



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

<https://us02web.zoom.us/j/83950900371?pwd=a2hTMGgrUG94OXhVTi9nUVhDcXFBUT09>

Meeting ID: 839 5090 0371

Passcode: 53538

Dial by Location
+1 312 626 6799

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7760. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Public Hearings – None**
- 4. Public Comment:** *The City Council will receive comments from City residents. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information. No action will be taken on any public comments unless the item is also elsewhere on the agenda.*
- 5. Consent Agenda:** *The Consent Agenda outlined below is hereby presented for action by the City Council. Items may be removed from the Consent Agenda on the request of any one Council member. Items not removed may be adopted by one action without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Council President.*
 - a. Review and possible action relating to the **minutes of the February 17, 2022 regular Fort Atkinson City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to the **minutes of the February 14, 2022 Police and Fire Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to an application from **Fred York** to serve on the **Historic Preservation Commission** for a three-year term starting in March 2022 (LeMire, City Manager)
- d. Review and possible action relating to a **Special Event: Fort Atkinson Chamber of Commerce Lemonade Day on May 7, 2022** (Ebbert, Clerk/Treasurer/Finance Director)
- e. Review and possible action relating to a **Special Event: American Legion Post 166 Memorial Day Parade May 30, 2022 starting at the American Legion and ending at Evergreen Cemetery** (Ebbert, Clerk/Treasurer/Finance Director)
- f. Review and possible action relating to a **Special Event: Fort Atkinson Community Band Concerts June 20, July 4, July 18, Aug. 1 and Aug. 15, 2022 at Barrie Park** (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action relating to a **Special Event: Badgerland After School Program (BASE) Wings & Wheels Fly-In Breakfast June 5, 2022 at Fort Atkinson Municipal Airport** (Ebbert, Clerk/Treasurer/Finance Director)
- h. Review and possible action relating to a **Special Event: Hoard Historical Museum Dairy Day at the MOOseum on June 18, 2022** (Ebbert, Clerk/Treasurer/Finance Director)
- i. Review and possible action relating to a **Special Event: Ice Cream Social at Hoard Historical Museum on July 4, 2022** (Ebbert, Clerk/Treasurer/Finance Director)
- j. Review and possible action relating to a **Special Event: Badgerland After School Enrichment Program (BASE) Duck Race & Day for Kids Aug. 13, 2022 at Fort Atkinson Bicentennial Park** (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications

- a. Recognition of **the retirement of Public Safety Dispatcher Sue Ebert** of the Fort Atkinson Police Department (Bump, Police Chief)
- b. Recognition of **the retirement of Captain Jeff Davis** of the Fort Atkinson Police Department (Bump, Police Chief)
- c. Presentation of **Green Recognition Award to Heart of the City** (LeMire, City Manager)
- d. Review and possible action relating to a Proclamation Recognizing **World Migratory Bird Day** on Saturday, May 14, 2022 (LeMire, City Manager)

7. Resolutions and Ordinances:

- a. Review and possible action relating to a **Resolution Authorizing the Issuance of \$2,275,000 General Obligation Promissory Notes and the Issuance and Sale of a \$2,275,000 Note Anticipation Note in Anticipation Thereof** (LeMire, City Manager)

- b. Review and possible action relating to a **Resolution Providing for the Sale of Approximately \$2,275,000 General Obligation Refunding Bonds** (LeMire, City Manager)
- c. Review and Possible action on **No Mow May, a temporary exception to Section 102 (b)(1)** City of Fort Atkinson Municipal Code (Selle, City Engineer/Public Works Director and Franseen, Parks and Recreation Director)

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 **skid loader purchase for the Department of Public Works at a cost of \$34,573** from Miller-Bradford & Riseberg (Williamson, Public Works Superintendent)
- b. Review and possible action relating to the purchase of **two single axle plow trucks for the Department of Public Works at a total cost of \$384,246** from Kayser Commercial Sales (Williamson, Public Works Superintendent)
- c. Review and possible action relating to a proposed submission to the Fort Atkinson School District from the **City relating to the installation of Fiber along Park Street** (Selle, City Engineer/Public Works Director)
- d. Review and possible action relating to **2021 Year-End Financial Information** (LeMire, City Manager)

11. Miscellaneous – None

12. Claims, Appropriations and Contract Payments:

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

13. Adjournment

Date Posted: February 25, 2022

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
THURSDAY, FEBRUARY 17, 2022 – 7:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

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

2. ROLL CALL

Present: Cm. Becker, Cm. Hartwick, Cm. Housley, Cm. Johnson and Pres Scherer. Also present: Manager, Attorney, Engineer, Clerk/Treasurer, Public Works Superintendent, Wastewater Superintendent, Museum Director and Park & Rec Director.

3. PUBLIC HEARINGS:

a) Community Development Block Grant (CDBG) CLOSE Program Presentation and Public Hearings (Ebbert, Clerk/Treasurer/Finance Director; Kianna Lindh, MSA Professional Services/Program Administrator)

i) Public Hearing relating to the CDBG – CLOSE Lorman Scrapyard Remediation Project

ii) Public Hearing relating to the CDBG – CLOSE Water Main Replacement Project

Clerk Ebbert briefed the Council on the activity to date on the CDBG programs. Ms Lindh discussed the project timelines and invited interested parties to participate in the public hearing.

No comments were received for the CDBG-Close Lorman Remediation Projection. No comments were received for the CDBG-Close Water Main Replacement project. No Council action was required.

4. PUBLIC COMMENT:

Tim Nathan, N1891 Grant Street – inquired on his property location and if he would be required to annex into the City.

5. CONSENT AGENDA:

a) Review and possible action relating to the minutes of the January 26, 2022 Police and Fire Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)

b) Review and possible action relating to the minutes of the February 1, 2022 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)

c) Review and possible action relating to building, plumbing, and electrical permit report for January 2022 (Juarez, Building Inspector)

- d) Review and possible action relating to the City Clerk-issued License and Permit Report for January 2022 (Ebbert, Clerk/Treasurer/Finance Director)*
- e) City Sewer, Water, and Stormwater Utility Financial Statements as of December 31, 2021 (Ebbert, Clerk/Treasurer/Finance Director)*
- f) Review and possible action relating to a Special Event: Friends of Haumerson's Pond – Candlelight Ski and Hike on February 26, 2022 (Ebbert, Clerk/Treasurer/Finance Director)*

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

6. PETITIONS, REQUESTS, AND COMMUNICATIONS – NONE

7. RESOLUTIONS AND ORDINANCES:

- a) Third/final reading of Ordinance to adopt Amendments to the City of Fort Atkinson Comprehensive Plan (Selle, City Engineer/Director of Public Works)*

Engineer Selle refreshed the Council on the amendments to the comprehensive plan. The comp plan and the official map require approval for effectiveness.

Cm. Becker moved, seconded by Cm. Housley to adopt the Ordinance to adopt Amendments to the City of Fort Atkinson Comprehensive Plan. Motion carried.

- b) Third/final reading and possible action relating to an Ordinance to repeal and recreate Section 1-13 of the Municipal Code regarding the Official Map for the City of Fort Atkinson (Selle, City Engineer/Director of Public Works)*

Engineer Selle stated the official map was originally slated for 2010.

Cm. Hartwick moved, seconded by Cm. Becker to adopt the Ordinance to repeal and recreate Section 1-13 of the Municipal Code regarding the Official Map for the City of Fort Atkinson. Motion carried.

- c) Third/final reading and possible action relating to an Ordinance to repeal and recreate the Land Division and Development Code for the City of Fort Atkinson (Selle, City Engineer/Director of Public Works)*

Engineer Selle provided various items the Code addresses.

Cm. Becker moved, seconded by Cm. Housley to adopt the Ordinance repealing and recreating Chapter 70 of the City of Fort Atkinson Municipal Code relating to Land Division and Development. Motion carried.

- d) Third/final reading and possible action relating to an Ordinance to amend Sections 42-36 and 42-37 of the City of Fort Atkinson Municipal Code relating to the Historic Preservation Commission (LeMire, City Manager)*

Manager LeMire provided the third reading of the Ordinance that clarifies roles and responsibilities of the Commission and creates flexibility in membership.

Cm. Hartwick moved, seconded by Cm. Johnson to adopt the Ordinance to amend Sections 42-36 and 42-37 of the City of Fort Atkinson Municipal Code relating to the Historic Preservation Commission. Motion carried.

e) Third/final reading and possible action relating to an Ordinance to amend Section 58-148 of the City of Fort Atkinson Municipal Code relating to the sale of tobacco, nicotine products, electronic smoking devices, and electronic smoking device paraphernalia near schools (Bump, Police Chief)

Manager LeMire stated that no comments or concerns were presented to Council or Staff.

Cm. Housley moved, seconded by Cm. Becker to adopt the Ordinance to amend Section 58-148 of the City of Fort Atkinson Municipal Code relating to the sale of tobacco, nicotine products, electronic smoking devices, and electronic smoking device paraphernalia near schools. Motion carried.

8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

a) Annual Tourism Report (Katie Carey, Fort Atkinson Chamber of Commerce Tourism Manager)
No action required.

b) City Manager's Report (LeMire, City Manager)
No action required.

9. UNFINISHED BUSINESS – NONE

10. NEW BUSINESS:

a) Review and possible action relating to the Modification of Control Panel 55-LCP-3-2 Programmable Logic Controller (PLC) at a cost of \$11,960 from the Wastewater Utility Equipment Replacement Fund (Christensen, Wastewater Utility Supervisor)
Wastewater Superintendent Christensen reviewed the quote for the panel that ties into improvements made in 2015.

Cm. Housley moved, seconded by Cm. Becker to approve the modification of Control Panel 55-LCP-3-2 Programmable Logic Controller at a cost of \$11,960 from the Wastewater Utility Equipment Replacement Fund. Motion carried.

11. MISCELLANEOUS – NONE

12. CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS:

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

Cm. Becker moved, seconded by Cm. Johnson to approve the Verified Claims presented by the Director of Finance and authorize payment. Motion carried.

13. ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Becker to adjourn the meeting. Meeting adjourned at 7:47 pm.

Respectfully submitted,

Michelle Ebbert
City Clerk/Treasurer



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

**POLICE AND FIRE COMMISSION MEETING
IN PERSON AND VIA ZOOM
MONDAY, FEBRUARY 14, 2022 – 2:30 PM**

1. CALL MEETING TO ORDER

Chairperson Frame called the meeting to order at 2:30 p.m. on the second floor of City Hall and via Zoom teleconference application.

2. ROLL CALL

Commission members present: Frame, Jones, Raub (via Zoom), Schultz, and Turk. Also present: City Manager LeMire and Police Chief Bump. Absent: none.

3. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE JANUARY 26, 2022 POLICE AND FIRE COMMISSION MEETING.

Commissioner Schultz moved, seconded by Raub to approve minutes as presented. Motion carried 5-0.

4. REVIEW AND POSSIBLE ACTION IN RELATION TO LIEUTENANT PROMOTIONAL PROCESS OVERVIEW FOR THE POLICE DEPARTMENT (BUMP)

Chief Bump presented the Lieutenant Promotional Process Overview. He said that he posted the job advertisement for the Lieutenant position in December 2021, and there were five internal candidates. All five candidates prepared for and passed the written test for the position. Chief Bump also required a written essay and conducted a peer panel interview with external police department members. The top three candidates were then interviewed by the FAPD Command staff and Chairperson Frame on February 14th. Commissioner Turk and Chairperson Frame expressed support for the promotional process and the results. No action was taken by the Commission.

5. REVIEW AND POSSIBLE ACTION IN PROMOTING THE TOP CANDIDATE TO RANK OF LIEUTENANT FROM THE PROMOTIONAL PROCESS (BUMP)

Chief Bump indicated that the top candidate for the position of Lieutenant was Officer Ben Lindsey. He recommended that Officer Lindsey be promoted on or after March 28, 2022. After complimenting Chief Bump, the Department, and the process; Commissioner Schultz made a motion to promote Officer Ben Lindsey to the rank of Lieutenant on or after March 28, 2022. Commissioner Turk seconded, and the motion carried 5-0.

6. REVIEW AND POSSIBLE ACTION ON PROMOTING THE NEXT TOP CANDIDATE TO THE RANK OF LIEUTENANT FOR THE ANTICIPATED FUTURE VACANCY (BUMP)

Chief Bump indicated that Captain Schulz has announced his plans to retire in March 2022, which will create a vacancy in the Command staff. Chief Bump previously indicated he would

like to replace the Captain position with another Lieutenant. He recommended that Detective/School Resource Officer Daniel Hefty be promoted to the rank of Lieutenant with a start date on or after July 11, 2022. Commissioner Jones made a motion to approve Chief's recommendation. Commission Raub seconded, and the motion carried 5-0.

7. REVIEW AND POSSIBLE ACTION ON CREATING AN ELIGIBILITY LIST FOR FUTURE VACANCIES WITHIN THE COMMAND STAFF, IF APPLICABLE (BUMP)

Chief Bump indicated that he would like to establish an active eligibility list for the Command staff for the following reasons: 1) sometimes promotions do not work out due to the additional stress, time commitment, and expectations of the position; and 2) there is another known Captain retirement date and undertaking the whole process again in less than a year is inefficient. Chief Bump recommended that the Commission establish an Eligibility List for Command Staff and add Officer Kevin Miller to that list for 11 months. Chief Bump noted that before any future promotions, he would return to the Police and Fire Commission for official action. Commissioner Schultz made a motion to approve Kevin Miller on the Command Staff Eligibility List for the next 11 months. Commissioner Jones seconded, and the motion carried 5-0.

8. REVIEW AND POSSIBLE ACTION RELATED TO INITIATING A LATERAL TRANSFER ONLY HIRING PROCESS TO MEET IMMEDIATE VACANCY NEEDS (BUMP)

Chief Bump explained the lack of opportunity to send new officers to the Police Academy and the lack of capacity for the Department to support more than one candidate at the Police Academy at the same time. He stated that, due to the timing of retirements and the timing of training new candidates, he would like to begin a lateral transfer only hiring process. Chief Bump indicated that the Department would look at hiring certified police officers from other law enforcement agencies who have already graduated from the Academy in order to fill more immediate patrol officer needs. Commissioner Turk indicated that he supported this idea and noted that there may be cost savings in hiring officers who can be on patrol alone quickly. Commission Turk made a motion to approve the initiation of a lateral transfer only hiring process. Commissioner Schultz seconded, and the motion carried 5-0.

9. ADJOURNMENT

At 3:06 p.m., Commissioner Schultz moved to adjourn. Commissioner Turk seconded, and the motion carried 5-0.

Respectfully submitted,
Rebecca Houseman LeMire,
City Manager

CITIZEN SERVICE INFORMATION FORM

Name (Print): YORK FRED Date: 1-14-22
Last First Middle

Home Address: 8 S. 5TH ST, FORT ATK. WI. 53538

Business Name: —

Business Address: —

Telephone (Home): 920-691-6134 (Work): —

Email Address: YORK FRED 17@HOTMAIL.COM

How long have you lived in the City of Fort Atkinson? SINCE 1989

Which Boards, Commissions and/or Committees interest you?
HISTORIC PRESERVATION COMMISSION

Please give a brief overview of your background, experience, interest or concerns in the above areas:

- RETAIL, FINANCIAL ADVISOR, CHAFFEUR
- ENJOY HISTORY & PRESERVATION OF OUR CULTURE & LAND

References:

1. MERRILEE LEE-HEARD HIST. MUSEUM Phone: 920-563-7769
401 WHITEWATER AVE.
FORT ATKINSON, WI. 53538
2. RICK SEAVERT Phone: 920-222-4444
N2741 MODE LN
FORT ATK. WI. 53538

Signature

FRED YORK

Return this form to:
City Manager's Office
101 North Main Street
Fort Atkinson WI 53538

lidzikowski@fortatkinsonwi.net



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

MEMORANDUM

DATE: March 1, 2022

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event: Fort Atkinson Area Chamber of Commerce Lemonade Day

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: Lemonade Day

Date: Saturday, May 7th 2022

Location: Various locations throughout Fort Atkinson

Contact Person: Anna Jensen, Chamber of Commerce Associate Director

Hours of Event: 10:00 am to 3:00 pm

Estimated Number of Attendees: 200+

The Chamber of Commerce has partnered with Fort Community Credit Union and BASE for this event.

Event information was routed to Departments without any concerns provided.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Special Event for Fort Atkinson Area Chamber of Commerce Lemonade Day on Saturday May 7, 2022.

ATTACHMENTS

Special Event Application, Informational Letter



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: <u>Fort Atkinson Area Chamber of Commerce</u>	
Contact Person for Event: <u>Anna Jensen</u>	
Phone Number: <u>920-563-3210</u>	Email: <u>associatedirector@fortchamber.com</u>
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: <u>Lemonade Day</u>	
Event Date: <u>May 7, 2022</u>	
Event Location: <u>Various locations throughout Fort Atkinson</u>	
Estimated Number of Attendees: <u>200+</u>	Hours of Event: <u>10am-3pm</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 checked="" 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>Anna Jensen</u>	

Office Use Only

Date Submitted to Clerk:

Date Emailed to Departments: 2/21/22

Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer	<u>no concerns</u>
<input checked="" type="checkbox"/> EMS - Ryan Brothers Ambulance	<u>no reply</u>
<input checked="" type="checkbox"/> Engineer and Building Inspection	<u>no concerns</u>
<input checked="" type="checkbox"/> Electrician	<u>no concerns</u>
<input checked="" type="checkbox"/> Fire and Rescue Department	<u>no concerns</u>
<input checked="" type="checkbox"/> Library and Museum	<u>m-no concerns</u> <u>no concerns</u>
<input checked="" type="checkbox"/> Parks & Recreation	<u>no concerns</u>
<input checked="" type="checkbox"/> Police Department	<u>no concerns</u>
<input checked="" type="checkbox"/> Public Works Department	<u>no concerns</u>
<input checked="" type="checkbox"/> Wastewater and Water Utility	<u>no concerns</u>

Date Reported to City Council (if necessary):

Comments, Contingencies, Findings:



FORT ATKINSON AREA CHAMBER OF COMMERCE

Anna Jensen
Associate Director
244 N Main Street
Fort Atkinson, WI 53538
P | (920) 563-3210

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

February 11, 2022

Dear Ms. Houseman-LeMire:

This is our formal request to be included on the agenda for the City Council meeting on March 3 requesting approval for the Fort Atkinson Area Chamber of Commerce Lemonade Day, scheduled for Saturday, May 7, 2022.

This is the second year that the Fort Atkinson Area Chamber of Commerce has partnered with the Fort Community Credit Union and BASE (Badgerland Afterschool Enrichment Program) to bring this free, fun, experiential learning program that teaches kids how to start, own and operate their very own business – a lemonade stand.

There will be no road closures for this event, just temporary structures set up throughout Fort Atkinson on private property. Businesses have an opportunity to sponsor a young entrepreneur in front of their business, so the entrepreneur has a safe location for their lemonade stand. A digital map of all the lemonade stand locations will be available on the Fort Chamber website.

The whole community will come together for this event and we look forward to working with the city to make it a success.

Sincerely,

Anna Jensen, Associate Director
Fort Atkinson Chamber of Commerce



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

MEMORANDUM

DATE: March 1, 2022

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event: American Legion Post 166 Memorial Day Parade

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: Memorial Day Parade

Date: Monday, May 30, 2022

Location: Beginning at American Legion and ending at Evergreen Cemetery

Contact Person: Dan Juday

Hours of Event: 10:00 am to 12:00 pm

Estimated Number of Attendees: 500

Event information was routed to Departments without any concerns provided. Police Department will provide escort from the Legion to the Cemetery on N. Main Street. Public Works will assist with street closure barricades. Captain Lange will be preparing an Incident Action Plan for the event.

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 American Legion Post 166 – Memorial Day Parade on Monday May 30, 2022 and street closures as noted.

ATTACHMENTS

Special Event Application, Event Description, Map with Route and Closures



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: <u>American Legion Post 166</u>	
Contact Person for Event: <u>Daniel Tuday</u>	
Phone Number: <u>920 747-0691</u>	Email: <u>IFish920@gmail.com</u>
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: <u>Memorial Day Parade</u>	
Event Date: <u>30 May 22 (Monday)</u>	
Event Location: <u>American Legion Post 166 to Evergreen Cemetery</u>	
Estimated Number of Attendees: <u>500</u>	Hours of Event: <u>1000 - 1200</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 checked="" type="checkbox"/> I will be closing a street(s) Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771. <input type="checkbox"/> I will be selling beer and/or wine* Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760 *Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide. <input 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: 	

Office Use Only

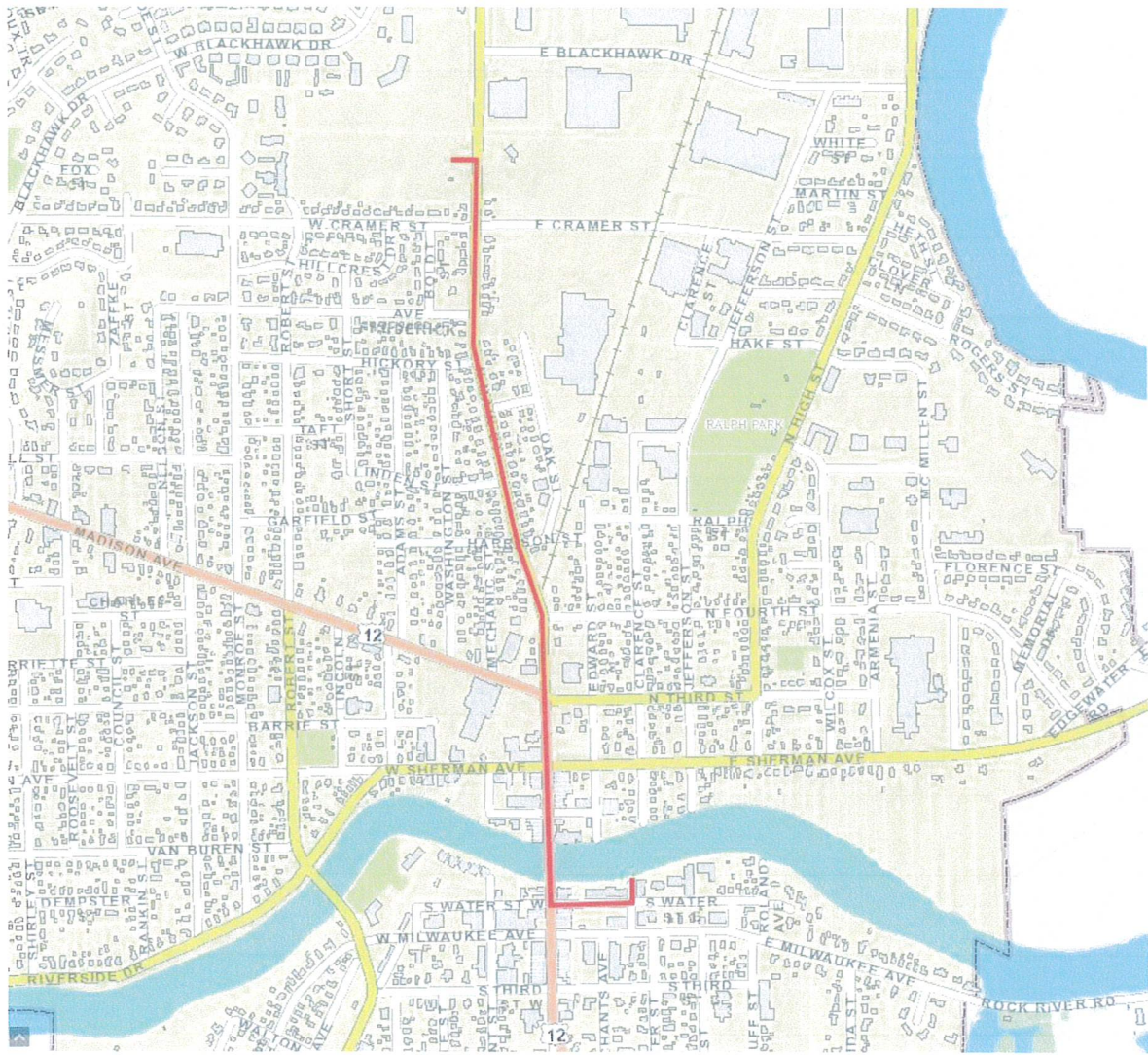
Date Submitted to Clerk:

Date Emailed to Departments: 5/21/22

Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer	<u>no concerns</u>
<input checked="" type="checkbox"/> EMS - Ryan Brothers Ambulance	<u>no reply</u>
<input checked="" type="checkbox"/> Engineer and Building Inspection	<u>no concerns</u>
<input checked="" type="checkbox"/> Electrician	<u>no concerns</u>
<input checked="" type="checkbox"/> Fire and Rescue Department	<u>no concerns</u>
<input checked="" type="checkbox"/> Library and Museum	<u>m - no concerns</u> <u>no concerns</u>
<input checked="" type="checkbox"/> Parks & Recreation	<u>no concerns</u>
<input checked="" type="checkbox"/> Police Department	<u>police will assist w/ parade & escort. Capt Lange will prepare incident action plan</u>
<input checked="" type="checkbox"/> Public Works Department	<u>no concerns</u>
<input checked="" type="checkbox"/> Wastewater and Water Utility	<u>no concerns</u>

Date Reported to City Council (if necessary):

Comments, Contingencies, Findings:



American Legion Post 166
Memorial Day Committee
Daniel Juday, Secretary

W4887 State Rd 106
FORT ATKINSON, WI. 53538

4 February, 2022

City Council
City of Fort Atkinson
111 North Main St.
Fort Atkinson, WI. 53538

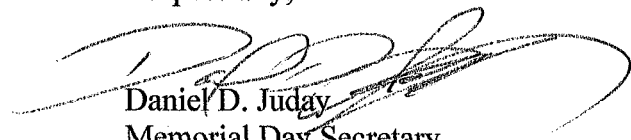
Re: Memorial Day Program

Councilmembers,

The Memorial Day Committee of Fort Atkinson respectfully requests permission to hold a parade on Monday, May 30, 2022 at 10 AM for the purpose of honoring service members who have given the ultimate sacrifice in defense of our country. The parade will begin at the American Legion Post 166(201 S Water St E.) in the city of Fort Atkinson and continue northbound on Main St. to the Evergreen Cemetery.

On behalf of the Memorial Day Committee, I would further like to invite the members of the City Council, as well as the City Manager, to ride in the Memorial Day Parade. Transportation will be furnished to the cemetery and back to the Dugout. We would ask that all who wish to participate be at the Legion Dugout at no later than 9:45 am on that day. Contact parade vehicle POC Bill Imsland(also VFW Commander) upon arrival.

Respectfully,



Daniel D. Juday
Memorial Day Secretary
Phone: (920) 747-0691
IFish920@GMail.com



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

MEMORANDUM

DATE: March 1 2022

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event: FA Community Band Concert

BACKGROUND

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

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

DISCUSSION

Event: Fort Atkinson Community Band Concerts

Date: Mondays: 6/20/22, 7/4/22, 7/18/22, 8/1/22, and 8/15/22

Location: Barrie Park, corner of Robert St, Sherman Ave W, Lincoln St and Barrie St.

Contact Person: Wayne Crook

Hours of Event: 7:00 pm – 9:00 pm

Estimated Number of Attendees: 250+

Event information was routed to Departments without any concerns provided. Parks Department will provide proper receptacles.



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 Fort Atkinson Community Band Concert in Barrie Park on Monday June 20th, Monday July 4th, Monday July 18th, Monday August 1st, and Monday August 15th.

ATTACHMENTS

Special Event Application



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: Fort Atkinson Community Band	
Contact Person for Event: Wayne Crook	
Phone Number: 920-563-8224	Email: fortbandman@yahoo.com
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: Concert	
Event Date: June 20, '22...July 4, '22.....July 18, '22.....August 1, '22.....August 15, '22	
Event Location: Barrie Park	
Estimated Number of Attendees: 250 + or -	Hours of Event: 7:00pm - 9:00pm
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 checked="" type="checkbox"/> I will be having music Start and end time of music: 7:00 pm - 9:00 pm <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 <i>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</i> <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:	

Office Use Only

Date Submitted to Clerk:

Date Emailed to Departments:

2/21/22

Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer	no concerns
<input checked="" type="checkbox"/> EMS - Ryan Brothers Ambulance	no reply
<input checked="" type="checkbox"/> Engineer and Building Inspection	no concerns
<input checked="" type="checkbox"/> Electrician	no concerns
<input checked="" type="checkbox"/> Fire and Rescue Department	no concerns
<input type="checkbox"/> Library and Museum	m- no concerns L- no concerns
<input checked="" type="checkbox"/> Parks & Recreation	no concerns
<input checked="" type="checkbox"/> Police Department	no concerns
<input checked="" type="checkbox"/> Public Works Department	no concerns
<input checked="" type="checkbox"/> Wastewater and Water Utility	no concerns

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: March 1, 2022

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event: BASE: Wings & Wheels Fly in Breakfast

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: Wings & Wheels Fly-In Breakfast

Date: Sunday, June 5, 2022

Location: Fort Atkinson Municipal Airport, Hwy K

Contact Person: Alicia Norris

Hours of Event: 7:00am-1:00pm

Estimated Number of Attendees: 750+

Event information was routed to Departments without any concerns provided.

FINANCIAL ANALYSIS

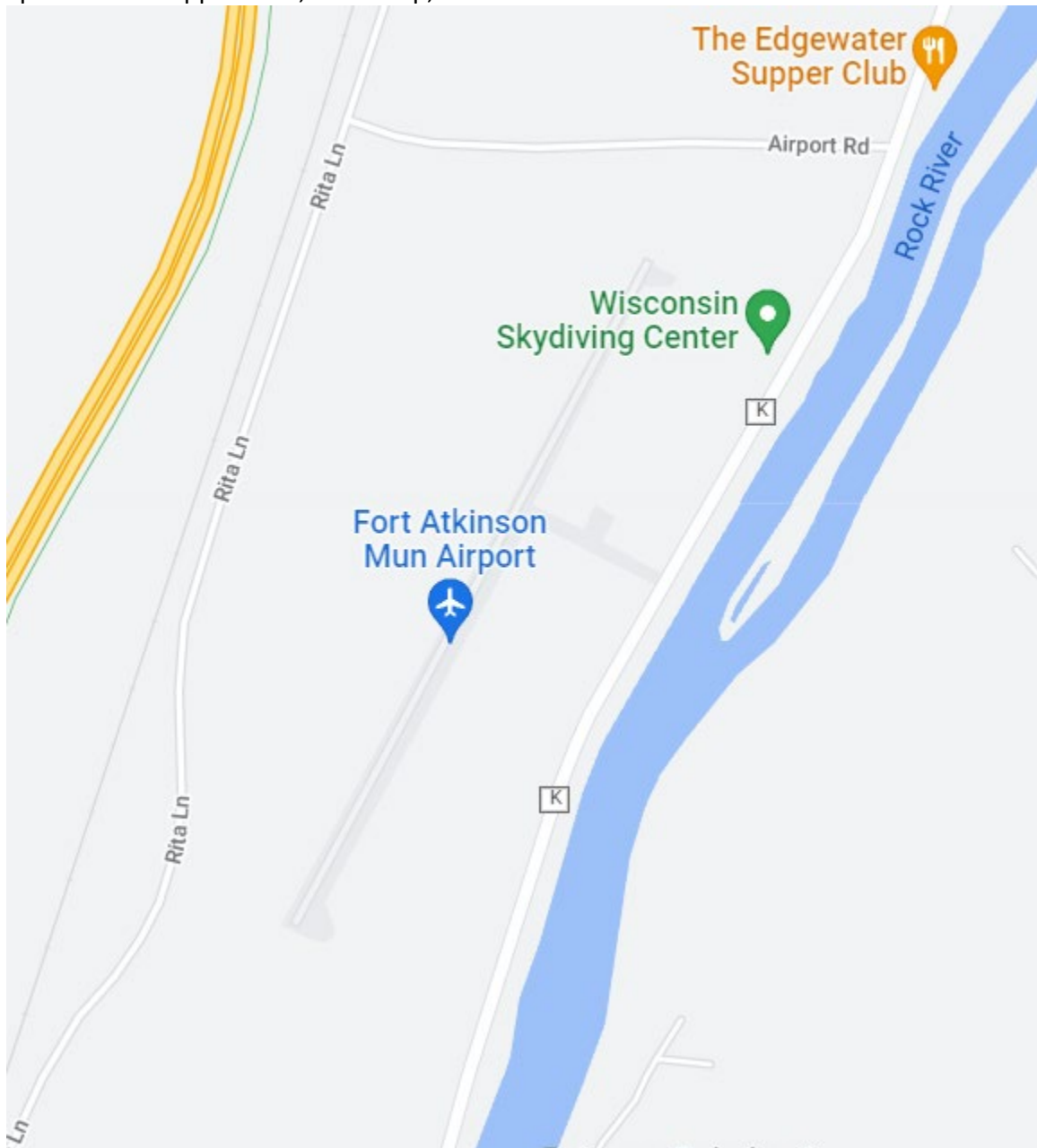
There is no financial impact to the City of Fort Atkinson for the event.

RECOMMENDATION

Staff recommends that City Council approve the Special Event for BASE: Wings & Wheels Fly-In Breakfast on Sunday June 5, 2022.

ATTACHMENTS

Special Event Application, Area Map, Event Information





CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: Badgerland After School Enrichment Program (BASE)

Contact Person for Event: Alicia Norris

Phone Number: 920-542-6501

Email: alicia@basefortatkinson.org

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

Special Event Details

Event Name: Wings & Wheels Fly-In Breakfast

Event Date: Sunday, June 5th 2022

Event Location: Fort Atkinson Municipal Airport

Estimated Number of Attendees: 750+

Hours of Event: 7am - 1pm

Check all applicable boxes:

☐ I am renting a City Park

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

☐ I will be having music

Start and end time of music:

☐ I will be closing a street(s)

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

☐ I will be selling beer and/or wine*

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

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

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

By signing, I agree to the following statements:

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

Responsible Party Signature:

Alicia Norris

Office Use Only

Date Submitted to Clerk: 1/27/22

Date Emailed to Departments: 2/2/22

Department

Comments, Concerns, Action(s) to be taken

☒ Clerk/Treasurer

no concerns

☒ EMS - Ryan Brothers Ambulance

no reply

☒ Engineer and Building Inspection

no concerns

☒ Electrician

no concerns

☒ Fire and Rescue Department

no concerns

☒ Library and Museum

m - no concerns

l - no concerns

☒ Parks & Recreation

no concerns

☒ Police Department

no concerns

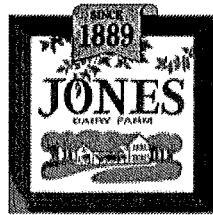
☒ Public Works Department

no concerns

☒ Wastewater and Water Utility

Date Reported to City Council (if necessary):

Comments, Contingencies, Findings:



www.basefortatkinson.org/wingswheels

Badgerland After School Enrichment Program (BASE) hosts an annual fly-in breakfast event at the Fort Atkinson Municipal Airport on the first Sunday of June each year from 8am to noon. This family event has attracted 750+ guests in years past and is one of BASE's largest fundraisers. Jones Dairy Farm will be sponsoring the country-style breakfast with french toast and Jones sausage & ham. The event will be hosted inside the Chemair Helicopter Hangar. There will be a static display of aircraft and classic cars. We will also be announcing our BASE Kid of the Year and Lemonade Day winners.

Aircraft owners and pilots are invited to fly in from southern Wisconsin. The local pilot community will be directing aircraft in and out of parking areas. We plan to offer airplane rides this year and will make the required notification with the FAA.



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

MEMORANDUM

DATE: March 1, 2022

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event: Hoard Historical Museum Dairy Day at the MOOseum

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: Dairy Day at the MOOseum

Date: Saturday June 18, 2022

Location: Hoard Historical Museum Grounds, Foster Street / Whitewater Avenue

Contact Person: Merrilee Lee

Hours of Event: 10:00 am to 3:00 pm

Estimated Number of Attendees: 800+

Event information was routed to Departments without any concerns provided.

Public Works will provide appropriate barricades for traffic flow and closure of Foster Street from 4th St to Whitewater Ave.

FINANCIAL ANALYSIS

There is no financial impact to the City of Fort Atkinson for the event. Departments will assist with proper street closure barricades.

RECOMMENDATION

Staff recommends that City Council approve the Special Event for Hoard Historical Museum – Dairy Day at the MOOseum on Saturday June 18, 2022 and approve street closures as requested.

ATTACHMENTS

Special Event Application, Event Summary with Noted Street Closures and Site Plan



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: <u>Hoard Historical Museum</u>	
Contact Person for Event: <u>Merrilee Lee</u>	
Phone Number: <u>920-563-7769</u>	Email: <u>mlee@hoardmuseum.org</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>Dairy Day at the Museum</u>	
Event Date: <u>Sat. June 18, 2022</u>	
Event Location: <u>Hoard Historical Museum, 401 Whitewater Ave.</u>	
Estimated Number of Attendees: <u>800+</u>	Hours of Event: <u>12:30 pm</u>
Check all applicable boxes:	
<input type="checkbox"/> I am renting a City Park	Attach copy of paid park rental from Parks & Recreation (920) 563-7781.
<input type="checkbox"/> I will be having music	Start and end time of music:
<input checked="" type="checkbox"/> I will be closing a street(s)	Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.
<input type="checkbox"/> I will be selling beer and/or wine*	Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760
*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.	
<input checked="" type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.	
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>Merrilee Lee</u>	

Office Use Only

Date Submitted to Clerk:

Date Emailed to Departments: 2/21/22

Department

Comments, Concerns, Action(s) to be taken

<input checked="" type="checkbox"/> Clerk/Treasurer	<u>no concerns</u>	
<input checked="" type="checkbox"/> EMS - Ryan Brothers Ambulance	<u>no reply</u>	
<input checked="" type="checkbox"/> Engineer and Building Inspection	<u>no concerns</u>	
<input checked="" type="checkbox"/> Electrician	<u>no concerns</u>	
<input checked="" type="checkbox"/> Fire and Rescue Department	<u>no concerns</u>	
<input checked="" type="checkbox"/> Library and Museum	<u>M - no concerns</u>	<u>no concerns</u>
<input checked="" type="checkbox"/> Parks & Recreation	<u>no concerns</u>	
<input checked="" type="checkbox"/> Police Department	<u>PD available to assist as needed - no concerns</u>	
<input checked="" type="checkbox"/> Public Works Department	<u>no concerns</u>	
<input checked="" type="checkbox"/> Wastewater and Water Utility	<u>no concerns</u>	

Date Reported to City Council (if necessary):

Comments, Contingencies, Findings:

February 5, 2022

Michelle Ebbert
City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538

Dear Ms. Ebbert,

Attached to this letter is our special event application for "Dairy Day at the MOOseum." The 8th Annual "Dairy Day at the MOOseum" is scheduled for Saturday, June 18th at the Hoard Historical Museum. We would like to request the closure of Foster Street from 4th Street South to Whitewater Avenue for the loading and unloading of cows as well as for the use of the street during the cow parade (15-20 minutes maximum).

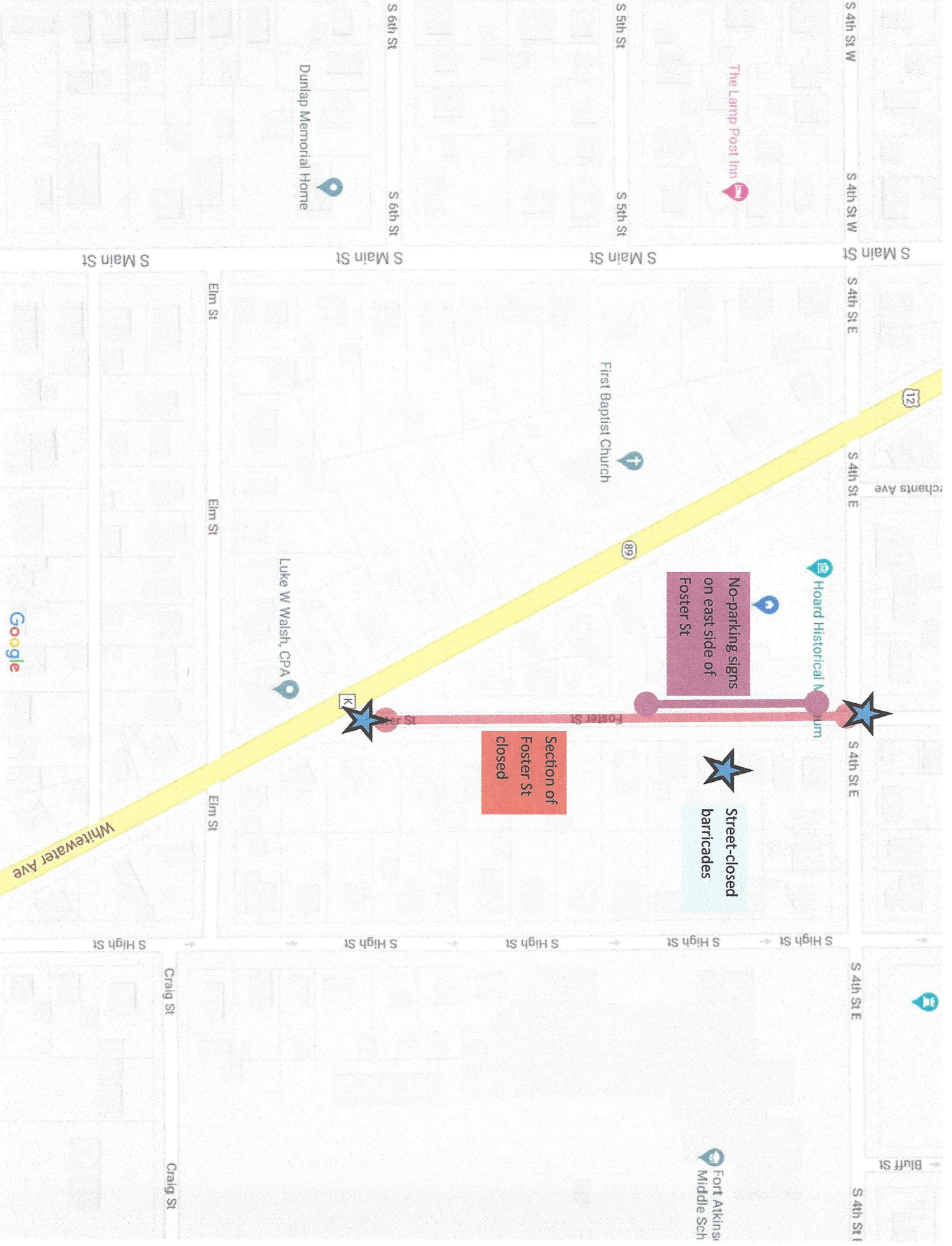
In the past, the street has been accessible to emergency personnel and for residents but closed to thru-traffic. Residents along the block are notified regarding the closure and invited the free event at the Museum. We would ask that the Department of Public Works place temporary barricades at the intersections of 4th Street South and Foster Street as well the intersection of Whitewater Avenue and Foster Street by Friday, June 17th. Museum staff and volunteers can place the barricades in the street once the event begins.

We are happy to work with city personnel in the organization of this event, and would appreciate the opportunity to answer any questions the council may have.

Sincerely,



Merrilee Lee
Museum Director
Hoard Historical Museum



No-parking signs
on east side of
Foster St

Section of
Foster St
closed

Street-closed
barricades



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

MEMORANDUM

DATE: March 1, 2022

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event: Hoard Historical Museum Ice Cream Social

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: Ice Cream Social

Date: Monday July 4, 2022

Location: Hoard Historical Museum Grounds, Foster Street / Whitewater Avenue

Contact Person: Merrilee Lee

Hours of Event: 1:00 pm to 3:00 pm

Estimated Number of Attendees: 1000+

Event information was routed to Departments without any concerns provided.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Special Event for Hoard Historical Museum – Ice Cream Social on Monday July 4th, 2022.

ATTACHMENTS

Special Event Application, Event Information





CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: <u>Hoard Historical Museum</u>	
Contact Person for Event: <u>Meiulen Lee</u>	
Phone Number: <u>920-563-7769</u>	Email: <u>mlee@hoardmuseum.org</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>4th of July Ice Cream Social</u>	
Event Date: <u>Monday, July 4, 2022</u>	
Event Location: <u>Hoard Historical Museum, 401 Whitewater Ave.</u>	
Estimated Number of Attendees: <u>1000</u>	Hours of Event: <u>1-3 p.m.</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 checked="" type="checkbox"/> I will be having music	Start and end time of music: <u>1pm - 3pm</u>
<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 checked="" 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>Meiulen Lee</u>	

Office Use Only

Date Submitted to Clerk:

Date Emailed to Departments: 2/21/22

Department

Comments, Concerns, Action(s) to be taken

<input checked="" type="checkbox"/> Clerk/Treasurer	<u>no concerns</u>	
<input checked="" type="checkbox"/> EMS - Ryan Brothers Ambulance	<u>no reply</u>	
<input checked="" type="checkbox"/> Engineer and Building Inspection	<u>no concerns</u>	
<input checked="" type="checkbox"/> Electrician	<u>no concerns</u>	
<input checked="" type="checkbox"/> Fire and Rescue Department	<u>no concerns</u>	
<input checked="" type="checkbox"/> Library and Museum	<u>m - no concerns</u>	<u>L - no concerns</u>
<input checked="" type="checkbox"/> Parks & Recreation	<u>no concerns</u>	
<input checked="" type="checkbox"/> Police Department	<u>no concerns. PP will support as needed on day of event</u>	
<input checked="" type="checkbox"/> Public Works Department	<u>no concerns</u>	
<input checked="" type="checkbox"/> Wastewater and Water Utility	<u>no concerns</u>	

Date Reported to City Council (if necessary):

Comments, Contingencies, Findings:

February 5, 2022

Michelle Ebbert
City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538

Dear Ms. Ebbert:

Attached is our special event application for the 4th of July Ice Cream Social. The 44th annual "Ice Cream Social" is scheduled for Monday, July 4th from 1 p.m.- 3 p.m. at the Hoard Historical Museum.

This year's event will be a return to our in-person event held on the museum's grounds. The event features music, activities, games, and of course, ice cream. The event is free to attend.

We are happy to work with city personnel in the organization of this event, and would appreciate the opportunity to answer any questions the council may have.

Sincerely,



Merrilee Lee
Museum Director
Hoard Historical Museum



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

MEMORANDUM

DATE: March 1, 2022

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event: BASE: Duck Race & Day for Kids

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: Duck Race & Day for Kids

Date: Saturday, August 13th, 2022

Location: Fort Atkinson Lorman Bicentennial Park, Milwaukee Ave W

Contact Person: Alicia Norris

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

Estimated Number of Attendees: 100

Event information was routed to Departments without any concerns provided.

FINANCIAL ANALYSIS

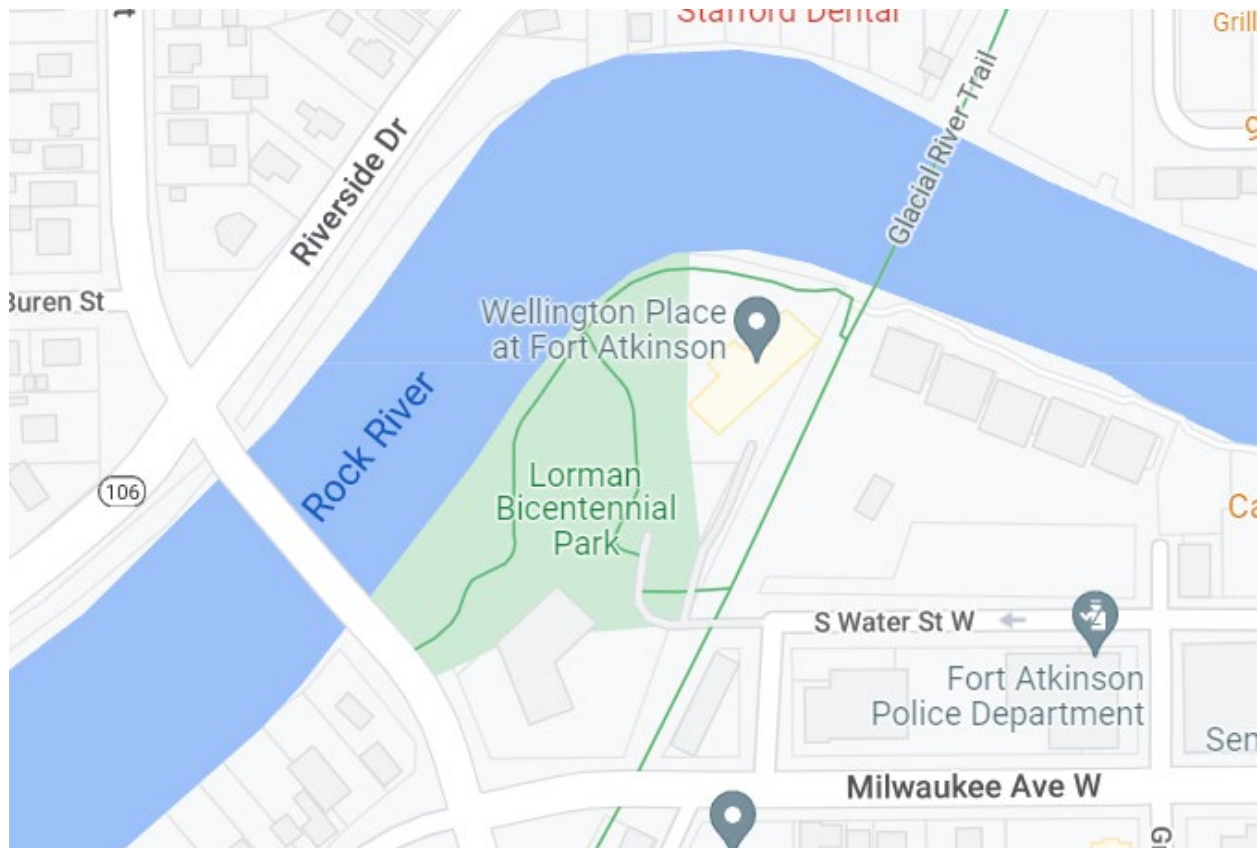
There is no financial impact to the City of Fort Atkinson for the event.

RECOMMENDATION

Staff recommends that City Council approve the Special Event for BASE: Duck Day Race & Day for Kids on Saturday August 13, 2022.

ATTACHMENTS

Special Event Application, Area Map, Event Information





CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: <u>Badgerland After School Enrichment Program (BASE)</u>	
Contact Person for Event: <u>Alicia Norris</u>	
Phone Number: <u>920-542-4501</u>	Email: <u>alicia@basefortatkinson.org</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>Duck Race & Day for Kids</u>	
Event Date: <u>Saturday, August 13th 2022</u>	
Event Location: <u>Bicentennial Park</u>	
Estimated Number of Attendees: <u>100</u>	Hours of Event: <u>9am - 3pm</u>
Check all applicable boxes: <input type="checkbox"/> I am renting a City Park <input checked="" type="checkbox"/> I will be having music <input type="checkbox"/> I will be closing a street(s) <input type="checkbox"/> I will be selling beer and/or wine*	
Attach copy of paid park rental from Parks & Recreation (920) 563-7781. Start and end time of music: <u>11am - 1pm</u> Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771. Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760. *Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.	
<input checked="" type="checkbox"/> I will be erecting a tent, canopy or other temporary structure. <u>We would need power and water on in the park.</u>	
By signing, I agree to the following statements: I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event.	
Responsible Party Signature: <u>Alicia Norris</u>	

Office Use Only

Date Submitted to Clerk: 1/27/22 Date Emailed to Departments: 2/2/22

Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer	<u>no concerns</u>
<input checked="" type="checkbox"/> EMS - Ryan Brothers Ambulance	<u>no reply</u>
<input checked="" type="checkbox"/> Engineer and Building Inspection	<u>no concerns</u>
<input checked="" type="checkbox"/> Electrician	<u>no concerns</u>
<input checked="" type="checkbox"/> Fire and Rescue Department	<u>no concerns</u>
<input checked="" type="checkbox"/> Library and Museum	<u>M - no concerns</u> <u>L - no concerns</u>
<input checked="" type="checkbox"/> Parks & Recreation	<u>no concerns</u>
<input checked="" type="checkbox"/> Police Department	<u>no concerns</u>
<input checked="" type="checkbox"/> Public Works Department	<u>no concerns</u>
<input checked="" type="checkbox"/> Wastewater and Water Utility	<u>no concerns</u>
Date Reported to City Council (if necessary):	
Comments, Contingencies, Findings:	



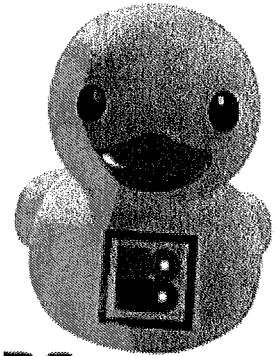
DUCK RACE & DAY FOR KIDS

Bicentennial Park

SATURDAY, AUGUST 13TH, 2022

11:00AM- 1:00PM

WWW.BASEFORTATKINSON.ORG



Badgerland After School Enrichment Program (BASE) has hosted their Annual Duck Race and Day for Kids at Bicentennial Park on the second Saturday in August since 2009. The iconic race of rubber ducks down the Rock River starts at the pedestrian bike bridge and the ducks race towards the Robert Street bridge. BASE sets up a finish line area that takes up a portion of the river.

Activities in the park will include a bounce house, dunk tank and kids crafts which are free to the public. BASE will also have food for purchase. Tickets costs are one duck for \$5.00, a quack pack of five ducks for \$20.00 and a flock of 20 ducks for \$75.00. Cash prizes will be awarded to the top four finishers. 1st Place \$500, 2nd Place \$250, 3rd Place \$100, 4th Place \$75. All proceeds from ticket sales will directly support BASE after school programs.



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

MEMORANDUM

DATE: March 1, 2022

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Presentation of 2021 Green Recognition Program Award to Heart of the City

BACKGROUND

In July 2007, the City's Climate Protection Ad Hoc Committee recommended the City adopt a Green Recognition Program to showcase the environmental efforts of area businesses, community organizations, and individual citizens. The award recognizes that a healthy economy and a healthy environment area mutually supportive, and it is presented annually by the City Council.

DISCUSSION

Attached is the nomination form submitted by Frankie Fuller for Heart of the City to receive the 2021 award in the Community Organization category. There were no nominations for the local business or the resident/individual categories.

FINANCIAL ANALYSIS

The Green Recognition Program does not impact the City financially. However, it does encourage local businesses, community organizations, and residents to consider sustainable practices in their daily lives as well as larger-scale efforts at lessening environmental impacts.

RECOMMENDATION

The Green Recognition Award Panel, consisting of representatives from the City Council, the business community, and City staff, voted unanimously to reward Heart of the City with this Award.

Staff recommends that Council President Christopher Scherer present the award to a member of Heart of the City at the Council meeting on March 1, 2022.

ATTACHMENTS

Nomination Form; Award Letter; Copy of Award Certificate

CITY OF FORT ATKINSON
GREEN RECOGNITION AWARD NOMINATION FORM

RECEIVED

JAN 26 2022

CITY OF FORT ATKINSON
CITY MANAGER

1. Category (Check One)

- a. Local business ☐
- b. Community organization XXX
- c. Resident/Individual ☐

2. Business/organization/individual being nominated:

Name: Heart of the City

Address: P.O. Box 747, Ft. Atkinson, WI 53538

Phone No.: 608.445.0809

3. Briefly describe (50 words or less, excerpts may be used in announcements, Council meetings and newspapers articles) how the nominee has reduced their negative environmental impact in our community. (Use separate sheet if necessary.)

Heart of the City has assisted the City of Fort Atkinson become a cleaner, greener environment in which to live in several ways.

First, one of our members, Michael Marr, has provided engineering expertise to the City in reviewing and suggesting possible geothermal alternatives to the core energy resources of a potential new housing development in the City.

Second, another member, Mark Furst, has provided technical expertise to a new business entrepreneur who is interested in installing the City's first EV charging station.

Third, the entire membership of the group helped to promote a Solar Group Buy program for not just Fort Atkinson but the entire county along with Waukesha County. We worked with the Midwest Renewable Energy Association and the Waukesha Green Team to offer a discount on solar installations for both counties for which some of our residents were able to take advantage. We are also working to plan a more regular schedule so that it becomes easier for residents to save for this purchase and move on it when the opportunities arise.

Lastly, the group promoted a "No Mow May" initiative that saves pollinators so we can all eat food while enjoying native plants and improving gardens. Mowing lawns less frequently has a positive effect on the air quality, protection of pollinators and improves soil and reduces risks of flooding.

4. Name of individual/group submitting nomination:

Name: Frankie Fuller

Address: N3063 Buena Vista Road, Ft. Atkinson, WI 53538

Phone No.: 608.445.0809

5. Nomination for calendar year 2021.

Please submit to: City Manager, 101 North Main Street, Fort Atkinson, WI, 53538, no later than January 31 for nomination for the prior year.



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

February 15, 2022

Heart of the City
PO Box 747
Fort Atkinson, WI 53538

RE: 2021 Green Recognition Program Award

Dear Heart of the City Members:

In July 2007, the City's Climate Protection Ad Hoc Committee recommended the City adopt a Green Recognition Program to showcase the environmental efforts of area businesses, community organizations, and individual citizens. The award recognizes that a healthy economy and a healthy environment area mutually supportive, and it is presented annually by the City Council.

We received a nomination from Frankie Fuller for your organization recommending that Heart of the City be awarded the community organization award for the Green Recognition Program for 2021. The Award Committee met virtually and unanimously approved the award for your organization based on your extraordinary work in 2021 as described by Ms. Fuller.

Therefore, we invite you to attend the City Council meeting on **Tuesday, March 1, 2022, at 7:00 p.m. (in person or via Zoom)** to accept this presentation. The full agenda, packet, and virtual meeting link will be posted on www.fortatkinsonwi.net by Friday, February 25th at 5:00 p.m. If a representative is unable to attend the meeting, someone can stop at the City Manager's Office Monday through Friday between 8:00 a.m. and 5:00 p.m. to pick up the award.

If you have any questions or require additional information, please contact me at rlmire@fortatkinsonwi.net or (920) 563-7760. Congratulations!

Sincerely,

Rebecca Houseman LeMire
City Manager, City of Fort Atkinson


C: Chris Scherer, City Council President; Public Relations Executive Assistant Sarah Weihert

2021 GREEN RECOGNITION AWARD

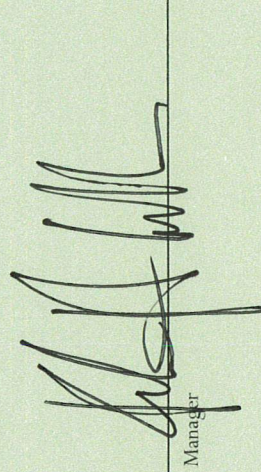
The City of Fort Atkinson recognizes the environmental efforts of

HEART OF THE CITY

who by sharing their knowledge and efforts with the community and promoting city-wide practices recognizes that a healthy economy and a healthy environment are mutually supportive.


City Council President




City Manager



MEMORANDUM

DATE: March 1, 2022

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action relation to a Proclamation recognizing World Migratory Bird Day on Saturday, May 14, 2022

BACKGROUND

Annually since 2016, the City of Fort Atkinson has recognized the second Saturday in May as World Migratory Bird Day as part of the City's "Bird City" designation.

DISCUSSION

The 2022 World Migratory Bird Day (WMBD) will be held on Saturday, May 14, 2022 and incorporates the theme "Dim the lights for Birds at Night!" WMBD encourages citizens to celebrate the beauty of migratory birds and to support efforts to protect and conserve them and their habitats in our community.

FINANCIAL ANALYSIS

This proclamation is not expected to have any financial impact on the City.

RECOMMENDATION

Staff recommends that the City Council take action to proclaim Saturday, May 14, 2022 as World Migratory Bird Day, encouraging all citizens to support efforts to protect and conserve migratory birds and their habitats.

ATTACHMENTS

Proclamation; Application; Supplemental Information from Website

CITY OF FORT ATKINSON

**PROCLAMATION RECOGNIZING
WORLD MIGRATORY BIRD DAY**

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that share our communities; and

WHEREAS, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring; and

WHEREAS, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; and

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes; and

WHEREAS, public awareness and concern are crucial components of migratory bird conservation; and

WHEREAS, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations; and

WHEREAS, since 1993 World Migratory Bird Day (formerly International Migratory Bird Day) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S.; and

WHEREAS, hundreds of thousands of people will observe WMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, act to conserve them, and simply to have fun; and

WHEREAS, while WMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants; and

WHEREAS, WMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action.

NOW THEREFORE, I, Christopher Scherer, as City Council President of the City of Fort Atkinson, do hereby proclaim May 14, 2022 as

World Migratory Bird Day

in the City of Fort Atkinson with the theme **“Dim the Lights for Birds at Night!”** and I urge all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

Proclaimed and signed this 1st day of March in the year 2022.

Christopher Scherer, City Council President

Attest:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

Bird City Wisconsin Official Signature Application & Renewal

As City Manager (title - e.g. mayor, parks director, etc.) of the

village/city/town/county/sovereign nation of City of Fort Atkinson, Jefferson County, Wisconsin,

I am applying for official recognition as a Bird City. Our community has met Bird City Wisconsin's requirements, including enactment of a resolution recognizing World Migratory Bird Day. I also attest that, where possible, my community's actions align with Bird City Wisconsin's primary themes of urban conservation and environmental education aimed at making communities healthy for birds... and people.



(Signature)

Rebecca Houseman LeMire

(Print Name)

City Manager

January 24, 2022

(Title)

(Date)

Bird City Initiative



[Bird City Wisconsin](#) is an initiative to encourage conservation of birds and habitat preservation and restoration. The program's goal is to encourage communities in Wisconsin to implement sound bird conservation practices by offering public recognition to those that succeed in (a) enhancing the environment for birds and (b) educate the public about the interactions between birds and people and about the contributions birds make to a healthy community. The City of Fort Atkinson was designated as a Bird City of Wisconsin in March 2016.

For more information on how the Fort Atkinson community is working to implement bird conservation practices and educate the public about bird/people interactions, visit the [City of Fort Atkinson's Bird City page](#).

Additional Resources

- Bird Protection Information:
 - [Bird Collisions](#)
 - [Cats and Other Invasives](#)
- Creating Backyard Bird Habitat
 - [Creating Habitat for Birds](#)
 - [Planting for Birds](#)
- Controlling Invasive species
 - [Backyard Wildlife Habitat Program](#)
 - [DNR's invasive species site](#)
- Bird Conservation in Wisconsin
 - [Wisconsin Bird Conservation Partnership](#)
 - [Western Great Lakes Bird and Bat Observatory](#)
- Local and Wisconsin Bird-based Groups:
 - [Friends of Rose Lake](#)
 - [Jefferson County \(WI\) Birders](#)

Figure 1. Bird City Fort Atkinson celebrates World Migratory Bird Day at Dorothy Carnes Park and Rose Lake State Natural Area in May 2017. Pictured are Nancy Hall, Bonnie Babcock, Dan Schneider, & Council member Jude Hartwick. Photo by Tom Belzer.





MEMORANDUM

DATE: March 1, 2022

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action relating to a Resolution Authorizing the Issuance of \$2,275,000 General Obligation Promissory Notes and the Issuance and Sale of a \$2,275,000 Note Anticipation Note in Anticipation thereof; and

Review and possible action relating to a Resolution Providing for the Sale of Approximately \$2,275,000 General Obligation Refunding Bonds

BACKGROUND

Through the City's 2022 budget process, staff identified the need to borrow funds in 2022 for certain capital improvements projects and equipment in 2022 and 2023.

On February 1, 2022, Justin Fischer, Director for Baird, who serves as the City's Financial Advisor, presented a summary of the City's debt and borrowing capacity. He also presented information relating to the proposed Note Anticipation Note to borrow for the City's 2022 and 2023 CIP projects and purchases. The City Council approved the attached Resolution authorizing the sale of \$2,275,000 Note Anticipation Note at that meeting as well.

DISCUSSION

Recall from Section 23 of the [City's Adopted 2022 Budget document](#), the 2022 Capital Improvements Projects Budget included \$1,574,000 in borrowing for the following projects and equipment planned in 2022:

- Police Department Squad Car
- Lorman Site Remediation & Demolition
- Annual Street Reconstruction Program (gap funding)
- Robert Street Bridge Construction – City portion
- Public Works – Operations Single Axle Dump Truck/Plow (2)
- Public Works – Operations Skid Loader
- Public Works – Operations Transit Van (*removed after 2/1/22 due to increased cost of dump truck/plows*)

Also recall that there are costs associated with borrowing and that efficiency in action and cost can be gained by strategically borrowing for more than one year at a time. Staff has been

working with our financial advisors to create such efficiencies by borrowing for 2022 and 2023 projects and equipment through a NAN and then General Obligation Refunding Bonds in 2022.

The following are projects and equipment identified for implementation or purchase in 2023 that would also be funded through this borrowing. These items were also identified in Section 23 of the Adopted Budget in the 2023-2027 Capital Improvements Project Plan, but not specifically identified as being funded through borrowing. Note that the majority of these projects and purchases were pushed out from 2022 and prior years:

- Police Department Squad Car
- Whitewater Avenue Mill and Overlay – City portion
- Fire Department – Replacement of Squad with Rescue/EMS Unit
- Fire Department – Equipment, hoses, PPE Dryer
- Parks Department – Flatbed Truck Replacement

The table below outlines the proposed projects and equipment to be funded in 2022 and 2023, the year of the expenditure, the term permitted for borrowing, the source of debt repayment, and the total. Note that the City is proposing to borrow approximately \$2,275,000 as a Note Anticipation Note and then refinance through General Obligation Refunding Bonds later in 2022. At this point, the costs associated with most of the projects or equipment are estimates.

City of Fort Atkinson Proposed 2022/2023 Borrowing					
Project/Purchase	Year Funds Needed	Term	Levy/General Fund	Water	Total
Police Department Squad Cars (2)	2022 & 2023	10	\$ 88,000.00		\$ 88,000.00
Lorman Demo & Remediation - Funding Gap	2022	10	\$ 340,000.00		\$ 340,000.00
Annual Street Construction - CDBG Water Main Project Funding Gap	2022	20	\$ 517,000.00	\$ 250,000.00	\$ 767,000.00
Public Works Plow Trucks (2)	2022	10	\$ 385,000.00		\$ 385,000.00
Robert Street Bridge Deck Replacement - Local Improvements (SMA)	2022	20	\$ 95,000.00		\$ 95,000.00
PW Skid Loader	2022	10	\$ 40,000.00		\$ 40,000.00
Whitewater Avenue - Mill & Overlay (SMA)	2023	20	\$ 65,000.00		\$ 65,000.00
Fire - Replacement of Squad with Rescue/EMS Unit	2023	10	\$ 420,000.00		\$ 420,000.00
Fire - Firefighting equipment, hoses, and PPE dryer	2023	10	\$ 25,000.00		\$ 25,000.00
Parks - Flatbed Truck Replacement	2023	10	\$ 50,000.00		\$ 50,000.00
			\$ 2,025,000.00	\$ 250,000.00	\$ 2,275,000.00

FINANCIAL ANALYSIS

As included in the February 1, 2022 memo, note that the additional borrowing in 2022 would increase the 2023 levy-supported debt service payment to about \$1,298,968, which is an increase of about \$200,000 over the 2022 debt service payment. Note that the City is able to lock in an exception 0.97% rate for the NAN, which may change the 2023 anticipated debt service payment.

RECOMMENDATION

Staff recommends that the City Council adopt the following resolutions to authorize the issuance and sale of approximately \$2,275,000 in borrowing for the 2022 and 2023 Capital Improvements projects and purchases as outlined in this memo:

1. Resolution Authorizing the Issuance of \$2,275,000 General Obligation Promissory Notes and the Issuance and Sale of a \$2,275,000 Note Anticipation Note in Anticipation thereof; and
2. Resolution Providing for the Sale of Approximately \$2,275,000 General Obligation Refunding Bonds

If approved, the City expects to close on the loan on March 22, 2022.

ATTACHMENTS

Approved Resolution 1373 Providing for the Sale of Approximately \$2,275,000 Note Anticipation Note; Resolutions authorizing the issuance and sale of \$2,275,000; Final Term Sheet dated March 1, 2022

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ISSUANCE OF
\$2,275,000 GENERAL OBLIGATION PROMISSORY NOTES
AND THE ISSUANCE AND SALE OF A \$2,275,000 NOTE
ANTICIPATION NOTE IN ANTICIPATION THEREOF

WHEREAS, on February 1, 2022, the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin (the "City") adopted a resolution (the "Set Sale Resolution"), providing for the sale of a Note Anticipation Note (the "Note" or "Notes") for public purposes, including paying the cost of street and bridge improvement projects, water main projects, property demolition and remediation, acquisition of equipment for the police department, fire department, parks department and public works department and other projects included in the City's capital improvement plan (collectively, the "Project");

WHEREAS, the City Council hereby finds and determines that the Project is within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, it is the finding of the City Council that it is necessary, desirable and in the best interest of the City to authorize the issuance of general obligation promissory notes and covenant to issue such general obligation promissory notes (the "Securities") to provide permanent financing for the Project;

WHEREAS, the Securities have not yet been issued or sold;

WHEREAS, cities are authorized by the provisions of Section 67.12(1)(b), Wisconsin Statutes, to issue note anticipation notes in anticipation of receiving the proceeds from the issuance and sale of the Securities;

WHEREAS, it is the finding of the City Council that it is necessary, desirable and in the best interest of the City to authorize the issuance and sale of note anticipation notes pursuant to Section 67.12(1)(b), Wisconsin Statutes, in anticipation of receiving the proceeds from the issuance and sale of the Securities, to provide interim financing to pay the cost of the Project; and

WHEREAS, it is the finding of the City Council that it is necessary, desirable and in the best interest of the City to sell the Notes to Farmers State Bank (the "Purchaser"), pursuant to the terms and conditions of the Term Sheet attached hereto as Exhibit A and incorporated herein by this reference (the "Proposal").

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City that:

Section 1. Authorization and Issuance of Securities. The City hereby authorizes the issuance of and declares its intention and covenants to issue the Securities pursuant to the provisions of Chapter 67, Wisconsin Statutes, in an amount sufficient to retire the Notes. There is hereby levied on all the taxable property in the City a direct, annual, irrevocable tax sufficient

to pay the interest on said Securities as it becomes due, and also to pay and discharge the principal thereof.

Section 2. Authorization and Sale of the Notes. In anticipation of the sale of the Securities, for the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(1)(b), Wisconsin Statutes, the principal sum of TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$2,275,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal is hereby accepted and the City Manager and City Clerk or other appropriate officers of the City are authorized and directed to execute an acceptance of the Proposal on behalf of the City. To evidence the obligation of the City, the City Manager and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the City, the Notes aggregating the principal amount of TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$2,275,000) for the sum set forth on the Proposal, plus accrued interest to the date of delivery.

Section 3. Terms of the Notes. The Notes shall be designated "Note Anticipation Note"; shall be issued in the principal amount of \$2,275,000; shall be dated March 22, 2022; shall be in the denomination of \$100,000 or any integral multiple of \$1,000 in excess thereof; shall be numbered R-1; and shall bear interest at the rate of 0.97% per annum and mature on March 22, 2023 as set forth on the schedule attached hereto as Exhibit B and incorporated herein by this reference (the "Schedule"). Interest shall be payable at maturity. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 4. Redemption Provisions. The Notes are subject to redemption prior to maturity, at the option of the City, on June 22, 2022 or on any date thereafter. Said Notes are redeemable as a whole or in part, in integral multiples of \$1,000 at a price of par plus accrued interest to the date of redemption. In the event that only a portion of the Note is redeemed, the remaining outstanding principal amount of the Note must be at least \$100,000, unless or until redeemed or paid in full.

Section 5. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 6. Security. The Notes shall in no event be a general obligation of the City and do not constitute an indebtedness of the City nor a charge against its general credit or taxing power. No lien is created upon the Project or any other property of the City as a result of the issuance of the Notes. The Notes shall be payable only from (a) any proceeds of the Notes set aside for payment of interest on the Notes as it becomes due and (b) proceeds to be derived from the issuance and sale of the Securities, which proceeds are hereby declared to constitute a special trust fund, hereby created and established, to be held by the City Clerk and expended solely for the payment of the principal of and interest on the Notes until paid. The City hereby agrees that, in the event such monies are not sufficient to pay the principal of and interest on the Notes when due, if necessary, the City will pay such deficiency out of its annual general tax levy or other available funds of the City; provided, however, that such payment shall be subject to annual

budgetary appropriations therefor and any applicable levy limits; and provided further, that neither this Resolution nor any such payment shall be construed as constituting an obligation of the City to make any such appropriation or any further payments.

Section 7. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for Note Anticipation Note, dated March 22, 2022" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Notes; (ii) any proceeds of the Notes representing capitalized interest on the Notes or other funds appropriated by the City for payment of interest on the Notes, as needed to pay the interest on the Notes when due; (iii) proceeds of the Securities (or other obligations of the City issued to pay principal of or interest on the Notes); (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due and which are appropriated by the City Council for that purpose; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided that such monies may be invested in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Said account shall be used for the sole purpose of paying the principal of and interest on the Notes and shall be maintained for such purpose until the Notes are fully paid or otherwise extinguished, and shall at all times be invested in a manner that conforms with the provisions of the Internal Revenue Code of 1986, as amended (the "Code"), and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the City Council directs otherwise.

Section 8. Covenants of the City. The City hereby covenants with the owners of the Notes as follows:

(A) It shall issue and sell the Securities as soon as practicable, as necessary to provide for payment of the Notes;

(B) It shall segregate the proceeds derived from the sale of the Securities into the special trust fund herein created and established and shall permit such special trust fund to be used for no purpose other than the payment of principal of and interest on the Notes until paid. After the payment of principal of and interest on the Notes in full, said trust fund may be used for such other purposes as the City Council may direct in accordance with law; and,

(C) It shall maintain a debt limit capacity such that its combined outstanding principal amount of general obligation bonds or notes or certificates of indebtedness and the \$2,275,000 authorized for the issuance of the Securities to provide for the payment of the Notes shall at no time exceed its constitutional debt limit.

Section 9. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 10. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 11. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the City

certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 12. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 13. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the City Manager and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 14. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the City Clerk or the City Treasurer (the "Fiscal Agent").

Section 15. Persons Treated as Owners; Transfer of Notes. The City shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such

transfer, the City Manager and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the City Manager and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 16. Record Date. The fifteenth calendar day preceding the payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the Record Date.

Section 17. Continuing Disclosure. The Notes are an exempt transaction in connection with the continuing disclosure requirements of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") because the minimum authorized denominations for the Notes are \$100,000 or more and the sale of the Notes is limited to no more than 35 sophisticated persons (in the Purchaser's reasonable belief) none of whom is purchasing for more than one account or with a view to distributing the securities.

Section 18. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the City Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded March 1, 2022.

Rebecca Houseman LeMire
City Manager

ATTEST:

Michelle A. Ebbert
City Clerk

(SEAL)

EXHIBIT A

Proposal

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

Final Term Sheet dated March 1, 2022

CITY OF FORT ATKINSON (the "City") Jefferson County, Wisconsin

\$2,275,000 Note Anticipation Note (the "Note") Bank Qualified

Par Amount: \$2,275,000.
Award Date: March 1, 2022.
Dated Date/Closing Date: March 22, 2022.
Maturity Schedule:

(March 22)	Amount
2023	\$2,275,000

Interest Rate (Fixed): 0.97%.

Interest shall be payable at maturity on March 22, 2023. Interest on the Note will be computed on the basis of a 30-day month and 360-day year.

Purchase Price: Par.

Redemption Provision: The Note is subject to call and prior redemption, at the option of the City, on June 22, 2022 or on any date thereafter, in whole or in part, in integral multiples of \$1,000, at a price of par plus accrued interest to the date of redemption upon 30 days prior written notice to the Purchaser. In the event that only a portion of the Note is redeemed, the remaining outstanding principal amount of the Note must be at least \$100,000, unless or until redeemed or paid in full.

Security: The Note is being issued pursuant to Section 67.12(1)(b) of the Wisconsin Statutes. The Note shall in no event be a general obligation of the City, and does not constitute an indebtedness of the City, nor a charge against its general credit or taxing power. The Note is payable only from (a) any proceeds of the Note set aside for payment of interest on the Note as it becomes due; and (b) proceeds to be derived from the issuance and sale of general obligation promissory notes which the City has covenanted to issue and which proceeds constitute a special trust fund to be held and expended solely for the payment of principal and interest on the Note.

Purpose: The proceeds from the sale of the Note will be used to provide interim financing for public purposes, including paying the cost of street and bridge improvement projects, water main projects, property demolition and remediation, acquisition of equipment for the police department, fire department, parks department and public works department and other projects included in the City's capital improvement plan.

Tax Status: Under existing law, interest on the Note is excludable in gross income for present federal income tax purposes. Interest on the Note is not exempt from present Wisconsin income or franchise taxes.

Bank Qualification: The Note shall be designated as a "qualified tax-exempt obligation".

Authorization:**Set Sale Resolution**

By way of a resolution adopted on February 1, 2022 (the "Set Sale Resolution") the City Council provided for the sale of a note anticipation note in an amount of approximately \$2,275,000 to provide interim financing for public purposes, including paying the cost of street and bridge improvement projects, water main projects, property demolition and remediation, acquisition of equipment for the police department, fire department, parks department and public works department and other projects include in the City's capital improvement plan (collectively, the "Projects").

Wisconsin Statutes permit note anticipation notes such as the Notes to be issued by the City without a referendum.

Award Resolution

By way of the resolution adopted on March 1, 2022 (the "Award Resolution") the Common Council authorized the issuance of the Note, awarded the sale of the Note to the Purchaser, provided the details and form of the Note, and set out certain covenants with respect thereto. Pursuant to the Award Resolution, the Common Council will authorize the issuance of and covenant to issue general obligation promissory notes as soon as practicable, as necessary to pay the Note. Additionally, the City has authority under Wisconsin Statutes to issue general obligation refunding bonds to pay the Note. The City will also covenant to maintain sufficient debt capacity to permit such notes or bonds to be issued.

Type of Note:

Typewritten note. (Not DTC eligible)

Denominations:

\$100,000 or any integral multiple of \$1,000 in excess thereof.

Paying Agent Contact:

City Officials, City of Fort Atkinson, Wisconsin*

**Ms. Michelle Ebbert is the contact for paying agent matters.*

Population

	Jefferson County	City of Fort Atkinson
Estimate, 2021	85,187	12,458
Estimate, 2020	84,692	12,395
Estimate, 2019	84,579	12,437
Estimate, 2018	84,352	12,390
Census, 2010	83,686	12,368

Source: Wisconsin Department of Administration, Demographic Services Center.

Largest Taxpayers

<u>Taxpayer</u>	<u>Type of Business</u>	<u>2021 Assessed Valuation</u>	<u>2021 Equalized Valuation</u>
Jones Dairy Farm	Pork products	\$19,593,700	\$23,208,700
FASP/Reena	Assisted living facility	10,481,100	12,447,900
Nasco International Inc.	School/library catalog	10,451,600	12,412,800
On-Cor Frozen Foods Redi-Serve	Frozen food processor	8,705,100	10,336,200
Spacesaver Corp.	Mobil storage units	7,168,700	8,513,800
C.B.F. Investments	Commercial development	6,796,000	8,066,600
Ball Corporation	Aluminum can production	6,602,300	7,841,200
FORTFEST (Festival Foods)	Shopping center	5,417,800	6,434,400
Klopcic	Dinner theater	4,867,300	5,780,700
JS Leasing W&A	Trucking company	4,515,700	5,363,000
		<u>\$84,599,300</u>	<u>\$100,405,300</u>

The above taxpayers represent 9.08% of the City's 2021 Equalized Value (TID IN) (\$1,105,765,400).

Source: The City.

Debt Limit*

Set forth in the table below is a comparison of the outstanding indebtedness of the City, as of the closing date of the Note, as a percentage of the applicable debt limit.

Equalized Valuation (2021) as certified by Wisconsin Department of Revenue	\$1,105,765,400
Legal Debt Percentage Allowed	<u>5.00%</u>
Legal Debt Limit	\$55,288,270
Debt Outstanding	<u>\$14,607,630</u>
Unused Margin of Indebtedness	\$40,680,640
Percent of Legal Debt Incurred	26.42%
Percentage of Legal Debt Available	73.58%

*The Note is not a general obligation of the City and therefore is not included in the table above.

Global Health Emergency Risk:

Impact of the Spread of COVID-19

In late 2019, a novel strain of coronavirus (COVID-19) emerged in Wuhan, Hubei Province, China. COVID-19 has spread throughout the world, including to the United States, resulting in the World Health Organization proclaiming COVID-19 to be a pandemic and former President Trump declaring a national emergency. In response to the spread of COVID-19, the United States government, state governments, local governments and private industries have taken measures to limit social interactions in an effort to limit the spread of COVID-19. On March 25, 2020, Wisconsin's "safer-at-home" order (the "Order") went into effect, which orders the closure of all non-essential business and operations until April 24, 2020 and was subsequently extended until May 26, 2020 (with certain exceptions as provided in the Order). In addition, the deadline for payment of State income taxes was extended to match the federal deadline of July 15, 2020.

On April 21, 2020, Republican legislators in the State filed a lawsuit challenging the legality of the Order. On May 13, 2020, the Wisconsin Supreme Court ruled that the Order is unlawful, invalid and unenforceable because the emergency rulemaking procedures under Section 227.24 of the Wisconsin Statutes and procedures established by the Wisconsin Legislature for rulemaking if criminal penalties were to follow were not followed in connection with the Order. The Supreme Court's decision does not invalidate any local health officials' orders or prevent future local health officials' orders related to the COVID-19 pandemic. In addition, the ruling did not change the mandated closure of school buildings through June 30, 2020.

The Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") provides for federal payments from the Coronavirus Relief Fund to the State for the discrete purpose of covering expenses directly incurred as a result of COVID-19 between March 1 and December 30, 2020. On May 27, 2020, Governor Tony Evers announced a program titled, "Routes to Recovery: Local Government Aid Grants," which distributed \$190 million of the State's Coronavirus Relief Fund monies to all counties, cities, villages and towns across Wisconsin for unbudgeted eligible expenditures incurred due to COVID-19 between March 1 and October 31, 2020. The State allocated funds based on population with a guaranteed minimum allocation of \$5,000. The City's allocation is \$202,195. These funds were disbursed up to the amount of the allocation after eligible expenditures were reported through the State's cost tracker application. On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021, which provides local governments an additional \$130.2 billion, including \$45.6 billion for cities, through the Coronavirus Local Fiscal Recovery Fund. These funds can be used to mitigate increased expenditures, lost revenue, and economic hardship related to the COVID-19 pandemic, with half received in 2021 and half to be received in 2022. The City's allocation is \$1,300,192.

The effects of the spread of COVID-19 and the government and private responses to the spread continue to evolve. COVID-19 has caused significant disruptions to the global, national and State economy. The extent to which the coronavirus continues to impact the City and its financial condition will depend on future developments, which are uncertain and cannot be predicted by the City, including the duration of the outbreak and future measures taken to address the outbreak.

Legal Opinion:

Mr. Brian Lanser, Quarles & Brady LLP
Phone: (414) 277-5775
E-mail: brian.lanser@quarles.com

Ms. Margaret Callan, Quarles & Brady LLP
Phone: (414) 277-5446
E-mail: margaret.callan@quarles.com

Legal matters incident to the authorization and issuance of the Note are subject to the unqualified approving legal opinion of Quarles & Brady LLP, Bond Counsel. Such opinion will be issued on the basis of the law existing at the time of the issuance of the Note. A copy of such opinion will be available at the time of the delivery of the Note.

Bond Counsel has not assumed responsibility for this Term Sheet or participated in its preparation and has not performed any investigation as to its accuracy, completeness or sufficiency.

**Inapplicability of
Rule 15c2-12:**

Securities and Exchange Commission Rule 15c2-12 (the "Rule") does not apply to the Note because the Note is being issued in authorized denominations of \$100,000 or more and is being sold to no more than thirty-five (35) persons each of whom the Placement Agent reasonably believes (a) has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and risks of its prospective investment in the Note, and (b) is not purchasing the Note for more than one account or with a view to distributing the Note. Accordingly, no preliminary official statement or final official statement (within the meaning of the Rule) is being prepared, and the Issuer has not undertaken to provide continuing disclosure with respect to the Note pursuant the Rule.

**Private
Placement/Purchaser
Eligibility:**

The Purchaser will be required to execute a certificate ("Purchaser's Certificate") attesting that it satisfies the Purchaser requirements described under "Inapplicability of Rule 15c2-12" above. The Purchaser's Certificate will also require the purchaser to attest that (i) it is a "qualified institutional buyer" as defined in Rule 144A promulgated under the Securities Act of 1933, as amended (the "Securities Act") or an "accredited investor" as defined in Regulation D promulgated under the Securities Act; (ii) it has conducted its own investigation relevant to its investment in the Note and has had the opportunity to ask questions and has requested and received all information with respect to the Note which it has requested; and (iii) it has made its decision to invest in the Note based solely on its review of such information and this Term Sheet.

Issuer Contacts:

Ms. Rebecca Houseman LeMire, City Manager
Phone: (920) 563-7760
E-mail: rlmire@fortatkinsonwi.net

Ms. Michelle Ebbert, City Clerk/Treasurer/Finance Director
Phone: (920) 563-7760
E-mail: miebbert@fortatkinsonwi.net

Issuer Tax ID:

39-6005451.

Placement Agent:

Mr. Justin Fischer, Robert W. Baird & Co. Incorporated
Phone: (414) 765-3635
E-mail: jfischer@rwbaird.com

Ms. Emily Timmerman, Robert W. Baird & Co. Incorporated
Phone: (414) 298-7856
E-mail: etimmerman@rwbaird.com

By their execution of this Term Sheet, the City agrees to issue and sell to the Purchaser, and the Purchaser agrees to purchase from the City (by wire transfer of immediately available funds to the account designated by the City), the Note on the terms set forth above.

Purchaser:

Farmers State Bank

Signature & Date:

Curt A. Jorgensen 2/2/22
Date

City:

City of Fort Atkinson, Wisconsin

Signatures & Date:

City Manager 3/1/2022
Date

City Clerk/Treasurer/Finance Director 3/1/2022
Date

Prepared by Robert W. Baird & Co. Incorporated

EXHIBIT B

Debt Service Schedule

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

BOND DEBT SERVICE

City of Fort Atkinson
 Note Anticipation Note - FINAL
 BQ; Callable 6/22/2022 or any Date Thereafter
 Farmers State Bank

Dated Date 03/22/2022
 Delivery Date 03/22/2022

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
03/22/2022 03/22/2023	2,275,000	0.970%	22,067.50	2,297,067.50	2,297,067.50
	2,275,000		22,067.50	2,297,067.50	2,297,067.50

EXHIBIT C

(Form of Note)

NUMBER	UNITED STATES OF AMERICA STATE OF WISCONSIN JEFFERSON COUNTY CITY OF FORT ATKINSON NOTE ANTICIPATION NOTE	DOLLARS
R-1		\$2,275,000

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE:

March 22, 2023

March 22, 2022

0.97%

REGISTERED OWNER: FARMERS STATE BANK

PRINCIPAL AMOUNT: TWO MILLION TWO HUNDRED SEVENTY-FIVE
THOUSAND DOLLARS (\$2,275,000)

FOR VALUE RECEIVED, the City of Fort Atkinson, Jefferson County, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the registered owner identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest is payable at maturity.

This Note is payable as to principal and interest upon presentation and surrender hereof at the office of the City Clerk or City Treasurer.

This Note is one of an issue of Notes aggregating the principal amount of \$2,275,000, all of which are of like tenor, except as to denomination, issued by the City pursuant to the provisions of Section 67.12(1)(b), Wisconsin Statutes, in anticipation of the sale of general obligation promissory notes (the "Securities"), to provide interim financing for the public purpose of paying the cost of street and bridge improvement projects, water main projects, property demolition and remediation, acquisition of equipment for the police department, fire department, parks department and public works department and other projects included in the City's capital improvement plan (the "Project"), as authorized by a resolution adopted on March 1, 2022. Said resolution is recorded in the official minutes of the City Council for said date.

This Note shall be payable only from (a) any proceeds of the Notes set aside for payment of interest on the Notes as it becomes due and (b) proceeds to be derived from the issuance and sale of the Securities, which proceeds have been declared to constitute a special trust fund and to be held by the City Clerk and expended solely for the payment of the principal of and interest on the Notes until paid. In the event such monies are not sufficient to pay the principal of and interest on this Note when due, if necessary, the City will pay such deficiency out of its annual general tax levy or other available funds of the City; provided, however, that any such payment shall be subject to annual budgetary appropriation therefor and any applicable levy limits; and

provided further, that no such payment nor any action authorizing this Note shall be construed as constituting an obligation of the City to make such appropriation or to make any further payment.

The City has authorized the issuance of the Securities and has covenanted to issue the Securities in an amount sufficient to repay the Notes pursuant to said resolution. **THE NOTES ARE NOT A GENERAL OBLIGATION OF THE CITY AND DO NOT CONSTITUTE AN INDEBTEDNESS OF THE CITY WITHIN THE MEANING OF ANY CONSTITUTIONAL OR STATUTORY LIMITATION OR PROVISION NOR A CHARGE AGAINST ITS GENERAL CREDIT OR TAXING POWER. NO LIEN IS CREATED UPON THE PROJECT OR ANY OTHER PROPERTY OF THE CITY AS A RESULT OF THE ISSUANCE OF THE NOTES.**

This Note is subject to redemption prior to maturity, at the option of the City, on June 22, 2022 or on any date thereafter. Said Note is redeemable as a whole or in part, in integral multiples of \$1,000 at a price of par plus accrued interest to the date of redemption. In the event that only a portion of the Note is redeemed, the remaining outstanding principal amount of the Note must be at least \$100,000, unless or until redeemed or paid in full.

Before the redemption of the Note, unless waived by the registered owner, the City shall give notice of such redemption by registered or certified mail at least thirty (30) days prior to the date fixed for redemption to the registered owner of the Note, at the address shown on the registration books. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The portion of the Note to be redeemed shall cease to bear interest on the specified redemption date, provided that federal or other immediately available funds sufficient for such redemption are on deposit with the registered owner at that time. Upon such deposit of funds for redemption, the portion of the Note to be redeemed shall no longer be deemed to be outstanding.

This Note is issued in registered form in the denomination of \$100,000 or any integral multiple of \$1,000 in excess thereof. This Note may be exchanged at the office of the City Clerk for a like aggregate principal amount of Notes of the same maturity in other authorized denominations.

This Note is transferable by a written assignment duly executed by the registered owner hereof or by such owner's duly authorized legal representative. Upon such transfer a new registered Note, in authorized denomination or denominations and in the same aggregate principal amount, shall be issued to the transferee in exchange hereof.

The City may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof, premium, if any, hereon and interest due hereon and for all other purposes, and the City shall not be affected by notice to the contrary.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time. The City has authorized and covenanted

to issue and sell the Securities, the sale of which this Note anticipates, as soon as practicable and to set aside the proceeds of the Securities into a special trust fund for the payment of the principal of and interest on this Note.

This Note has been designated by the City Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Fort Atkinson, Jefferson County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified City Manager and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF FORT ATKINSON
JEFFERSON COUNTY, WISCONSIN

By: _____
Rebecca Houseman LeMire
City Manager

(SEAL)

By: _____
Michelle A. Ebbert
City Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Registered Owner)

(Authorized Officer)

NOTICE: This signature must correspond with the name of the registered owner as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

Section 67.09, Wisconsin Statutes provides that the City Clerk of the City when acting as the registrar shall record the registration of each note or bond in its bond registrar. Therefore, if this Note is to be assigned, the City Clerk of the City should be notified and a copy of this Assignment should be sent to the City Clerk of the City for his or her records.

Resolution No. _____

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY
\$2,275,000 GENERAL OBLIGATION REFUNDING BONDS

WHEREAS, the City of Fort Atkinson, Jefferson County, Wisconsin (the "City") will be in need of approximately \$2,275,000 for the public purpose of refunding certain outstanding obligations of the City, specifically, the Note Anticipation Note to be issued March 22, 2022; and

WHEREAS it is desirable to borrow said funds through the issuance of general obligation refunding bonds pursuant to Chapter 67, Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City that:

Section 1. Issuance of the Bonds. The City shall issue its General Obligation Refunding Bonds in an amount of approximately \$2,275,000 (the "Bonds") for the purpose above specified.

Section 2. Sale of the Bonds. The City Council hereby authorizes and directs the officers of the City to take all actions necessary to negotiate the sale of the Bonds to Robert W. Baird & Co. Incorporated ("Baird"). At a subsequent meeting, the City Council shall take further action to approve the details of the Bonds and authorize the sale of the Bonds.

Section 3. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by Baird. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted, approved and recorded March 1, 2022.

Rebecca Houseman LeMire
City Manager

ATTEST:

Michelle A. Ebbert
City Clerk

(SEAL)

Final Term Sheet dated March 1, 2022

CITY OF FORT ATKINSON (the "City") Jefferson County, Wisconsin

\$2,275,000 Note Anticipation Note (the "Note") Bank Qualified

Par Amount: \$2,275,000.

Award Date: March 1, 2022.

Dated Date/Closing Date: March 22, 2022.

Maturity Schedule:

(March 22)	Amount
2023	\$2,275,000

Interest Rate (Fixed): 0.97%.

Interest shall be payable at maturity on March 22, 2023. Interest on the Note will be computed on the basis of a 30-day month and 360-day year.

Purchase Price: Par.

Redemption Provision: The Note is subject to call and prior redemption, at the option of the City, on June 22, 2022 or on any date thereafter, in whole or in part, in integral multiples of \$1,000, at a price of par plus accrued interest to the date of redemption upon 30 days prior written notice to the Purchaser. In the event that only a portion of the Note is redeemed, the remaining outstanding principal amount of the Note must be at least \$100,000, unless or until redeemed or paid in full.

Security: The Note is being issued pursuant to Section 67.12(1)(b) of the Wisconsin Statutes. The Note shall in no event be a general obligation of the City, and does not constitute an indebtedness of the City, nor a charge against its general credit or taxing power. The Note is payable only from (a) any proceeds of the Note set aside for payment of interest on the Note as it becomes due; and (b) proceeds to be derived from the issuance and sale of general obligation promissory notes which the City has covenanted to issue and which proceeds constitute a special trust fund to be held and expended solely for the payment of principal and interest on the Note.

Purpose: The proceeds from the sale of the Note will be used to provide interim financing for public purposes, including paying the cost of street and bridge improvement projects, water main projects, property demolition and remediation, acquisition of equipment for the police department, fire department, parks department and public works department and other projects included in the City's capital improvement plan.

Tax Status: Under existing law, interest on the Note is excludable in gross income for present federal income tax purposes. Interest on the Note is not exempt from present Wisconsin income or franchise taxes.

Bank Qualification: The Note shall be designated as a "qualified tax-exempt obligation".

Authorization:**Set Sale Resolution**

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Denominations:

\$100,000 or any integral multiple of \$1,000 in excess thereof.

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In late 2019, a novel strain of coronavirus (COVID-19) emerged in Wuhan, Hubei Province, China. COVID-19 has spread throughout the world, including to the United States, resulting in the World Health Organization proclaiming COVID-19 to be a pandemic and former President Trump declaring a national emergency. In response to the spread of COVID-19, the United States government, state governments, local governments and private industries have taken measures to limit social interactions in an effort to limit the spread of COVID-19. On March 25, 2020, Wisconsin's "safer-at-home" order (the "Order") went into effect, which orders the closure of all non-essential business and operations until April 24, 2020 and was subsequently extended until May 26, 2020 (with certain exceptions as provided in the Order). In addition, the deadline for payment of State income taxes was extended to match the federal deadline of July 15, 2020.

On April 21, 2020, Republican legislators in the State filed a lawsuit challenging the legality of the Order. On May 13, 2020, the Wisconsin Supreme Court ruled that the Order is unlawful, invalid and unenforceable because the emergency rulemaking procedures under Section 227.24 of the Wisconsin Statutes and procedures established by the Wisconsin Legislature for rulemaking if criminal penalties were to follow were not followed in connection with the Order. The Supreme Court's decision does not invalidate any local health officials' orders or prevent future local health officials' orders related to the COVID-19 pandemic. In addition, the ruling did not change the mandated closure of school buildings through June 30, 2020.

The Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") provides for federal payments from the Coronavirus Relief Fund to the State for the discrete purpose of covering expenses directly incurred as a result of COVID-19 between March 1 and December 30, 2020. On May 27, 2020, Governor Tony Evers announced a program titled, "Routes to Recovery: Local Government Aid Grants," which distributed \$190 million of the State's Coronavirus Relief Fund monies to all counties, cities, villages and towns across Wisconsin for unbudgeted eligible expenditures incurred due to COVID-19 between March 1 and October 31, 2020. The State allocated funds based on population with a guaranteed minimum allocation of \$5,000. The City's allocation is \$202,195. These funds were disbursed up to the amount of the allocation after eligible expenditures were reported through the State's cost tracker application. On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021, which provides local governments an additional \$130.2 billion, including \$45.6 billion for cities, through the Coronavirus Local Fiscal Recovery Fund. These funds can be used to mitigate increased expenditures, lost revenue, and economic hardship related to the COVID-19 pandemic, with half received in 2021 and half to be received in 2022. The City's allocation is \$1,300,192.

The effects of the spread of COVID-19 and the government and private responses to the spread continue to evolve. COVID-19 has caused significant disruptions to the global, national and State economy. The extent to which the coronavirus continues to impact the City and its financial condition will depend on future developments, which are uncertain and cannot be predicted by the City, including the duration of the outbreak and future measures taken to address the outbreak.

Legal Opinion:

Mr. Brian Lanser, Quarles & Brady LLP

Phone: (414) 277-5775

E-mail: brian.lanser@quarles.com

Ms. Margaret Callan, Quarles & Brady LLP

Phone: (414) 277-5446

E-mail: margaret.callan@quarles.com

Legal matters incident to the authorization and issuance of the Note are subject to the unqualified approving legal opinion of Quarles & Brady LLP, Bond Counsel. Such opinion will be issued on the basis of the law existing at the time of the issuance of the Note. A copy of such opinion will be available at the time of the delivery of the Note.

Bond Counsel has not assumed responsibility for this Term Sheet or participated in its preparation and has not performed any investigation as to its accuracy, completeness or sufficiency.

**Inapplicability of
Rule 15c2-12:**

Securities and Exchange Commission Rule 15c2-12 (the "Rule") does not apply to the Note because the Note is being issued in authorized denominations of \$100,000 or more and is being sold to no more than thirty-five (35) persons each of whom the Placement Agent reasonably believes (a) has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and risks of its prospective investment in the Note, and (b) is not purchasing the Note for more than one account or with a view to distributing the Note. Accordingly, no preliminary official statement or final official statement (within the meaning of the Rule) is being prepared, and the Issuer has not undertaken to provide continuing disclosure with respect to the Note pursuant the Rule.

**Private
Placement/Purchaser
Eligibility:**

The Purchaser will be required to execute a certificate ("Purchaser's Certificate") attesting that it satisfies the Purchaser requirements described under "Inapplicability of Rule 15c2-12" above. The Purchaser's Certificate will also require the purchaser to attest that (i) it is a "qualified institutional buyer" as defined in Rule 144A promulgated under the Securities Act of 1933, as amended (the "Securities Act") or an "accredited investor" as defined in Regulation D promulgated under the Securities Act; (ii) it has conducted its own investigation relevant to its investment in the Note and has had the opportunity to ask questions and has requested and received all information with respect to the Note which it has requested; and (iii) it has made its decision to invest in the Note based solely on its review of such information and this Term Sheet.

Issuer Contacts:

Ms. Rebecca Houseman LeMire, City Manager
Phone: (920) 563-7760
E-mail: relemire@fortatkinsonwi.net

Ms. Michelle Ebbert, City Clerk/Treasurer/Finance Director
Phone: (920) 563-7760
E-mail: miebbert@fortatkinsonwi.net

Issuer Tax ID:

39-6005451.

Placement Agent:

Mr. Justin Fischer, Robert W. Baird & Co. Incorporated
Phone: (414) 765-3635
E-mail: jfischer@rwbaird.com

Ms. Emily Timmerman, Robert W. Baird & Co. Incorporated
Phone: (414) 298-7856
E-mail: etimmerman@rwbaird.com

By their execution of this Term Sheet, the City agrees to issue and sell to the Purchaser, and the Purchaser agrees to purchase from the City (by wire transfer of immediately available funds to the account designated by the City), the Note on the terms set forth above.

Purchaser:

Farmers State Bank

Signature & Date:

Curt A. Jorgensen 2/2/22
Date

City:

City of Fort Atkinson, Wisconsin

Signatures & Date:

City Manager 3/1/2022
Date

City Clerk/Treasurer/Finance Director 3/1/2022
Date

Prepared by Robert W. Baird & Co. Incorporated

RESOLUTION NO. 1373

RESOLUTION PROVIDING FOR THE SALE OF AN APPROXIMATELY
\$2,275,000 NOTE ANTICIPATION NOTE

WHEREAS the City of Fort Atkinson, Jefferson County, Wisconsin (the "City") is presently in need of approximately \$2,275,000 for public purposes, including paying the cost of street and bridge improvement projects, water main projects, property demolition and remediation, acquisition of equipment for the police department, fire department, parks department and public works department and other projects included in the City's capital improvement plan (collectively, the "Projects"); and

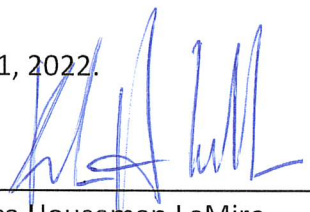
WHEREAS it is desirable to borrow said funds through the issuance of a note anticipation note pursuant to Chapter 67, Wisconsin Statutes, in order to provide interim financing for the Projects.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City that:

Section 1. Issuance of the Notes. The City shall issue its Note Anticipation Note in an approximate amount of \$2,275,000 (the "Notes") for the purposes above specified.


Section 2. Sale of the Notes. The City Council hereby authorizes and directs the officers of the City to take all actions necessary to provide for the sale of the Notes to a purchaser to be determined by a subsequent resolution of the City Council. At a subsequent meeting, the City Council shall take further action to approve the details of the Notes and authorize the sale of the Notes.

Adopted, approved and recorded February 1, 2022.



Rebecca Houseman LeMire
City Manager

ATTEST:



Michelle A. Ebbert
City Clerk

(SEAL)



[Back to agenda](#)

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

MEMORANDUM

DATE: March 1, 2022

TO: Fort Atkinson City Council

FROM: Andy Selle, P.E., City Engineer/Public Works Director
Brooke Franseen, Parks and Recreation Director

RE: Review and Possible action on "No Mow May," a temporary exception to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code

BACKGROUND

Heart of the City has expressed interest in introducing a temporary exception to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code, which would allow for grass to exceed the stated eight inch maximum to facilitate promotion and education of habitat necessary for successful emergence and survival of pollinators in the month of May. This effort is known as "No Mow May" and was successfully implemented in 2021.

DISCUSSION

This proposed exception would allow rear yards of residential properties and designated City owned property to be exempt from enforcement of Section 102-121(b)(1) throughout the month of May 2022.

The designated City-owned properties to be included in this exception are:

- Barrie Park near the playground on the corner
- North Main St. and N Fourth St by the train tracks
- A swatch near the electronic sign at Jones Park
- Wilcox Park section

FINANCIAL ANALYSIS

No financial impact to the City is expected.

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution allowing for Temporary Exception to Section 102-121(b)(1) from May 1, 2022 to May 31, 2022, and declare the month "No Mow May" in the City of Fort Atkinson.

ATTACHMENT

Resolution allowing for temporary exemption to Section 102-121(b)(1) for May 2022

RESOLUTION NO. _____

**RESOLUTION ALLOWING FOR TEMPORARY EXCEPTION TO
SECTION 102-121(B)(1) OF THE CITY OF FORT ATKINSON MUNICIPAL CODE RELATING TO
VEGETATION, ALSO KNOWN AS “NO MOW MAY”**

WHEREAS, City of Fort Atkinson residents require food to sustain their lives and one of every three bites of food consumed requires pollinators; and

WHEREAS, the City has a strong public interest in and duty toward the continuing survival of its residents; and

WHEREAS, the pollinators whose activities generate our food include bees, butterflies, moths, birds, as well as many others, and these pollinator species are in decline due to pesticide treatments and mowing, urban sprawl, habitat loss, disease, and parasites; and

WHEREAS, the formative period for establishment and nourishment of pollinator species occurs in late Spring and early Summer upon emergence from hibernation, and at the same time supporting plants emerge and blossom, offering them habitat and forage opportunities; and

WHEREAS, the United States Environmental Protection Agency recognizes the necessity of protecting pollinators by establishing a “National Pollinator Week” proclamation for the week of June 20-26, 2022; and

WHEREAS, pollinator foraging and development is reduced by leaf removal and mowing of grass.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Fort Atkinson recognizes and supports the “No Mow May” initiative for promotion and education about this critical period for pollinator emergence and survival, allowing for the creation of crucial pollinator-supporting habitat and early Spring foraging opportunities.

BE IT FURTHER RESOLVED, that in the rear yards of residential properties and on designated City-owned properties, from May 1, 2022 through May 31, 2022, the City of Fort Atkinson shall temporarily suspend enforcement of Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code relating to the prohibition of grass and weeds over eight inches tall on improved, unimproved or vacant properties.

Adopted this 1st day of March 2022

Effective the 1st day of May 2022 through the 31st day of May 2022.

CITY OF FORT ATKINSON

Christopher Scherer, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: March 1, 2022

TO: Fort Atkinson City Council

FROM: Tom Williamson, Public Works Superintendent

RE: Review and possible action relating to a skid loader purchase for the Department of Public Works at a cost of \$34,573 from Miller-Bradford & Riseberg

BACKGROUND

The Public Works Department desires to replace one of two Skid Loaders the department has in its fleet. The existing 2012 Case SR200 Skid Loader has functioned admirably since we purchased it new. This piece of equipment is vital to the public works operations for the City of Fort Atkinson. It is utilized nearly daily in the loading and unloading of large and small trucks, moving street construction materials, preparing and patching streets, yard waste and leaf pickup and snow removal operations.

DISCUSSION

The Department currently employs two skid loaders in the yearly operations of the City. The expected viable life of this type of equipment, as published thru the State of Wisconsin Department of Administration, is estimated at ten years. Staff has reviewed the condition of our existing 2012 skid loader and determined that the condition of the unit offers us good opportunity to recoup some of our initial investment in trade value toward a new unit.

Because the Public Works Department relies heavily on our skid loaders, the unit has reached its estimated viable service life of ten years, and its replacement was included in the 2022 Capital Improvements Project budget; staff is now pursuing its replacement. Staff reached out to several suppliers and received two qualifying bids, which include trade-in values, and meet the specification and service requirements for the City of Fort Atkinson Public Works Department operations.

FINANCIAL ANALYSIS

The approved 2022 CIP Budget for this item was set at \$40,000.00. We received bids from two vendors; Miller-Bradford & Riseberg, Inc. and Brooks Tractor. The bid totals are shown in the bid tab on the next page, and the purchase will part of the 2022 CIP Budget borrowing as presented to the City Council on February 1, 2022.

2022 Skid Loader Bid Tabulation			
Miller-Bradford & Riseberg, Inc.		Brooks Tractor	
Bid Item	Proposed Investment	Bid Item	Proposed Investment
2022 Case SRT210B Skid Loader	\$ 47,751.00	John Deere 324G Skid Loader	\$ 53,600.00
Box Broom Sweeper Attachment	\$ 5,822.00	Box Broom Sweeper Attachment	\$ 6,500.00
Trade-in value 2012 Case SR200	\$ (19,000.00)	Trade-in value 2012 Case SR200	\$ (15,000.00)
Total Investment	\$ 34,573.00	Total Investment	\$ 45,100.00

RECOMMENDATION

Staff recommends the purchase of the 2022 Case SR210B Skid Loader, including the box broom sweeper attachment and trading in the 2012 Case SR200 Skid Loader, in the amount of \$34,573.00 from Miller-Bradford & Riseberg to replace the existing 10-year old Case SR200 Skid Loader.

ATTACHMENTS

Miller-Bradford & Riseberg Case Skid Loader Proposal; Brooks Tractor John Deer kid Load Proposal; Brooks Tractor email with Box Broom proposal



MILLER-BRADFORD & RISBERG, INC.

www.miller-bradford.com

4190 Bear Tree Parkway, DeForest, WI 53532 ■ Phone (608) 222-9191

Distributors of Equipment and Supplies for ■ Construction ■ Industries ■ Municipalities

TO City of Ft Atkinson DPW DATE 1/12/2022 / updated 2-21-2022
ATTENTION Don K
700 James Place REFERENCE skidsteer quote

Ft Atkinson, Wi 53538

WE SUBMIT THE FOLLOWING PROPOSAL:

QTY	DESCRIPTION	AMOUNT
1	New 2022 Case SR210B skidsteer loader equipped as follows ***Case t4F 74HP turbo diesel non DEF liquid cooled engine ***deluxe cab with heat/AC/radio/keyless start/suspension seat ***mechanical Case controls with, LCD display screen/backup camera ***Performance package = Ride Control, Hyd bucket coupler, Fr. Electric plu ***cold start package, HD 72" low profile dirt bucket with bolt on edge ***12 x 16.5 HD tires, HD back door, backup alarm & horn ***Radial loader lift arms geometry, ***NON DEF ENGINE*** ***Hi Flow Plus hydraulics package ***2 years or 2000 hours warranty, 5 year emissions warranty*** purchase price \$ 47,751.00 less trade in; Case SR200 skidsteer loader \$ (19,000.00) balance \$ 28,751.00 ***60" Virnig HD pickup broom with hoses/couplers \$5,498.00 ***72" Virnig HD pickup broom with hoses/couplers \$5,822.00	

TERMS spring 2022

FOB Deforest, Wi.

DELIVERY

THANK YOU FOR THE OPPORTUNITY TO PROVIDE THIS QUOTE. WE LOOK FORWARD TO WORKING WITH YOU!

QUOTATIONS SUBJECT TO CHANGE IN PRICE PRIOR
TO SHIPMENT. ALL AGREEMENTS CONTINGENT UPON
STRIKES, ACCIDENTS, AND UNAVOIDABLE DELAYS
BEYOND OUR CONTROL.

SIGNED

Miller-Bradford & Risberg, Inc.

Quote Id: 25671601

Prepared For:
CITY OF FORT ATKINSON



Prepared By: **KYLE BUSLER**

Brooks Tractor Incorporated
1900 W Main Street
Sun Prairie, WI 53590

Tel: 608-837-5141
Mobile Phone: 608-800-2004
Fax: 608-837-4012
Email: kbusler@brookstractor.com

Date: 24 November 2021

Offer Expires: 31 December 2021

Confidential

Quote Id: 25671601

24 November 2021

CITY OF FORT ATKINSON
101 N MAIN ST
FORT ATKINSON, WI 53538

Valued Customer:

Thank you for this opportunity to provide you with an equipment quote. You work hard! Every day you face many challenges and decisions that impact your bottom line. So when you choose a team of people to work with, choose a hard working team like Brooks Tractor. We are focused on making you more productive. We are dedicated to providing you with the most cost effective equipment solutions.

- Support from a professional team of parts, service and equipment specialists.
- Six convenient locations in Wisconsin's major metro areas -- with our newest now open in Mount Pleasant, Wisconsin.
- Technology experts in machine positioning solutions featuring Leica and Topcon; advanced telematics with JDLink; and remote service capabilities through JD Service Advisor Remote.

Thank you for this opportunity,

Your BROOKS TRACTOR Team Member:

KYLE BUSLER
608-837-5141

Quote Id: 25671601

Brooks Tractor Incorporated

Quote Summary

Prepared For:

CITY OF FORT ATKINSON
101 N MAIN ST
FORT ATKINSON, WI 53538
Business: 920-563-7771

Prepared By:

KYLE BUSLER
Brooks Tractor Incorporated
1900 W Main Street
Sun Prairie, WI 53590
Phone: 608-837-5141
Mobile: 608-800-2004
kbusler@brookstractor.com

BROOKS MACHINE HEALTH MONITORING SERVICE-
For all models equipped with an active JDLink system,
Brooks and John Deere monitor your machine
continuously for the term of basic/extended warranty.

Quote Id: 25671601
Created On: 24 November 2021
Last Modified On: 02 December 2021
Expiration Date: 31 December 2021

Equipment Summary	Selling Price	Qty	Extended
2021 JOHN DEERE 324G SKID STEER - 514293	\$ 53,600.00 X	1 =	\$ 53,600.00

Equipment Total **\$ 53,600.00**

Trade In Summary	Qty	Each	Extended
CASE IH SR200 - JAFSR200ECM454376	1	\$ 15,000.00	\$ 15,000.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 15,000.00

Trade In Total **\$ 15,000.00**

Quote Summary

Equipment Total	\$ 53,600.00
Trade In	\$ (15,000.00)
SubTotal	\$ 38,600.00
Total	\$ 38,600.00
Balance Due	\$ 38,600.00

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 25671601**Customer:** CITY OF FORT ATKINSON

2021 JOHN DEERE 324G SKID STEER - 514293

Hours: 0
Stock Number: S514293

Code	Description	Qty
00C2T	2021 JOHN DEERE 324G HF SSL-CAB,ISOSWTCH,2SP,RC,QT,CSP-FD09NOV21	1

Standard Options - Per Unit

170C	JDLINK 4G ULTMT W 5 YRS SERV	1
0770	2SP HIFL SLEV RC CB/AC PQT	1
0953	ISO SWITCHABLE CTLS & JS PPK	1
1301	ENGINE TURBO 4TNV98CT	1
1501	ENGLISH OP MAN & DECALS	1
2440	12X16.5 12PR GALAXY HULK	1
4001	2" SEAT BELT W/SHOULDERSTRAP	1
6006	AIR RIDE SEAT (CLOTH W HEAT)	1
8050	COLD START PACKAGE 110V	1
8060	PRE CLEANER	1
8380	FOOTREST WITH FLOORMAT	1
9052	HD 78 IN CONST BUCKET W EDGE	1

Dealer Attachments

JD 84" Pick Up Broom	1
----------------------	---

Quote Id: 25671601**Customer:** CITY OF FORT ATKINSON

Brooks Machine Health Monitoring Service

Brooks and John Deere monitor your machine continuously for the term of basic/extended warranty.

- **JDLink Alerts** - The Brooks Tractor Machine Monitoring Team uses sophisticated software to track and monitor alerts generated from your machines through telematics and JDLink Machine Connectivity. Diagnostic Trouble Codes (DTCs) transmitted from your Deere machines are sent to the Brooks Machine Monitoring Center where the team can perform remote diagnostics including reading and clearing diagnostic codes, running diagnostic tests, and viewing/analyzing machine performance data.
- **Expert Alerts** - A team of John Deere experts at their Machine Health Monitoring Center in Dubuque, Iowa use data analytics to predict service needs and provide notifications to the Brooks Machine Monitoring Team, which enables them to contact customers about an impending or potential issue and gives them solutions to resolve the issue before it causes a machine problem.
- **Maintenance Alerts** - The Brooks team will also provide you with maintenance alerts before they become due to help with advance planning for the service.

Brooks Tractor Incorporated - Sun Prairie, WI
1900 W Main Street
Sun Prairie, WI 53590
Phone: 608-837-5141
E-Mail: JDNotifications@brookstractor.com

Before Starting work please familiarize yourself with the following instructions. For more details refer to the Safety Manual for Operating and Maintenance Personnel.

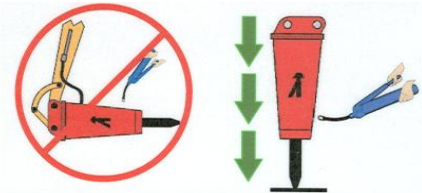
Breaker Care and Maintenance

1. Lubrication

The tool must be lubricated every 2 hours or if it appears dry. Use chisel paste provided in the cab (if not in the cab, contact Brooks Tractor).

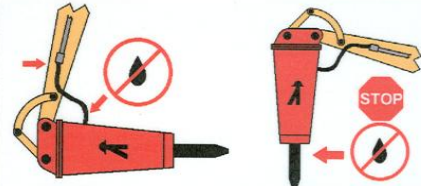
To prevent serious damage to seals and other internal components, the breaker must be positioned vertically and down pressure applied to the tool until it contacts the impact ring.

Fill the bushing cavity until grease emerges from the bottom end of the tool holder.



2. Oil Leaks

Check hose connections for hydraulic oil leaks. If oil is seen dripping from the tool end of the breaker it must be stopped immediately until qualified personnel can determine the source. Continued operation may lead to internal damage.

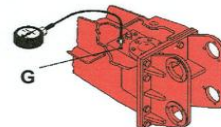


3. Pre-Charge Gas Pressure

A combination of oil and nitrogen gas pressure is used to operate this breaker. The nitrogen gas pressure ("pre-charge") is located on top of the breaker, inside the cylinder cover.

Poor breaker performance may indicate the pre-charge gas pressure should be serviced.

Only qualified personnel should service the pre-charge gas.



4. Parking

During idle periods the breaker should be positioned horizontally with the top of the breaker slightly higher than the tool end.

Following this recommendation will prevent the entry of moisture through the tool holder, which may lead to internal damage.



5. Underwater Use

Under no circumstances can the breaker be used underwater unless it has been modified with an approved underwater kit.



SEE OTHER SIDE FOR BREAKER OPERATING INSTRUCTIONS

For Questions call:

Sun Prairie - (608) 837-5141 • Milwaukee - (414) 462-9790

De Pere - (920) 336-5711 • West Salem - (608) 786-2644 • Plover - (715) 254-2777

Before Starting work please familiarize yourself with the following instructions. For more details refer to the Safety Manual for Operating and Maintenance Personnel.

Breaker Operating Instructions

1. Down Pressure

Do NOT start the breaker until the tip of the tool is in contact with the material to be demolished. Push down on the breaker until the front end of the carrier is lifted several inches off the ground. The breaker can be operated in any position, but never operate the breaker with the tool suspended in the air.



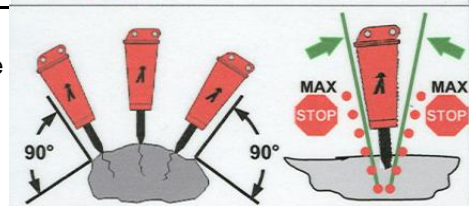
2. Initial Breaking Point/Advancement

Avoid starting too far from the material's edge. Break large objects from the outside edges and work inward.



3. Proper Contact Angle

The tool of the breaker must always be kept at right angles (90°) to the work surface. Accelerated bushing – tool wear and tool breakage can result when forces applied to the breaker are not kept in line with the tool. Rocking the breaker back and forth will expel any dust accumulating under the tip of the tool. Never exceed 5° in either direction. The tool is not designed for prying.



4. Tool Penetration

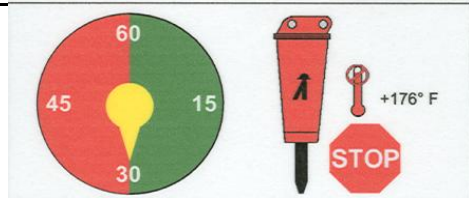
Do NOT bury the tool.

As the tool penetrates through the material, follow the breaker with down pressure from the carrier. Anticipate breaking through the material and stop the breaker immediately to prevent blank firing. Listen for solid, fast blows. If blow frequency slows or becomes hollow sounding increase down pressure or correct the alignment of the tool.



5. Maximum Duty Cycle

Material should break within the first 30 seconds. If, after 30 seconds, the material has not broken, reposition the tool to locate the material's seams, fractures, joints, or faults. Excessive heat can be generated from operating the breaker longer than 30 seconds, in one spot, with little or no tool penetration.



SEE OTHER SIDE FOR BREAKER CARE AND MAINTENANCE



BROOKS TRACTOR RENTAL AND DEMO AGREEMENT ADDENDUM

This addendum is made a part of all Brooks Tractor rental and demo agreements

BROOKS TRACTOR INCORPORATED'S DEMO/ RENTAL INSURANCE REQUIREMENTS

Our insurance company requires us to obtain for each rental contract and demonstration agreement, a certificate of insurance with the following information:

GENERAL LIABILITY COVERAGE:

- * Name Brooks Tractor Inc. as Additional Insured
- * A minimum of \$1,000,000 single limit liability
- * A maximum of \$5,000 deductible (All higher amounts must meet with prior credit approval)
- * Insurance policy period covers the date of contract
- * 30-day cancellation provision

PROPERTY COVERAGE:

- * Equipment insured for present value as listed on contract
- * State "All Risk" or "Special Form" of physical damage on the certificate
- * Equipment listed on certificates is the same as equipment on contract
- * Maximum of \$5,000 deductible (All higher amounts must meet with prior credit approval)
- * Name Brooks Tractor Inc. as Loss Payee
- * 30-day cancellation provision
- * Insurance policy period covers the date of the contract

Please provide this information to your agent, or if you provide us with your agent's name, address and phone number in the space below, we will contact them for the certificate.

Insurance Co. _____

Insurance Agent _____

Address _____

City, State, Zip _____

Phone _____

The customer is responsible for contacting their insurance company upon return of the equipment to Brooks Tractor Inc.

BROOKS TRACTOR INCORPORATED'S RENTAL RATE POLICIES

The following policies apply to the rental of all equipment:

1. RENTAL PAYMENTS are due at the beginning of each rental period.
2. RENTAL CONTRACT— A rental contract must be completed on every transaction with all pertinent data furnished prior to the release of the rental equipment.
3. RENTAL RATES— All rental charges run until the machine is returned to Brooks Tractor Inc.'s yard. All charges are calculated for the length of time the machine is out, i.e. monthly or weekly. Per hour charges apply to maximum hours exceeded as listed below:

Rates are based on the following hour limits:

Daily— 8 Hours

Weekly— 40 Hours

Monthly— 176 Hours

*Overtime will be charged

*Fuel and transportation charges are not included in rates

Delivery available for an additional cost

*Prices subject to change at any time.

*Severe applications may require rate adjustments.

4. REPAIRS AND MAINTENANCE— All repairs required due to abuse or negligence will be charged to the lessee upon return of the damaged rental equipment. Also, any abnormal clean-up cost will be the responsibility of the lessee. Furthermore, if the rental unit is converted into a sale, all non-warrantable repairs and maintenance, during the rental period will be added to the conversion price.

5. OPERATION AND WEAR— To furnish a qualified operator who will perform normal daily maintenance, including fuel, grease, checking fluid levels, etc. Customer will be responsible for unusual tire damage and repairs, prorated wear or replacement of all "ground engaging tools", including bucket teeth, cutting edges, etc., and all other damage to machine other than normal wear and tear. Customer will provide property theft, liability and fire insurance cover-age and will return machine in reasonably clean condition. Hydraulic hammer customer will be responsible for damage to or breakage of hammer hoses and "ground engaging tools."

6. FUEL— To prevent fuel surcharges, please return all rental/demo units with a full tank of fuel.

7. LESSEE— agrees to pay all personal property taxes on the letting, use, possession, or operations of equipment.

8. RETURN— of equipment without the operator's manual will result in a \$200 charge.

Breaker Rental Agreement Addendum

All repairs due to abuse, negligence or disregard for these instructions will be charged to the lessee upon return of the breaker. Also, any abnormal clean-up cost will be the responsibility of the lessee. Furthermore, if the rental unit is converted into a sale, all non-warrantable repairs and maintenance, during the rental period will be added to the conversion price.

Breaker Care and Maintenance

Before Starting work please familiarize yourself with the following instructions. For more details refer to the Safety Manual for Operating and Maintenance Personnel.

Lubrication

The tool must be lubricated every 2 hours or if it appears dry. Use chisel paste provided in the cab (if not in the cab, contact Brooks Tractor).

To prevent serious damage to seals and other internal components, the breaker must be positioned vertically and down pressure applied to the tool until it contacts the impact ring.

Fill the bushing cavity until grease emerges from the bottom end of the tool holder.

Oil Leaks

Check hose connections for hydraulic oil leaks. If oil is seen dripping from the tool end of the breaker it must be stopped immediately until qualified personnel can determine the source. Continued operation may lead to internal damage.

Pre-Charge Gas Pressure

A combination of oil and nitrogen gas pressure is used to operate this breaker. The nitrogen gas pressure ("pre-charge") is located on top of the breaker, inside the cylinder cover.

Poor breaker performance may indicate the pre-charge gas pressure should be serviced.

Only qualified personnel should service the pre-charge gas.

Parking

During idle periods the breaker should be positioned horizontally with the top of the breaker slightly higher than the tool end.

Following this recommendation will prevent the entry of moisture through the tool holder, which may lead to internal damage.

Underwater Use

Under no circumstances can the breaker be used underwater unless it has been modified with an approved underwater kit.

Breaker Operating Instructions

Down Pressure

Do NOT start the breaker until the tip of the tool is in contact with the material to be demolished. Push down on the breaker until the front end of the carrier is lifted several inches off the ground. The breaker can be operated in any position, but never operate the breaker with the tool suspended in the air.

Initial Breaking Point/Advancement

Avoid starting too far from the material's edge. Break large objects from the outside edges and work inward.

Proper Contact Angle

The tool of the breaker must always be kept at right angles (90°) to the work surface. Accelerated bushing – tool wear and tool breakage can result when forces applied to the breaker are not kept in line with the tool. Rocking the breaker back and forth will expel any dust accumulating under the tip of the tool. Never exceed 5° in either direction. The tool is not designed for prying.

Tool Penetration

Do NOT bury the tool.

As the tool penetrates through the material, follow the breaker with down pressure from the carrier. Anticipate breaking through the material and stop the breaker immediately to prevent blank firing. Listen for solid, fast blows. If blow frequency slows or becomes hollow sounding increase down pressure or correct the alignment of the tool.

Maximum Duty Cycle

Material should break within the first 30 seconds. If, after 30 seconds, the material has not broken, reposition the tool to locate the material's seams, fractures, joints, or faults. Excessive heat can be generated from operating the breaker longer than 30 seconds, in one spot, with little or no tool penetration.

Please sign below to acknowledge that you have above listed guidelines and agree to follow them.

Customer Signature

Date

BTI Account Manager

Please print customer name

Don Knaack

From: Kyle Busler <kbusler@brookstractor.com>
Sent: Thursday, December 2, 2021 3:16 PM
To: Don Knaack
Subject: RE: [EXTERNAL]: Skid Steer
Attachments: City of Fort Atkinson 324G - Quote.pdf; City of Fort Atkinson 320G - Quote.pdf

Good afternoon Don,

See attached for pricing quote on our skid steer loaders.

I included both a 324G and 320G.

These prices do not include the box sweeper. The sweeper can be purchased for an additional \$6500.

These machines come standard with a full machine warranty for 2 years or 2000 hours.

In addition to the factory warranty we offer extended up to 60 months.

A common option, if you guys were planning on keeping the skid for awhile would be power train and hydraulic for 60 months or 4000 hours whatever occurs first, which is close to your current usage.

We can play with hour options as well. The above warranty would cost an additional \$1308.47

Let me know if you have any questions, and I will let you know when I have that skid down for you guys to try.

Thanks!

Kyle Busler | Account Manager



BROOKS
TRACTOR SINCE 1945



JOHN DEERE

[Nothing Runs Like a Deere](#)

1900 West Main Street,
Sun Prairie, WI 53590
Office 608-837-5141 ext. 1010
Cell 608-800-2004

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From: Don Knaack <DKnaack@fortatkinsonwi.net>
Sent: Wednesday, November 17, 2021 10:53 AM
To: Kyle Busler <kbusler@brookstractor.com>
Subject: [EXTERNAL]: Skid Steer



MEMORANDUM

DATE: March 1, 2022

TO: Fort Atkinson City Council

FROM: Tom Williamson, Public Works Superintendent

RE: Review and possible action relating to the purchase of two Single Axle Plow Trucks from Kayser Ford Commercial Sales for \$384,246.00

BACKGROUND

The Public Works Department desires to replace two Single Axle 5/6 Yard Dump Trucks with wing plows, and salting units, the department has in its fleet. The two existing 1999 International 5/6 Yard Dump Trucks have functioned admirably since we purchased them new, but they have long exceeded their viable service life for the City. These pieces of equipment are vital to the public works operations for the City of Fort Atkinson. They are each utilized for the City's hauling needs throughout the warm months and are integral for snow removal and ice control operations of the in the winter months.

DISCUSSION

The expected viable life of this type of heavy equipment, as published through the State of Wisconsin Department of Administration, is estimated at 15 years. Staff has reviewed the condition of our existing 1999 plow trucks and determined that both of these units have exceeded their viable life span and need replacement.

Because the Public Works Department relies very heavily on the dump truck fleet, both units have exceeded their useful life, and their replacement was included in the 2022 Capital Improvements Project budget; staff is now pursuing their replacement. Staff reached out to several suppliers and received two qualifying bids that meet the specification and service requirements for the City of Fort Atkinson Public Works Department operations.

FINANCIAL ANALYSIS

The approved 2022 CIP Budget for these trucks was set at \$350,000.00. We received bids from two vendors; Kayser Commercial Sales (Madison, WI) and Lakeside International (Janesville, WI). The bid totals are shown in the bid tab on the next page, and the purchase will part of the 2022 CIP Budget borrowing as presented to the City Council on February 1, 2022.

Due to the increased costs in production and supply chain issued, the bids came in slightly higher than previously anticipated in 2021 when we originally planned the 2022 CIP budget. We will be foregoing the 2022 purchase of a Ford Transit Van, to replace a 38-year old van used to

water and maintain the City terrace areas, in the amount of \$25,000.00 to help offset the increased cost of these two units.

2022 Single Axle Plow Truck Bid Tabulation			
Kayser Ford Commercial Sales		Lakeside International	
Bid Item	Proposed Investment	Bid Item	Proposed Investment
2023 Ford F750 Diesel Regular Cab Truck	\$ 74,800.00	2024 International MV607SBA Truck	\$ 89,324.00
Monroe Equipment Upfit Package	\$ 117,323.00	Monroe Equipment Upfit Package	\$ 117,323.00
Total Investment	\$ 192,123.00	Total Investment	\$ 206,647.00

RECOMMENDATION

Staff recommends the purchase of two Ford F750 Single Axle Trucks, including the Monroe Equipment upfit package of the 5/6 yard dump box, straight blade and wing plow, and salter with brine applicator, in the amount of \$384,246.00 from Kayser Commercial Sales, Madison WI, to replace the existing 23-year old Plow Trucks.

ATTACHMENTS

Kayser Ford Commercial Sales Proposal; Lakeside International Proposal; Monroe F750 Equipment Proposal

Prepared for: , Fort Atkinson Public Works

101 North Main Street

Fort Atkinson, WI 53538

Office: 920-563-7771

Email: dknaack@fortatkinsonwi.net

2023 F-750 Diesel Regular Cab Base (F7D)

Price Level: 315

Client Proposal

Prepared by:

Tim Askey

Office: 608-276-0253

Quote ID: TA-120221C

Date: 12/02/2021



Kayser Commercial Sales | 2303 W Beltline Highway, Madison, Wisconsin, 53713

Office: 608-276-0253

Prepared for:

Fort Atkinson Public Works

Prepared by: Tim Askey

12/02/2021

Kayser Commercial Sales | 2303 W Beltline Highway Madison Wisconsin | 53713

**2023 F-750 Diesel Regular Cab Base (F7D)**

Price Level: 315 | Quote ID: TA-120221C

Pricing Summary - Single Vehicle

		MSRP
<i>Vehicle Pricing</i>		\$90,270.00
Subtotal		\$90,270.00
<i>Pre-Tax Adjustments</i>		
Code	Description	MSRP
WI Muni	WI Municipal Discount	-\$15,470.00
Total		\$74,800.00

* Vehicle is exempted from Federal Excise Tax.

Customer Signature_____
Acceptance Date

Prepared for:

Fort Atkinson Public Works

Prepared by: Tim Askey

12/02/2021



Kayser Commercial Sales | 2303 W Beltline Highway Madison Wisconsin | 53713

2023 F-750 Diesel Regular Cab Base (F7D)

Price Level: 315 | Quote ID: TA-120221C

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
F7D	Base Vehicle Price (F7D)	\$73,140.00
Engines		
99X	6.7L Power Stroke V8 Turbo Diesel - 330 HP @ 2600 RPM	\$3,495.00
	Includes Engine Exhaust Brake and manual regen capability. Torque: 750 ft.lbs. @ 1500 rpm.	
	<i>Governed RPM: 3400. Includes CARB clean idle label - may be removed if un-necessary.</i>	
425	50-State Emissions	N/C
41H	Engine Block Heater, Phillips, 120 Volt/750 Watt	\$60.00
Transmissions		
44G	Ford TorqShift HD 6-Speed Automatic - Double Overdrive, WITH PTO Provision and Tow/Haul	STD
Front Wheels & Tires		
643	Wheels, Front 22.5x8.25 White Powder Coated Steel, 10-Hole <i>(285.75MM BC) hub piloted, flanged nut, metric mount, 8.25 DC rims; with steel hubs.</i>	STD
T2A	Tires, Front Two 11R22.5H Goodyear Fuel Max RSA (497 rev/mile)	\$45.00
Rear Wheels & Tires		
663	Wheels, Rear 22.5x8.25 White Powder Coated Steel, 10-Hole <i>(285.75MM BC) hub piloted, flanged nut, metric mount, 8.25 DC rims; with steel hubs.</i>	STD
R2H	Tires, Rear Four 11R22.5H Goodyear Fuel Max RTD (493 rev/mile)	\$175.00
Brakes		
67A	Air Brakes (4 WHEEL DRUM) - Straight Truck w/Traction Control	\$2,530.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

Fort Atkinson Public Works

Prepared by: Tim Askey

12/02/2021

Kayser Commercial Sales | 2303 W Beltline Highway Madison Wisconsin | 53713

**2023 F-750 Diesel Regular Cab Base (F7D)**

Price Level: 315 | Quote ID: TA-120221C

As Configured Vehicle (cont'd)

Code	Description	MSRP
	<p>Meritor Q-Plus with ABS, Bendix Anti-Lock Brake System, 4-channel. Includes 15" x 4" front brakes, dual direct reading air pressure gauges, brake lines color coded nylon, Bendix 13.2 CFM capacity air compressor, instrument panel mounted yellow knob parking brake control valve, automatic slack adjusters front and rear, two rear spring parking air brake chambers mounted on front of rear axle, three drain valves and two air tanks (Reference Body Builders Book for location). Rear brake size and components dependent upon axle selection. Uses existing ABS system to minimize wheel slipping during acceleration. Usage determined by the air brake package selected. (Should NEVER be used with Hi-Rail Train Systems).</p> <p>Includes:</p> <ul style="list-style-type: none"> - Air Dryer, Bendix AD/IS w/Heater Mounted left frame rail (for Hydraulic brake diesel applications that include air suspension or stand alone engine air compressor). 	
98B	<p>Final Upfit Center of Gravity - Low</p> <p>CG (38" to 48" FINAL Center of Gravity)</p> <p>With MY23 having Electronic Stability Control Standard. When air brakes are selected, the "final upfit center of gravity (CG)" must be selected by dealer when ordering. If the final CG is not known, use the ESC delete (18A) feature. Where the final upfit CG is known, and the unit requires ESC for other features (such as Driver Assist Technology) select the appropriate CG value range when ordering air brake during the specing process. Call TRKLINE (877-875-5463) with any questions.</p>	N/C
62D	<p>Air Dryer, Bendix AD/IS w/Heater</p> <p>Mounted left frame rail (for Hydraulic brake diesel applications that include air suspension or stand alone engine air compressor).</p>	Included

Front Axle and Suspension

43D	14,000 lb. Cap. Non-Driving - Dana	\$1,280.00
61F	<p>Taper-Leaf Springs, Parabolic -</p> <p>14,000 lb. Cap</p> <p>3-leaf, 62" x 3.15". Also includes, standard duty, dual, double acting shock absorbers.</p>	\$425.00
15S	Front Stabilizer Bar	\$490.00
60A	Lube, Front Axle, EmGard 50W, Synthetic Oil	\$50.00

Rear Axle and Suspension

47X	<p>26,000 lb. Single Reduction - Open -</p> <p>Dana / Spicer S26-190</p> <p>NOTE: When specifying an axle ratio, check performance guidelines for startability and gradeability.</p>	\$2,445.00
68T	<p>Multi-Leaf Springs - 31,000 lb. Cap</p> <p>11-leaf. Includes 2,000 lb auxiliary springs for load stabilization.</p>	\$490.00
X5D	5.57 Axle Ratio	N/C

Wheelbase

158WB	<p>158" Wheelbase/84" CA/49" AF/246"</p> <p>OAL</p>	STD
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Prepared for:

Fort Atkinson Public Works

Prepared by: Tim Askey

12/02/2021

Kayser Commercial Sales | 2303 W Beltline Highway Madison Wisconsin | 53713

**2023 F-750 Diesel Regular Cab Base (F7D)**

Price Level: 315 | Quote ID: TA-120221C

As Configured Vehicle (cont'd)

Code	Description	MSRP
Frame		
538	Single Channel - Straight 'C' 16.98 SM, 120,000 PSI <i>2,037,600 RBM. Heat treated alloy steel; 10.250" x 3.610" x 0.375" (260.4mm x 91.66mm x 9.5mm).</i>	\$650.00
532	Frame Extension, Front - Integral 20" In Front of Grille <i>Includes: - Grille, Fixed - Black/Gray - Bumper, Front - Delete - Also Deletes Mounting Brackets</i>	\$490.00
76X	Bumper, Front - Delete - Also Deletes Mounting Brackets	Included
86B	Grille, Fixed - Black/Gray	Included
Exhaust		
91D	Under Cab, Vertical Outlet, Right Side, Switchback-Style - Intrudes 2" into clean CA WARNING! The selection of this Exhaust could reduce the available CA dimension. <i>Single, horizontal muffler, right side under cab outside of frame rail with vertical exhaust passenger side rear corner with heat shield and turnout exit.</i>	\$715.00
Fuel Tanks		
65B	Fuel Tank - LH 50 Gallon Rectangular - Aluminum	STD
12	12 Gal. Single Tank Fuel Fill. Mandatory Charge Applied, Based On Tank Selection	\$0.00
Electrical / Alternator / Battery		
STDALT	Extra Heavy Duty Alternator - 12-Volt, 200 Amp Denso SC5	Included
55M	Jump Start Stud - Remote Mounted	\$90.00
63B	Battery - Two 900 CCA, 1800 Total, Includes Steel Battery Box <i>12Volt, Motorcraft.</i>	\$60.00

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Prepared for:

Fort Atkinson Public Works

Prepared by: Tim Askey

12/02/2021

Kayser Commercial Sales | 2303 W Beltline Highway Madison Wisconsin | 53713

**2023 F-750 Diesel Regular Cab Base (F7D)**

Price Level: 315 | Quote ID: TA-120221C

As Configured Vehicle (cont'd)

Code	Description	MSRP
59C	Body Builder Wiring - At End of Frame, Combined - (ILO Standard - Back of Cab Combined) <i>Includes sealed connectors for 2 ground circuits, with combined left/stop, combined right/stop, stop lamps, back up lamps. Also includes 2 additional pass through wires to cab.</i>	\$135.00
962	Daytime Running Lamps (Not Configurable)	\$25.00
Seats		
88P	30/0/30 Air Ride Driver (External Air Source) & Fixed Passenger w/Console - Cloth	\$520.00
Cab Interior		
600A	Preferred Equipment Package 600A <i>Includes:</i> - Wheel Seals, Front - Oil lubricated, SKF ScotSeal PlusXL Seals - Wheel Seals, Rear - Oil lubricated, SKF ScotSeal PlusXL Seals - Manual Regen Initiation - Driver Interface in Message Center - Engine Exhaust Brake - Extra Heavy Duty Alternator - 12-Volt, 200 Amp Denso SC5 - Lights - Roof Marker/Clearance - Amber Lenses, 5 Lights - Tow Hooks, Front (2) - Frame-Mounted, Painted Black - Four Body Builder Switches - Mounted in Center Instrument Panel With connector access located in engine compartment. Amperages vary by switch: 10, 15, 25, 25. - Floor Covering - Black Vinyl - Intelligent Oil Life Monitor - Steering Column - Tilt / Telescoping - Steering Wheel - Black PVC w/Integral Cruise Control Switches, includes Audio Controls	N/C
90P	Power Equipment Group - (Included in (90A) Appearance Group) <i>Includes power front side windows, power door locks and door trim panel.</i>	\$470.00
214	4 Speaker Option for 588 Radio	\$30.00
588	Radio: AM/FM Stereo w/2 Speakers, USB input, Clock Display and Bluetooth	STD

Cab Exterior

59A	Horn, Air - Black, Single Trumpet <i>Air solenoid operated, chassis mounted on rail back of bumper.</i>	\$90.00
54R	Mirrors, Dual - Heated & Motorized Rectangular, XL2020 - 102" Width <i>Integral spot mirror, sail type, solid black finish.</i>	\$275.00

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Prepared for:

Fort Atkinson Public Works

Prepared by: Tim Askey

12/02/2021

Kayser Commercial Sales | 2303 W Beltline Highway Madison Wisconsin | 53713

**2023 F-750 Diesel Regular Cab Base (F7D)**

Price Level: 315 | Quote ID: TA-120221C

As Configured Vehicle (cont'd)

Code	Description	MSRP
Miscellaneous		
PAINT	Paint Type - Environmentally Friendly, "3 - Wet System"	STD
Interior Color		
E_01	Gray	N/C
Exterior Color		
YZ_01	Oxford White	N/C
SUBTOTAL		\$88,175.00
Destination Charge		\$2,095.00
TOTAL		\$90,270.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



MV607 SBA

Sales Proposal For:
CITY OF FORT ATKINSON

Presented By:
LAKESIDE INTL-JANESVILLE

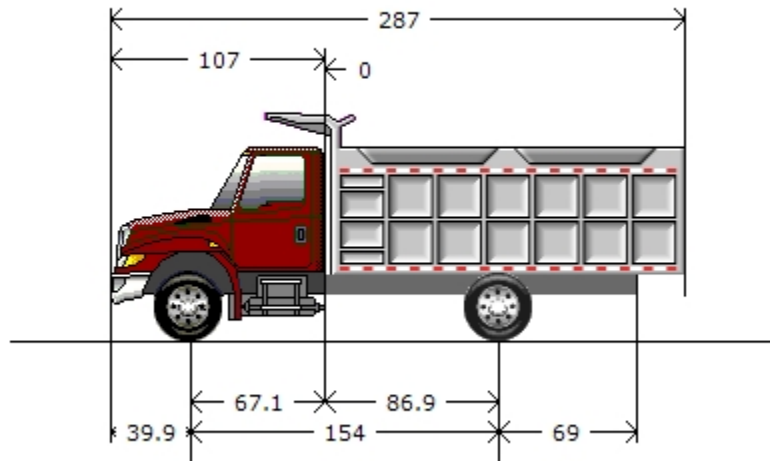
Prepared For:

CITY OF FORT ATKINSON
 Don Knaak
 700 JAMES PL.
 FORT ATKINSON, WI 53538-
 (920)563 - 7771
 Reference ID: F750 Match Spec

Presented By:

LAKESIDE INTL-JANESVILLE
 Patrick McNamara
 3850 Kennedy Rd
 JANESVILLE WI 53545 -
 (608)754-8195

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.



Model Profile
2024 MV607 SBA (MV607)

AXLE CONFIG:	4X2
APPLICATION:	Construction Dump
MISSION:	Requested GVWR: 52000. Calc. GVWR: 37240. Calc. GCWR: 50000 Calc. Start / Grade Ability: 35.00% / 1.74% @ 55 MPH Calc. Geared Speed: 71.0 MPH
DIMENSION:	Wheelbase: 154.00, CA: 86.90, Axle to Frame: 69.00
ENGINE, DIESEL:	{Cummins B6.7 325} EPA 2021, 325HP @ 2400 RPM, 750 lb-ft Torque @ 1800 RPM, 2600 RPM Governed Speed, 325 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-14-122A} I-Beam Type, 14,000-lb Capacity
AXLE, REAR, SINGLE:	{Dana Spicer S26-190} Single Reduction, 26,000-lb Capacity, R Wheel Ends Gear Ratio: 6.83
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 11R22.5 Load Range H FUEL MAX RSA (GOODYEAR), 497 rev/mile, 75 MPH, All-Position
TIRE, REAR:	(4) 11R22.5 Load Range H FUEL MAX RTD (GOODYEAR), 495 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, SINGLE:	31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Rubber Springs
PAINT:	Cab schematic 100WP Location 1: 2303, Red (Std) Chassis schematic N/A

<u>Code</u>	<u>Description</u>
MV60700	Base Chassis, Model MV607 SBA with 154.00 Wheelbase, 86.90 CA, and 69.00 Axle to Frame.
1570	TOW HOOK, FRONT (2) Frame Mounted
1ANA	AXLE CONFIGURATION {Navistar} 4x2
	<u>Notes</u> : Pricing may change if axle configuration is changed.
1CAG	FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.250" x 3.610" x 0.375" (260.4mm x 91.7mm x 9.5mm); 456.0" (11582mm) Maximum OAL
1LLK	BUMPER, FRONT Omit Item
1WDS	FRAME EXTENSION, FRONT Integral; 20" In Front of Grille
1WEH	WHEELBASE RANGE 134" (340cm) Through and Including 197" (500cm)
2AST	AXLE, FRONT NON-DRIVING {Meritor MFS-14-122A} I-Beam Type, 14,000-lb Capacity
3ADD	SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 14,000-lb Capacity, with Shock Absorbers
	<u>Includes</u> : SPRING PINS Rubber Bushings, Maintenance-Free
4091	BRAKE SYSTEM, AIR Dual System for Straight Truck Applications
	<u>Includes</u> : BRAKE LINES Color and Size Coded Nylon : DRAIN VALVE Twist-Type : GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster : PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel : PARKING BRAKE VALVE For Truck : QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4 : SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6
4732	DRAIN VALVE {Berg} with Pull Chain, for Air Tank
4AZJ	AIR BRAKE ABS {Bendix AntiLock Brake System} 4-Channel (4 Sensor/4 Modulator) Full Vehicle Wheel Control System, with Automatic Traction Control
4EDN	AIR DRYER {Bendix AD-9SI} with Heater, Includes Safety Valve
4EXP	BRAKE CHAMBERS, FRONT AXLE {Bendix} 20 SqIn
4EXU	BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 SqIn Spring Brake
4LAG	SLACK ADJUSTERS, FRONT {Gunitite} Automatic
4LGG	SLACK ADJUSTERS, REAR {Gunitite} Automatic
4SPA	AIR COMPRESSOR {Cummins} 18.7 CFM
4VLE	AIR DRYER LOCATION Mounted Inside Engine Compartment, Right Side
4WBX	DUST SHIELDS, FRONT BRAKE for Air Cam Brakes
4WDM	DUST SHIELDS, REAR BRAKE for Air Cam Brakes
4XCZ	BRAKES, REAR {Meritor 16.5X7 P} Air S-Cam Type, Cast Spider, Cast Shoe, Double Anchor Pin, Includes Greaseable and Zinc Coated Anchor Pins, Size 16.5" X 7", 38,000-lb Capacity per Axle
4XDP	BRAKES, FRONT {Meritor 16.5X5 Q-PLUS CAST} Air S-Cam Type, Cast Spider, Fabricated Shoe, Double Anchor Pin, Size 16.5" X 5", 14,700-lb Capacity
4XEZ	AIR TANK LOCATION (2) Mounted Between the Rails, Back of Cab, One on Each Side, Parallel to Rails

<u>Code</u>	<u>Description</u>
5710	STEERING COLUMN Tilting and Telescoping
5CAW	STEERING WHEEL 4-Spoke; 18" Dia., Black
5PSA	STEERING GEAR {Sheppard M100} Power
6DGG	DRIVELINE SYSTEM {Dana Spicer} 1710, for 4x2/6x2
7BEV	AFTERTREATMENT COVER Steel, Black
7BLW	EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Right Side Under Cab, for Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab
7SCP	ENGINE EXHAUST BRAKE for Cummins ISB/B6.7/ISL/L9 Engine with Variable Vane Turbo Charger
7WAZ	TAIL PIPE (1) Turnback Type
7WCM	EXHAUST HEIGHT 8' 10"
7WDN	MUFFLER/TAIL PIPE GUARD (1) Aluminum
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment
	<u>Includes</u>
	: DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab
	: HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel
	: HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever
	: PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light
	: STARTER SWITCH Electric, Key Operated
	: STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector
	: TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature
	: TURN SIGNALS, FRONT Includes Reflectors and Auxiliary Side Turn Signals, Solid State Flashers; Flush Mounted
	: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever
	: WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted
	: WIRING, CHASSIS Color Coded and Continuously Numbered
8GHU	ALTERNATOR {Delco Remy 28SI} Brush Type, 12 Volt, 200 Amp Capacity, Pad Mount, with Remote Sense
8HAE	BODY BUILDER WIRING Rear of Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/ Accessory Power/Ground and Sealed Connector for Stop/Turn
8MJT	BATTERY SYSTEM {Fleetrite} Maintenance-Free, (2) 12-Volt 1900CCA Total, Top Threaded Stud
8RGA	2-WAY RADIO Wiring Effects; Wiring with 20 Amp Fuse Protection, Includes Ignition Wire with 5 Amp Fuse, Wire Ends Heat Shrink and Routed to Center of Header Console in Cab
8RMZ	SPEAKERS (2) 6.5" Dual Cone Mounted in Both Doors, (2) 5.25" Dual Cone Mounted in Both B-Pillars
8RPB	RADIO, AUXILIARY CONTROLS Mounted in Steering Wheel, Radio Function Control Switch, Includes Volume Up/Down, Mute, Forward/Back and Bluetooth Answer/Disconnect
8RPR	ANTENNA for Increased Roof Clearance Applications
8RPS	RADIO AM/FM/WB/Clock/Bluetooth/USB Input/Auxiliary Input
8THJ	AUXILIARY HARNESS 3.0' for Auxiliary Front Head Lights and Turn Signals for Front Plow Applications
8TPR	STOP, TURN, TAIL & B/U LIGHTS {Weldon} Multi-Function LED Lamp, Mounted Outside Rails, Includes LED License Plate Light
8TUU	BATTERY CABLES with 1 Auxiliary Battery Post, Positive
8VBE	HORN, ELECTRIC (1) Trumpet Style

<u>Code</u>	<u>Description</u>
8WPH	CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade
8WWJ	INDICATOR, LOW COOLANT LEVEL with Audible Alarm
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses
8XBK	SWITCH, AUXILIARY Switch 40 amp Circuit for Customer Use; Includes Wiring Connection at Power Distribution Center (PDC) and Control in Cab
8XDU	BATTERY BOX Steel, with Aluminum Cover, 14" Wide, 2-3 Battery Capacity, Mounted Left Side Under Cab
8XHN	HORN, AIR Single Trumpet, Black, with Lanyard Pull Cord
8XHR	POWER SOURCE, ADDITIONAL Auxiliary Power Outlet (APO) with USB Port, Located in the Instrument Panel
8XKL	STARTING MOTOR {Mitsubishi Electric Automotive America 90P47} 12-Volt, with Soft-Start
8XPA	HEADLIGHTS LED, with Daytime Running Lights, Automatic Twilight Controlled
9AAB	LOGOS EXTERIOR Model Badges
9AAE	LOGOS EXTERIOR, ENGINE Badges
9HCZ	GRILLE Stationary, Molded in Black, with Chrome Surround
9WBN	FENDER EXTENSIONS Painted
9WBW	FRONT END Tilting, Fiberglass, with Three Piece Construction, Dual Air Intakes
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100
	<u>Includes</u> : PAINT SCHEMATIC ID LETTERS "WP"
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone
10SLV	PROMOTIONAL PACKAGE Government Silver Package
10WCY	SAFETY TRIANGLES
10WUE	MUD FLAPS, FRONT WHEELS (2) Rubber, Mounted on Fender Extension
11001	CLUTCH Omit Item (Clutch & Control)
12703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection
12849	BLOCK HEATER, ENGINE 120V/1000W, for Cummins ISB/B6.7/ISL/L9 Engines
	<u>Includes</u> : BLOCK HEATER SOCKET Receptacle Type; Mounted below Drivers Door
12EMZ	VENDOR WARRANTY, ENGINE {Cummins} B6.7 Engine, 3-Year Unlimited Miles Standard Warranty
12ERM	ENGINE, DIESEL {Cummins B6.7 325} EPA 2021, 325HP @ 2400 RPM, 750 lb-ft Torque @ 1800 RPM, 2600 RPM Governed Speed, 325 Peak HP (Max)
12THJ	FAN DRIVE {Horton Drivemaster} Automatic On/Off Type, with Normally Closed Temperature Control
	<u>Includes</u> : FAN Nylon
12VCE	AIR CLEANER Single Element, Fire Retardant Media
12VJB	EMISSION, CALENDAR YEAR {Cummins B6.7} EPA, OBD and GHG Certified for Calendar Year 2022
12VXT	THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel
12VYL	ACCESSORY WIRING, SPECIAL for Road Speed Wire Coiled Under Instrument Panel for Customer Use

<u>Code</u>	<u>Description</u>
12VYP	ENGINE CONTROL, REMOTE MOUNTED No Provision for Remote Mounted Engine Control
12WPV	OIL PAN 15 Quart Capacity, For Cummins ISB/B6.7 Engines
12WZE	CARB IDLE COMPLIANCE Federal, Does Not Comply with California Clean Air Idle Regulations
12XCE	RADIATOR Aluminum, 3-Row, Down Flow, Front to Back System, 738 SqIn Louvered, with 477 SqIn Charge Air Cooler, Includes In-Tank Oil Cooler
12XCS	CARB EMISSION WARR COMPLIANCE Federal, Does Not Comply with CARB Emission Warranty
13AVL	TRANSMISSION, AUTOMATIC {Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
13WET	TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, Not for Use with Allison 1000 & 2000 Series Transmission
13WGH	TRANSMISSION DIPSTICK Relocated to Right Side of Transmission
13WLP	TRANSMISSION OIL Synthetic; 29 thru 42 Pints
13WUC	ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS) and Regional Haul Series (RHS), General Purpose Trucks, Construction, Package Number 223
13WVV	NEUTRAL AT STOP Allison Transmission Shifts to Neutral When Service Brake is Depressed and Vehicle is at Stop; Remains in Neutral Until Service Brake is Released
13WYU	SHIFT CONTROL PARAMETERS {Allison} 3000 or 4000 Series Transmissions, Performance Programming
13XAM	PTO LOCATION Dual, Customer Intends to Install PTO at Left and/or Right Side of Transmission
14AHK	AXLE, REAR, SINGLE {Dana Spicer S26-190} Single Reduction, 26,000-lb Capacity, R Wheel Ends . Gear Ratio: 6.83
14VAJ	SUSPENSION, REAR, SINGLE 31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Rubber Springs
14WMG	AXLE, REAR, LUBE {EmGard FE-75W-90} Synthetic Oil; 30 thru 39.99 Pints
15LMN	FUEL/WATER SEPARATOR {Racor 400 Series,} 12 VDC Electric Heater, Includes Pre-Heater, with Primer Pump, Includes Water-in-Fuel Sensor
15LRE	LOCATION FUEL/WATER SEPARATOR Mounted Under Hood, Left Side, Above Front Axle
15SXJ	FUEL TANK Top Draw, Non-Polished Aluminum, 24" Dia, 50 US Gal (189L), Mounted Left Side, Under Cab
15WCN	DEF TANK 5 US Gal (19L) Capacity, Frame Mounted Outside Left Rail, Under Cab
16030	CAB Conventional, Day Cab
	<u>Includes</u> : CLEARANCE/MARKER LIGHTS (5) Flush Mounted
16BAM	AIR CONDITIONER with Integral Heater and Defroster
16GED	GAUGE CLUSTER Base Level; English with English Electronic Speedometer
	<u>Includes</u> : GAUGE CLUSTER DISPLAY: Base Level (3" Monochromatic Display), Premium Level (5" LCD Color Display); Odometer, Voltmeter, Diagnostic Messages, Gear Indicator, Trip Odometer, Total Engine Hours, Trip Hours, MPG, Distance to Empty/Refill for : GAUGE CLUSTER Speedometer, Tachometer, Engine Coolant Temp, Fuel Gauge, DEF Gauge, Oil Pressure Gauge, Primary and Secondary Air Pressure or Auxiliary Air Pressure (if Air Equipped) : WARNING SYSTEM Low Fuel, Low DEF, Low Oil Pressure, High Engine Coolant Temp, Low Battery Voltage (Visual and Audible), Low Air Pressure, Primary and Secondary (if Air Equipped)

<u>Code</u>	<u>Description</u>
16HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster
16JNV	SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Cloth, Isolator, 1 Chamber Lumbar, 2 Position Front Cushion Adjust, -3 to +14 Degree Back Angle Adjust
16SMM	SEAT, PASSENGER {National} Non Suspension, High Back, Fixed Back, Integral Headrest, Cloth
16SNS	MIRRORS (2) Aero Pedestal, Power Adjust, Heated, Black Heads and Arms, 6.5" x 14" Flat Glass, Includes 6.5" x 6" Convex Mirrors, for 102" Load Width
	<u>Notes</u> : Mirror Dimensions are Rounded to the Nearest 0.5"
16VBS	CONSOLE, CENTER Polypropylene, with One Coin Holder, One Cup Holder and One Thermos Holder, with Laptop PC or Clipboard Storage, Includes small Storage Area
16VKB	CAB INTERIOR TRIM Classic, for Day Cab
	<u>Includes</u> : CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger : DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Overhead Console, Center Mounted : SUN VISOR (2) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Toll Ticket Strap
16VLK	CAB REAR SUSPENSION Air Suspension, for Mid Cab Height
16WBY	ARM REST, RIGHT, DRIVER SEAT
16WJU	WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature
16XJN	INSTRUMENT PANEL Flat Panel
16ZBT	ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab
27DTU	WHEELS, FRONT {Accuride 29001} DISC; 22.5x7.50 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs
28DUK	WHEELS, REAR {Accuride 29169} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs
29WLK	WHEEL BEARING, FRONT, LUBE {EmGard FE-75W-90} Synthetic Oil
60AKG	BDY INTG, PTO ACCOMMODATION for (3) Latched Rocker Switches, (1) PTO Switch, (2) Generic Switches to Control (3) 30 amp relays, with Programmable Interlocks, for Body Builder Hook up in the Engine Compartment Left Side, Recommended for Automatic Transmissions
7382138131	(2) TIRE, FRONT 11R22.5 Load Range H FUEL MAX RSA (GOODYEAR), 497 rev/mile, 75 MPH, All-Position
7382138137	(4) TIRE, REAR 11R22.5 Load Range H FUEL MAX RTD (GOODYEAR), 495 rev/mile, 75 MPH, Drive

Services Section:

40129 WARRANTY Standard for MV Series, Effective with Vehicles Built July 1, 2017 or Later, CTS-2020A

Body/Allied Equipment
Code
Goods Purchased
Code

DescriptionDescription

Special Delivery Prep

Floor Mats

(US DOLLAR)	
Description	Price
Net Sales Price:	\$89,324.00

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Accepted by Purchaser:

Official Title and Date

Firm or Business Name

Authorized Signature

Authorized Signature and Date

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.



1151 W Main Avenue
DePere, WI 54115
Sales Rep: Eric Krahenbuhl
Ph: (262) 269-6322
www.MonroeTruck.com

J.O. #

Quotation ID: 2CHK001727

Date: 1/26/2022

Valid thru: 2/25/2022

Terms: NET 30

Quoted by: Clayton Kraft

Ph/Fax: 920-347-4189 / 920-336-8118

Quoted to:

FORT ATKINSON, CITY OF (ATTN:)
ATTN ACCOUNTS PAYABLE
N 101 MAIN ST
FT ATKINSON, WI 53538

Ph: 920-563-7760 / Fax: 920-563-7776

Email:

Chassis Information

Year: 2023	Make: FORD	Model: F-750	Chassis Color:	Cab Type: REGULAR
Single/Dual: DRW	CA: 84.0	CT: -1.0	Wheelbase: 158.0	Engine: DIESEL
			F.O. Number #:	Vin:

Notes:

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

Description	Amount
-------------	--------

10' CRYSTEEL SELECT SS DUMP BODY
- BODY: 120"L, 84" ID, 96" OD
- 26"H SINGLE PANEL SIDES W/ RUBRAIL
- 48"H STRAIGHT FRONT
- 36"H STRAIGHT REAR
- 7 GAUGE 201 STAINLESS STEEL SIDES & ENDS
- AIR RELEASE TAILGATE W/ FULL RIBBED DOUBLE WALL BRACING
- 1/4" STAINLESS STEEL FLOOR
- CABSHIELD: 1/2, 78"W, 10 GAUGE, STAINLESS STEEL
- LADDER: 3-RUNG SLIDE-OUT, FOLD-DOWN, STAINLESS STEEL
- SHOVEL HOLDER: SPRING LOADED, STAINLESS STEEL
- GRAB HANDLE
- 3 OVAL CUTOUPS IN REAR
* S/T/T
* REVERSE
* STROBES
- RECESSED STOP/TURN/ TAIL & BACKUP LIGHTS W/ SEALED WIRING HARNESS & JUNCTION BOX
- REAR RUBBER FLAPS
- INSTALLED

AERO 10'-13' EASY COVER ASPHALT TARP SYSTEM - MODEL 575
- ELECTRIC MOTOR W/ IN-CAB SWITCH
- ALUMINUM HOUSING MOUNTED BEHIND CAB SHIELD
- ALUMINUM TARP ARMS

10' RC750 LESS HYDRAULICS HOIST

PINTLE MOUNT; 1/2" PLATE WITH 3/4" D-RINGS & ICC BUMPER (NO HITCH)
PINTLE HOOK: RIGID MOUNT, 15-TON
7 WAY RV TRAILER RECEPTACLE
BACKUP ALARM

MTE TRUCK PORTION PIN & LOOP HITCH (NO TILT)
CD-400; 4" X 10" DA LIFT CYLINDER

11' MTE FULL MOLDBOARD TRIP REVERSIBLE PLOW W/ INTEGRAL SHIELD (MP36R11-ISCT)
- 36" TALL 11' LONG (STRAIGHT MOLDBOARD)
- 10 GAUGE ROLL-FORMED MOLDBOARD
- (6) ONE-PIECE 1/2" FLAME-CUT TAPERED RIBS
- DUAL COMPRESSION TRIP ASSEMBLIES
- (2) 3" X 10" DOUBLE ACTING CYLINDERS W/ CUSHION VALVE
- BUILT-IN LEVEL LIFT
- STRESS-PROOF MACHINED & PLATED PINS
- 14" PUSH HEIGHT



Description	Amount
<ul style="list-style-type: none"> - ALL COMPONENTS & MOLDBOARD ARE 100% CONTINUOUSLY WELDED - MOLDBOARD IS SHOT-BLASTED & POWDER-COATED ORANGE - PUSH-FRAME & COMPONENTS SHOT-BLASTED & POWDER-COATED BLACK - DEFLECTOR KIT - PARKING JACK KIT - PLOW MARKERS 	
<p>8' MONROE JUNIOR PATROL WING (RIGHT SIDE)</p> <ul style="list-style-type: none"> - SHEAR-BOLT TRIP - 10 GAUGE MOLDBOARD - 27" INTAKE HEIGHT & 28" DISCHARGE HEIGHT - 3/8" ONE-PIECE TAPERED FLAME CUT RIBS - (2) DOUBLE-ACTING CYLINDERS - DIRECT-LIFT FRONT WING POST - UNDER-FRAME CROSS TUBE ASSEMBLY W/ MOUNTING PLATES - MOLDBOARD POWDER COATED ORANGE - HARDWARE POWDER COATED BLACK - CUTTING EDGE KIT - INSTALLED 	
<p>MONROE UNDER-TAILGATE, DIRECT DRIVE SPREADER (MS966-OW/DD-DD) W/ SPEED SENSOR</p> <ul style="list-style-type: none"> - 304 STAINLESS STEEL - 6" DIA. AUGER W/ ONE-WAY FLIGHTING FOR LEFT OR RIGHT DISCHARGE - 7 GA., 96" TROUGH W/ 1/4" END PLATES - ONE-PIECE, REMOVABLE & HINGED, COMBINATION COVER & REAR PANEL - HEAVY-DUTY, STEEL ROD, CAPTIVE LATCHES - QUICK DETACH MOUNTING BRACKETS - TAILGATE SHIELDS - 304 STAINLESS STEEL, SELF-LEVELING, LH DISCHARGE, SPINNER W/ POLY DISC - INSTALLED 	
<p>CLOSED LOOP HYDRAULIC BASE KIT W/ PLUMBING KIT</p> <ul style="list-style-type: none"> - 7 GPM HYDRAULIC PUMP W/ 14" X 7" X 6.5" ENCLOSURE AND PLUMBING KIT W/O HYDRAULIC VALVE - TANK KIT: 100 GALLON (1 TANK), 5" FILL LID, INCLUDES NOZZLE MOUNT, 304 STAINLESS STEEL HDW - NOZZLE KIT, HYDRAULIC UNIT, 2 GPM, 3 NOZZLES - BULK FILL KIT - FLUSHER KIT - QUICK DISCONNECT KIT 	
<p>ELECTRIC HYDRAULICS PACKAGE</p> <ul style="list-style-type: none"> - D/A HOIST W/500 PSI DOWNSIDE RELIEF, 40GPM - D/A PLOW, 20 GPM - D/A PLOW ANGLE, 20 GPM - D/A WING TOE, 20 GPM, W/500 PSI DOWNSIDE RELIEF - D/A WING HEEL, 20 GPM, W/500 PSI DOWNSIDE RELIEF, 1800 PSI PRESSURE LIMITER - PRE-WET, 7 GPM - AUGER 14GPM - SPINNER 7 GPM - 30 GALLON CAPACITY SLIM LINE STAINLESS HYDRAULIC RESERVOIR WITH INTERNAL FILTER - FILLER/BREATHING CAP, LEVEL/TEMP SIGHT GLASS, 3/4" MAGNETIC PLUG, - 60 P.S.I. CONDITION INDICATOR - STAINLESS ENCLOSURE WITH WEATHER TIGHT COVER - HYDRAULIC ENCLOSURE WILL BE MOUNTED ON FRAME RAIL - FORCE SSC6100 GROUND BASED SPREADER CONTROL W/ ULTRA CONTROLS - PARTS FOR CLOSED LOOP AUGER OPERATION - PARTS FOR CLOSED LOOP PREWET - INSTALLED 	
<p>STROBE LIGHT: WHELEN, L.E.D. LIGHT-BAR, AMBER, PERM.</p> <ul style="list-style-type: none"> - MOUNTED ON CABSHIELD OF DUMP BODY <p>LED CLEAR WORKLIGHT</p> <ul style="list-style-type: none"> * SPREADER * WING 	
<p>L.E.D. PLOW LIGHTS (ABL)</p> <ul style="list-style-type: none"> - POLYCARBONATE LENS WITH BUILT IN AUTONOMOUS THERMAL DE-ICING 	

Description	Amount
- L.E.D. W/ PROJECTION TYPE LENSES	
- DLR DAY RUNNING LIGHTS	
- PLASTIC HOUSING, BLACK	
- INCLUDES AMBER L.E.D. TURN SIGNALS	
	Quote Total: \$117,323.00

***Due to current market conditions, pricing is subject to change at time of upfit.

Additional Options:

Description	Amount	Add to quote? Yes / No
-------------	--------	---------------------------

Terms & Conditions

- Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
- State and Federal taxes will be added where applicable. **Out-of-state municipal entities may be subject to Wisconsin sales tax.**
- Restocking fees may be applicable for cancelled orders.
- MTE is not responsible or liable for equipment that does not meet local/state regulations if those laws are not made known at time of order.

By signing and accepting this quote, the customer agrees to the terms listed above and has confirmed that all chassis information listed above is accurate to chassis specs.

Re-Assign (Required for all pool units):	<input type="checkbox"/> Fleet	<input type="checkbox"/> Retail	Customer P.O. Number:	Dealer Code:	Sourcewell Member Number:
MSO/MCO (ONLY check if legally required):	<input type="checkbox"/> MCO	<input type="checkbox"/> MSO			
Customer Signature:				Date of Acceptance:	



MEMORANDUM

DATE: March 1, 2022

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to a proposed submission to the Fort Atkinson School District from the City relating to the installation of Fiber along Park Street

BACKGROUND

The City currently holds an annual contract to provide locating services to the School District of Fort Atkinson for their fiber optic lines. Many of these lines are held jointly with the City. The City reviews over 1,500 locate requests annually for impacts to City-owned infrastructure, such as water, sewer, storm sewer, and fiber lines. City staff have an excellent understanding of projects that might affect infrastructure on District property. For these reasons, we have provided locating services, under a three-year contract signed in 2020. This contract is “housed” under a Federal procurement program that reimburses the District 70% for qualified expenses. The City has invoiced and been paid for the last two years under this contract for locating services: \$12,500 in 2020 and \$8,500 in 2021.

DISCUSSION

The City managed installation of additional fiber optic lines, with the District as a partner, using CARES Act funds in 2021. This was the second fiber build, following the District-lead installation in 2019. The District would like to install a section of additional fiber from the “main line” located in the bike path along Janesville Avenue and running east along Park Street, to include service to Purdy and Luther Elementary Schools.

The City reached out to our previous subcontractors from the 2021 work and solicited a proposal for the Park Street fiber installation. The proposal from the subcontractor was just under \$36,000.

The City is proposing to leverage its current Federal contractor status, under the locate contract mentioned above, to offer the School District a proposal for this project. The subcontractors involved would not bid the work directly due to the requirements for qualification under this Federal Program. Federal administrators have expressed no concern with the City acting in this role under the program.

FINANCIAL ANALYSIS

If the City's proposal is accepted by the School District, the City would be responsible for paying the subcontractor for the work and materials associated with this fiber project. The School District would then reimburse the City for the full cost. Staff proposes to expend up to \$36,000 from a new General Fund contracted services account (01-51-5158-000). No funds were budgeted in this account, but the expenditure will be offset by the reimbursement revenue from the School District in the SDFA locate services account (01-44-0044-2500).

RECOMMENDATION

Staff recommends that the City Council approve the submittal of the attached proposal to the School District of Fort Atkinson for the Park Street Fiber installation project. If approved, the proposal will be submitted on March 2nd. If awarded, the work would occur in summer 2022.

ATTACHMENT

Park Street Fiber Project Proposal

Appendix B - Cost Details for Self-Provisioned Dark Fiber
This appendix should be completed for fiber construction only

	Fiber as requested		
What is the total distance of the project (feet)	3700 LF		
What is the total cost of the project?			
OSP Type	Distance of build (feet)	Total Cost	Cost per foot
Aerial (Note 1)	0		
Direct Buried (Note 1)	0		
Buried with conduit (Note 1)	3700	\$35,579.00	\$9.62
Cost breakout of each OSP type			
Aerial Portion (See Note)	Cost		
Cost per foot of fiber material			
Cost per foot of attaching fiber to poles			
Cost per foot of structure materials (anchors, j-hooks, guywires)			
Cost per foot of structure placement (adding new poles, anchors, guywires that will be owned by applicant)			
Cost per foot of pole make ready (work to provider owned poles such as new guys/anchors, attachment point clearing, placement of new poles)			
Direct Buried (See Note)	Cost		
Cost per foot of fiber material			
Cost per foot of placing fiber in the ground			
Cost per foot for buried conduit necessary for special crossings such as railroad, roadways, waterways			
Cost per foot of trenching (digging, necessary machinery, permitting)			

Buried with conduit (See Note)	Cost		
Cost per foot of fiber material	\$0.34		
Cost per foot of pulling fiber through conduit	\$0.42		
Cost per foot of structure material (conduit, hand holes, marker posts, etc)	\$1.16		
Cost per foot of structure placement (labor and permitting)	\$3.83		
Cost for splicing and testing – Requested fibers	\$3.87		

Note 1: The sum of cost per foot for each of component elements under each of the construction methods (Aerial, Direct Buried, buried with Conduit) must equal the total cost per foot for each of the construction methods.



MEMORANDUM

DATE: March 1, 2022

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action relating to 2021 Year-End Financial Information

BACKGROUND

Traditionally in February, the City Manager has presented highlights of the year-end financial statements for the previous year, along with a list of overdrawn accounts and accounts with funds requested for carry-over to the new year. What follows is a new perspective on this year-end report that encompasses the following goals:

1. Provide the actual number and percentage of 2021 personal property and real estate taxes collected;
2. Provide a listing of general fund revenue accounts 15 percent over or under the 2021 budgeted amount in accounts with \$5,000 or more (Table 1);
3. Provide a listing of general fund expenditure accounts 15 percent over or under the 2021 budgeted amount in accounts with \$5,000 or more (Table 2);
4. Provide an estimated net increase (or decrease) to the City's General Fund balance, referencing the City's Fund Balance Policy (Table 3);
5. Provide an estimated summary of the ending balance in all funds, along with any necessary explanation of changes (Table 4);
6. Request the City Council authorize the carry-over of outstanding positive balances from certain accounts to 2022 (Table 5).

Much like the other changes to the manner in which information has been presented in the past, staff wishes to create efficiencies and avoid duplication of efforts and reporting while maintaining transparency and accountability.

DISCUSSION

Section 1 – 2021 Taxes Collected

Recall that the 2021 real property and personal property tax bills were mailed to property owners in December 2021. There are two options for payment. Property owners may pay the entire amount by January 31, 2022; or they may pay in two installments, the first of which is due to the City by January 31, 2022 and the second is due to the County by July 31, 2022.

Also recall that, although the City collects the first installment or the entire bill, the City only retains about 32% of the revenue collected. The City "settles" with the other taxing jurisdictions

in January and February 2022 to ensure that all taxing jurisdictions have revenue to operate in 2022.

The total property taxes levied in the City of Fort Atkinson in 2021 was \$25,367,119. Of that, the City collected 73%, or \$18,581,659, as of January 31, 2022. For reference, at this point in 2020, the City had collected 82% of property taxes; and in 2019, the City had collected 79% of property taxes. Staff is not concerned, as it is perfectly acceptable for real property owners to pay the remaining property taxes by July 31, 2022.

Section 2 – 2021 General Fund Revenue Accounts

Table 1 attached to this memo includes a list of general fund revenue accounts that are either over or under the 2021 budget by 15 percent or more, where the budgeted amount was \$5,000 or more. The table includes the account number, the account description, the actual year-end amount, the budgeted amount, the variance, the variance as a percentage of the budget, and any notes that to explain the discrepancy.

Identifying these accounts and offering explanations provides transparency to elected officials and the public; provides accountability to staff monitoring these accounts; and aids in future budgeting.

There are other accounts that did not meet the thresholds above for inclusion in this report. As such, there are not totals within Table 1. However, the **total net revenue in 2021 is estimated at \$210,437**. This number is positive and represents revenues above and beyond what was budgeted and expected in 2021.

Section 3 – 2021 General Fund Expenditure Accounts

Table 2 attached to this memo includes a list of general fund expenditure accounts that are either over or under the 2021 budget by 15 percent or more, where the budgeted amount was \$5,000 or more. The table includes the account number, the account description, the actual year-end amount, the budgeted amount, the variance, the variance as a percentage of the budget, and any notes that to explain the discrepancy.

There are other accounts that did not meet the thresholds above for inclusion in this report. As such, there are not totals within Table 2. However, the **total net expenditures in 2021 was \$208,756**. This number is positive and represents budgeted expenditures that were unspent in 2021.

Section 4 – 2021 Net Increase or Decrease to Fund Balance

The City's General Fund unassigned fund balance policy, as included in the Financial Stability Guidebook, indicates that the City will strive for an unassigned General Fund fund balance of 15-30% of budgeted General Fund expenditures.

2021 saw the unassigned fund balance grow by an estimated \$419,193. The balance at the end of 2021 is estimated at \$3,678,991. This represents 42% of the City's general fund expenditures,

or about 5 months of operations. Note that these numbers remain estimates until the 2021 audit is finalized.

Table 3: 2021 Net Increase/Decrease to General Fund Fund Balance (Estimate)	
1/1/2021 General Fund Fund Balance	\$ 3,259,798
2021 Net Revenues (Loss)	\$ 210,437
2021 Net Expenditures (Loss)	\$ 208,756
12/31/2021 General Fund Fund Balance	\$ 3,678,991

Note that the General Fund expenditure number used in this calculation was \$8,698,567. This represents general fund expenditures for general City operations, but does not include expenditures in other accounts supported by the general tax levy, such as debt service, transportation, the Library, the Capital Improvements Project budget, and the Tax Increment Districts. When all of these numbers are included, the total expenditure budget is \$11,512,492. When using this number, the General Fund fund balance is about 32%.

The unassigned fund balance provides the City with the working capital needed to meet cash flow needs throughout the year and affords a comfortable margin of safety to address unanticipated expenditures, emergencies, or other unexpected declines in revenue due to economic downturns, reductions in State aid, or others. It also allows the City to take advantage of opportunities as they are presented, such as land acquisition or other one-time purchases. Further, a healthy fund balance positively influences the City's bond rating, which allows for better interest rates and more competitive bond sales.

If the 2022 Public Safety Referendum is approved by voters on April 5, 2022, and the additional funds are levied for operations in 2023, the City will lose about \$200,000 in funding from the state through the Expenditure Restraint Program (ERP). If that is the case, staff will propose to use this fund balance to replace the gap in revenue. This is another reason it is important to have a healthy unassigned fund balance.

Section 5 – Estimated Fund Balances for All Funds

Table 4 attached summarizes the fund balances for all of the City's funds. Note that these numbers will not be finalized until the 2021 Audit is complete later this year. Also note that staff created several new funds in 2021 to separate out some of the more "business-like" activities from the general fund. Explanations for positive and negative fund balances are included in the table.

Section 6 – Request to Carry Over certain Funds to 2022

Table 5 shows the accounts with funds in 2021 that have been requested to be carried over to 2022 for specific purposes. The total of the funds in these accounts is \$305,843.35. These accounts and the funds within the accounts represent designated projects or activities where donations were received in prior years or where programming carries over from 2021 to 2022.

Table 5: 2021 Funds Requested to be Carried Over to 2022

Account Number	Account Description	Amount	Notes
01-60-0065-1300	YOUTH CENTER	\$ 5,361.15	Includes donations specific to Youth Center; Concessions
01-60-0065-1600	SENIOR CENTER	\$ 11,639.36	Includes donations specific to Senior Center and program fees collected in 2021 payable in 2022
01-60-0065-2200	DANCE PROGRAM	\$ 31,985.69	Includes program fees collected in 2021 for expenses payable in 2022
01-60-0065-4105	MEMORIAL PARK SHELTER	\$ 2,014.41	Includes donations specific to Memorial Park
01-60-0065-4108	HAUM POND SHELTER	\$ 2,255.69	Includes donations specific to Haumerson's Pond; Rental income
01-60-0065-4109	HAUM POND PROJ	\$ 7,012.12	Includes final payments for Haumerson's Pond project, payable in 2022; Friends group fiscal agent
01-60-0065-4110	DIAMOND DIRT	\$ 3,619.99	Includes donations and funds specific to field maintenance at Jones Park and Ralph Park
01-60-0065-4114	FORT YOUTH TRIATHLON	\$ 7,951.35	Includes donations, sponsorships, and programs fees for the Youth Triathlon
01-60-0065-4115	JONES PK IMPRV GENERALS	\$ 7,419.75	Fort Atkinson Generals donations and park improvements
01-60-0065-4116	JF LUTHER DIAMONDS	\$ 10,241.19	Softball league donations for future field improvements
01-60-0065-4117	SMALL PROJ DONATION	\$ 9,911.86	Donations for projects; tree program
01-60-0065-4118	YOUTH FOOTBALL FIELDS	\$ 517.83	Includes donations and program fees for the football fields at Rock River Park; mower maintenance
01-60-0065-4119	CHARITY CONCERTS	\$ 3,000.00	Scholarship funds from 2021 Charity Concert series; to be expended in 2022 and account closed
01-60-0065-4121	PARK HUNTS	\$ 53.08	Includes donations and sponsorships for the Park Hunts
01-60-0066-1700	BANKER ROAD BORROWING	\$ 126,139.66	Includes funds from borrowing for the Banker Road land purchase; to be used in 2022 and 2023 for structure demolition and possibly toward infrastructure costs associated with Banker Road Development
01-55-5516-1500	SR CENTER-Van	\$ 10,955.53	Carry forward this balance for maintenance on the Senior Center van
01-51-5190-3000	RETIREE H & D INSURANCE	\$ 65,755.69	Conversion of retiree sick balances to health insurance premiums
TOTAL TO CARRY OVER TO 2022		\$ 305,834.35	

FINANCIAL ANALYSIS

Note that the information provided in this memo is subject to change with the completion of the 2021 financial statements by the City's professional auditors. The City remains in a positive financial position overall with a healthy General Fund fund balance.

RECOMMENDATION

Staff recommends that the City Council approve the 2021 funds requested to be carried over to 2022 as listed in Table 5, for a total of \$305,834.35. The remaining information included in this memo is for the Council's information.

ATTACHMENTS

Table 1: 2021 General Fund Revenues – Accounts Over/(Under) budget by 15% or more

Table 2: 2021 General Fund Expenditures – Accounts Under/(Over) Budget by 15% or more

Table 4: 2021 Changes in Fund Balance – All Funds (estimates – 2021 Audit will provide final fund balance)

Table 1: 2021 General Fund Revenues - Accounts Over/(Under) Budget by 15% or more*

UNDER-REALIZED REVENUES		ACTUAL 12/31/2021	BUDGET 12/31/2021	VARIANCE	% of Budget	Notes
01-44-0044-6230	AQUATIC CENTER	\$ (129,549.42)	\$ (156,000.00)	\$ (26,450.58)	16.96%	COVID protocols reduced pool capacity and attendance
01-48-0048-1100	INTEREST ON GENERAL INVESTMENT	\$ (7,970.83)	\$ (14,000.00)	\$ (6,029.17)	43.07%	Interest rates decreased substantially in 2021
01-48-0048-2100	RENTAL OF CITY PROPERTY	\$ (3,365.78)	\$ (5,500.00)	\$ (2,134.22)	38.80%	Reduced DMV Rentals
01-48-0048-6100	SALE OF CITY PROPERTY	\$ (3,367.51)	\$ (5,000.00)	\$ (1,632.49)	32.65%	Fewer surplus equip sales
OVER-REALIZED REVENUES		ACTUAL 12/31/2021	BUDGET 12/31/2021	VARIANCE	% of Budget	Notes
01-43-0043-5200	ELECTRICAL PERMITS	\$ (14,686.75)	\$ (9,000.00)	\$ 5,686.75	-63.19%	Increase in number of permits
01-43-0043-5100	BUILDING PERMITS	\$ (40,306.00)	\$ (29,000.00)	\$ 11,306.00	-38.99%	Increase in number of permits
01-47-0047-1500	FOCUS ON ENERGY GRANT	\$ (20,197.46)	\$ -	\$ 20,197.46		FD reno grant (expended)
01-43-0043-6100	COURT PENALTIES & COSTS	\$ (125,628.59)	\$ (80,000.00)	\$ 45,628.59	-57.04%	Use of State Debt Collection
01-48-0048-1200	INSURANCE RECOVERIES	\$ (46,868.50)	\$ -	\$ 46,868.50		Fire truck, PD squad, PW gate

*Accounts must have a minimum of \$5,000 budgeted to be included

NET REVENUES OVER (UNDER) BUDGET:	\$ 210,437
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Table 2: 2021 General Fund Expenditures - Accounts Under/(Over) Budget by 15% or more*

ACCOUNTS OVER BUDGET		ACTUAL 12/31/2021	BUDGET 12/31/2021	VARIANCE	Variance as a % of Budget	Notes
01-52-5231-1300	FIRE-Truck Maintenance	\$ 77,701.79	\$ 43,000.00	\$ (34,701.79)	-80.70%	Expense offset/repair damaged truck
01-52-5231-2000	FIRE-Contract Repair & Mntnce	\$ 29,641.78	\$ 13,000.00	\$ (16,641.78)	-128.01%	SCBA refills; radio repairs
01-52-5231-0200	FIRE-Salaries Overtime	\$ 57,828.16	\$ 41,814.00	\$ (16,014.16)	-38.30%	FMLA for 2 FT employees
01-51-5132-0600	MANAGER-Supplies	\$ 17,072.76	\$ 3,200.00	\$ (13,872.76)	-433.52%	Interim CM & CM Recruitments
01-54-5441-0700	TRAFFIC CTRL-Long Line Paintin	\$ 39,590.36	\$ 8,500.00	\$ (31,090.36)	-365.77%	Term of Annexation IGA w/ T. Kosh
01-52-5261-0600	EMERGENCY MNGMNT-Supplies	\$ 15,711.98	\$ 4,000.00	\$ (11,711.98)	-292.80%	New computer; COVID supplies
01-55-5512-1200	MUSEUM-Repairs/Maint	\$ 18,440.70	\$ 7,500.00	\$ (10,940.70)	-145.88%	Fire alarm panel; boiler/furnace repair
01-52-5211-1200	PD-Bldg Maint	\$ 35,455.85	\$ 24,700.00	\$ (10,755.85)	-43.55%	Emergency replacement of water heater
01-52-5231-0700	FIRE-Rural Truck Maint	\$ 10,213.98	\$ 3,000.00	\$ (7,213.98)	-240.47%	10 tires for 8192 - tanker truck
01-52-5211-1300	PD-Squad Expense/Mileage	\$ 47,237.77	\$ 41,000.00	\$ (6,237.77)	-15.21%	Epxense offset/repair damaged squad
01-52-5231-1000	FIRE-Elect/Water/Stormwater	\$ 16,189.24	\$ 10,000.00	\$ (6,189.24)	-61.89%	New building; unknown budget
01-54-5471-0500	RECYCLE/REFUSE-Compost Site	\$ 32,394.14	\$ 27,500.00	\$ (4,894.14)	-17.80%	Grinding, chipping at compost
01-52-5231-1100	FIRE-Natural Gas	\$ 8,040.57	\$ 3,700.00	\$ (4,340.57)	-117.31%	New building; unknown budget
01-54-5410-0100	SUPERVISOR-Salaries	\$ 7,153.73	\$ 3,410.00	\$ (3,743.73)	-109.79%	Foreman acting as interim Supervisor
01-52-5231-0600	FIRE-Supplies	\$ 17,747.18	\$ 14,348.88	\$ (3,398.30)	-23.68%	Fuel, DB Oaks Expenses
01-55-5523-1200	AQUATIC CTR-Natural Gas	\$ 9,022.93	\$ 6,300.00	\$ (2,722.93)	-43.22%	Underbudgeted account
01-56-5611-0600	FORESTRY-Supplies	\$ 9,546.38	\$ 7,000.00	\$ (2,546.38)	-36.38%	Chainsaw; hydroseeding rental
01-54-5435-0600	SNOW & ICE-Supplies	\$ 11,906.21	\$ 10,000.00	\$ (1,906.21)	-19.06%	Safety guards for plows
01-55-5512-1100	MUSEUM-Natural Gas	\$ 9,771.75	\$ 8,000.00	\$ (1,771.75)	-22.15%	Underbudgeted account
01-52-5231-1400	FIRE-Building Maintenance	\$ 7,723.68	\$ 6,000.00	\$ (1,723.68)	-28.73%	New building; unknown budget
ACCOUNTS UNDER BUDGET		ACTUAL 12/31/2021	BUDGET 12/31/2021	VARIANCE	Variance as a % of Budget	Notes
01-55-5512-0600	MUSEUM-Supplies	\$ 4,817.69	\$ 6,000.00	\$ 1,182.31	19.71%	Fewer expenses than anticipated
01-54-5412-1600	PW OPERATIONS-Safety Program	\$ 6,159.92	\$ 7,500.00	\$ 1,340.08	17.87%	Fewer expenses than anticipated
01-52-5211-2000	PD-K-9 Unit	\$ 5,510.22	\$ 7,181.45	\$ 1,671.23	23.27%	PD no longer has a K-9 Unit
01-55-5521-0600	REC-Supplies	\$ 6,070.04	\$ 7,825.00	\$ 1,754.96	22.43%	Fewer expenses than anticipated
01-52-5211-0700	PD-Protective Supplies	\$ 4,515.49	\$ 6,300.00	\$ 1,784.51	28.33%	Fewer expenses than anticipated
01-55-5534-2500	FESTIVALS/ART/RIVRWLK-Benefits	\$ 6,598.87	\$ 8,408.00	\$ 1,809.13	21.52%	Fewer activity hrs/wages; fewer benes
01-54-5433-2500	CURB & GUTTER-Benefits	\$ 4,451.64	\$ 6,465.00	\$ 2,013.36	31.14%	Fewer activity hrs/wages; fewer benes
01-55-5523-1000	AQUATIC CTR-Electricity	\$ 10,254.94	\$ 12,300.00	\$ 2,045.06	16.63%	Utility cost fluctuation
01-55-5516-1000	SR CENTER-Electric/Water/Storm	\$ 5,488.44	\$ 7,600.00	\$ 2,111.56	27.78%	Utility cost fluctuation
01-55-5523-0100	AQUATIC CTR-Salaries F-Time	\$ 9,611.04	\$ 12,149.40	\$ 2,538.36	20.89%	Fewer activity hrs/wages; fewer benes
01-54-5433-0100	CURB & GUTTER-Salaries	\$ 7,323.29	\$ 10,000.00	\$ 2,676.71	26.77%	Fewer activity hrs/wages; fewer benes
01-54-5441-2500	TRAFFIC CTRL-Benefits	\$ 16,148.50	\$ 19,395.00	\$ 3,246.50	16.74%	Fewer activity hrs/wages; fewer benes
01-54-5412-1500	PW OPERATIONS-Building Maint	\$ 14,433.94	\$ 18,000.00	\$ 3,566.06	19.81%	Roof repair budgeted but unspent
01-51-5161-2500	ATTORNEY-Benefits	\$ 21,422.70	\$ 25,295.00	\$ 3,872.30	15.31%	Overbudgeted benefit account

ACCOUNTS UNDER BUDGET (CONT)		ACTUAL 12/31/2021	BUDGET 12/31/2021	VARIANCE	Variance as a % of Budget	Notes
01-52-5211-1700	PD-Uniform Allowance	\$ 16,531.34	\$ 20,874.00	\$ 4,342.66	20.80%	Fewer expenses than anticipated
01-51-5111-0700	COUNCIL-Publications	\$ 4,752.60	\$ 9,500.00	\$ 4,747.40	49.97%	Pub. Shorter docs; 22 budget reduced
01-54-5432-0100	STREET PERMIT REPAIRS-Salaries	\$ 12,675.82	\$ 18,000.00	\$ 5,324.18	29.58%	Fewer activity hrs/wages; fewer benes
01-52-5211-0530	PD-CSO/Code Enforcement	\$ 2,916.59	\$ 8,520.00	\$ 5,603.41	65.77%	Position hired for partial year
01-54-5441-0100	TRAFFIC CTRL-Salaries	\$ 23,999.07	\$ 30,000.00	\$ 6,000.93	20.00%	Fewer activity hrs/wages; fewer benes
01-51-5132-2500	MANAGER-Benefits	\$ 30,229.17	\$ 36,500.00	\$ 6,270.83	17.18%	Partial year vacancies in Dept
01-52-5211-0520	PD-Bldng Mntc & Cstdn P-Time	\$ 10,762.18	\$ 17,036.00	\$ 6,273.82	36.83%	Fewer maint hours worked
01-54-5421-2500	ENG-Benefits	\$ 22,783.64	\$ 29,465.00	\$ 6,681.36	22.68%	Partial year vacancy in Dept
01-57-5770-6000	CONTING HEALTH INS/UTILITY	\$ 36,203.14	\$ 43,056.00	\$ 6,852.86	15.92%	Not all contingency used
01-56-5611-0700	FORESTRY-Trees	\$ 13,240.00	\$ 20,131.26	\$ 6,891.26	34.23%	Fewer expenses than anticipated
01-51-5121-0300	COURT-Salaries Muni Clerk II	\$ -	\$ 7,550.00	\$ 7,550.00	100.00%	No Muni Clerk II hired
01-54-5411-1000	ST MACH-Fleet Ins	\$ 12,475.16	\$ 20,380.00	\$ 7,904.84	38.79%	Savings from muni insurance change
01-54-5444-2500	SIDEWALKS-Benefits	\$ 4,535.80	\$ 13,390.00	\$ 8,854.20	66.13%	Fewer activity hrs/wages; fewer benes
01-51-5132-0100	MANAGER-Salaries	\$ 43,576.75	\$ 53,165.00	\$ 9,588.25	18.03%	No CM for 2 months in 2021
01-51-5171-2500	MUNI.BLDG-Benefits	\$ 3,330.98	\$ 13,600.00	\$ 10,269.02	75.51%	Partial year vacancy in Dept
01-52-5232-0000	FIRE INSPECTION-Salaries	\$ 9,560.90	\$ 20,575.00	\$ 11,014.10	53.53%	Fewer fire inspections due to COVID
01-54-5441-0600	TRAFFIC CTRL-Supplies	\$ 13,545.63	\$ 25,000.00	\$ 11,454.37	45.82%	Fewer expenses than anticipated
01-54-5444-0600	SIDEWALKS-Supplies	\$ 856.18	\$ 13,750.00	\$ 12,893.82	93.77%	Fewer expenses than anticipated
01-54-5444-0100	SIDEWALKS-Salaries	\$ 6,980.35	\$ 20,705.00	\$ 13,724.65	66.29%	Fewer activity hrs/wages; fewer benes
01-54-5421-0200	ENG-Salaries Asst	\$ 2,541.25	\$ 16,600.00	\$ 14,058.75	84.69%	Partial year vacancy in position
01-52-5231-1800	FIRE-Truck Insurance	\$ 17,966.67	\$ 33,000.00	\$ 15,033.33	45.56%	Change in insurance carriers; cost savings
01-54-5411-1100	ST MACH-Gas & Oil	\$ 79,941.97	\$ 95,000.00	\$ 15,058.03	15.85%	Fewer expenses than anticipated
01-52-5231-1500	FIRE-Protective Clothing	\$ 2,911.84	\$ 18,000.00	\$ 15,088.16	83.82%	Fewer expenses than anticipated
01-55-5513-0200	YOUTH CTR-Salaries P-Time	\$ 18,078.85	\$ 33,300.00	\$ 15,221.15	45.71%	Fewer wages; YC fewer hours
01-54-5431-0100	STREET MAINTENANCE-Salaries	\$ 68,901.95	\$ 85,000.00	\$ 16,098.05	18.94%	Fewer activity hrs/wages; fewer benes
01-51-5171-0100	MUNI.BLDG-Salaries	\$ 3,823.70	\$ 20,900.00	\$ 17,076.30	81.70%	Partial year vacancy; repurpose
01-55-5521-0300	REC-Part-Time Wages	\$ 41,055.43	\$ 61,812.00	\$ 20,756.57	33.58%	Reduction in programming, PT hours
01-54-5435-0700	SNOW & ICE-Sand-Salt	\$ 59,094.14	\$ 80,000.00	\$ 20,905.86	26.13%	Fewer expenses than anticipated

*Accounts must have a minimum of \$5,000 budgeted to be included

NET EXPENDITURES UNDER (OVER) BUDGET:	\$ 208,756
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Table 4: 2021 Changes in Fund Balances - All Funds (Estimates - 2021 Audit will provide Final Fund Balances)

Fund Number	Fund Description	1/1/2021 Starting Fund Balance	12/31/2021 Ending Fund Balance	Change in Position	Notes
01	General Fund	\$ 3,259,798	\$ 3,678,991	\$ 419,193	Positive fund balance
02	Wastewater Fund	\$ 2,887,295	\$ 3,922,971	\$ 1,035,676	Does not include capital assets
03	Water Fund	\$ 575,580	\$ 978,009	\$ 402,429	Does not include capital assets
04	Debt Service Fund	\$ 18,061	\$ 2,328	\$ (15,733)	Remaining 2020 int paid in 2021
05	Transportation Fund	\$ 98,758	\$ (482,900)	\$ (581,658)	Water, Sewer, Storm costs to be moved at Audit
06	Business Revolving Loan Fund	\$ 504,884	\$ 512,198	\$ 7,314	Additional interest and principal repaid
07	EMS Fund	\$ (6,574)	\$ (4,160)	\$ 2,414	Postive EOY
08	Lodging/Room Tax/Cityscape	<i>New Fund - 2021</i>	\$ 10,343	\$ 10,343	Postive EOY
09	<i>Currently Unused</i>	\$ -	\$ -	\$ -	
10	Stormwater Utility Fund	\$ 632,867	\$ 935,380	\$ 302,513	Large-scale expenditures expected in 2022-2025
11	<i>Currently Unused</i>	\$ -	\$ -	\$ -	
12	Tax Increment District #6 - Klement Business Park	\$ (1,827,842)	\$ (1,631,980)	\$ 195,862	Moving from "distressed" to mildly concerning as debt is paid off
13	Tax Increment District #7 - Downtown	\$ 2,487	\$ (1,451)	\$ (3,938)	Expenditure period ends 2022
14	Tax Increment District #8 - Northwest Corridor	\$ 105,889	\$ 448,115	\$ 342,226	TID continues to be successful
15	Library Fund	<i>New Fund - 2021</i>	\$ 3,822	\$ 3,822	Postive EOY
16	Capital Improvements Fund	<i>New Fund - 2021</i>	\$ -	\$ -	Fund to be used in 2022
17	Taxi Fund	<i>New Fund - 2021</i>	\$ (89,873)	\$ (89,873)	Staff is monitoring the Taxi income changes
18	CDBG - Lorman Fund	<i>New Fund - 2021</i>	\$ (44,832)	\$ (44,832)	Reimbursement in 2022
19	CDBG - Water Main Fund	<i>New Fund - 2021</i>	\$ (49,583)	\$ (49,583)	Reimbursement in 2022
20	Airport Fund	<i>New Fund - 2021</i>	\$ (3,633)	\$ (3,633)	Slight deficit; to be repaid in future
21	Capital Catalyst Revolving Loan Fund	<i>New Fund - 2021</i>	\$ 600,000	\$ 600,000	Loans expected in 2022
22	American Rescue Plan Act (ARPA) Fund	<i>New Fund - 2021</i>	\$ 600,895	\$ 600,895	Funds to be expended in 2022 and beyond