoxicating Liquor and Fermented Malt	On-site
Class “B” and “Class C” Wine	Fermented Malt and Wine	On-site
Reserve “Class B” and Class “B”	Intoxicating Liquor and Fermented Malt	On-site
Temporary Class “B” and Temporary “Class B”	Fermented Malt and Wine	On-site

Table 3: License fees

<u>Type of License</u>	<u>License Fee</u>
“Class A” Intoxicating Liquor	\$500.00
Class “A” Fermented Malt	\$100.00
“Class A” Liquor: Cider Only	No fee.
“Class B” Intoxicating Liquor	\$500.00
Class “B” Fermented Malt	\$100.00
“Class C” Wine Only	\$100.00
Reserve “Class B” Intoxicating Liquor	\$10,000 (one-time)
Temporary Class “B” Fermented Malt	\$10.00
Temporary “Class B” Wine	\$10.00

A combination Class A license (intoxicating liquor and fermented malt) would total \$600.00

Table 4: Existing Quotas (2/17/2023)

<u>License</u>	<u>Quota</u>	<u>Licenses Issued</u>	<u>Licenses Available</u>
“Class A” Intoxicating Liquor	16 - 1 per 750 residents	16	0
Class “A” Fermented Malt	17 - 1 per 750 residents	15	2
“Class B” Intoxicating Liquor	25 - 1 per 500 residents	25	0
RESERVE “Class B” Intoxicating Liquor	4 - \$10,000 one-time fee	4	0

*The City Council adopted Ordinance 799 on May 18th increasing the number of “Class A” licenses.

City of Fort Atkinson Code of Ordinances Sec. 6 addresses the following stipulations on issuing licenses.

Sec. 6-33. Licenses

- (a) No alcohol beverage licenses shall be granted to any applicant for premises on which the applicant is responsible for any delinquent and unpaid personal property taxes, assessments, utility bills or other financial claims of the City.
- (b) No license shall be granted for any premises unless the applicant for the license shall provide to the city evidence of ownership or leasehold interest in the premises for the term of the licenses.
- (c) Any license duly granted not used for 90 consecutive days shall be subject to review and possible suspension or revocation by the Council. These licenses may not be regranted during this 90-day period

DISCUSSION

AARSAN Fort Plaza, LLC has applied for a “Class A” Intoxicating Liquor and Class “A” Fermented Malt Beverage license for use at 1220 Janesville Avenue. This location currently operates as Lions Quick Mart NK Gas & Food with the same type of alcohol license.

Mr. Patel has a closing date of January 31, 2023 to purchase the building but will not take over the business until February 24, 2023. The license belongs to the business/applicant, not the location therefore we require a letter from the current license holder (Lions Quick Mart) confirming they would surrender their license upon approval by the applicant, Mr. Patel. A letter confirming the surrender of the license by Lions Quick Mart was received on January 26, 2023.

Per Wisc. Statutes 125.04(3)(f), *all applications for licenses to sell alcohol beverages must be filed 15 days prior to the granting of the license.* The applications submitted on January 25th will be presented to the City Council at their February 23, 2023 meeting.

A background check was being performed at time of Agenda packet compilation. The applicant provided a WI seller’s permit number and Federal ID as required. Additionally, the applicant applied for a Cigarette License.

*The License Committee met on January 31st and unanimously recommended approval of the application to the City Council.



FINANCIAL ANALYSIS

Alcohol license fees for the submitted application is pro-rated from the month of issuance to expiration. A Class A liquor and beer license from February to June is \$250.00. A cigarette license is \$100.00 and cannot be prorated. The publication fee is \$100.00.

RECOMMENDATION

Staff recommends the City Council approve the application submitted from AARSAN Fort Plaza, LLC dba Sunny's Food Mart for a "Class A" Intoxicating Liquor and Class "A" Fermented Malt Beverage license beginning February 24, 2023 to June 30, 2023, contingent upon a successful background check and all monies owed to the City are paid prior to license issuance by the City Clerk.

ATTACHMENTS

Alcohol License Application materials.

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 2-24-23 ending: 12-30-23
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of } FORT ATKINSON
☐ Village of }
☒ City of }

County of JEFFERSON Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>456-1031199659-04</u>	
FEIN Number <u>92-1898775</u>	
TYPE OF LICENSE REQUESTED	FEE
<input checked="" type="checkbox"/> Class A beer	\$ <u>100</u>
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$ <u>500</u>
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>100-</u>
TOTAL FEE	\$

Name (individual / partners give last name, first, middle, corporations / limited liability companies give registered name)

AARSAN FORT PLAZA LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>PATEL</u>	(First) <u>KUMAR</u>	(Middle Name) <u>JIGNESH - H</u>	Home Address (Street, City or Post Office, & Zip Code) <u>5934 Regency Hills Dr. Mt. Pleasant WI-53406</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Sunny's Food mart Business Phone Number _____
2. Address of Premises 1220 Janesville Ave. Post Office & Zip Code Fort Atkinson WI-53538
3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Convenience store for Retail Business

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No

(b) If yes, under what name was license issued? Lions Quick Mart

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain ☐ Yes ☒ No

7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ☐ Yes ☒ No

9. (a) Corporate/limited liability company applicants only: Insert state January and date 23rd - 2023 of registration.

(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ☒ Yes ☐ No

Aaxsan LLC (3731 S Beaymont Ave. Kansasville WI-53139)
Aaxsan Beloit LLC (2621 Prairie Ave. Beloit WI-53511)

(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☒ No
If yes, explain.

10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No

11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No

12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) PATEL JIGNESH KUMAR H.	Title/Member OWNER	Date 01/25/2023
Signature <i>Jignesh Patel</i>	Phone Number 262-676-3033	Email Address jaypatel1397@gmail.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 1-25-23	Date reported to council / board 2-23-23	Date provisional license issued	Signature of Clerk / Deputy Clerk <i>NAK</i>
Date license granted	Date license issued	License number issued	

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
PATEL		JIGNESH KUMAR		H	
Home Address (street/route)		Post Office	City	State	Zip Code
5934 Regency Hills		MT. Pleasant	MT. Pleasant	WI	53406
Home Phone Number		Age	Date of Birth	Place of Birth	
26				INDIA	

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☐ A member of a partnership which is making application for an alcohol beverage license.
- ☐ _____ of _____

(Officer / Director / Member / Manager / Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 5 Years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify. _____
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Aaxsan LLC	Kenosha WI 3731 S Bedmont Ave.	02/28/22	
Employer's Name	Employer's Address	Employed From	To
Aaxsan Beloit LLC	Beloit WI 2621 Prairie Ave. WI-53511	10/18/22	

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

(Signature of Named Individual)

Application for Cigarette and Tobacco Products Retail License

Submit to municipal clerk.

MUNICIPAL USE ONLY

License Number
Period Covered
Date of Issuance

Applicant's Wisconsin 15-digit Sales Tax Account Number
456-1031199 659-04

← This must be issued in the same Legal Name of the licensee below.

Legal Name (corporation, limited liability company, partnership or sole proprietorship) AARSAN FORT PLAZA LLC		Federal Employer Identification No. (FEIN) 92-1898775	
Trade or Business Name (if different than Legal Name)		Telephone Number (262) 676-3033	
Business Address (License Location) 1220 Janesville Ave.		Business Located In <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town	
Municipality FORT ATKINSON WI	State WI	of: FORT ATKINSON	
Mailing Address (if different than Business Address) 5934 Regency Hills Dr.		Business Telephone ()	
Municipality MT. Pleasant		County JEFFERSON	
State WI		Zip Code 53406	

Organization (check one)

- ☐ Sole Proprietor ☐ Wisconsin Corporation -- Enter date incorporated: _____
- ☐ Partnership ☐ Out-of-State Corporation -- Are you registered to do business in Wisconsin? ☐ Yes ☒ No
- ☐ Other (describe) **LLC**

- ☒ Yes ☐ No 1. Does the applicant understand that they must purchase cigarettes only from distributors or jobbers who hold a permit with the Wisconsin Department of Revenue?
- ☒ Yes ☐ No 2. Does the applicant understand that they must obtain a Tobacco Products Distributor permit if purchasing untaxed tobacco products from an out-of-state company? (Tobacco Products Distributor permit is available from the Wisconsin Department of Revenue at 608-266-6701. See application form CTP-129, revenue.wi.gov/forms/excise/ctp-129.pdf.)
- ☒ Yes ☐ No 3. Does the applicant understand that they cannot purchase/exchange cigarettes or tobacco products from another retailer, including transferring existing stock to a new owner?
- ☒ Yes ☐ No 4. Does the applicant understand that they must provide employees with tobacco sales training approved by the Wisconsin Department of Health Services? (<https://witobaccocheck.org>)
- ☒ Yes ☐ No 5. Does the applicant understand that they may not sell, give or otherwise provide cigarettes/tobacco products and nicotine products to minors (including electronic cigarettes containing nicotine)?
- ☒ Yes ☐ No 6. Does the applicant understand that they may not sell single cigarettes?
- ☒ Yes ☐ No 7. Does the applicant understand that cigarette and tobacco products invoices must be kept on the licensed premises for two years from the date of the invoice and be available for inspection by the Wisconsin Department of Revenue/law enforcement and that failure to comply can result in criminal penalties, including loss of cigarettes/tobacco products?
- ☒ Yes ☐ No 8. Does the applicant understand that only cigarettes and roll-your-own (RYO) tobacco products listed on the Wisconsin Department of Justice's website labeled "Directory of Certified Tobacco Manufacturers and Brands" at www.doj.state.wi.us/dls/tobacco-directory may be sold in Wisconsin?

Cigarettes / Tobacco will be sold ☒ over counter ☐ through vending machine ☐ both

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another.

Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

[Signature]
(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

Date: 1/26/23

License Holder: James L. Johnson

Name of LLC/Sole Prop/Inc: Lions Quick Marts, Inc.

Address of LLC: Physical: 1307 Woodman Road, Janesville, WI 53547-2108
Mailing: PO Box 2108, Janesville, WI, 53545

Address of licensed premise/business address:

1220 Janesville Ave., Fort Atkinson, WI 53538

Type of License: "Class A" Intoxicating Liquor and Class "A" Fermented Malt Beverage

I James L. Johnson hereby surrender my "Class A" Intoxicating Liquor and Class "A"
Fermented Malt Beverage license contingent upon the approval for said license to
AARSAN FORT PLAZA, LLC

Should AARSAN FORT PLAZA, LLC not be approved for said license,

I will hereby retain the license.

Signature:



Printed Name: James L. Johnson, President
Lions Quick Marts, Inc.

Date: 1/26/23



MEMORANDUM

DATE: February 23, 2023

TO: Fort Atkinson City Council

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

RE: State Municipal Agreement (SMA) for S Main St Pedestrian Path.

BACKGROUND

The Safe Routes to School (SRTS) study, completed in 2016, indicated the need for a number of improvements within the City for safer pedestrian access. The completion of this study qualifies the City to pursue grant funding to implement certain elements of the plan. The City submitted a grant application in March 2022 under the Transportation Alternatives Program (TAP) and was awarded \$961K, or 80% of the costs of the \$1.2M project extending a path along S Main St.

The project area, beginning at Rockwell and moving south to the City limit encompasses about 4600 LF with only 1400 LF of sidewalk on one side. An additional 700 LF is in the Town of Koshkonong just before the Hackbarth Rd intersection.

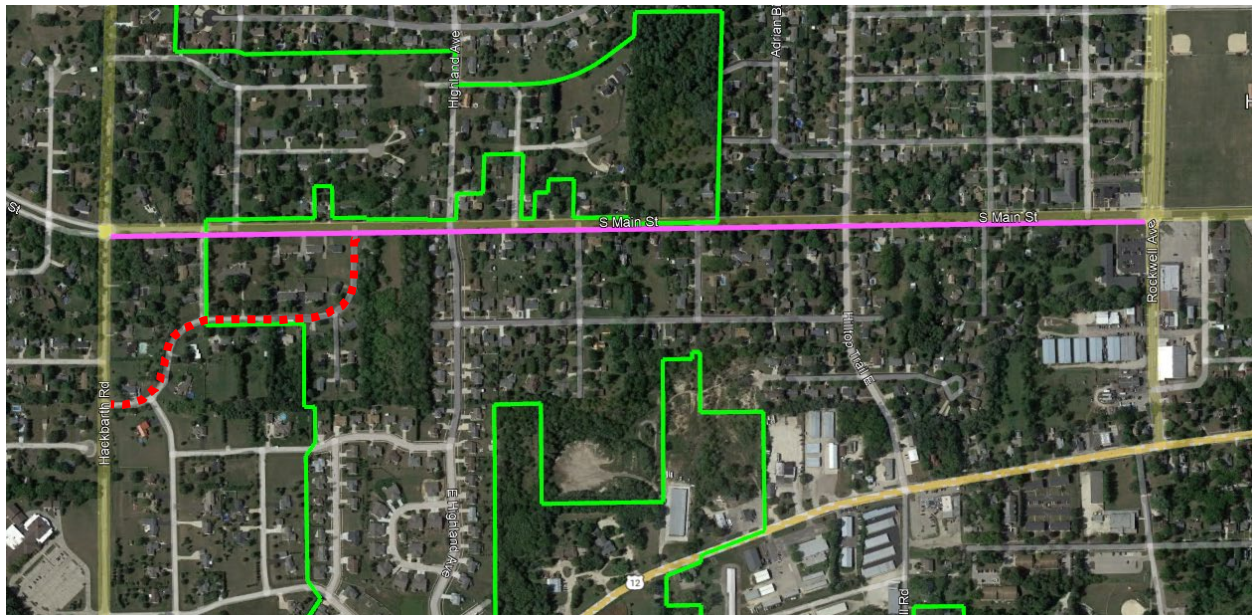


Figure 1: South is left. Proposed path along South Main St. *Note the Town of Koshkonong has recently indicated an interest in the Riggert Rd route instead of S Main as it nears Hackbarth Rd.*

Conceptual plans are for the street to be narrowed in the City limits, curb and gutter removed and replaced on one side, and repaved in conjunction with the project, to accommodate an 8-10 FT path on the east side. The current street is over forty feet wide, more than enough to accommodate parking and travel lanes.

DISCUSSION

There are existing resolutions (Spring 2022) from the Town of Koshkonong Board and the City of Fort Atkinson Council to partner on this project. Recent discussions with the Town have indicated they may prefer to route the path along Riggert Rd instead of S Main as noted in the map above. This change will be evaluated in design for the Town's consideration.

The project must commence design by 2026 and be completed by 2029. The construction budget was purposely conservative and should accommodate a range of challenges (economic and project based) and still allow the work to move forward. The Riggert Rd alignment may incur additional cost for the town as it is a longer path-length than S Main.

The City will work with the Town once a solid cost estimate is developed in design to schedule the project in a manner that provides a strategic advantage to both entities. If the project exceeds the grant amount, the City (and whatever portion in the Town) will be responsible to pay 100% of the additional costs.

FINANCIAL ANALYSIS

The cost table in the SMA is shown below. Construction costs are based on 2021 estimates. The estimated expense in 2021 for design was \$87K, with about \$8K apportioned to the Town simply based on the linear feet of project in the Town vs City boundary. Design costs are 100% paid by the City/Town.

Construction costs were estimated at \$1.19M total. Of that, \$252K (20%) is the City's responsibility, with about \$67K of that apportioned to the Town, again along the S Main St alignment.

The City's intent is to accommodate our portion of the construction costs within the annual \$720K (2023 dollars) allocated to right of way improvements through the Transportation Fund (Fund 5). Borrowing may provide a secondary option if that option holds an advantage over budgeted funds. These decisions will become clear toward the end of the design phase when the project elements and associated construction costs are better developed. City staff hopes to move ahead with an RFP for design of the project in 2023 or 2024 depending on available budget, but has not discussed this schedule with the Town as of this writing.

	SUMMARY OF COSTS				
PROJECT TYPE	Total Est. Cost	Federal Funds	%	Project Sponsor Funds	%
Design ID 3991-00-01					
Design	\$0	\$0	0%	\$0	0%
State Review	\$11,760	\$0	0%	\$11,760	0%
<i>Project Totals</i>	<i>\$11,760</i>	<i>\$0</i>		<i>\$11,760</i>	
Construction ID 3991-00-71					
Participating Construction	\$1,185,915	\$948,732	80%	\$237,183	20% + BAL
State Review	\$15,600	\$12,480	80%	\$3,120	20% + BAL
Non-Participating Construction	\$0	\$0	0%	\$0	100%
<i>Project Totals</i>	<i>\$1,201,515</i>	<i>\$961,212</i>		<i>\$240,303</i>	
Total Est. Cost Distribution	\$1,213,275	\$961,212	MAX*	\$252,063	N/A

RECOMMENDATION

City staff recommends the Council approve the State Municipal Agreement for the S Main Street project and authorize staff to execute.

ATTACHMENTS

Letter and State/Municipal Agreement for a Infrastructure Transportation Alternatives Program (TAP) Project dated October 19, 2022; August 25, 2022 TAP Award Letter



Wisconsin Department of Transportation
Office of the Secretary
4822 Madison Yards Way, S903
Madison, WI 53705

Governor Tony Evers
Secretary Craig Thompson
wisconsindot.gov
Telephone: (608) 266-1114
FAX: (608) 266-9912
Email: sec.exec@dot.wi.gov

August 25, 2022

Andy Selle, Outdoor Recreation Coordinator
City of Fort Atkinson
101 N Main Street
Fort Atkinson, WI 53538

Dear Mr. Selle,

Congratulations! The Wisconsin Department of Transportation (WisDOT) has approved the following Transportation Alternative Program (TAP) project(s) for Federal Fiscal Year (FFY) 2023-2026:

Project Title:	Federal Award Limit:
South Main Street Pedestrian Path	\$ 961,212.00

Section 85.021 of the Wisconsin Statutes requires TAP projects to commence within four years of the project award date. Please note that the date of this letter constitutes the project award date and as such begins the four-year commencement deadline. A representative from the Wisconsin Department of Transportation region office will follow up with you regarding project execution.

It is important that you not incur any project costs until receipt of notification from WisDOT that your project is authorized to receive federal funding.

In the interim, if you have any questions, please contact the WisDOT Statewide TAP Program Manager, Travis Houle, at 608-266-9656 or travis.houle@dot.wi.gov.

Thank you for participating in the WisDOT TAP program. We look forward to collaborating with your community to make this project successful.

Sincerely,

A handwritten signature in blue ink, appearing to read "Craig Thompson".

Craig Thompson
WisDOT Secretary

August 25, 2022

Date

WisDOT Division of Transportation System Development
Southwest Region – La Crosse Office
3550 Mormon Coulee Road
La Crosse, WI 54601

Governor Tony Evers
Secretary Craig Thompson

wisconsindot.gov
Telephone: (608) 789-7879
FAX: (608) 785-9969
Email: robert.winterton@dot.wi.gov



October 19, 2022

ANDY SELLE
CITY ENGINEER/DIRECTOR OF PUBLIC WORKS
CITY OF FORT ATKINSON
101 N. MAIN STREET
FORT ATKINSON, WI 53538

Mr. Selle:

Enclosed for signature is the project agreement for the following project that has approved funds in the 2022 - 2026 Transportation Alternatives Program (TAP).

Project I.D.: 3991-00-01/71
C Fort Atkinson, S. Main St. Path
Hackbarth Road to Rockwell Avenue

Please sign and return one (1) copy of the agreement. Electronic signatures are acceptable. Return the copy of the agreement by e-mail to the Department with signatures as soon as possible to this address:

michael.erickson@dot.wi.gov

Note the cost ratios for each project phase and any federal funding caps which may exist. The Municipality is responsible for the entire cost of non-participating items as well as any costs which exceed the funding caps, if applicable.

An agreement is not considered fully approved unless it has been approved by both the Municipality and the State, and it is not considered fully executed unless a fully approved copy has been returned to the Municipality.

The Municipality and its consultants (or any other parties hired by the Municipality) **MUST NOT** begin work on a federal/state-funded project phase until the State has provided notice of project authorization. Any such work would be ineligible for federal/state funding. Authorization will coincide with the currently scheduled year that is stated in the agreement.

If the project will be designed by a consultant using TAP funding, proper consultant selection and a three-party contract is required. If the project will be designed by in-house/municipal engineer, a two-party contract or work order will be required. The sooner you can begin the design process the sooner you can deliver and construct your project.

If you have any questions regarding the agreement or need an extension to the submittal date, please call me at (608) 789-7879 or e-mail robert.winterton@dot.wi.gov.

Sincerely,

Robert Winterton

Robert Winterton, P.E.
Local Programs Engineer – SW Region



**STATE/MUNICIPAL
AGREEMENT
FOR A INFRASTRUCTURE
TRANSPORTATION
ALTERNATIVES
PROGRAM (TAP)
PROJECT**

Subprogram #: 290
Program Name: TAP

Date: **October 19, 2022**

I.D.: **3991-00-01/71**

WisDOT UEI (Unique Entity Identifier) #: **CBE4JHP1S8H7**

Project Sponsor UEI #: **To Be Determined**

FAIN ID: **To Be Determined**

Project Title: **C Fort Atkinson S. Main St. Path**

Location/Limit: **Hackbarth Road to Rockwell Avenue**

Project Length (if applicable): **1.0 miles**

Project Sponsor: **City of Fort Atkinson**

County: **Jefferson**

MPO Area (if applicable): **N/A**

The signatory, the **City of Fort Atkinson**, hereinafter called the Project Sponsor, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the transportation project hereinafter described.

Wisconsin Statute 85.021 authorizes the State to administer a program to award grants of assistance to certain political subdivisions, state agencies, counties, local government units, and Indian tribes consistent with federal law 23 USC sec. 213 (revised to 23 U.S.C. sec. 133 per the FAST Act of 2015).

The authority for the Project Sponsor to enter into this State/Municipal Agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301(2) of the Wisconsin Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project will be submitted for approval in a federally funded program. The Project Sponsor agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Existing Facility – In 2017 the City of Fort Atkinson along with the School District of Fort Atkinson completed a Safe Routes to School Plan. The study identified the South Main St. corridor as a significant gap, lacking pedestrian facilities. The path will provide access to a grocery store as well as an employment center. The path will also connect to the Glacial River Trail adding an additional 20 miles of multi-modal connection beyond Fort Atkinson.

Proposed Improvement – The project proposes to construct a 5,300-foot long off-street pedestrian path that will end at two elementary schools and begin at the southern limit of the City of Fort Atkinson. The path will connect to an existing east/west path on Rockwell Avenue.

The Project Sponsor agrees to the following State Fiscal Year 2022-2026 TAP project funding conditions:

All Project Sponsors and processes, including real estate acquisition and environmental documentation, must comply with *A Sponsor's Guide to Non-Traditional Transportation Project Implementation* (Sponsor's Guide) and the current WisDOT Facilities Development Manual (FDM).

The subject project is funded with 80% federal funding up to a maximum of \$961,212 for all federally-funded project phases when the Project Sponsor agrees to provide funds in excess of the \$961,212 federal funding maximum, in accordance with TAP guidelines. Non-participating costs are 100% the responsibility of the Project Sponsor. Any work performed by the Project Sponsor prior to federal authorization is not eligible for federal funding. The Project Sponsor will be notified by the State when each project phase or ID is authorized and available for charging.

The project is subject to a discretionary Disadvantaged Business Enterprise (DBE) goal assessment. The Catalogue of Federal Domestic Assistance (CFDA) number for this project is 20.205 – Highway Planning and Construction.

The subject project must be commenced within four (4) years of the project award date or the grant is rescinded. Sec. 85.021, Wis. Stats.

- 1) For construction projects, a project is commenced when construction is begun.
- 2) For planning projects, a planning project is commenced when the planning study is begun.
- 3) For non-infrastructure projects that do not fall within any of the above categories, a project is considered commenced on the date that the State receives the first reimbursement request from the Project Sponsor, as noted on form DT1713 in the 'Date Received' field.

Project Award date: 8/25/2022

Commencement deadline: 8/25/2026

Completion deadline: 6/30/2029

The project commencement deadline is fixed by statute and may not be extended.

The subject project must be completed by 6/30/2029, and the Project Sponsor must submit a project completion certificate to the State central office on or before this date. The State may consider a written request to extend the completion deadline from the Project Sponsor and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

In the summary funding table below, the federal share of the total estimated cost distribution indicates the maximum amount of federal funding available to the project, to be distributed across federally-funded project phases. The final Project Sponsor share is dependent on the final federal participation, and the actual costs will be used in the final division of costs for billing and reimbursement.

SUMMARY OF COSTS					
PROJECT TYPE	Total Est. Cost	Federal Funds	%	Project Sponsor Funds	%
Design ID 3991-00-01					
Design	\$0	\$0	0%	\$0	0%
State Review	\$11,760	\$0	0%	\$11,760	0%
<i>Project Totals</i>	<i>\$11,760</i>	<i>\$0</i>		<i>\$11,760</i>	
Construction ID 3991-00-71					
Participating Construction	\$1,185,915	\$948,732	80%	\$237,183	20% + BAL
State Review	\$15,600	\$12,480	80%	\$3,120	20% + BAL
Non-Participating Construction	\$0	\$0	0%	\$0	100%
<i>Project Totals</i>	<i>\$1,201,515</i>	<i>\$961,212</i>		<i>\$240,303</i>	
Total Est. Cost Distribution	\$1,213,275	\$961,212	MAX*	\$252,063	N/A

*This project has a TAP federal funding maximum of \$961,212. This maximum is cumulative for all federally funded project phases.

This request is subject to the terms and conditions that follow (pages 4–10) and is made by the undersigned under proper authority to make such request for the designated Project Sponsor and upon signature by the State shall constitute agreement between the Project Sponsor and the State. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing duly executed by both parties to this State/Municipal Agreement.

Signed for and in behalf of: _____(please sign in blue ink)		
Name	Title	Date
Signed for and in behalf of the State _____(please sign in blue ink)		
Name	Title	Date

GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding. The Project Sponsor will be notified by the State when each project phase or ID is authorized and available for charging.
3. The initiation and accomplishment of the project will be subject to the applicable federal and state regulations, as referenced in the document *A Sponsor's Guide to Non-Traditional Project Implementation*. The Project Sponsor, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in 23 U.S.C. 139 and the National Environmental Policy Act (42 U.S.C. 4321 et seq.).
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. Sec. 16.765. The Project Sponsor agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition the Project Sponsor agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Project Sponsor agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. All applicable DBE requirements that the State specifies.
 - d. Federal and state statutes that govern the Transportation Alternatives Program including 23 USC sec. 213 (revised to 23 U.S.C. sec. 133 per the FAST Act of 2015).
4. Additional applicable state and federal requirements may include, but are not limited to, the following:
 - a. Prevailing wage requirements, including but not limited to 23 U.S.C. 113 and Wis. Stat. Sec. 103.50.
 - b. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. Sec. 16.754.
 - c. Competitive bidding requirements set forth in 23 U.S.C. 112 and Wis. Stat. Sec. 84.06.

STATE RESPONSIBILITIES AND REQUIREMENTS:

5. Funding for the project is subject to inclusion in Wisconsin's approved Transportation Alternatives Program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
 - b. Storm sewer mains necessary for the surface water drainage.
 - c. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
 - d. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).

- e. Signing and pavement marking, including marking of detour routes. Detour routes and haul roads are not eligible on local projects.
 - f. New installations or alteration of street lighting and traffic signals or devices.
 - g. Landscaping.
 - h. Preliminary Engineering.
 - i. State Review Services.
 - j. Other eligible TAP non-infrastructure items as enumerated in the approved application.
6. Project items purchased with federal funding are for the primary use of the Transportation Alternatives Program.
7. State Disbursements:
- a. Payment by the State to the Project Sponsor shall be made on a regular basis upon presentation of Reimbursement Requests for expenditures incurred during prior periods of the project duration subject to the allowable maximum payment. Exceptions to this schedule will be made as appropriate. In general, State reimbursements will be made after sufficient proof of payment is sent to the state.
 - b. A final adjustment of state payments will be made upon completion of the State's audit of the project. If the State's audit establishes that the State paid more than its share of the eligible project costs, the Project Sponsor shall refund to the State upon demand a sum equal to the overpayment.

PROJECT SPONSOR RESPONSIBILITIES AND REQUIREMENTS:

8. Work necessary to complete the TAP project to be financed entirely by the Project Sponsor or other utility or facility owner includes the items listed below, when applicable to the project.
- a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
 - c. Detour routes and haul roads. The Project Sponsor is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - f. All work related to underground storage tanks and contaminated soils.
 - g. Street and bridge width in excess of standards, in accordance with the current WisDOT Facilities Development Manual (FDM).
 - h. Real estate for the improvement.
9. The work eligible for Federal and State participation will be administered by the Project Sponsor. The Project Sponsor is an eligible recipient of these grant funds pursuant to Wis. Stat. Sec. 85.021 and all applicable federal laws 23 USC sec. 213 (revised to 23 U.S.C. sec. 133 per the FAST Act of 2015).
10. Where applicable, all contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the requirements set forth in 23 U.S.C. 112 and Wis. Stat. Sec. 84.06. Where applicable, all

contracts for design related services shall be awarded and administered in accordance with the requirements of 23 CFR 172 and procedures published in the Wisconsin Department of Transportation Facilities Development Manual (FDM), Chapter 8, Consulting Services.

11. The Project Sponsor must receive, read, and agree to meet the requirements outlined in the *Sponsor's Guide to Non-Traditional Transportation Project Implementation*. The Project Sponsor must indicate this understanding and agreement by submitting the *Sponsor's Guide Acknowledgement Form*, which must be accepted by the State before approval of this State/Municipal Agreement shall be granted
12. The Project Sponsor must complete and submit *Certification for Non-Traditional Project Administration and Delivery* documentation, and this documentation must be accepted by the State, before approval of this State/Municipal Agreement shall be granted. The Project Sponsor, and all consultants and other entities working on behalf of the Project Sponsor, are required to comply with the federal and state rules and requirements for projects being administered through a local letting process.
13. The project, in accordance with its scope, must employ the services of a registered professional engineer, architect or landscape architect, to be responsible for design and construction engineering and related activities.
14. A copy of the plans, specifications, and estimates containing the engineer's, architect's, or landscape architect's seal as prepared for bidding purposes (in accordance with project scope) must be provided to the State for approval prior to advertising the project for bids.
15. The improvement will take place in accordance with the appropriate standards unless an exception to standards is granted by the State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Project Sponsor unless such exception is granted.
16. Work to be performed by the Project Sponsor without Federal funding participation, necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Project Sponsor but must be coordinated with all other work undertaken during construction.
17. The Project Sponsor is responsible for financing administrative expenses related to Project Sponsor responsibilities.
18. The project is subject to a discretionary DBE goal assessment.
19. The Project Sponsor will not proceed with any State/Municipal Agreement revisions without first receiving prior approval from the State. A change order must be executed for revisions to the State/Municipal Agreement prior to the Project Sponsor's request for reimbursement for the revisions.
20. If reviews or audits show any of the work to be ineligible for Federal funding, the Project Sponsor will be responsible for any withdrawn costs associated with the ineligible work.
21. If the Project Sponsor should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project upon demand.
22. Sponsors of TAP projects within the Safe Routes to School eligibility category are required to conduct pre and post project/activity surveys using the SRTS Parent Survey and Student Tally Sheets. The results will be provided to the State at the conclusion of the project.
23. The Project Sponsor will assume all responsibility for retaining a complete project file that includes not only construction documentation but also copies of letting documents, all Local and State submittals and approvals contained in these instructions, and other pertinent documents to support project procurement, development, implementation and cost and any other item required by 49 CFR part 18 and submitting such information, upon request, in order to receive reimbursement. The Project Sponsor will keep all project records and have them available for inspection by representatives of the Federal Government and the State and will furnish copies thereof when requested.

24. The Project Sponsor shall allow the State and US Department of Transportation auditors to have access to the Project Sponsor's records and financial statements as necessary for determining the presence of and compliance with all information and requirements specified in 2 CFR 200.332-(a) as amended effective November 12, 2020.
25. In connection with the performance of work under this State/Municipal Agreement, the Project Sponsor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in S. 51.01(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the Project Sponsor further agrees to take affirmative action to ensure equal employment opportunities. The Project Sponsor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the employment officer setting forth the provisions of the nondiscrimination clause.
26. The Project Sponsor will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), sexual orientation as defined in s. 111.32 (13m), or national origin.
27. When applicable to the project, the Project Sponsor will at its own cost and expense:
- a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, parking lanes, bicycle lanes, trails, and other facilities, sidewalks and other pedestrian facilities, and other project infrastructure) for such maintenance through statutory requirements in a manner satisfactory to the State, and will make ample provision for such maintenance each year.
 - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
 - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
 - e. Provide relocation orders and real estate plats and easements, as required by the project.
 - f. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
 - g. Provide maintenance and energy for lighting.
 - h. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.
28. It is further agreed by the Project Sponsor that:
- a. The Project Sponsor assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the State and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this State/Municipal Agreement.

- b. The Project Sponsor assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Project Sponsor. The Project Sponsor is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Project Sponsor will reimburse the State if the State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
 - c. The Project Sponsor will be 100% responsible for all costs associated with utility issues involving the Contractor, including costs related to utility delays.
 - d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Project Sponsor or by others, will be in conformity with such "Manual on Uniform Traffic Control Devices" as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred in by the Federal Highway Administration.
29. The subject project must be completed by the project completion date, listed on page 2 of this agreement, and the Project Sponsor must submit a project completion certificate to WisDOT central office on or before this date. The State may consider a written request to extend the completion deadline from the Project Sponsor and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

LEGAL RELATIONSHIPS:

30. Responsibility for Damage and Tort Claims: The Project Sponsor and the Project Sponsor's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Project Sponsor; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Project Sponsor; or because of any claims or amounts recovered for any infringement by the Project Sponsor of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the Project Sponsor's employees; or any other law, ordinance, order or decree relating to the Project Sponsor's operations. So much of the money due the Project Sponsor under and by virtue of the contract as shall be considered necessary by the State for such purposes, may be retained for the use of the State; or, in case no money or insufficient money is retained, the Project Sponsor's surety may be held until such suit or suits, action or actions, claim or claims for injuries or damages as aforesaid shall have been settled and suitable evidence to that effect furnished to the State; except that money due the Project Sponsor will not be withheld when the Project Sponsor produces satisfactory evidence that the Project Sponsor is adequately protected by public liability and property damage insurance. The Project Sponsor also shall comply with all of the above requirements indemnifying and saving harmless the county, town, or municipality in which the improvement is made and each of them separately or jointly and officers and employees.

The State shall not be liable to the Project Sponsor for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Project Sponsor for damages or delays resulting from injunctions or other restraining orders obtained by third parties except where the damage or delay is a direct result of an injunction or restraining order obtained by a citizen's action alleging violations of 42 U.S.C. 4331 - 4332, 23 U.S.C. 138 or Public Law 91-646.

It shall be the Project Sponsor's responsibility to see that all of the contract operations incident to the completion of the contract are covered by public liability and property damage liability insurance so the general public or any representative of the contracting authority may have recourse against a responsible party for injuries or damages sustained as a result of the contract operations. This requirement shall apply with equal force, whether the work is performed by the Project Sponsor, by a subcontractor or by anyone directly or indirectly employed by either of them.

It is the express intent of this provision that a Project Sponsor that is a county, town or municipality may and should contractually pass on this entire Responsibility for Damage and Tort Claims provision to any public and private entities with which it may subcontract any of the work covered by this State/Municipal Agreement.

- a. The word, "surety" in the above paragraphs refers to the issuer of a payment and performance bond under Wis. Stat. Sec. 779.14.
 - b. Nothing in this section should be construed as a waiver of any statutory defenses that may be available to any governmental party.
31. The Project Sponsor, also known as the primary participant, as that term is defined in 49 CFR Part 29, certifies to the best of its knowledge and belief, that it and its principals, as that term is defined in 49 CFR Part 29:
- a. Are not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any State of Wisconsin or Federal department or agency;
 - b. Have not, within a three-year period preceding this State/Municipal Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not currently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated above;
 - d. Have not within a three-year period preceding this State/Municipal Agreement had one or more public transactions (Federal, State or Local) terminated for cause or default; and
 - e. That all grantees, contractors, and suppliers, including what is also known as lower tier participants as that term is used in 49 CFR Part 29 and the Appendix to Part 29 -- Covered Transactions, have certified in writing that neither they or their principals are currently debarred, suspended, proposed for debarment or suspension, have been declared ineligible, or have voluntarily been excluded from participating in this or any other Federal, State or Local transaction by any Federal, State or Local department, agency or official.
32. *Contract Modification: This State/Municipal Agreement* can only be modified by written instruments duly executed by both parties. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally.
33. **Binding Effects:** All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third- party beneficiary rights to be held by any person or entity who is not a party to this State/Municipal Agreement. Nor does it accord on any non-party the right of enforcement.
34. **Choice of Law and Forum:** This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.
35. Nothing in this State/Municipal Agreement shall be construed as a waiver of the State's sovereign immunity.

PROJECT FUNDING CONDITIONS

36. **Non-Appropriation of Fund:** With respect to any payment required to be made by the Department under this State/Municipal Agreement, the parties acknowledge the Department's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Project Sponsor or the Department may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.

37. Maintenance of Records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Project Sponsor, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the Department. The Department reserves the right to audit and inspect such records and accounts at any time. The Project Sponsor shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

Records pertaining to the performance of the State/Municipal Agreement are subject to disclosure pursuant to Wis. Stats. Sec. 19.31 et seq., and shall be preserved by the Project Sponsor.

38. The Project Sponsor agrees to the following State Fiscal Year 2022-2026 TAP project funding conditions: The maximum participation of federal funding will be limited to 80% of the actual eligible project cost or the total cost distribution of TAP funds shown on page 3 of this State/Municipal Agreement, whichever is less. The project federal funding maximum of \$961,212 is cumulative for all federal funded project phases.

[END OF DOCUMENT]



MEMORANDUM

DATE: February 23, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to a Certified Survey Map for CBF Investment Co. LLC., for the property located at 1504, 1520, 1530 Madison Ave.

BACKGROUND

The property owner would like to create one 1.816 acre lot and a 0.532 acre outlot adjacent to Doris Dr in the NW part of the City.

DISCUSSION

City Staff have reviewed the preliminary CSM and require the following additions to conform with the [Land Division and Development Ordinance](#) section 70.06.01, all items are minor and do not affect the overall intent of the land division, which is supported by staff. Additions to the Preliminary CSM include:

- Easement document and CSM reference for private utilities noted on the north side of the parcel
- Setback lines should be drawn on the CSM consistent with the suburban mixed use zoning
- An easement document, including grantee, should be attached and the easement shown on the map for the private utilities shown to the north
- Existing utilities should be shown on the map within the adjacent right of way and those stubbed to the proposed lot(s)

FINANCIAL ANALYSIS

There is no financial impact to the City.

RECOMMENDATION

The Plan Commission recommended approval of the Certified Survey Map with the above noted additions on the Final. Staff recommends the City Council approve this Certified Survey Map with condition that the additions noted above are added to the Final CSM prior to City signature.

ATTACHMENTS

Plan Commission Memo; Certified Survey Map Application, CSM

PRELIMINARY CERTIFIED SURVEY MAP REPORT TO THE PLAN COMMISSION

DATE: February 14, 2023

FILE NUMBER: CSM-2023-02

PROPERTY ADDRESS: NA

EXISTING ZONING: Suburban Mixed Use

PARCEL NUMBER: 226-0614-3213-011

PROPOSED ZONING: Suburban Mixed Use

OWNER: CBF Investment Co.

EXISTING LAND USE: Vacant

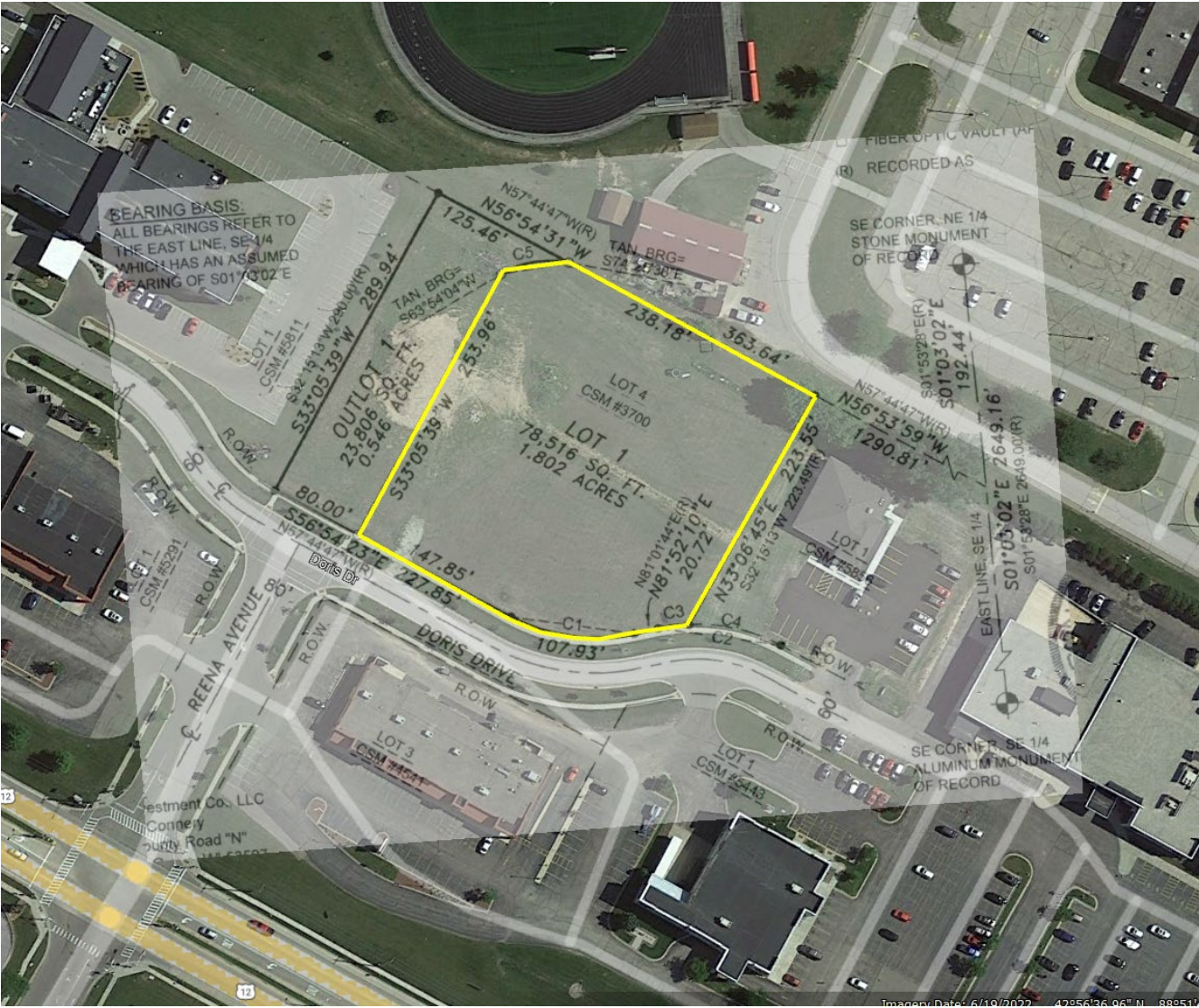
APPLICANT: CBF Investment Co

REQUESTED USES: N/A

REQUEST OVERVIEW:

The property owner would like to create one 1.816 acre lot and a 0.532 acre outlot adjacent to Doris Dr in the NW part of the City.





PUBLIC NOTICE:

Public Notice is not required.

COMPREHENSIVE LAND USE PLAN (2019):

The subject parcel will continue to be used for commercial purposes and is in concurrence with the Comprehensive Plan.

NORTHWEST QUADRANT PLANNING AREA

FIGURE: 2.1

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



OFFICIAL MAP (2022):

The City's Official Map has mapped right of way within the parcel, extending Reena Ave to the north. The outlot noted, captures this area allowing future discussions regarding the dedication of this right of way for road extension to the high school property.

DISCUSSION:

City Staff have reviewed the preliminary CSM and require the following additions to conform with the [Land Division and Development Ordinance](#) section 70.06.01, all items are minor and do not affect the overall intent of the land division, which is support by staff. Additions to the Preliminary CSM include:

- Easement document and CSM reference for private utilities noted on the north side of the parcel
- Setback lines should be drawn on the CSM consistent with the suburban mixed use zoning
- An easement document, including grantee, should be attached and the easement shown on the map for the private utilities shown to the north
- Existing utilities should be shown on the map within the adjacent right of way and those stubbed to the proposed lot(s)

RECOMMENDATION:

Staff recommends that the Plan Commission recommend the City Council approve this preliminary Certified Survey Map with condition that the additions noted above are added to the Final CSM prior to City signature.

ATTACHMENTS:

Preliminary CSM Application



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

City of Fort Atkinson Certified Survey Map Application

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

APPLICANT Name, company, and client (if applicable): _____
CBF Investment Co., LLC c/o Tim Connery

Phone number: 608 516-2510 Email: randy.connery@yahoo.com

OWNER Name, company, and client (if applicable): _____
CBF Investment Co., LLC c/o Tim Connery

Phone number: 608 516-2510 Email: randy.connery@yahoo.com

Postal address for proposed CSM: Not available.

Parcel Identification Numbers Involved: 226-0614-3213-011

Brief description of proposed division or combination and purpose: _____
Create one 1.816 Acre Lot and a 0.532 Acre Outlot

I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

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



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

II Process Checklist

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

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Dated this 13 day of January, 20 23

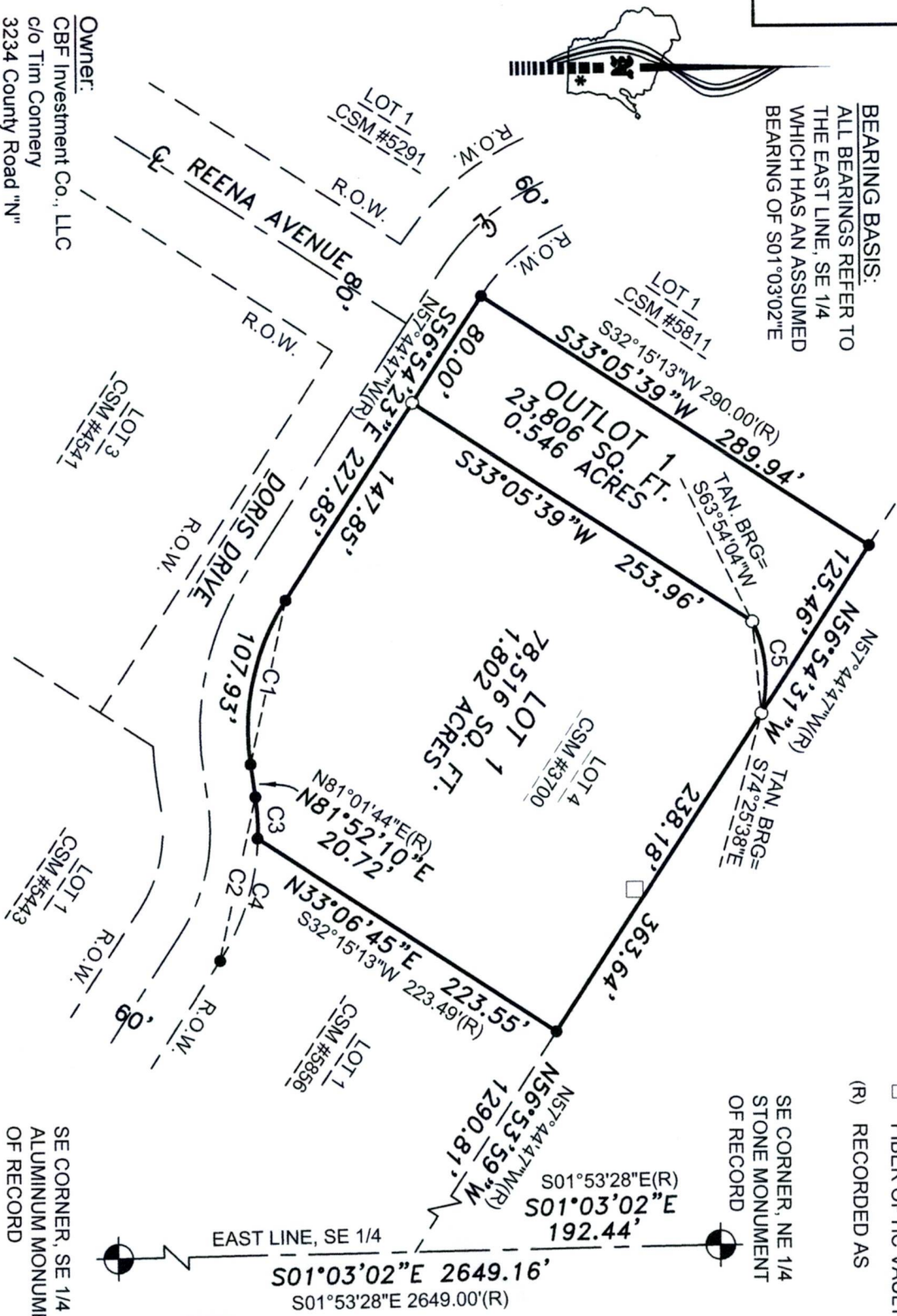
Respectfully submitted,

Randy A. Gray, Managing Member.
(Signature of Applicant)

CERTIFIED SURVEY MAP No. _____

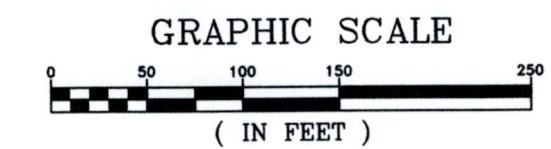
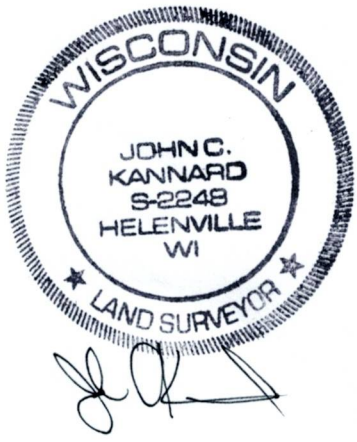
BEING A PART OF LOT 4 OF CERTIFIED SURVEY MAP NO. 3700,
LOCATED IN THE NE 1/4 & NW 1/4 OF THE SE 1/4 AND THE SE 1/4 &
SW 1/4 OF THE NE 1/4 OF SECTION 32, T6N, R14E, CITY OF FORT
ATKINSON, JEFFERSON COUNTY, WISCONSIN.

Owner:
CBF Investment Co., LLC
c/o Tim Connerly
3234 County Road "N"
Cottage Grove, WI 53527



CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BRG.	DELTA ANGLE
C1	150.00'	107.93'	105.61'	S77°31'06"E	41°13'29"
C1(R)				S78°21'32"E	
C2	150.00'	107.93'	105.61'	S77°31'06"E	41°13'29"
C2(R)				S78°21'32"E	
C3	150.00'	26.41'	26.37'	N86°54'45"E	10°05'10"
C4	150.00'	81.52'	80.52'	S72°28'31"E	31°08'19"
C4(R)				S73°16'24"E	31°03'14"
C5	81.50'	59.28'	57.98'	S84°44'13"W	41°40'18"

SE CORNER, SE 1/4
ALUMINUM MONUMENT
OF RECORD



SOUTHWEST
SURVEYING & ASSOCIATES, Inc.

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

LEGEND

- 3/4" IRON REBAR FOUND
- 3/4"x18" IRON REBAR (1,502 lbs./lin ft) w/ORANGE PLASTIC CAP STAMPED J.C. KANNARD P.L.S. S-2248 SET
- SECTION CORNER FOUND AS NOTED
- FIBER OPTIC VAULT (APPARENT EASEMENT)
- (R) RECORDED AS

JOB No.: C-222108A
DATE: JANUARY 13, 2023
REVISED: FEBRUARY 6, 2023
SHEET 1 OF 2

CERTIFIED SURVEY MAP No. _____

BEING A PART OF LOT 4 OF CERTIFIED SURVEY MAP NO. 3700, LOCATED IN THE NE 1/4 & NW 1/4
OF THE SE 1/4 AND THE SE 1/4 & SW 1/4 OF THE NE 1/4 OF SECTION 32, T6N, R14E, CITY OF
FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

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

That I have surveyed, divided, mapped this Certified Survey Map being a part of Lot 4 of Certified Survey Map No. 3700, located in the NE 1/4 & NW 1/4 of the SE 1/4 and the SE 1/4 & SW 1/4 the NE 1/4 of Section 32, T6N, R14E, City of Fort Atkinson, Jefferson County, Wisconsin, bounded and described as follows:

Commencing at the Stone Monument that marks the Southeast corner of the NE 1/4 of said Section 32; Thence S01°03'02"E, along the East line of the SE 1/4, a distance of 192.44 feet; Thence N56°53'59"W, a distance of 1290.81 feet, to a Found 3/4" Iron Rebar that marks the Northwest corner of Lot 1 of Certified Survey Map No. 5856 as recorded in the Jefferson County Register of Deeds Office in Volume 33 of Certified Survey Maps on Pages 304 & 305 as Document No. 1393927 and the POINT OF BEGINNING of the lands to be described; Thence N56°54'31"W, along the Northerly line of Lot 4 of Certified Survey Map No. 3700, as recorded in the Jefferson County Register of Deeds Office in Volume 17 of Certified Survey Maps on Pages 110-114 as Document No. 999647, a distance of 363.64 feet, to a Found 3/4" Iron Rebar that marks the Northeast corner of Lot 1 of Certified Survey Map No. 5811 as recorded in the Jefferson County Register of Deeds Office in Volume 33 of Certified Survey Maps on Pages 112-115 as Document No. 1385585(Lot 1 CSM #5811); Thence S33°05'39"W, along the East line of said Lot 1 CSM #5811, a distance of 289.94 feet, to a Found 3/4" Iron Rebar that marks the Southeast corner of said Lot 1 and the Northerly Right of Way line of Doris Drive; Thence S56°54'23"E, along said Northerly Right of Way line, a distance of 227.85 feet, to a Found 3/4" Iron Rebar that marks a point of curvature, said Curve having it's center point in the Northerly direction, a radius of 150.00 feet, a delta angle of 41°13'29", a chord bearing of S77°31'06"E, and a Chord length of 105.61 feet; Thence Southeasterly along the arc of said curve, a distance of 107.93 feet to a Found 3/4" Iron Rebar; Thence N81°52'10"E, along said Northerly Right of Way line, a distance of 20.72 feet, to a Found 3/4" Iron Rebar that marks a point of curvature, said Curve having it's center point in the Southerly direction, a radius of 150.00 feet, a delta angle of 10°05'10", a chord bearing of N86°54'45"E, and a Chord length of 26.37 feet; Thence Northeasterly along the arc of said curve, a distance of 26.41 feet, to a Found 3/4" Iron Rebar that marks the Southwest corner of said Lot 1 of CSM #5856; Thence N33°06'45"E, a distance of 223.55 feet, to the POINT OF BEGINNING, containing 102,322 square feet or 2.349 acres of land, more or less.

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

I further certify that I have made this survey and map under the direction of CBF Investment Co., Inc., owner of said lands, and that this Certified Survey Map is a correct representation of the boundary surveyed and described and that I have complied fully with the provisions of Chapter 236.34 of the State of Wisconsin Statutes, and the subdivision regulations of City of Fort Atkinson in surveying and mapping same.

Certified this 13th day of January, 2023
Revised this 6th day of February, 2023


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



CITY OF FORT ATKINSON APPROVAL:

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

Dated this ____ day of _____, 2023

Michelle Ebbert, City Clerk.