

CITY OF FORT ATKINSON
2016 Departmental Annual Reports

BUILDING SUPERVISION DEPARTMENT

As of December 31, 2016, the Building Supervision Department has issued five hundred and seventy four (574) total permits for revenues of \$88,955.07. The breakdown of the permits by type is as follows: one hundred and eighty one (181) building permits were issued for a revenue of \$51,112.92, one hundred and ninety eight (198) electrical permits were issued for revenues of \$18,723.15, eighty nine (89) plumbing permits for revenues of \$8,364.00, and one hundred and one (101) heating, ventilating, and air conditioning permits for revenues of \$10,445.00.

Eight new single-family homes were constructed in 2016 for an estimated value of \$1,600,000.00 or an average value of \$200,000.00 per home. The new single family home construction is slowly increasing and shows signs of continuing an upward trend. Remodels, additions and alterations to single and two family homes amounted to forty four (44) permits with an estimated value of \$665,589.00 or an average estimated value of \$15,127.02 per permit.

Two new two-family buildings were constructed in 2016 for an estimated value of \$650,000.00 or an average value of \$325,000.00 each. No new permits were issued for multi-family buildings in 2016. Remodels, additions and alterations of commercial/industrial buildings amounted to twenty eight (28) permits with an estimated value of \$9,407,315.00 or an average of \$335,975.53 per project. The continued investment and expansion of our commercial/industrial businesses indicates our commercial and industrial base continues to be strong and growing.

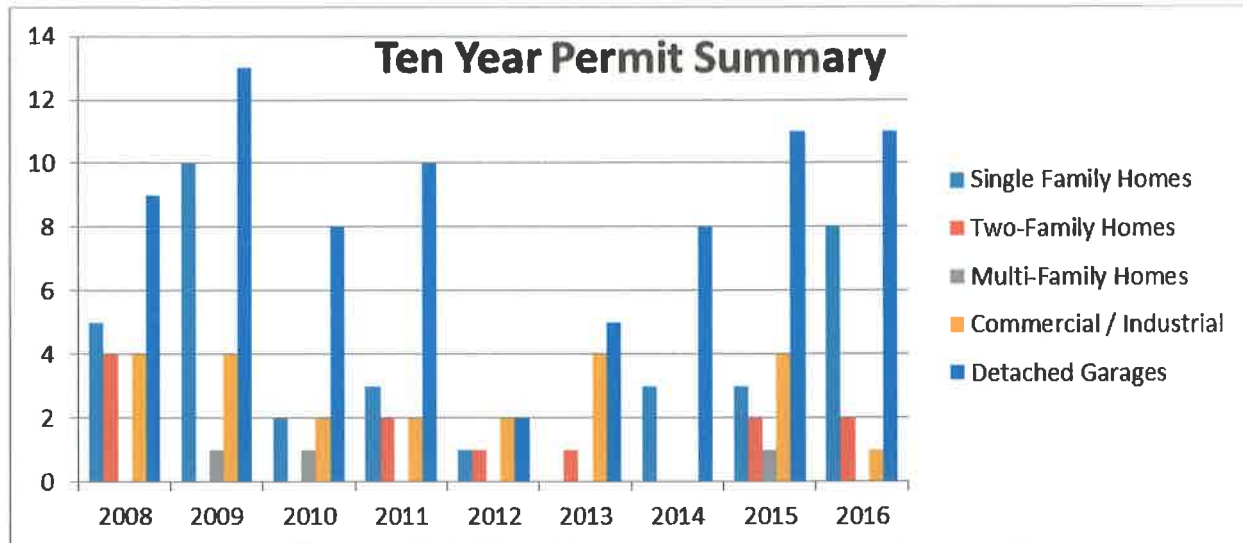
Eleven (11) new-detached garages were constructed in 2016, with an estimated valuation of \$208,288.00 or an average of \$18,935.27 per garage. Forty three (43) fences, nine (9) signs, twenty (20) decks, and six (6) sheds plus other miscellaneous permits made up the remainder of the permit numbers.

Low numbers of new housing starts over the past eight years have helped to lengthen the time our current stock of buildable property remains available. However, changes to floodplain delineations and challenging soils and subsurface water are proving large obstacles to development in some of our subdivided areas. We are currently working to develop new subdivision standards and planning methods that will need to be implemented in our long range planning to ensure future land and infill development for housing is available.

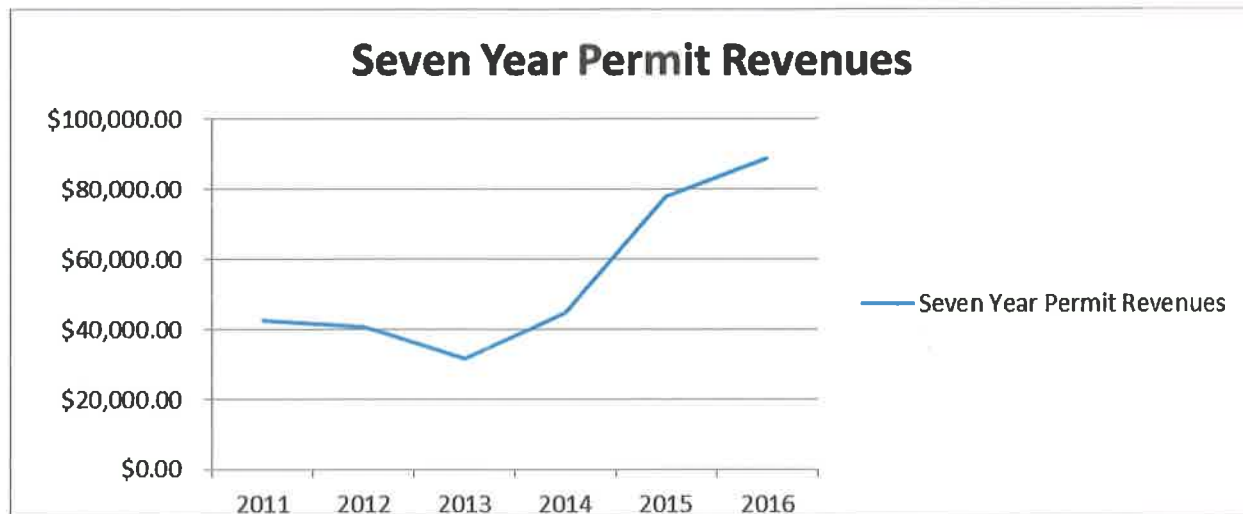
The vast majority of construction activity continues to be in remodels and additions to existing properties, as people are investing more readily in their current locations rather than opting to build new. The trend towards reinvestment may be partially due to the lack of quality buildable property within the City. Construction of new homes and significant investment in existing residential and commercial structures is a positive trend for the City.

The City of Fort Atkinson continues to offer a terrific value to those wishing to build either homes or commercial/industrial buildings, and this fact will keep the City at the forefront for

future development. The City has now developed up to the bypass along the Northwest side of the City and will undoubtedly expand beyond that point in the near future.



The total number of permits, five hundred and seventy four (574), is down by approximately 3% from five hundred and ninety two (592) permits in 2015. The total permit revenues for the year 2016 were \$88,955.07 which is up approximately 14.3 % from \$77,799.25 in 2015. Our new permit fees which began use in 2016 are functioning well and helping the Building Supervision department be more self-sustaining while continuing to offer a great value to the public.



The Building Supervision Department continues to offer services beyond basic inspection services, such as zoning, property maintenance and occupational safety. We've now used our Iworq Permit software for issuance of permits and tracking of property maintenance cases for four years and continue to be impressed with its functionality and ease of use. The software is performing well and customer service and support has been good and the software is continually updating and offering new capabilities. We have begun working with Engineering and several other departments to look at and implement ways to integrate GIS into operations.

The Building Supervision Department conducted seven hundred and forty two (742) inspections for the Building Department in 2016, for an average of three (3) inspections per day. These inspection numbers, as always, do not include inspections and site visits dealing with property code enforcement, zoning or safety concerns.

CITY CLERK/TREASURER

ELECTIONS - 2016

The year 2016 was an election year for the books. Record turnout was recorded with all four elections. Voters in Fort Atkinson are very active. Those unable or unwilling to vote on Election Day have the option to cast their ballot via absentee voting. An application can be submitted and a ballot may be mailed, emailed or faxed to you. You may also present yourself in person to vote in-house. In-house voting is usually the two weeks before an election but may begin as soon as ballots are received in office.

Voters must remember that if they move or change their name, they must re-register. Registration for new voters or to make a change to your voter record can be done on Election Day, but please allow extra time. We had 400 Election Day Registrations for the November election. This is the longest line on Election Day.

Register to Vote Online! New in January 2017, voters can now register to vote online. <https://myvote.wi.gov/en-us/RegisterToVote>. You can also check your voting history and see what is on your ballot for the next election. There are only two elections in 2017, the Spring Primary and Spring Election.

SOCIAL MEDIA

Did you know the City of Fort Atkinson has a new website, Facebook page and a Twitter account? With the advances of technology, there are many ways to keep informed of events, employment opportunities and news. Website: www.fortatkinsonwi.net. Find us on Facebook – City of Fort Atkinson, WI. Twitter – FortAtkinsonWI.

Did you know when the City declares a Snow Emergency, you can find out by viewing any of our Social Media pages. Prior, the Public Works Department would set up pylons throughout the City and have to venture out in the bad weather to uncover them. During inclement weather, we don't want our residents to be exposed to the elements any more than they have to. By utilizing social media, residents do not have to leave their home to be informed of a snow emergency.

LICENSING

The Clerk's office is responsible for issuing many licenses throughout the year. These licenses include: Cigarette, Class A and B for Beer and Liquor, Class C Wine, Operators, Provisional, Six Month Special, Special Beer, Temporary Beer and Temporary Wine. All licenses are for one year issuance with the exception of the two-year operator license. Licenses generate revenue exceeding \$25,000.

ORDINANCES

An ordinance is a law or regulation made by local government. Eighteen ordinances were approved throughout the year. Abbreviated ordinances are published in the local newspaper as required by Statute. The complete ordinance can be viewed on our website, go to New Ordinances under Your Government.

RESOLUTIONS

The City Council adopted twenty-three resolutions this year. Resolutions can vary from combining wards for elections to approving financial transactions and adjusting rates. Resolutions are exempt from being published in the local newspaper but are available on our website.

PROPERTY ASSESSMENT

Late summer 2016, Associated Appraisal began a full revaluation of the City. The municipality is conducting a revaluation for the 2017 assessment roll. As such, we will be periodically conducting inspections on properties until such time that we have completed our assessment roll. The appraisers began in the southern portion of the City and are completing home evaluations one area at a time. Visit our website for more information, Departments/City Assessor/2017 Revaluation.

If your assessment is to be adjusted, you will receive a notice with the new amount of the assessment. Should you have questions on how the final number was determined or are interested in learning on the comparable properties, you can schedule an appointment during Open Book. Open book is a one-on-one meeting with an Assessor to discuss your assessment. This is a casual opportunity to have questions answered. If you are unsatisfied after Open Book with your assessment, you may register to appear before the Board of Review. The Board of Review is a quasi-judicial proceeding that will require those present to take an oath and present their case. Your assessment is not guaranteed to be adjusted by the Board of Review.

Open Book: To be held in the fall of 2017. Check our social media links for updates.

Board of Review: To be held in the fall of 2017. Check our social media links for updates.

PROPERTY AND PERSONAL PROPERTY TAX COLLECTION

Property tax bills were mailed in mid-December with the first installment due January 31st to the Clerk's office.

Property tax payments collected in December 2014: \$9,318,305.14

Property tax payments collected in December 2015: \$8,089,903.14

Property tax payments collected in December 2016: \$8,212,896.81

Property tax payments collected as of January 15th: \$1,421,339.75

Property tax payments collected as of January 15th: \$2,737,279.46

Property tax payments collected as of January 15th: \$2,932,159.98

The first installment is due January 31st payable to the City of Fort Atkinson. The second installment is due July 31st at the Jefferson County Courthouse. Full installment payments are allowed until January 31st at the Municipal Building.

FINANCIAL / ACCOUNTING SOFTWARE

The Clerk/Treasurer's office assists Departments with managing over 950 General Ledger accounts through our accounting software. Applications include: Accounts Payable, Accounts Receivable, Cash Register/Receipting, General Ledger, Payroll and Utility Billing. In the spring of 2017, new software will be installed to improve processes, efficiencies, internal controls and be more use friendly for all Departments.

BENEFITS ADMINISTRATION

Employee benefits are managed in the C/T office for all full time and part time employees. Benefits include earned time (sick, vacation), insurance (health, dental, disability, life), retirement options (WRS, Wisconsin Deferred Compensation, North Shore Bank). Health Insurance is available to all full-time employees through the Wisconsin Employee Trust Funds. Employees are able to select their provider: Dean, Physicians Plus, MercyCare, Unity Community or Unity UW.

COURT

Fort Atkinson's Municipal Court convenes for Initial Appearances twice each month on Monday evenings in order to hear all pleas resulting from citations issued by the Fort Atkinson Police Department for violations of the Wisconsin Traffic Code, as well as violations of the city's Municipal Code of Ordinances. Initial Appearances consist of both an Adult and a Juvenile Docket, with Juvenile cases held individually in order to assure confidentiality. A number of steps have been taken in recent years to increase the dialog between the court and the city's schools. Juvenile first offenders are encouraged to make better choices and to take advantage of their educational opportunities. The numbers of Juvenile Cases related to truancy have decreased in recent years.

A Pre-Trial Conference with Assistant City Attorney, David Westrick, is held for anyone who enters a plea of Not Guilty at Initial Appearance. If resolution can't be reached at that conference, a trial is held. Those trials take place on the Monday evenings when no Initial Appearances are scheduled. Court personnel includes: Debi Hayes, Court Clerk; Lt. Chad Lange, Court Officer and Municipal Judge, Charles Frandson. In the interest of convenience, a more detailed tab has been added to the City's website to prepare parties who may have received a citation and want to better understand the procedure and their options prior to their Initial Appearance. As of October, 2016 the Court Clerk is now located at the Municipal Offices. The court phone number has changed to (920)563-7763.

A total of 1,658 cases were processed in 2016, including 1,290 traffic cases; 29 OAWI cases; 262 adult non-traffic cases and 77 Juvenile non-traffic cases. Along with courtroom and Wis. DOT communications responsibilities, Clerk Hayes collects forfeitures and disburses funds to the State of Wisconsin and Jefferson County as required. Funds collected by the court during

2016 totaled \$160,865. After shared payments to the state and county, the city's retained revenues totaled \$94,689. \$989 of that total was contributed to the Drug Task Force.

ELECTRICAL DEPARTMENT

During 2016, the electrical department kept very busy with the normal day-to-day small projects, repairs, upgrades and electrical troubleshooting at all of the city facilities.

2016 also provided the department with a couple longer term projects.

- Continued phase 2 of the pole replacement and installation of LED street lights on Madison Ave. from McCoy Park to the west city limits.
- Lighting upgrade in Department of Public Works north truck shed to help with vehicle inspections and minor repairs.
- Haumerson pond shelter electrical and lighting.

Traffic signals kept us busy again this year, with some equipment repairs along with a couple vehicle related minor mishaps.

Street lighting - we had a few underground faults and normal bulb and ballast replacements. We continue to look for and complete energy saving ideas.

In the fall of 2011 bike trail light fixtures were retrofitted with 42 watt compact fluorescent bulb of equal wattage from the original 100 watt high intensity discharge lamps and ballast.

Bike trail fall 2016: Five years later we have had a few failures (mostly from lighting surges). But happy to report: 1850 days/over 22,000 light hours and over \$8,000 in electricity savings from a \$3,100 investment.

Water Department, Wastewater Treatment along with Parks/Recreation, were busy places for the department again in 2016 with a variety of projects.

Digger hotline requests kept us busy again in 2016.

Once again we enjoyed working with and helping out all of the local clubs and organizations with their electrical needs.

ENGINEERING DEPARTMENT

The Engineering Department has the responsibility for planning, maintaining, designing and inspecting all new and existing City infrastructure related to streets, storm water, sanitary, water, terraces, and sidewalks. This department manages the DPW, Water Utility, Building Inspection Department, Stormwater Utility, Wastewater Utility, and Electrical Department of the City. Engineering also manages the Airport, Cab Service, and Compost / Recycling. Engineering also supports all City departments with their engineering related needs. In addition, this department coordinates all City reviews and hearings

associated with proposals before the Planning and Zoning Commission. The Department is composed of the City Engineer, Andy Selle, and the Assistant City Engineer, Rudy Bushcott.

The following summarizes the work that occurred in 2016 specific to the Engineering Dept.

SUBDIVISIONS/COMMERCIAL DEVELOPMENT

- There were 5 lots developed in the Fourth and Fifth Additions to Koshkonong Estates Subdivision. Developed between 2005 and 2007, approximately 133 lots remain. The subdivision has been slow to develop due to high groundwater in the area.
- The Highland Heights Subdivision included the addition of 2 single family homes and 2 two family homes. Sidewalks were nearly completed throughout in 2016. There are approximately 15 lots remaining.
- The Theron Subdivision was approved and construction on the extension of Radloff Rd and underground utilities begun. The subdivision consists of 9 total lots at the intersection of Endl Blvd and an extension of Radloff Rd. No homes have been constructed on the lots.
- The Aster Assisted Living facility was completed in spring of 2016 on Mehta Ln and open for business
- The Yerges mini-storage on Whitewater Avenue was expanded in spring 2016
- The former Loeb Lorman Metals site restarted operations under contract with Scrap Metal Services.
- The Blackhawk Senior Residence was approved for expanded operations into the first floor of the building on Main St.
- A major addition to Jones Dairy Farm has been largely constructed within the former McCain Foods building to the south.
- The Creamery Building upgrades have been completed and Rate-Watch, an 80 person firm has occupied the 4th floor as office space. The parking lot to the north of the Creamery Building has been rebuilt to accommodate additional parking and greenspace.

STREET PROGRAM

Reconstruction: This work entails either partial removal or full removal of the existing asphalt and underlying base material. This work should coincide with improvements in utilities below the road.

- 12" new gravel base and 3" of new asphalt: Wilson Ave (Riverside Dr to Charles St), Charles St (Wilson St to Lucille St) and Talcott Ave (Jamesway to Adrian Blvd)
- 8" watermain replaced along the entire length of the Talcott and Charles St limits and on a portion of Wilson Ave from Charles St to Harriette.
- Mielke Dr and Allen Dr in the Klement Business Park also received their final 1.5" lift of asphalt.

Maintenance: This work includes seal coating (laying an oil down and embedding stones over the top) and crack filling (routing out cracks and filling them with tar). Maintenance is performed every 3-7 years depending on the level of road traffic.

- Seal coat on approximately 10+ miles of roads noted in the map below.
- Crack fill was performed prior to seal coat and on an additional 14.5 miles of roads
- Not shown is seal coat and crack fill performed on Commerce Way in the Klement Business Park.

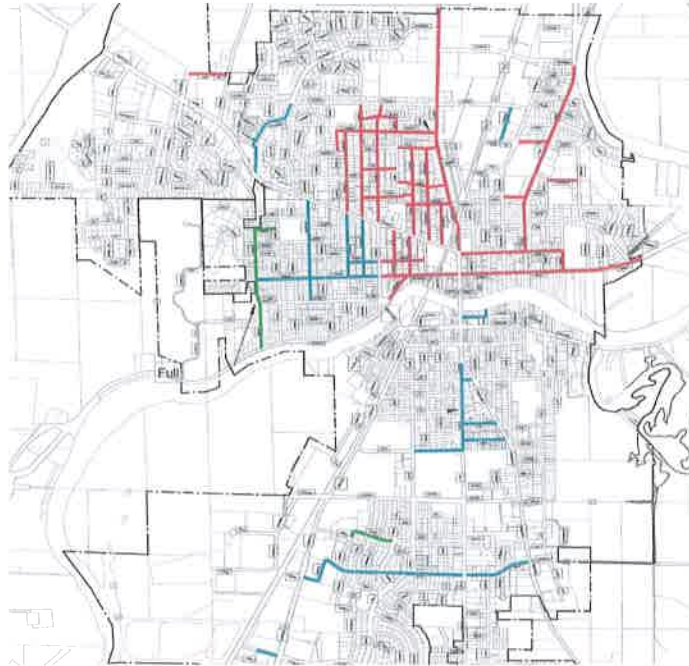


Figure 1: RED – crack fill and seal coat (+/- 10 miles) BLUE – crack fill (+/- 4.5 miles) GREEN – reconstruction (+/- 0.75 miles)

Table 1: Quantities of maintenance work (contractor and DPW)

YEAR	SEAL COAT	CRACK FILL
2016	157,546 SY	252,815 SY
2015	29,299 SY	29,299
2014	0	0
2013	0	0
2012	20,450 SY	20,450 SY
2011	34,573 SY	34,573 SY
2010	37,865 SY	37,865 SY

Table 2: Quantities of rehabilitation work (contractors)

YEAR	MILL/ RESURFACE	PULVERIZE/ RESURFACE	FULL RECONSTRUCTION
2016			15,426 SY
2015		27,176 SY	
2014		26,270 SY	
2013	21,603 SY	3,893 SY	
2012	21,540 SY	4,290 SY	
2011	12,222 SY	13,744 SY	
2010	29,722 SY		

Table 3: Dollars spent on both maintenance and rehabilitation from the annual street program budget

YEAR	CONTRACTORS	CITY	TOTAL
2016	\$866,115		\$866,115
2015	\$411,326	\$20,000	\$431,326
2014	\$412,120	\$12,500	\$424,620
2013	\$334,011	\$112,355	\$446,366
2012	\$334,840	\$82,332	\$417,172
2011	\$355,556	\$35,555	\$441,070
2010	\$372,028	\$45,003	\$417,031

In 2017 staff will continue aggressive maintenance activities on existing roads. Once maintenance is caught up, work will shift toward more reconstruction in areas where streets have failed.

SIDEWALK PROGRAM

There have not been any new sidewalk installations since 2009 other than those required with new subdivisions.

STORMWATER UTILITY

In 2006, the City became a Phase II Stormwater Permitted community and came under the Dept. of Natural Resources permit conditions to reduce the sediment being discharged from our storm sewer system to the Rock River. The amount of sediment and phosphorous the City may discharge has been determined by the Rock River TMDL.

The following stormwater related items occurred in 2016.

- *Theron subdivision added stormwater BMPs to their design along Endl Blvd*
- *The Rock River Stormwater Group has moved in a new direction with outreach and education requirements*

- *The Creamery Parking lot added an infiltration basin for stormwater treatment*
- *Planning and design for stormwater issues within the Rockwell Ave corridor commenced*

2017 progress will continue the following:

- *An update to the City's Stormwater Management Plan*
- *Improvements to the Stormwater Ordinance to require new development and re-development to include stormwater BMPs*
- *Planning and design for the Larson Lagoon stormwater treatment project*

AIRPORT

Work began on design of a new fuel tank system for the airport in 2016. Design should be completed in 2017.

OTHER PROJECTS/ACCOMPLISHMENTS

- *The City's GIS model has been developed in DRAFT form, additional work will continue in 2017*
- *A grant for \$75,000 was secured along with the School District to develop a Safe Routes to School Program, a requirement of the 2008 Comprehensive Plan*
- *Work has begun updating the City's Subdivision Code, from 1993. Update should be completed in 2017*
- *The TEA Grant for Rockwell Avenue reconstruction was secured. Design to reconstruct the corridor from Whitewater Ave to Janesville Ave has begun. Construction expected in 2017*
- *CBRF's and AFH's in the City continue meet through the Fort Adult Care Consortium to reduce calls for emergency service*
- *The City has maintained the electronic recycling program for residents and included a charge of \$20/TV to cover costs of hazardous material disposal. Funding by the county for recycling was cut in July 2016.*
- *Commenced a study on City owned property to evaluate the potential for solar arrays to offset energy costs. A DRAFT Final report was submitted in early 2017*
- *A signed agreement to begin Planning and Design for the Whitewater Avenue reconstruction was inked with the DOT*

CONCLUSION

2016 was a year of good progress. Continued development of the Geographic Information System (GIS) likely represents the most significant advancement that will affect the management and knowledge base of the City's infrastructure moving forward. The City's street program will catch up on maintenance within the next 2 years which will keep our roads in their most serviceable condition. At that point our attention will turn to reconstructing the poorest of our most utilized roads in the City. Our water and wastewater infrastructure are next in need of attention in 2017 as both systems have many components approaching the 100 year mark. Inquiries related to development have been steady for both residential and commercial endeavors and I would expect this department to continue to support those in 2017.

FIRE DEPARTMENT

INTRODUCTION

Calendar year 2016 was an eventful year for the Fort Atkinson Fire Department with the retirement of Chief Mike Reel, construction of a new brush truck and a new engine and the process of hiring our new Chief Daryl Rausch. There have been many positive changes along the way along with a few persistent challenges that remain. In the following few pages we will summarize some of the milestones we have achieved over the last 12 months and briefly explain some plans for the coming year.

ADMINISTRATION

Early in the year Chief Mike Reel announced his plans to retire after more than 35 years with Fort Atkinson Fire Department and 3 ½ years as Fire Chief. Mike has been instrumental in building upon the successes of previous Chief Tom Emrick in an effort to bring the department to the highest level of efficiency while trying to address long-standing staffing and equipment issues.

Even though Mike had announced his retirement, he worked tirelessly to complete specifications, bid packages and assisted with bid review of a new Fire Engine (*Engine 101*) which was ordered in December 2016. He also continued to follow-up and participated in construction review of the new Brush Truck (*Brush 114*) which was ordered in late 2015 but was delayed due to chassis availability.

Along with the retirement of Chief Reel came the arduous task of selecting the next Fire Chief for the department. The processes began in Mid-May with initial meetings and position description advertisements followed by application review and skype interviews.

In July on-site interviews were completed with fire department members and the Police & Fire Commission. Fire Department members, Police & Fire Commission and city staff were unanimous in the selection of Daryl Rausch as the next Chief of the department

Chief Rausch comes to the position after spending the last 15 years in Monroe as a Deputy Chief and Fire Chief. Chief Rausch has a total of more than 36 years of fire service experience in both career and volunteer departments in Nebraska, Iowa and Wisconsin.

One of the goals identified during the hiring process was a complete review of operational policies, staffing and response profiles of various types of calls and organizational structure. These reviews have already led to several changes to respond more proportionally based upon the type of calls and increased training opportunities.

Police officers and dispatchers have been empowered to request fire department response based upon best practice while considering witnessed needs on-scene. These changes have reduced the need to activate our paid-on-call volunteer members on a number of occasions thereby lessening the burden on those non-career members and their full-time employers.

Several meetings with Ryan Brothers Ambulance have identified some areas of inter-agency cooperation and support which could be improved upon. While it is too soon to say that significant changes have occurred, certainly improved communications have enabled both agencies to understand the needs and priorities of the others. We are confident that this open dialogue will maintain or improve service to the city and surrounding towns while preserving an efficient response structure.

The department is also poised to implement several organizational structure changes to more evenly distribute administrative and operational tasks. These proposed changes will also offer more promotional opportunities for our non-career members while granting more formal decision-making authority to our on-duty career staff, thereby leading to increased job satisfaction, enhanced participation and a better outcome for our citizens.

One of the first areas to be addressed has been the establishment of a department Health & Safety Officer position to oversee operational safety and also oversee occupational health and safety programs and administration.

FORT ATKINSON VOLUNTEER FIRE FIGHTERS ASSOCIATION

The volunteer association continues to be an essential element of department operations. While the association serves as the social arm of the department, their efforts in prevention activities and support of special projects are paramount to successful outcomes. The Association is a valued member of the management team.

FIRE OPERATIONS

The department responded to a total of 387 calls in 2016 (*this is the same number of calls that were responded to in 2015*). This is the first year in recent memory that there has not been an increase in call volume. We attribute this flattening to some changes in response profiles but are mostly due to a wet fall which decreased the incidence of wildland/brush fires. Another factor may be a heightened awareness by Ryan Brothers that the number of times they were requesting assistance was putting strain on a mostly volunteer system.

RESCUE

The Fort Atkinson Fire Department Rescue Squad is made up of twenty personnel. 135 of our 387 calls in 2016 were rescue calls for auto accidents, medical calls, lift assists or assistance to Ryan Brothers Ambulance. On 54 occasions, FAFD Rescue was called to respond to medical emergencies when Ryan Brothers was unavailable due to other emergency calls or medical transports already being delivered. In these cases a mutual aid ambulance, often from Jefferson EMS, is called to transport the patient after stabilization by FAFD Emergency Medical Responders.

TRAINING

New emphasis has been placed upon training, particularly in certified training for firefighters, hazardous materials response and officer training and in areas of firefighter safety. One very important area is upcoming training is to certify drivers on our new aerial tower (Tower 107). This new truck is one of the largest, heaviest and most complex vehicles that any department operates. It can also be the most dangerous to maneuver and work around if the operators are not

extremely competent in its use. For this reason all of our aerial operators will be completing state certified training on the apparatus.

We also appointed five new paid-on-call firefighters in 2016 which brings our roster to near full capacity. These members are currently completing their initial 96 hour training and are currently riding trucks as observers to help familiarize them with various operations and scenarios.

PREVENTION & INSPECTIONS

The department will achieve compliance with state inspection requirements for the second year in a row. This year each of the more than 625 commercial occupancies in our community were visited at least once and follow up inspections were scheduled for all occupancies that encountered significant violations. Additionally, over the last quarter of the year Chief Rausch has been spending a portion of most days visiting the business community to help gain acceptance of the inspection process and to promote the paid-on-call firefighter program.

An important part of being able to effectively manage the inspection program has been the implementation of an electronic inspections system. This system, when fully operational in the first quarter of 2017, will cut the administrative time for fire inspections by more than half. This reduction in time typing and mailing or hand delivering reports will allow more time for inspections, plan review and other prevention activities and will result in a better record of the work we do. This enhanced documentation will also show the state auditors that we are meeting the requirements of the 2% dues program.

The department continues to offer public education activities at the level that our limited staffing allows. Last year more than 300 children attended our prevention tours, 15 civic or community groups were contacted and more than a dozen businesses held educational events or hosted facility tours for department members.

In addition, more than 1200 people attended and participated in prevention activities at our Volunteer Firefighters Association Pancake Breakfast in October.

APPARATUS, FACILITIES & LOGISTICS

With the recent purchase of the Ladder Tower (T107), the new Engine 101 and Brush 114, the department's apparatus fleet is in very good condition.

Our capital plan does call for the replacement of Tender (*tanker*) 112 in 2018 and Squad 109 in 2020. We will be looking at all options to minimize the impact of these future purchases and a possible realignment of apparatus roles with an eye towards being able to staff incidents with the limited personnel we have most days.

We will also be looking at the addition of a small or mid-sized SUV in order to implement a 24/7 duty officer position who will respond to routine, non-emergency calls instead of paging our non-full-time paid-on-call members. These calls may include carbon monoxide incidents, open burning complaints, alarm resets and some other incident investigations. We want to assure the community that if there is any doubt concerning the need for a full department response, we will respond appropriately but this duty officer position has the potential to reduce the stress on our

non-career people and also may realize some cost savings in department operations which could then be shifted to other equipment and facility needs.

One of the most pressing needs going forward will be to evaluate our current facilities. We know that there are serious maintenance issues with the current fire station including continual roof problems, HVAC controls that do not function as they should, air circulation issues and doors and windows that do not operate properly and are not energy efficient.

Secondly, with the expansion of the city, especially in the northwest and southern areas, we should evaluate if our current station is appropriately located for the current operational environment.

THE FUTURE OF THE FORT ATKINSON FIRE DEPARTMENT

The department is at a crossroads: Should the department expand, relocate or rebuild the current station? The answer to that question revolves largely around the needs and expectations of the community.

If the current facility remains, the abilities of the department are essentially plateaued as there is no room to house or staff any new mission areas. If the community expectations change due to changing demographics, such as an aging population, what abilities will the department need, five, ten or even twenty years from now?

In order to make determinations and recommendations that are valid and equitable to all stakeholders, a comprehensive review of all policies and procedures, staffing and equipment should be conducted next year.

This approach, referred to as a Standards of Response Coverage (SORC), is a systematic approach that uses risk assessment and community expectations to help local officials make decisions about appropriate deployment of fire and emergency medical services. This then naturally lends itself to making decisions about future staffing and apparatus needs, facility requirements and station locations.

CONCLUSION

We have attempted to highlight some of the achievements and goals of the department. We would however, be remiss if we did not mention our most important assets; our staff of 40 full-time and part-time firefighters.

These members provided more than 19,000 members hours of their time for incident response, prevention activities, community events and training evolutions over the last year. They, along with their families who support them, are the backbone of the department. They continually serve the community by dealing with whatever situation is put before them in a courageous and exemplary manner. This often means missed family events but it also makes Fort Atkinson a safer community and embodies the spirit of our vision statement which says "Dedicated to the Protection of Lives and Property".

DWIGHT FOSTER PUBLIC LIBRARY

Library Building

The library was designed to be flexible and functional and it continues to show that it is both. The library's meeting rooms continue to be community-gathering spaces for individuals, organizations, and businesses. There were 2,287 meetings in the building in 2016 (without counting library-related programs) thus providing a valuable community resource.

Technology

It has now been a year since we (along with all of the public libraries in Jefferson County except Cambridge) joined with Waukesha County libraries to form a new library system called [Bridges](#). Our new system-provided databases (Reference USA, Rosetta Stone and Gale Courses (online classes) are a big draw for our patrons.

The library continued to offer downloadable books, magazines and audios. The library is a member of the Wisconsin Public Library Consortium and provides access to e-books, digital audiobooks and videos via [OverDrive](#).

One major technology project was upgrading our Wi-Fi throughout the building. We added 6 access points, going from 3 to 9, which has increased our speed and coverage. With our upgrade came the capability to be able to keep track of our Wi-Fi statistics!

The library's [Facebook community](#) continues to grow. There are now close to 1,000 individuals following the library! As a way to provide library and local information to the citizens as well as another method for interaction, the library helps keep people connected with their community.

The library continued with its "Book a Librarian" service which allows individuals to make an appointment for a one-on-one session with a librarian. Most folks used those sessions to learn more about their mobile devices. We offer both Windows and Apple products. In addition, the library has mobile printing technology that allows individuals to print to the library printers from a phone, tablet or laptop. They can send a print job from their location to the library and pick it up at their convenience.

Programs and Services

The library continued its tradition of offering a wide variety of programs in 2016. This year's "On Your Mark, Get Set...Read" sports-themed summer reading programs for children and teens were a success, with 809 registered participants tracking 5,887 hours of reading! The youth department offered 73 programs for kids and teens during the seven-week summer reading program, and 2,485 children, teens and caregivers attended the activities.

Throughout the year, the library offered a wide variety of programs for youth of all ages. Families brought their young children to weekly storytime programs for babies, toddlers, and preschoolers. The youth librarian also shared books and literacy activities with local daycares,

4K classes, the Hebron Headstart, and school groups on a regular basis. Other programs for kids and families included a popular monthly Lego Club, Yoga for Kids, Read to the Therapy Dogs, Club Pokemon meetings, Open Chess, and several craft events. In September, the library encouraged young students to get their own library cards with the Kindergarten Round-Up.

For the teenage crowd, the library's Teen Advisory Board meets monthly to plan programs for students in 6th-12th grade. These programs included an engaging hands-on science workshop led by Dr. Anna Courtier from UW-Whitewater's Science Outreach Department, Battle of the Books competition (we came in second!), teen yoga workshop and a cartooning workshop.

Beyond traditional library programs for kids and teens, the youth department also continued offering drop-in activities that can be completed independently and that focus on educational experiences, providing information about the library, and/or the chance for youth to express their creativity. Drop-in activities differ from traditional library programs because they are not directly staff led and because they occur over a longer time period, such as over a month or year-round. In 2016, the youth department offered 21 drop-in programs with 1,480 total participants. The library continued with its year-round early literacy initiative called 1000 Books Before Kindergarten. 39 young children enrolled in 1000 Books in 2016 and 3 of them reached the 1000 book goal! Since this program started at our library, 197 people have registered. Our new Bridges Library System created an app specifically for the 1000 Books program that allows family and friends to help youngsters keep track of their books!

Adult programs included a book discussion group, a winter travel series, an on-going philosophy discussion group, a monthly genealogy group and musical programs with Jeff Pockat and Liam O'Brien. The library partnered with the Jefferson County Aging & Disability Resource Center on an afternoon of Memory Screenings and a presentation on Aging Well. The library started two new ongoing programs "Coffee & Coloring" that is scheduled twice per month and a Bullet Journaling group that meets monthly. The Friends of the Library hosted authors Jerry Apps and Matthew Hefty and musician Peter Mulvey. In addition, the library hosted nine exhibits in the Jones Gallery including local artists, arts groups and a traveling WI State Historical Society exhibit on John Muir. Other program topics were Kayaking the Rock River, Bike to the Library, Grazing in WI, and the WI Humanities Council presentation: Abraham Lincoln and the Rise of Free Labor in Wisconsin.

The library continues to answer questions for people, helping them navigate the information explosion. Sometimes too much information can make finding what you are looking for daunting, if not impossible. The reference librarian and her staff helped citizens find their own answers over 4,000 times in 2016.

Staff Changes and Volunteers

The Friends of the Library, a group of individuals, local businesses and organizations, exists to provide financial and volunteer support to the library. Both have been invaluable. The Friends of the Library continued their travelogue series in 2016 as well as hosting authors, holding books sales, and managing the library's coffee cart. The Friends also managed a crew of shelf-readers

who provided countless hours helping to keep the library's books in order. Their annual basket fundraiser, a favorite in the community, brought in over \$1,000!

The library's youth department received invaluable assistance from volunteers in 2016. [The Junior Friends](#)—the youth arm of the Friends organization—had 22 Friends provide 141.5 hours of volunteer service by shelving books and completing other tasks.

In October 2016, staff members Mary Beth Bradshaw and Sandy Wagenpfeil were seriously injured while out walking together. While they are on the road to recovery, the journey is going to be a long one. The outpouring of concern from the community has been overwhelming, with cards and gifts coming on a regular basis for the two women. We look forward to their return!

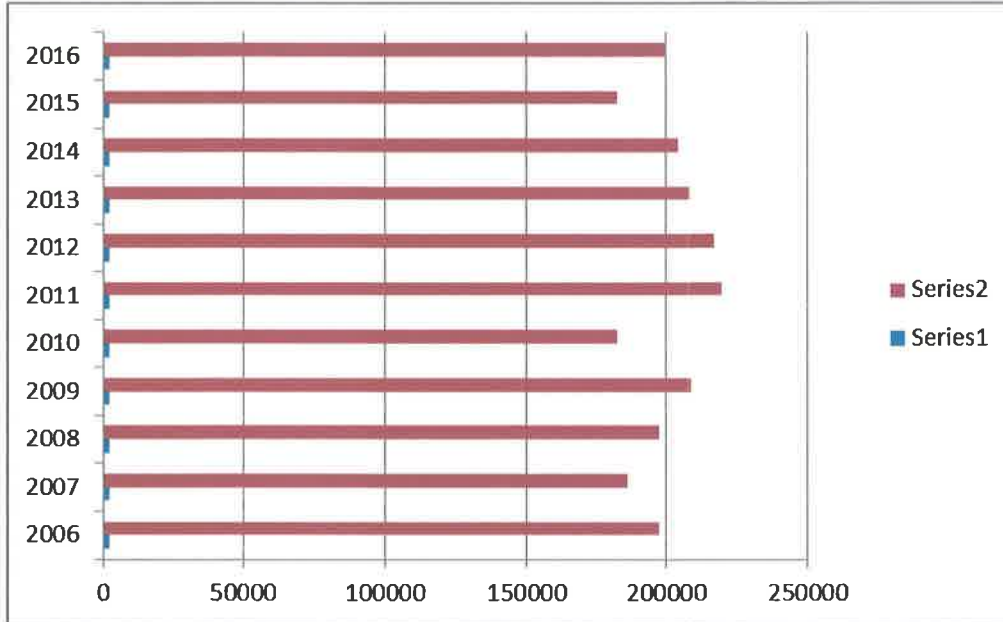
Friends of Lorine Niedecker

The Friends of [Lorine Niedecker](#) continue to be dedicated to preserving and expanding the legacy of our local poet, Lorine Niedecker. The organization offers access to archives, educational materials and publishes a semiannual newsletter *The Solitary Plover*. The annual Lorine Niedecker WI Poetry Festival was held at the Fort Atkinson Club in October. Partnerships included the [Council for Wisconsin Writers](#), [Wisconsin Fellowship of Poets](#), [the Cafe Carpe](#), Fort Atkinson Chamber of Commerce and Woodland Pattern Book Center. The Solitary Plover study group met 3 times this year to study in depth particular pieces of Lorine Niedecker's writing. There was one "What Region" monograph published in 2016: *Lorine Niedecker, The Poet In Her Place* by David Wilk.

To celebrate the 100th anniversary of the library building, we established the Dwight Foster Public Library as a Literary Landmark, recognizing Lorine Niedecker's employment there. This was a partnership between the Friends of Lorine Niedecker and the Friends of the Library. This honor was celebrated at a poetry reading in April. In 2016 the Friends began working with the Fort Atkinson Middle School to place a poetry/art piece in that school. Working with Principal Rob Abbot and art instructor Cynthia Bliss a mural & metal sculpture piece was installed in the main hallway over the summer. Funding for the project was provided by the Friends of LN plus grant funding from the Fort Atkinson Community Foundation and the Fort Arts Council. Associate Professor of English Chris Fink at Beloit College referred Bethany Kantor to our group. Bethany was a recent graduate who was interested in providing assistance to the Friends of LN. She spent the summer re-examining the books in Lorine's library to correct our record of notes and marginalia.

Collection and Use

The library's rich collection of materials now numbers over 102,000 items. Over 199,000 physical items were checked out of the library in 2016. The library of 2016 is one where meeting room bookings, Wi-Fi access, faxing and copy services and having e-materials readily available is more the norm than having physical materials circulate. The graph that follows shows the circulation patterns since 2006. As library circulation patterns are shifting from hard copies into the digital medium, the circulation numbers for physical materials have been trending downward nationwide. However, in 2016 we saw a significant increase over 2015!



Dwight Foster Public Library Annual Circulation 2006-2016

Although the state does not count patron downloading of library e-content as circulation and, therefore, it is not reflected in the chart above, each library is provided information on their patrons' use of these resources. In 2016, there were 16,035 e-books, e-audiobooks and e-videos downloaded by people with Dwight Foster Public Library cards! The numbers of e-materials downloaded show significant increases over 2015 illustrating the wider acceptance and greater use of these non-print formats.

The library continues to foster growth for the people of Fort Atkinson in a state-of-the-art facility and with an extraordinarily dedicated staff and group of volunteers. The citizens continue to respond by taking advantage of the treasure trove of resources available to them.

*Note: all underlined words and phrases are hyperlinks to additional information. If you are reading this annual report online, simply click and read more about it!

HOARD HISTORICAL MUSEUM

The Hoard Historical Museum is honored to be a part of Fort Atkinson and continue our mission of preserving, protecting and promoting our history.

Attendance & Operations

Attendance at the Museum during 2016 was 18,562, a slight decrease from 2015 but an increase from previous years. Volunteers and staff welcomed visitors from 159 Wisconsin cities and from 43 other states. We also welcomed international visitors from the

following countries: Australia, Belgium, Brazil, Canada, China, Columbia, Democratic Republic of the Congo, Denmark, Dominican Republic, Finland, France, Germany, Japan, Kenya, Lithuania, the Netherlands, New Zealand, Norway, Philippines, Singapore, Slovenia, Spain, Sweden, Turkey, United Kingdom, and Venezuela.

Memorable comments from the 2016 visitor log book include:

- Thank you for a lovely, educational experience-Definitely will come back
- Native American exhibit is awesome,
- What a surprise to discover this nice museum open all year round☺ So happy, thanks!
- Beautiful museum and very friendly staff ☺ thank you
- We love this museum, This is my second time here but certainly not my last. So much to see! So interesting! Thanks!
- Nice place to visit with son grandson and granddaughter
- Wonderful museum, even better than we expected! So exciting to have this caliber of museum in our own backyard
- Great place to take the little ones
- What a beautiful treasure to have right here in Fort Atkinson!
- The area is documented excellently, kudos to all involved in this terrific historical treasure
- Wow, it's huge! It's so professional. Excellent
- We were here a number of years ago and enjoyed it. We decided to return again. It was even better. Enjoyed everything and loved the mound exhibit.
- So, so amazing, enjoyed tremendously the visit, at University I worked part-time in a museum, I treasure the work involved. Thank you, thank you, thank you!
- Entertaining and Amooosing!
- Beautiful! A state treasure!

Membership in the Museum totaled 477 in 2016. We provided reference service to 221 researchers. Most research questions focused on local genealogy and house or business history research.

Facilities & Personnel

The Hoard Historical Museum is fortunate to have a building that is flexible to be able to meet the Museum's many programming and event needs.

The building and grounds contain an 1841 house and an 1864 house with additions. Due to the ages of these buildings, we are diligent with the care and maintenance of our facilities. In 2016, we replaced an aging AC unit with a newer, more efficient model, installed exterior surveillance cameras and repaired interior cameras as well as oversaw the construction of the Mary Gates Memorial Wall on museum property.

There were slight changes to Museum staffing in 2016. Merrilee Lee (Director, full time city employee) and Dana Bertelsen (Assistant Director, full time city employee) continued in their roles. Greg Misfeldt (Maintenance Manager, 24 hours/week historical society employee)

performed general maintenance duties throughout the year. Tammy Doellstedt (Volunteer Coordinator, 18 hours/week historical society employee) coordinated the details required to support the Museum's volunteer corps. Beverly Dahl (11 hours/week historical society employee), Linda Ager (10 hours/week historical society employee), and newest employee Dorothy Harwell-James (10 hours/week historical society employee) worked as Operations Assistants helping with events, programs, tours, promotion, retail sales, and room rental use.

The Museum's volunteers contributed an average of 477 hours per month for a grand total of 5,732 hours in 2016. This is an equivalent of almost 3 full-time positions. We again held enrichment programs just for Museum volunteers and their guests as well as our annual volunteer recognition event. We greatly appreciate all that our volunteers do for the Museum.

At the Historical Society's annual dinner meeting in March, we thanked outgoing board member Steve Tesmer, and welcomed new board member Denice Jones. Jude Hartwick served as the City Council's representatives to the Board in 2016. At the annual volunteer reception in September, the Museum honored Mary Narkis as the Volunteer of the Year; Wilbur Waggoner as Greeter of the Year; Russ Maki as Archive Assistant of the Year; Diane Bowker as Garden Volunteer of the Year; Steve Zimmerman as Special Projects: Jack of All Trade; Brian and Josh Juarez for Program Support: Civil War and Gov. Hoard Day; and Deb Lundy & Family and Amy Heine & Family for Program Support: Dairy Day at the MOOseum.

Collections & Exhibits

In 2016, Museum staff and volunteers continued the Museum-wide inventory project. This project includes inventorying every artifact in the building. This information will be helpful in planning future exhibits.

The Museum installed the following temporary exhibits during 2016:

- Mary Hoard Art Shows
- Native American Artifacts
- The Presidents of the Black Hawk War
- Echoes of War
- The Art of Marian Bell
- The History of the Congregational Church, in honor of their 175th anniversary
- Vintage Cookbooks
- the 4th Grade Oral History Project
- the Fort Atkinson Middle School History Club's Fort Koshkonong display
- two holiday trees plus a vintage Christmas tree and decorations in the Hoard House

Programs & Events

In 2016, the Museum's programming focus was on Fort Atkinson and the community. Many of our temporary exhibits focused on the stories of Fort Atkinson. We hosted our 2nd annual Dairy Day at the MOOseum," which had 500 people and 15 cows in attendance. More than 800 people attended our annual July 4 "Ice Cream Social". In December, over 225 people attended our annual "Holiday Open House." We also held the

2nd annual “Civil War and Gov. Hoard Day” celebrating both Gov. Hoard’s birthday and remembering the Civil War. The family program series, “Saturday Morning Scholars,” was successful again this year. We presented five garden education programs and one garden conference to feature our five gardens. We held a “Collectors Show” in February and hosted 2 “Concerts on the Lawn” in May and in September. We also began holding our “Morning @ the Museum” preschool programs once a month during the school year.

This year was also the 56th annual “Mary Hoard Art Show,” held in the spring. Hundreds of artists participated, ranging in age from kindergarten to senior citizen. The Hoard Historical Museum is proud to hold such a unique community-based art show each year. We also hosted the Black Hawk Artists show.

Outreach

The Jones Family Gallery continued to be a popular meeting room for our community including use by the Chamber of Commerce; The Tuesday Club; Fort Atkinson Woman’s Club; American Association of University Women; Fort Atkinson Area Science Fair; Rock River Music Teachers Association; the Fort Garden Club, and the Fort Atkinson School District. We shared the Museum’s mission, event invitations, and membership invitations with the public via regional newspapers including the *Daily Jefferson County Union*, the WFAW radio station, our quarterly newsletter, our website, the Chamber’s event calendar, our *Facebook* page, and via posters and mailings.

Looking ahead to 2017

The Hoard Historical Museum will have a busy and varied program of events while we celebrate the 100th anniversary of the US involvement in WWI in 2017. The Museum staff, the Fort Atkinson Historical Society Board of Directors, and the Museum’s volunteers are dedicated to the work of the Hoard Historical Museum by highlighting the rich history and culture of Fort Atkinson and Jefferson County.

<p style="text-align: center;">2016 Summary Fact Sheet Annual Report – Hoard Museum</p>
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Museum Hours: Tuesdays through Saturdays, 9:30 a.m. to 4:30 p.m.
2016 Total Attendance: 18,562

2015 – 20,411	2009 – 17,718
2014 – 15,929	2008 – 14,614
2013 – 16,142	2007 – 3,592
2012 – 17,380	2006 – 15,569
2011 – 17,198	2005 – 15,688
2010 – 16,973	

FAHS Membership: 477 ; 2015 – 485; 2014 – 495; 2013 – 499; 2012 – 503; 2011 – 494; 2010 – 447; 2009 – 456; 2008 – 449; 2007 – 431; 2006 – 444; 2005 – 433

Volunteer Hours: 5,732; 2015 – 5,686; 2014 – 3,874; 2013 – 4,714; 2012 – 5,990; 2011 – 5,210; 2010 – 4,933; 2009 - 4,256; 2008 - 2,795; 2007 – 825; 2006 - 1,546; 2005 - 1,106

PARKS & RECREATION DEPARTMENT

2016 Parks Highlights & Notes

* Completion of exterior & seating renovations of Jones Park Baseball Grandstand. The iconic spectator grandstand was built in 1917 with \$2,500 from the City’s General Fund. In separation of the 100 year anniversary of the grandstand an extensive renovation that included leveling of the main posts supporting the roof structure, removing wood exterior paneling and replacing with pine boards above a split-face block wall, replacing rotting staircase supports and spectator seat & footboards. Two coats of an oil stain was hand applied to preserve the pine siding. New doors were added to access the storage area beneath the spectator seating. The renovation was completed by Parks & Rec staff members with all materials and contractor costs totaling \$15,000 with \$5,000 funded through the City’s Capital Outlay account & \$10,000 through a donation by the Fort Generals Baseball team.



**Jones Park
Grandstand Renovation & Logo Banners Installed**

* Ralph Park: A playground addition featuring tot swings and an “Expression” swing allowing a parent and tot to ride the swing simultaneously while facing each other was the focus of a donation by the Fort Women’s Softball Association. Work was completed by Parks staff with the assistance by Justin Jacobson, seeking Eagle Scout. A wood border and safety wood chips were added to the new section, plus chips to the entire playground area. Overall cost was \$6,800 with \$3,500 donated for the swings.



Ralph Park Playground Swings

* Memorial Park went through a number of renovations in the Spring of 2016 to prepare for the youth baseball season. A clay mound was constructed on Diamond 2 by parks staff, followed by the expansion of all three infields involving sod removal and the addition of 6 truckloads of new ballfield material. Batter's boxes were reconstructed with clay bricks and the three infield backstop fences to both dugouts received electrostatic painting - converting to a new coat of black paint. Fort Youth Baseball donated over \$10,000 to these upgrades.

Aquatic Center Waterslide 'Face Lift'



The Fort Aquatic Center celebrated its 25th year of operation with a record revenue year. To keep the facility in quality condition the 184 foot long, 24 foot high waterslide received its first major renovation since 1992 – a new gel-coat finish. Users in 2017 will see the “new” waterslide’s blue & white colors, replacing the original tan. Cost \$32,500, through Capital Outlay.

* A metallic blue bike rack (photo below) – creatively designed as a fish – was donated by MATC welding program to Fort Parks & Rec. Valued at \$8,000. *25 trees planted in Spring courtesy Project Lead. *38 parking stalls created for football to reduce parking on narrow park road & improve safety.



* In all, just over \$67,000 was raised or project funds donated to improve Fort Atkinson parks and the Senior Center in 2016. Not included are on-going projects: Warming House at Haumerson Pond by Friends of Haumerson Pond, Pedestrian Bridge in Rock River Park by Fort Rotary Club, and the War Dog Memorial in McCoy Park coordinated by Mabel Schumacher.

* **In other Parks Projects of note in 2016:** Tennis Courts #1-4 were re-surfaced at Rock River Park’s tennis courts... Slit seeding of grass seed to improve turf areas was completed at Jones Park foul territory & infield for a second consecutive season with promising results shown by

late fall...Donor benches were installed at Lorman-Bicentennial Park & at the Jones Park Remembrance Playground...New signage was installed at the cement lion monuments in Lions Park, along the bike trail, & at the Fort Senior Center.... New banners with logos were installed on the Bike Trail and at Jones Park Baseball Field....A new backstop screen was installed by Lemke Fence on the Jones Park Grandstand.



Park Crew/Lions Club constructs 'Welcome' sign in Rock River Park/Hwy 106.

Rentals & Sign/Field Usage

*188 picnic shelter reservations (-1) Rotary Pavilion 46 rentals, Clubhouse 25 (down 11), Jones 37 (up 16, after down 13). 57 reservations were "free." * 111 individuals/groups reserved/rented tables & chairs (down 8). * 52 public rentals (down 5) Jones Park Sign * 824 scheduled ball games played on Parks/Rec. diamonds (+28) Ralph Park #1 with 505 games – includes tournaments. Jones - 72 games, Memorial - 184 games, JFL - 63 games

2016 Recreation Highlights

- * 1,209 players on 72 teams (+6 teams) played adult summer & fall softball (largest rec program).
- * Approximately 560 players on 71 Co-Ed & Women's teams (down 10 teams) played in our volleyball leagues during Winter & Fall leagues.
- * 313 students (down 17) registered in our Main St. Dance class school year program & performed before nearly 1,100 spectators & 400 (age 3 & 4 recital) at UW-W in May. Dance participation numbers don't include Daddies & Dancers, nor summer dance class students.
- * 2,351 (-103) participated in 45 youth rec. activities (not incl. dance, pool, youth center), 18 of the programs had an increase in participants overall. Biggest increases: Grade 3-4 girls basketball 54 (+15) & Small Fry Basketball 52 (+23).
- * No new programs were added. Dropped/changed: Winter Disc Golf, Winter Dodgeball & Winter Floor Hockey.
- * Including all youth programs & swim lessons: 9,453 youth served & 2,119 adult participants.
- * 167 volunteer coaches/instructors & 86 part-time employees needed for youth programs
- * At least 16 different rec. programs for each grade -including pre-school (seven grade groups have 17+ programs offered – highest is age 3-5 with 20 programs offered)
- * Recreation revenues of \$79,985.94 (up \$1,093 from '15). Overall, about \$118,000 in fees collected, but \$36,000 used for part-time wages for contractual programs, plus WI taxes).
- * Side note: number of youth participants has doubled since 2002, with just 6 additional programs added to that total.



Summer Charity Concert Series
Music, Fun raises \$9,300 in 2016



New Signage & Landscaping
Lions Park, Senior Center get attention

2016 Youth Center Highlights & Notes

- * For statistical purposes the school year is from September 1, 2015 to August 31, 2016.
- * Attendance of 5,281 middle school age youth during 136 days of operation. Attendance is up 242 from last year and accomplished in 7 fewer days of operation.
- * Largest one day attendance was 324 at the annual Formal Dance. Largest non-dance: 100
- * Average of 167 kids for 4 dances & average attendance on school year Friday's was 70.
- * Other popular activities: Active gym games, Video Game Tournaments, movie nights
- * Youth Center is open Friday & Saturday nights during the school year, Monday-Friday during Winter Break, Spring Break and during the summer.
- * 200 families are on our weekly e-mail blast list for promoting events & 966 people "like" the Center's Facebook page to keep informed of happenings involving the Youth Center.
- * 159 school year season passes were sold & 20 summer only passes were purchased
- * Since opening in April, 1999: total Youth Center attendance is 121,191.

2016 Municipal Building Highlights & Notes

- * 90 year old facility had tuckpointing completed on South, North & West exterior &, after a 1 year trial period, 2 pickleball courts were painted on the gym floor prior to re-finishing floors.
- * Gym used 347 days in '16. Gym was not used only 19 days (all holidays & Summer Sundays)
- * 815 reservations (+94 from '15) (587 for Parks & Rec), not including noon time rec. open gym

2016 Aquatic Center Highlights & Notes

- * Celebrated its 25th season.
- * 39,328 attended open swim sessions throughout summer (increase of 6,621 from '15).
- * Approximately 1,200 youth participated in swim lessons (over 800 in group lessons).
- * 9th Youth Triathlon attracted just under 100 participants
- * 43 part-time employees operate the Aquatic Center.
- * Added some healthy food options to concessions with assistance from Fort Healthy group.
- * Original waterslide gel-coated for the first time in September, 2016. Color is now blue & white, from tan.
- * Revenue record recorded in '16 with \$165,795 (up \$11,043 from '15). Previous record in 2012 (see 90 degree temps).
- * 6 days with 90+ temperatures during swim season (compare with 3 in '15, 0 in '14 & 32 in '12)



Lessons lead to high attendance

POLICE DEPARTMENT

Operations:

Calls for Service increased 3% from 10,178 in 2015 to 10,482 in 2016. Calls with reports also increased by 13% from 2,366 in 2015 to 2,672 in 2016. There is no specific cause for this rise, however a trend in reduced calls was seen in 2014 & 2015. This rise in calls seems to align with past trends. The increase in report written is important to notice as this takes officers off the road to complete required paperwork.

Nuisance Abatement was a focus in 2016. We set a goal to address 100 properties that were a visual blight on neighborhoods in our community. Officers were able to address and work with owners at 110 properties in 2016.

Traffic Safety beyond Enforcement: In 2016 CSOs performed a City wide traffic sign inspection and identified all traffic signs that were obstructed by overgrowth or in need of repair. Info was shared with DPW who helped improve sign visibility.

Training:

Employees of the department attended a wide range of training to include topics related to Patrol Operations, Tactics, Investigations and Legal Updates. All department personnel have met the training requirements set forth by Wisconsin Training & Standards. A few key courses obtained by officers include:

Field Training Officer Certification, Landlord Tenant Laws & Investigating Heroin Deaths.

A Few Highlights of Services Offered:

Prescription Drug Drop Off resulted in the proper collection and disposal of over 440 pounds of prescription medications in 2016.

Grants & Donations:

SCRTAC Grant: Equipment Grant for Tourniquets.

Enbridge Community Grant: 2009 Chevy Truck was donated to our agency, increasing response capabilities during emergencies and inclement weather.

Enbridge Equipment Grant: Funds to purchase Emergency Response Command Boards for use in our command posts during large scale events or emergencies.

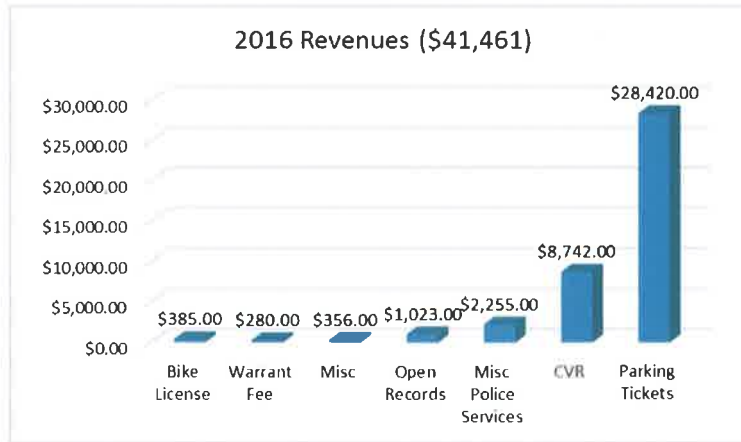
Jones Dairy Farm: Equipment Donation: Body cameras for officers & Detectives were made possible through this year. The cameras were put into service in November 2016.

Haus Von Stolz Kennel & Anonymous Donor: K9 Patrol Dog & Training/Certification.

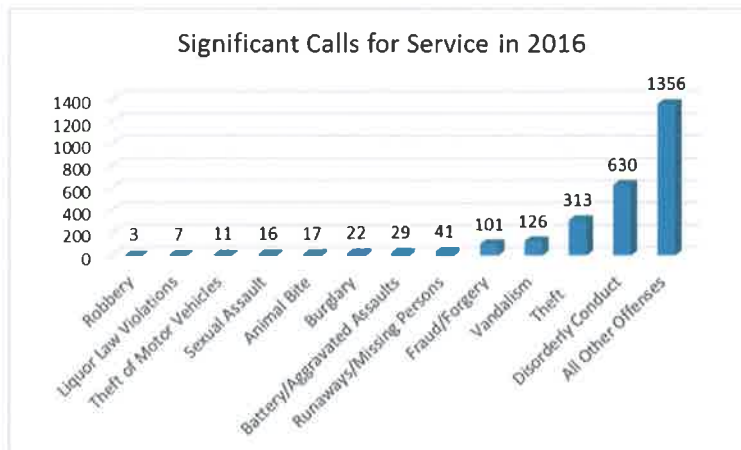
Generals Baseball Equipment Donation: 1 PBT, 2 Animal Snare Poles, Uniform Insignia

US Department of Justice Ballistic Vest Grant: Match Grant that pays for half the purchase price of ballistic vests for our officers. 1 officer received a vest in 2016.

2016 Revenues



Cases with Reports



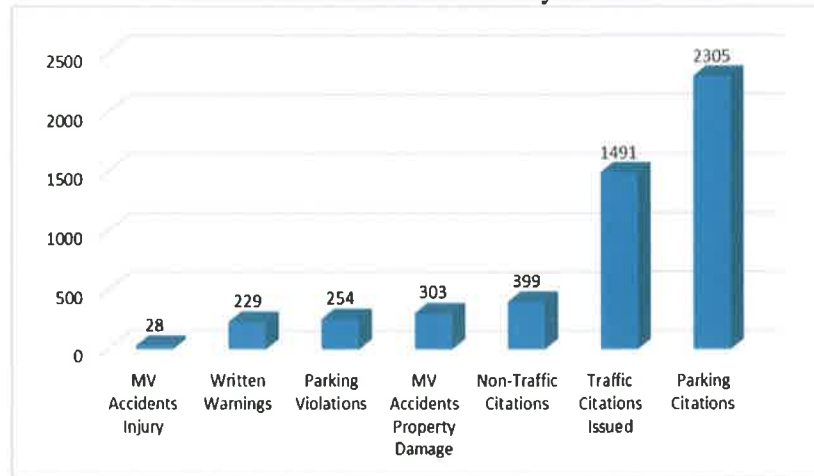
Separate from traffic related activity, Officers were busy addressing and responding to offenses that include Disorderly Conduct (630), Theft Complaints (313) and the listed category above "All Other Offenses" (1356) which is a combination of the many other situations officers deal with to include emergency detentions, death investigations, medical calls, Nuisance Complaints (110) and aiding outside agencies to name a few.

Note: The above graph and numbers do not reflect every case handled or report an officer completed. In 2016 the Fort Atkinson Police Department logged 10,482 case numbers. Within these cases Fort Atkinson Police Officers documented and wrote initial reports, investigative follow-up reports and supplemental reports to primary officer reports. These reports are added into the department records keeping system and result in a significant amount of officer on-duty time. So although 10,482 case numbers were generated in 2016, officers actually wrote 2,672

written reports. With our below average officers per capita, this is a significant amount of output and case load per officer.

Narcotic Investigation Numbers are pending at time of this report and not included in numbers above.

Traffic Enforcement Activity in 2016

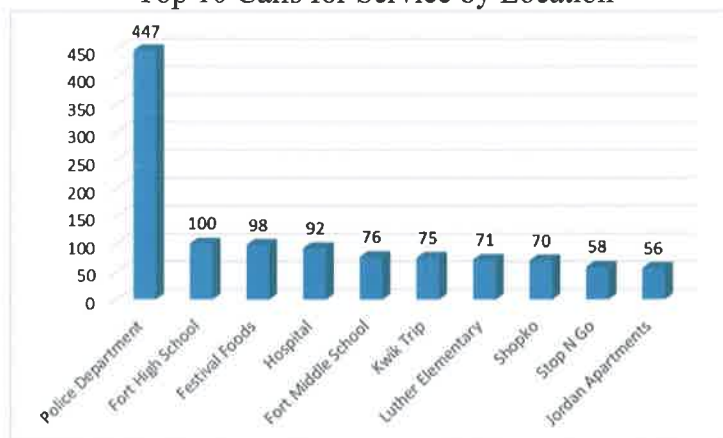


The total Traffic Enforcement Activities for 2016 was 5009. That is a 9% increase in traffic enforcement related activities compared to 2015 where we had 4448. This increase of 560 cases reflects numbers normally seen in past years.

Traffic Contacts and Arrests make up a large portion of officer activity in our community. Often-times proactive traffic enforcement has a residual impact on nuisance crimes and property crimes through preventive contacts and presence deterrence. Traffic enforcement and the visibility in the community helps keep our community a safer place for people to live, work and visit.

Note: In the above graph, Parking Violations refer to complaints by citizens regarding issues related to parking that officers helped mediate or address. Parking Citations are actual citations issued to vehicles related to violations of the City’s parking ordinances.

Top 10 Calls for Service by Location



The "Calls for Service by Location" chart above lists the 10 locations that Fort Atkinson Police Officers were dispatched to most often in 2016. Below is a description of each location:

101 S. Water Street WI: Police Department (Walk-In Complaints)
925 Lexington Boulevard: Fort Atkinson High School
328 Washington Street: Festival Foods
611 Sherman Avenue East: Fort Memorial Hospital
409 S High Street: Fort Atkinson Middle School
1565 Madison Avenue: Kwik Trip
205 Park Street: Luther Elementary School
1425 Janesville Avenue: Shopko
313 Madison Ave: Stop N Go
218 N Main Street: Jordan Street Apartments

2017 & Beyond...

We will continue to proactively enforce our new Chronic Nuisance Ordinance to reduce calls for service at locations that drain community resources in Fort Atkinson.

We will continue to support and market Crime Stoppers so our citizens can anonymously and effectively report crimes which will allow citizens to help the Police Department prevent, address, and solve crimes in Fort Atkinson.

We will continue to expand on our efforts to address illegal drugs in our community through enforcement and education.

We will continue to increase our participation with the Jefferson County Drug Task Force by providing personnel, equipment, and resources as they become available.

We will continue to pursue alternate means of funding to include grants, multi-jurisdictional opportunities, and collaborative efforts with community stakeholders.

We will continue to proactively implement Crime Prevention initiatives and Community Policing Programs to ensure our city is safe and its citizens are prepared to help law enforcement prevent crime and improve the quality of life in Fort Atkinson.

We will continue a proactive stance and help abate public nuisances within the city in an effort to assist city officials in their mission to maintain a beautiful City.

To see the full 2016 Annual Report for the Fort Atkinson Police Department, visit us online at: http://www.fortatkinsonwi.net/new_departments/police_department.php

PUBLIC WORKS DEPARTMENT

Street Opening Permits

The City of Fort Atkinson issued 113 Street Opening Permits in 2016. Through curb & gutter replacement, sidewalk replacement and street patches the City generated \$66,173.10 in revenues. Of that total, \$60,911.50 was billed to the Water Department and the remaining was billed to property owners. These numbers compare to:

- \$63,669.50 / \$58,884.28 for 2015
- \$20,297.50 / \$17,086.75 for 2014
- \$42,558.00 / \$38,860.00 for 2013
- \$20,017.00 / \$17,225.00 for 2012

Trees

159 trees were taken down and 61 trees replanted. This compares to:

- 158 / 52 for 2015
- 66 / 12 for 2014
- 166 / 34 for 2013
- 192 / 73 for 2012

Sweeping

The City street sweeper picked up 1,950 cubic yards of leaves and debris from the City's streets and parking lots. This compares to:

- 2,100 cubic yards for 2015
- 1,914 cubic yards for 2014
- 2,489 cubic yards for 2013
- 2,350 cubic yards for 2012

Manholes

17 manholes were repaired or replaced. This compares to:

- 18 for 2015
- 14 for 2014
- 8 for 2013
- 10 for 2012

Catch Basins

0 catch basins were replaced and 14 catch basins repaired. This compares to:

- 20 /13 for 2015
- 14 /13 for 2014
- 4 /11 for 2013
- 15 /16 for 2012

Sanitary Sewer

217,643 lineal feet of sanitary sewer were cleaned and 10,860 lineal feet were televised. Of the 33 emergency call-outs for sewer back-ups, 9 were from a backed up sewer mains and the remaining 24 were homeowner problems. These footages compare to:

- 193,882 / 9,050 / 6 for 2015
- 286,318 / 6,982 / 7 for 2014
- 58,496 / 4,148 / 0 for 2013
- 286,336 / 9,552 / 0 for 2012

Asphalt Patching

678 tons of asphalt was installed for repairs to city streets due to water main breaks, pot holes and other patches. This compares to:

- 726 tons for 2015
- 501 tons for 2014
- 460 tons for 2013
- 509 tons for 2012

Concrete Installed

110 cubic yards of concrete were poured. This included sidewalks, curb & gutter, driveway approaches, road repairs and other projects that were requested by other departments. This compares to:

- 85 cubic yards for 2015
- 167 cubic yards for 2014
- 178 cubic yards for 2013
- 328 cubic yards for 2012

Sidewalks

1,183 lineal feet of sidewalk and 6 handicapped ramps were replaced. This compares to:

- 153 lin. ft. / 2 for 2015
- 1,294 lin. ft. / 8 for 2014
- 607 lin. ft. / 2 for 2013
- 1,367 lin. ft. /16 for 2012

Curb & Gutter

415 lineal feet of curb and gutter was replaced. This compares to:

- 400 lin. ft. for 2015
- 858 lin. ft. for 2014
- 1,623 lin. ft. for 2013
- 2,924 lin. ft. for 2012

Compost Site

14,142 cars and trucks visited the Compost Site. This compares to:

- 15,909 cars for 2015
- 13,979 cars for 2014
- 13,080 cars for 2013
- 14,356 cars for 2012

These numbers do not reflect the number of vehicles that used the Compost Site when the gate is open but unattended or those that drop off yard waste at the Public Works Garage.

Electronic/appliance recycling

46.3 tons of electronics and 26.1 tons of large appliances collected for recycling at the compost site. This compares to:

- 91.8 tons of electronic/47.8 tons of large appliances for 2015
- 96.9 tons of electronic/15.25 tons of large appliances for 2014
- 46.8 tons of electronic/8.5 tons of large appliances for 2013.
- 32.5 tons of electronic/13.1 tons of large appliances for 2012.

Additional DPW responsibilities

- Snow plowing and removal within the City

- Snow plowing and removal at the Airport
- Installing and removing holiday lights
- Monthly residential brush pickup
- Painting for crosswalks/parking stalls/handicapped ramps/parking lots etc.
- Annual residential leaf pickup
- Installing and removing flags for legal holidays
- Tree trimming in the City's right-of-ways
- Clean up after storm events
- Install and maintain street signage
- Mowing and trimming the airport, right-of-ways, cul-de-sacs, and non-conforming properties
- Crack sealing for street maintenance
- Provides signage/barricades/banners for special events (Parades, Rhythm on the River, Buckskinners, Carnival Days, and other community events.)
- Install and remove the City's piers and buoys
- Mechanical maintenance of the City's fleet of cars/trucks/loaders/etc.
- Maintain and manage the City's Compost Site (yard waste/brush/recycling)
- Assist other departments

Other City Projects

Other projects the DPW were involved with:

- Crack sealed 4.4 miles (86,573 sq. yards)
- Provided saw logs to the Haumerson's Pond building project.

Additional 2016 Information

The City has been collecting electronics at the City's Compost Site facility since 2010 free of charge to the residents. Due to the increasing costs of E-Waste recycling, on July 1, 2016 the City started collecting a fee of \$20.00 for each old style television and computer monitor to cover the recycling costs. The funds received from this have covered the recycling fees.

Thoughts for 2017

We plan on hiring four additional seasonal employees this summer. They will be working on projects with our full time employees throughout the season. This will allow us to continue with our normal duties as well as perform other backlogged work throughout the City.

WASTEWATER UTILITY

The Utility finished the second year and started the third year of the WDNR Discharge Permit first issued on July 1, 2014. This permit will expire on June 30, 2019. As we continue on the path to meeting the new effluent standards that will take effect in future permits, we completed a

status update due to the WDNR at the end of June. That status report updated WDNR on our progress in implementing minor operational changes, data collection, and other measures that were undertaken to help optimize the plant to reduce the discharge of total phosphorus. These steps included a phosphorus speciation study, DNA sampling and testing, anaerobic zone mixer cycling, and turning of aeration tank influent channel aerators.

The result of the optimization steps has indicated negligible improvement in lowering the total phosphorus discharge, but it has yielded some good results in stabilizing plant performance. We will continue with compliance alternatives and will submit a preliminary compliance alternatives plan to WDNR by June 30, 2017. This will include a preliminary engineering design report on how we will meet the future phosphorus limits.

Foreman and Maintenance Report

Erin Sweeney

In 2016, the Wastewater Utility went through a few changes. One of the changes that was expected was the addition to the plant of our new centrifuge. We started piloting this project in April of 2016. Two companies came to the plant and completed weeklong full-scale pilots. In the end, Centrisys was the chosen centrifuge. The project kicked off in October of 2016. In November, a rental unit was brought in for temporary dewatering. It was set outside the solids handling building. We have been running that unit outside since then and although there have been issues with this equipment, as a team working together we have made it work. The project is currently in the last stages of testing. The unit should be up and running at full speed in late January. We are going to be seeing higher percent solids meaning we can run the unit less days a week and that in turn means a lot less trips to the farmers' fields.

Old Belt press



New Centrifuge



This year was also the year of the CMOM (Capacity, Management, Operations, and Maintenance) program for sanitary sewer collection systems. A document that states goals and achievements of the DPW and Wastewater department along with general guidelines that we enforce as an entity. The WI DNR states that anyone with a WPDES permit had to implement a CMOM program by August 1, 2016. I was able to complete this task but it was definitely a joint effort between Wastewater and DPW. Each year the CMOM program will be updated to stay relevant.

A primary clarifier was drained for inspection. We had a couple of minor repairs, but were pleased to see that the clarifier is in relatively good condition for its age.

Other projects this year included the continued replacement of process flow meters as they fail (originals from 1992), the unplanned replacement of the main SCADA (Supervisory, Control and Data Acquisition) programmable Logic Controller (PLC) that was caused by a power failure, and SCADA system software replacement. Building improvements completed were soffit and fascia replacement on the vehicle storage building and several door replacements due to age and corrosion.

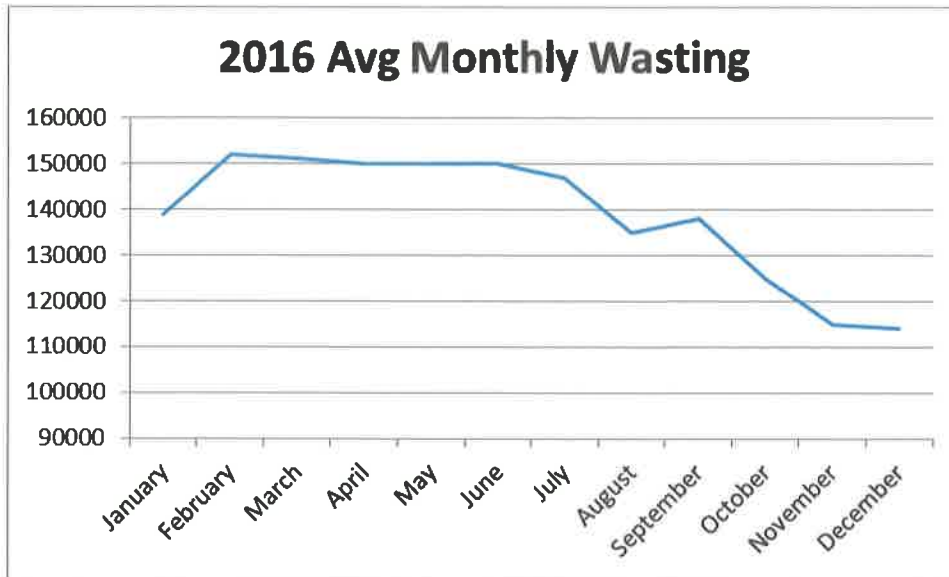
2016 Lab Report

Kurt Birkett

In 2016 the laboratory ran the permit required testing of BOD (Biological Oxygen Demand), TSS (Total Suspended Solids), Ammonia Nitrogen, Total Phosphorous, pH, Residual Chlorine, and Fecal Coliforms. The laboratory also ran tests for industrial billing and process control. These tests include TKN (Total Kjeldahl Nitrogen), Volatile Solids, Settleability, Nitrate, Ortho Phosphate, Dissolved Oxygen, and others. Microscopic examinations are performed weekly looking for bacterial filaments and the biological health of the organisms in the aeration basins. Maintenance on the plant process probes and analyzers is performed on a prescribed schedule in order to provide accurate readings. Aeration basins # 1 and # 5 oxygen probes were replaced with new Hach LDO sensors. These original LDO probes were in operation since May 2004.

The SRT (sludge retention time) is calculated and wasting rates are adjusted to maintain desired sludge age. This year we have been able to reduce daily wasting amounts down to 115,000 gallons a day possibly due to the loss of some industrial loadings (see graph below).

We also had our triannual lab audit in November. The WDNR cited two deficiencies that have been corrected with very minor adjustments. The laboratory has very successfully fulfilled its requirements with the State of Wisconsin Proficiency Testing program. Looking forward into 2017, the laboratory will continue to have reliable, traceable, and accurate test results.

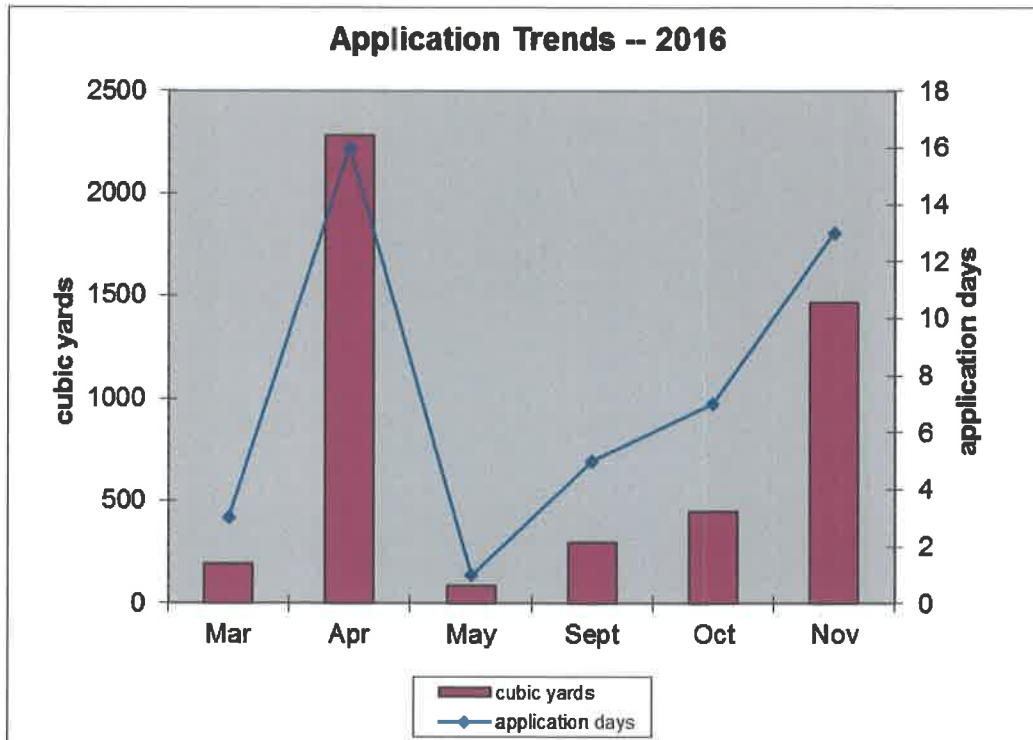


Soils Program

Ryan Wagner

The year 2016 was not the most straight forward when it came to land application, but in the end, it was another successful year. Our spring application was rather efficient this year. We did see some heavy rains in April, but for the most part the rains were spread out enough and fields were able to dry up in between. This meant I got out to the fields 16 days in April and with us using the city land near the industrial park, I was able to move a lot of material in a short amount of time. We didn't have access to our usual summer application sites this year. This meant I had to wait until crops came off in October, so fall spreading turned out to be a little more than expected. Fortunately, we did not get any bad weather and I was able to continue land applying up until Thanksgiving. Overall in 2016 we land applied about 17% less compared to 2015. In total, we land applied 4,764 cubic yards to 4 different farmers and 18 fields.

Our percentage of waste activated sludge thickening remains steady, thickening sludge from 0.441% to 4.3%. The Waste Activated Sludge went down to 51.8 million gallons for the year from 62.8 million gallons in 2015. Pressing this year, we were able to average 14.4% with an average high of 17.1% in November and December with our centrifuge rental unit. Looking at our totals, sludge production was down about 12% this year.



Industrial Monitoring/Safety

Karen Mercado

In 2016, the Industrial Monitoring Program sampled the ten industries in our program 443 times. 442 tests for BOD, TSS and pH were run on these samples. In addition, 280 TKN tests and 287 Phosphorous tests were also performed. The three different commercial categories (Fast Food,, Sit Down, and Food Store) were each sampled for a 1 week period. Septic/holding samples were analyzed 12 times.

Through 2016, the industrial monitoring program has billed for 100% of the flow, 99.8% of the BOD, 119% of the TSS, 120% of the TKN, and 118% of the Phosphorous received at the Wastewater Facility. The higher than 100% values occur because of differences in flow monitoring at the Utility and the amount of water pumped by the Water Utility as well as the proven problems with infiltration and inflow in the collection system. Improvements to streamline and simplify the program will be considered in 2017.

In 2016, there were three accidents involving Wastewater Utility employees and two accidents involving Water Utility employees reported to the Safety Committee. These accident were minor, however there was lost time due to a shoulder injury in Building 80. Safety training was completed for the following: Blood borne pathogen control, Respirator fit testing, and Fire extinguisher operation.

WATER DEPARTMENT

Jones Reservoir

The exposed concrete was painted in June 2016 which completed this project. This tank is required to be inspected again in 2020. It is recommended that a drain down inspection be performed to insure no other cracks have formed.

Main Station Reservoir Inspection

In August the Main Station Reservoir located across from the Municipal building was drained and cleaned by Utility employees. It was then inspected by Dixon Engineering. Based on discussions with Dixon Engineering it was determined that only minor repairs were necessary. The next scheduled inspection for this reservoir will be in 2021.

New Main Installation

Charles and Wilson

Approximately 725 feet of new 8 inch water main was installed on Charles from Lucille to Wilson (replaced 4 inch water main) and on Wilson from Charles to Harriette (new). This created a loop in the water system and was installed to provide better water quality and greater fire flow in this area.

Talcott

Approximately 925 feet of 8 inch water main was replaced with new 8 inch water main on Talcott from Adrian Boulevard to James Place. This was an area of high priority for replacement due to the number of main breaks experienced in this area.

Main Breaks

Year	# of Breaks	Cost	Street Repair
2011	14	\$44,669.00	Total cost
2012	9	\$20,665.00	Minus 2 street repairs
2013	15	\$47,093.61	Minus 3 street repairs
2014	21	\$56,203.66	Minus 3 street repairs
2015	24	\$65,890.45	Minus 1 street repair
2016	14	\$36,217.53	Total cost

In 2016 50 % of the main breaks that occurred were again outside of cold weather times. The concern is that this may be an indication that the age and condition of the water main may be leading to these failures rather than the weather. This is something that will

continue to be evaluated. There is currently \$700,000.00 for water main and lead service replacement in the Utility CIP beginning in 2018 which will help address this issue.

Sampling

In 2016 the Water Utility with the use of outside labs performed over 2600 WDNR/EPA required analyses on the water provided to our customers. All results fell below the Maximum Contaminant Levels established by the WDNR/EPA. The following is a breakdown of the sampling:

Bacterial	150	samples
Chlorine	1524	samples
Fluoride	480	samples
Phosphate	312	samples
Total Suspended Solids (hydrant flushing)	62	samples
Chlorine (hydrant flushing)	62	samples
Annual DNR	9	samples

Hydrant Flushing

The Water Utility performed hydrant flushing in both the spring and fall. Flushing typically requires 2 employees at 10 hours per day for 9 days. Flushing provides the benefit of removing sediment in distribution mains and allowing for inspection of hydrants to insure proper function. In addition to the standard flushing the Water Utility performed directional flushing in areas identified in the manganese study. This scours the mains by closing valves to create high water velocities. This process requires an additional 3 days to the flushing schedule. The tentative schedule for 2016 is:

Spring	April 22nd through May 10th
Fall	September 23rd through October 10th

DNR Inspection

On August 16, 2016 Sofia Stevenson and Dave Barkhahn (Wisconsin DNR Water Supply Engineers) conducted a sanitary survey of the Fort Atkinson Waterworks. The purpose of a sanitary survey is to evaluate the system's source, facilities, equipment, operation, maintenance and management as they relate to providing safe drinking water. The following are deficiencies identified during the course of the sanitary survey and corrective actions taken. Deficiencies are problems in the drinking water system that have the potential to cause serious health risks or represent long term health risks to consumers.

1. The system does not have adequate manpower, training and equipment to perform all necessary duties to provide an adequate quantity of safe drinking water to consumers.

The City is examining workloads and distribution, in particular those tasks subject to annual fluctuations, such as utility locates. This assessment is developing data which will be used to determine adequate staffing levels and task assignments at the water utility.

2. All water mains are not at least 6 inches in diameter.

In budget discussions this year the Utility has budgeted \$700,000.00 in borrowing for water main (\$500,000.00) and lead service (\$200,000.00) replacement beginning in 2018. Based on this, the following is the Utilities current main replacement plan:

At \$245.00 per foot 2016 costs (this includes 1/3 of street replacement) \$500,000.00 allows for approximately 2000 feet of main replacement annually. The utility has identified 15,000 feet of main with a high incidence of main breaks. The Utility considers replacement of this main a priority. At 2000 feet annually it will take 7.5 years to remove this main. All of this main is 6 inch or larger diameter water main.

Regarding undersize water main the Utility has approximately 50,000 feet. At 2000 feet per year it will take an additional 25 years to remove all of this size main.

3. All fire hydrants cannot produce at least 500 gpm at 20 psi residual pressure.

A system study that was completed in 1998 identified 3 hydrants within our system that could not provide 500 gpm @ 20psi residual pressure. Fire flow for one of these hydrants was corrected by increased water main size and looping. The last 2 are located on dead end 4 inch water mains and are used for flushing purposes only. They are identified this way on our mapping and our fire department also has them identified this way. Fire flows for all other hydrants as identified in that 1998 report and a subsequent update in 2007 meet the minimum 500 gpm @ 20psi residual pressure even on the 4 inch water main.

4. The water mains are not adequately separated from sewerage components including manholes.

The water main that runs through the sanitary manhole at Riverside Drive and Wilson, will be properly separated before August 16, 2019.

5. System is not implementing a comprehensive Private Well Abandonment/ Permitting Program.

A private well program was instituted ca. 2014 with documentation developed and procedures defined for finding and tracking existing wells within the utility boundary. That program has not been revisited in recent years, and will be updated accordingly as time permits.

The report also identifies recommendations which are problems in the water system that hinder your public water system from consistently providing safe drinking water to consumers. The following are some of those recommendations:

1. An adequate wellhead protection program has not been designed and implemented including a water conservation program.

The Utility has \$8000.00 budgeted for wellhead protection planning in 2017.

2. Sources are subject to flooding.

The Utility has \$100,000.00 budgeted in 2021 for flood proofing Well #3. This would be for converting back to an above ground facility.

4. Emergency power is not available for one or more wells.

The Water Utility has \$134,000.00 budgeted in 2020 for the purchase of a portable generator and switch gears to be utilized at all wells.

The next Sanitary Inspection will occur in 2019.