



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

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MARCH 5, 2024 – 7:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/5997866403?pwd=alcreldSbGpNUVl1VnR1RWf5bXovdz09>

Meeting ID: 599 786 6403
Passcode: 53538

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

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Public Hearings**
- 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 20, 2024**

regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to **Temporary Class "B" Retailer's License for St. Joseph's Catholic Church Knights of Columbus** for March 8, 2024 (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to **Temporary Class "B" Retailer's License for St. Joseph's Catholic Church Knights of Columbus** for March 29, 2024 (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action relating to **Temporary "Class B" and Class "B" Retailer's License for Rotary Club of Fort Atkinson** for June 20, 2024 (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications

- a. Presentation: Jefferson County Drug Task Force (Detective Sgt. Dan Horvatin)

7. Resolutions and Ordinances

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

10. New Business

- a. Review and possible action to **purchase replacement light poles for Madison Avenue** (Selle, Director of Public Works)
- b. Review and possible action relating to the **proposal for a truck wash** at the new Public Works and Parks Operations Facility (Tom Williamson, Superintendent of Public Works).
- c. Review and possible action relating to **Alcohol Beverage License** application for Sunny's Quick Mart LLC. (Ebbert, Clerk/Treasurer/Finance Director)

11. Miscellaneous

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: 3/1/2024

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

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

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, FEBRUARY 20, 2024 – 7:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

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

2. ROLL CALL

Present: Cm. Jaeckel, Cm. Lescohier, Cm. Schultz and President Johnson. Also present: City Manager, City Engineer, City Clerk/Treasurer, City Attorney, Public Works Superintendent, Building Inspector and Park & Recreation Director.

Cm. Becker arrived via zoom 7:14 pm.

3. PUBLIC HEARINGS - NONE

4. PUBLIC COMMENT - NONE

5. CONSENT AGENDA:

- a. Review and possible action relating to the minutes of the February 6, 2024 License Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b. Review and possible action relating to the minutes of the February 6, 2024 Fort Atkinson City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c. Review and possible action relating to the minutes of the February 13, 2024 regular Fort Atkinson Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- d. Review and possible action relating to building, plumbing, and electrical permit report for January 2024 (Draeger, Building Inspector/Zoning Administrator)*
- e. Review and possible action relating to the City Clerk-issued License and Permit Report for January 2024 (Ebbert, Clerk/Treasurer/Finance Director)*
- f. Review and possible action relating to City Sewer, Water, and Stormwater Utility Financial Statements as of January 31, 2024 (Ebbert, Clerk/Treasurer/Finance Director)*
- g. Review and Possible action on a Special Event: Wings & Wheels Fly-In Breakfast, Sunday, May 19, 2024, 6 a.m.-2 p.m. at Fort Atkinson Municipal Airport (Ebbert, Clerk/Treasurer/Finance Director)*

- h. *Review and possible action on a Special Event: American Legion Memorial Day Parade on Monday, May 27, 2024 from 10:30 a.m. to 12 p.m. starting at American Legion and ending at Evergreen Cemetery (Ebbert, Clerk/Treasurer/Finance Director)*
- i. *Review and possible action on a Special Event: Baseball Fest, Thursday, June 13-Sunday, June 16, 2024, various times at Jones Park (Ebbert, Clerk/Treasurer/Finance Director)*
- j. *Review and Possible action on a Special Event: Duck Race & Day for Kids, Saturday, August 10, 2024, 9 a.m.-2 p.m. at Lorman Bicentennial Park (Ebbert, Clerk/Treasurer/Finance Director)*
- k. *Review and possible action relating to Renewal Alcohol Beverage License Application for Fort Atkinson Generals Baseball Team, Class "B" Fermented Malt Beverage (Ebbert, Clerk/Treasurer/Finance Director)*
- l. *Review and possible action relating to Renewal Alcohol Beverage License Application for Fort Atkinson Lions Club, Class "B" Fermented Malt Beverage (Ebbert, Clerk/Treasurer/Finance Director)*

Cm. Jaeckel moved, seconded by Cm. Schultz to approve the Consent Agenda items 5.a to 5.l. Motion carried.

6. PETITIONS, REQUESTS, AND COMMUNICATIONS

- a. *Review and possible action relating to a proclamation recognizing February 18-24, 2024 as Engineer's Week in the City of Fort Atkinson (Houseman, City Manager)*
Cm. Lescohier moved, seconded by Cm. Schultz to approve the proclamation recognizing February 18-24, 2024, as Engineer's Week in the City of Fort Atkinson. Motion carried.
- b. *Review and possible action relating to a proclamation recognizing February 8, 2024 as Monarch Pledge Day in the City of Fort Atkinson (Houseman, City Manager)*
Cm. Schultz moved, seconded by Cm. Jaeckel to approve the proclamation recognizing February 8, 2024, as Monarch Pledge Day in the City of Fort Atkinson. Motion carried.

7. RESOLUTIONS AND ORDINANCES – NONE

8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- a. *City Manager's Report (Houseman, City Manager)*
No action required.

9. UNFINISHED BUSINESS – NONE

10. NEW BUSINESS

- a. *Review and possible action relating to an engagement letter with Baker Tilly US, LLP to file an Independent Attestation Report with the Wisconsin Department of Transportation for the City's 2016 Transportation Economic Assistance (TEA) Grant (Houseman, City Manager)*

In 2016, the City of Fort Atkinson received a Transportation Economic Assistance (TEA) Grant from the Wisconsin Department of Transportation in support of the Rockwell Avenue reconstruction project. The TEA grant required an agreement between the City and a private company indicating that the company would create and retain a certain number of jobs over a period of time. The City received a TEA grant in the amount of \$1,000,000 to assist with the Rockwell Avenue project. The proposal from Baker Tilly includes an amount not to exceed \$10,000 to create the report, which includes working with Jones Daily Farm to review the number of jobs created and retained, as well as the salaries for those jobs and other pertinent data. The cost of this report was not budgeted in 2024 due to the fact that staff was not aware of the seven-year report requirement. However, the Rockwell Avenue construction project costs were split between the water, sewer, and stormwater utilities and the transportation fund.

Cm. Lescohier moved, seconded by Cm. Jaeckel to approve the proposal from Baker Tilly in an amount not to exceed \$10,000 to prepare an independent attestation report as required by the Wisconsin DOT per the TEA Grant requirements. Motion carried.

- b. *Review and possible action relating to Alcohol Beverage License Agent Change Handyspot 105, LLC 303 S. Main Street (Ebbert, Clerk/Treasurer/Finance Director)*
Clerk Ebbert discussed that Handyspot 105 LLC, located at 303 S Main Street, has submitted a request for an agent change. Agents for licensed establishments manage many aspects of a business including scheduling, hiring, ordering of product, and managing finances. A background check was performed on the applicant without concerns.

Cm. Schultz moved, seconded by Cm. Jaeckel to approve alcohol beverage license agent change for Handyspot 105, LLC, at 303 S. Main Street. Motion carried.

- c. *Review and possible action relating to the replacement of two portions of the municipal roof and tuck pointing (Draeger, Building/Zoning Administrator)*
Building Inspector Draeger presented the condition of the municipal building roofs that have been in place for many years and have been repaired several times during the lifespan. Roofs of this nature typically have a life expectancy of 15–20 years. The exact date of installation of the current roof system is unknown. This assessment of the current age of the roof and the expected life of a roof system prompted staff to budget for a partial replacement of the roof in the 2024 CIP. Since 2022, the municipal building has been experiencing leaks in several areas of the building, resulting in visible deterioration of areas in the interior of the building. The deterioration is leading to the need for additional repairs to the building and possible structural failures if left in disrepair. In addition to the failing

roofs of the municipal building, there are some areas of the brick facade and parapet that also require immediate repair to aid in the prevention of leaks and, in some areas, prevent failure of the façade.

Cm. Jaeckel moved, seconded by Cm. Schultz to approve the proposals from Great Lakes Roofing for the replacement of sections 1 and 2 of the municipal building roof and Holton Brothers, Inc. for the repairs of the buildings façade and parapets of the municipal building at a cost not to exceed \$95,785. Motion carried.

d. *Review and possible action on a State Municipal Agreement for Carbon Reduction Grant (Selle, Director of Public Works)*

Engineer Selle provided that the City applied for a Carbon Reduction Grant through WisDOT in April 2023. The grant provided funds for a variety of carbon reduction strategies within municipalities, one of which as the improvement to traffic flow and reduction in idling time within cities. The signals through the City's downtown are all timed without any adjustment available for traffic volumes throughout the day. Adding smart signals at the four controlling intersections of Main Street and Madison Ave, Sherman Ave, Milwaukee St, and S Third St will help reduce idling time in the City and increase traffic efficiency. The grant application was developed and submitted in 2023. In fall of 2023, WisDOT indicated the grant award was awaiting extension into federal fiscal year 2024. Staff just received word that this extension has been granted. The grant award is for a \$184,000 project, of which the City pays 20% (\$36,800). Preliminary bids from October 2023 for the improvements to the signals were just under \$200,000. The signature of this SMA does not bind the City to the project should the updated costs increase well above expectations or the City's budgeted share.

Cm. Schultz moved, seconded by Cm. Lescohier to authorize the City Manager to sign the State Municipal Agreement with the DOT for the Carbon Reduction Grant Award for the Main Street signal project. Motion carried.

e. *Review and possible action on the Design Contract for S Main St pedestrian path and road improvements (Selle, Director of Public Works)*

Engineer Selle reminded the Council of the Safe Routes to School (SRTS) study, completed in 2016, indicated the need for a number of improvements within the City for safer pedestrian access. The completion of this study qualifies the City to pursue grant funding to implement certain elements of the plan. The City submitted a grant application in March 2022 under the Transportation Alternatives Program (TAP) and was awarded \$961K, or 80% of the costs of the \$1.2M project extending a path along S Main St. The project area, beginning at Rockwell and moving south to the City limit encompasses about 4600 LF with only 1400 LF of sidewalk on one side. An additional 700 LF is in the Town of Koshkonong just before the Hackbarth Rd intersection

Cm. Lescohier moved, seconded by Cm. Jaeckel to authorize the City Manager to sign the design contract with MSA in an amount not to exceed \$159,991 for the

South Main Street Pedestrian Path and Road Improvements project. Motion carried.

11. 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. Jaeckel moved, seconded by Cm. Lescohier to approve the list of Verified Claims presented by the Director of Finance and authorization of payment. Motion carried.

12. MISCELLANEOUS

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

Cm. Schultz moved, seconded by Cm. Jaeckel move to adjourn into closed session pursuant to State Stat. §19.85(1)(c) to conduct the annual performance evaluation of the City Manager. Motion carried on a unanimous roll call vote.

13. ADJOURNMENT

Cm. Schultz moved, seconded by Cm. Jaeckel to adjourn. Meeting adjourned at 9:01 pm.

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



MEMORANDUM

DATE: March 5, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Temporary Class "B" Retailer's License for St. Joseph's Catholic Church Knights of Columbus for March 8, 2024 (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

Alcohol licenses are further defined by the quotation marks used. For example, "Class A" refers to intoxicating liquor while Class "A" refers to fermented malt beverages. These licenses can also be issued together as a combination license, most common for grocery stores.

Temporary Class "B" (picnic) beer and/or wine licenses may sell fermented malt beverages to consumers at a picnic or similar gathering of limited duration. Such licenses may be issued only to bona fide clubs, chambers of commerce, county or local fair associations, agricultural societies, churches, lodges, societies, veteran's organizations that have been in existence for at least six months.

There is no limit to the number of Temporary Class "B" fermented malt beverage licenses that may be issued to an eligible organization in a calendar year. However, there is a limit of two Temporary "Class B" wine licenses that may be issued to an eligible organization in a 12-month period.

Temporary license holders must have licensed operators (bartenders) and they must purchase their products from a Distributor/Wholesaler.

The attached application was completed and submitted in a timely manner as required by Department of Revenue form AT-315 and City of Fort Atkinson Code of Ordinance Section 6-61(b).

DISCUSSION

Organization: Church

Name: St. Joseph's Catholic Church

Street Location: 1650/1660 Endl Blvd

Manager of Affair: Andy Koehler

Premises: Parish Hall

Name of Event: Knights of Columbus Fish Dinner

Date of Event: March 8, 2024

The Named Organization Applied for the Following License(s): Class "B" Fermented Malt Beverages

FINANCIAL ANALYSIS

There is a \$10 license fee per Application for Temporary Retailer's License. Publication is not required for these licenses.

RECOMMENDATION

Staff recommends that the City Council approve the Temporary Class "B" Retailer's License to sell products at St. Joseph's Catholic Church Knights of Columbus Fish Dinner on March 8, 2024 contingent upon having licensed operators and purchasing products from a Wisconsin beverage distributor.

ATTACHMENTS

1. Knights App 03082024

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.-

Application Date: 2.15.2024

☐ Town ☐ Village ☒ City of Fort Atkinson

County of Jefferson

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 3.8.24 and ending 3.8.24 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) → ☐ Bona fide Club ☒ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name ST. JOSEPH CATHOLIC CHURCH

(b) Address 1660 ENCL BLVD
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized 1884

(d) If corporation, give date of incorporation N/A

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President JOE HESS W6272 APPLE LN. FORT ATKINSON

Vice President ANDREW KOEHLER 312 MAPLE ST. FORT ATKINSON

Secretary GARY ROUBENS 528 N. MAIN ST. FORT ATKINSON

Treasurer LOU LARSEN 1001 MCCOY PARK RD. FORT ATK.

(g) Name and address of manager or person in charge of affair: ANDREW KOEHLER
312 MAPLE ST. FT. ATKINSON, WI 53538

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1660 ENCL BLVD

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? PART

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: PANISH HALL

3. Name of Event

(a) List name of the event KNIGHTS OF COLUMBUS FISH DINNER

(b) Dates of event 3/8/24

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer [Signature] 2.15.24
(Signature / Date)

KNIGHTS OF COLUMBUS
(Name of Organization)

Date Filed with Clerk 2-15-2024

Date Reported to Council or Board 3-5-2024

Date Granted by Council _____

License No. _____



MEMORANDUM

DATE: March 5, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Temporary Class "B" Retailer's License for St. Joseph's Catholic Church Knights of Columbus for March 29, 2024 (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

Alcohol licenses are further defined by the quotation marks used. For example, "Class A" refers to intoxicating liquor while Class "A" refers to fermented malt beverages. These licenses can also be issued together as a combination license, most common for grocery stores.

Temporary Class "B" (picnic) beer and/or wine licenses may sell fermented malt beverages to consumers at a picnic or similar gathering of limited duration. Such licenses may be issued only to bona fide clubs, chambers of commerce, county or local fair associations, agricultural societies, churches, lodges, societies, veteran's organizations that have been in existence for at least six months.

There is no limit to the number of Temporary Class "B" fermented malt beverage licenses that may be issued to an eligible organization in a calendar year. However, there is a limit of two Temporary "Class B" wine licenses that may be issued to an eligible organization in a 12-month period.

Temporary license holders must have licensed operators (bartenders) and they must purchase their products from a Distributor/Wholesaler.

The attached application was completed and submitted in a timely manner as required by Department of Revenue form AT-315 and City of Fort Atkinson Code of Ordinance Section 6-61(b).

DISCUSSION

Organization: Church

Name: St. Joseph's Catholic Church

Street Location: 1650/1660 Endl Blvd

Manager of Affair: Andy Koehler

Premises: Parish Hall

Name of Event: Knights of Columbus Fish Dinner

Date of Event: March 29, 2024

The Named Organization Applied for the Following License(s): Class "B" Fermented Malt Beverages

FINANCIAL ANALYSIS

There is a \$10 license fee per Application for Temporary Retailer's License. Publication is not required for these licenses.

RECOMMENDATION

Staff recommends that the City Council approve the Temporary Class "B" Retailer's License to sell products at St. Joseph's Catholic Church – St. Joe's Fall Festival on March 29, 2024 contingent upon having licensed operators and purchasing products from a Wisconsin beverage distributor.

ATTACHMENTS

1. Knights App 03292024

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 2.15.2024

☐ Town ☐ Village ☒ City of Fort Atkinson

County of Jackson

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 3.29.24 and ending 3.29.24 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☒ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name ST. JOSEPH CATHOLIC CHURCH

(b) Address 1660 ENDL BLVD
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized 1884

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President JOE HESS W6272 APPLE LN. FORT ATKINSON

Vice President ANDREW KOEHLER 312 MAPLE ST. FORT ATKINSON

Secretary GARY ROMERS 521 N. MAIN ST. FORT ATKINSON

Treasurer LOV LARSEN 1001 McLOY PARK RD. FORT ATKINSON

(g) Name and address of manager or person in charge of affair: _____

ANDREW KOEHLER 312 MAPLE ST. FT. ATKINSON, WI

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1660 ENDL BLVD

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? PART

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: PARISH HALL

3. Name of Event

(a) List name of the event KNIGHTS OF COLUMBUS FISH DINNER

(b) Dates of event 3.29.24

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer [Signature] 2.15.24
(Signature / Date)

KNIGHTS OF COLUMBUS
(Name of Organization)

Date Filed with Clerk 2-15-2024

Date Reported to Council or Board 3-5-2024

Date Granted by Council _____

License No. _____



MEMORANDUM

DATE: March 5, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Temporary "Class B" and Class "B" Retailer's License for Rotary Club of Fort Atkinson for June 20, 2024 (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

Alcohol licenses are further defined by the quotation marks used. For example, "Class A" refers to intoxicating liquor while Class "A" refers to fermented malt beverages. These licenses can also be issued together as a combination license, most common for grocery stores.

Temporary Class "B" (picnic) beer and/or wine licenses may sell fermented malt beverages to consumers at a picnic or similar gathering of limited duration. Such licenses may be issued only to bona fide clubs, chambers of commerce, county or local fair associations, agricultural societies, churches, lodges, societies, veteran's organizations that have been in existence for at least six months.

There is no limit to the number of Temporary Class "B" fermented malt beverage licenses that may be issued to an eligible organization in a calendar year. However, there is a limit of two Temporary "Class B" wine licenses that may be issued to an eligible organization in a 12-month period.

Temporary license holders must have licensed operators (bartenders) and they must purchase their products from a Distributor/Wholesaler.

The attached application was completed and submitted in a timely manner as required by Department of Revenue form AT-315 and City of Fort Atkinson Code of Ordinance Section 6-61(b).

DISCUSSION

Organization: Bona Fide Club

Name: Rotary Club of Fort Atkinson

Street Location: Blodgett Garden Center, 1222 Janesville Avenue

Manager of Affair: Lisa Tuttle Woods

Premises: Blodgett Garden Center, outdoors

Name of Event: An Evening in the Garden

Date of Event: Thursday, June 20, 2024

The Named Organization Applied for the Following License(s): Class "B" Fermented Malt Beverage License and "Class B" Wine License

FINANCIAL ANALYSIS

There is a \$10 license fee per Application for Temporary Retailer's License. Publication is not required for these licenses.

RECOMMENDATION

Staff recommends that the City Council approve the Temporary Class B Retailer's License to sell beer and wine at the Rotary Club of Fort Atkinson event scheduled for June 22, 2024, at Blodgett Garden Center, an outdoor enclosed area contingent upon having licensed operators and purchasing products from a Wisconsin beverage distributor.

ATTACHMENTS

1. Rotary App 06202024

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$

10.00 or 2/19/24

Application Date:

2/19/24

☐ Town

☐ Village

☒ City

of FORT ATKINSON

County of

JEFFERSON

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 6/20/24 and ending 6/20/24 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☒ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Chamber of Commerce or similar Civic or Trade Organization

☐ Veteran's Organization

☐ Fair Association

(a) Name ROTARY CLUB - FORT ATKINSON

(b) Address

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized

(d) If corporation, give date of incorporation

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President JILL KESSENICH

Vice President

Secretary CARLA HAUBENSCHILD

Treasurer MARGARET BARE

(g) Name and address of manager or person in charge of affair:

LISA TUTTLE WOODS 105 S 3RD ST W FORT ATKINSON

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1222 JAMESVILLE AVE FORT ATKINSON

(b) Lot

Block

(c) Do premises occupy all or part of building?

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event

(a) List name of the event EVENING IN THE GARDEN

(b) Dates of event JUNE 20, 2024

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer

Jill Kessenich

(Signature/date)

Officer

(Signature/date)

Date Filed with Clerk

2/19/2024

Date Granted by Council

Officer

ROTARY CLUB - FORT ATKINSON

(Name of Organization)

(Signature/date)

Officer

(Signature/date)

Date Reported to Council or Board

3/5/2024

License No.

MEMORANDUM

DATE: March 5, 2024

TO: Fort Atkinson City Council

FROM: Nick Armstrong, Electrician

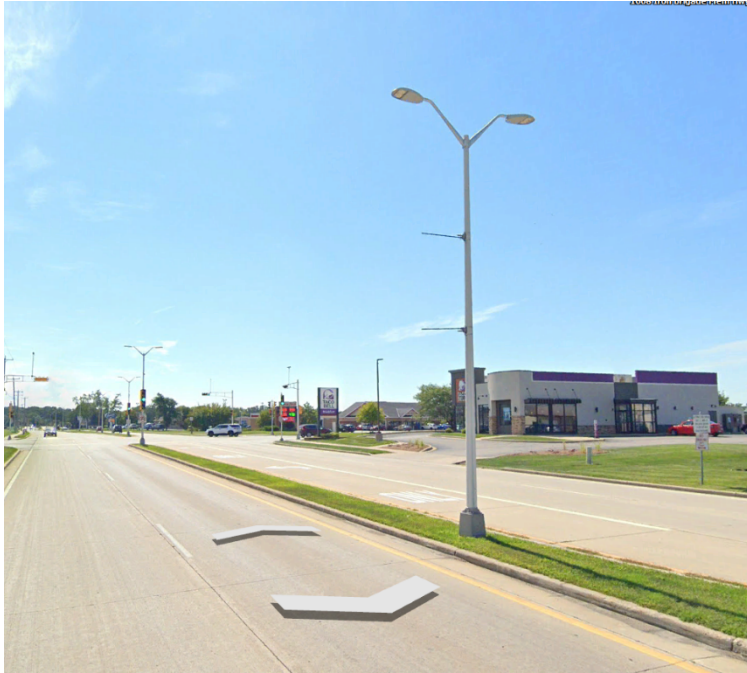
RE: Review and possible action to purchase replacement light poles for Madison Avenue (Selle, Director of Public Works)

BACKGROUND

The green decorative light poles slowly started to fail after the 2005 Madison Ave. reconstruction. The cause of this issue was related to the fact the carbon steel poles were not painted on the inside, but only the outside, which led to corrosion by salt from the inside out. It took some time for the failure to be noticed on the exterior of the poles. The City reached out to WisDOT under Jeff Woods and again under Andy Selle but was told the City was the owner and would have to work with the manufacturer, who was no longer in business. The City has been slowly replacing them with modern looking aluminum poles (photo below). There are 44 remaining lights and poles, planned for replacement in summer/fall of 2024.

The picture below shows the erosion of one of the light poles that has been removed.





DISCUSSION

The Electrical Department understands the importance of getting multiple bids. In this case, staff encountered many vendors who did not wish to bid on poles and lights as a package or provide a bid for the project at all. Enterprise Lighting was the only vendor able to provide both. The lights that have been replaced on the western end of the Madison Ave. corridor in 2015 were purchased through Enterprise lighting. Though the cost to use Enterprise is slightly higher (+\$880.00) than using separate vendors for lights and poles, there is an advantage to continuing to use the Enterprise components already installed elsewhere in the City. There is also an advantage to ordering the lights and poles from the same vendor to schedule delivery and ensure that the lights and poles are complimentary.

Enterprise Lighting	44 Lights and Poles	\$82,702.00
Will	44 Poles only	\$185,900.00
Warehouse Lighting	44 Lights only	\$8,140.00
Lightmart	44 Poles only	\$75,152.00
Labor, misc. materials	Electrical Dept. labor	\$22,000.00
	Crane rental for pole removal and installation	
	Wire, hardware	

Staff intends to provide the labor for installation, miscellaneous materials, and crane rental (see attached) at an estimated cost of \$22,000. The total project expense is estimated at \$82,702 + \$22,000 = \$104,702. The 2024 Capital Improvements Projects Budget includes funds for this

project (pages 216 and 219).

FINANCIAL ANALYSIS

Twenty two of the forty four light poles are located within TID #8 or within a half-mile of the boundary of TID #8, and funds from TID #8 were identified in the 2024 budget to pay for these lights. However, the lights that are located outside of the half-mile boundary of TID #8 cannot be paid for using TID funds. The balance of these light poles (22) will be paid for using ARPA funds.

RECOMMENDATION

Staff recommends that the City Council approve the replacement of lights and poles along Madison Ave, including purchase of materials from Enterprise Lighting for \$82,702.00 and approval of \$22,000 for installation (labor and materials).

ATTACHMENTS

1. Enterprise Lighting Quote
2. Map Madison Ave. Pole Replacement-Nelson St. West
3. Map Madison Ave. Pole Replacement Nelson St. East
4. New Madison Ave. light poles est

Date: Aug 7, 2023

Quote: ELL23-123651-1

Quote



Enterprise Lighting Ltd
Manufacturers' Representative

Page 1/2

Enterprise Lighting, LTD.
2007 Pewaukee Rd.
Waukesha WI 53188
Phone: (262) 953-2700
Fax: (262) 953-2710

From: Nick Kilmer

Quoter Ph: (262) 953-6839

Project City of Fort Atkinson 8-7-23

Location Fort Atkinson WI

Quote ELL23-123651-1

To: Nick Armstrong

Fort Atkinson Dept of Public Works

700 James Place

Fort Atkinson WI 53538

Phone: (920) 397-9903

Fax: (920) 563-7772

EMail: narmstrong@fortatkinsonwi.gov

For

Bid Date

Aug 7, 2023

Expires

Sep 6, 2023

QTY	Type	MFG	Part	Price	UQ	ExtPrice
44		TGS	RWL2-S-60-40-U-P7S-3-G-WISDOT	\$167.09		\$7,351.96
		Line Note: LED A 60 watt. RWL™ G2 - Roadway/Cobrahead - 7 pin Receptacle with Short Cap (60W)				
		FLA	RTB8M27.53AS14	\$1,712.50		\$75,350.00
		Line Note: Round Taper Alum 27.5' MH x 8" x .188" with single 4' mast arm and T-base, satin finish				

44

Notes:

FREIGHT ALLOWED FLAGPOLE AND TGS 5000.00 FFA

Lead time provided after approval and release of PO. Aproximate lead time is 14-16 week:

SHORTING CAP INCLUDED

ALL WIS DOT

Terms and conditions of sale:

This quotation and terms are based on acceptance of all items at the quantites listed. Individual items or major deviations in quantities will only be considered on a written, negotiated basis.

We do not take responsibility for voltages or determining if multiple ballasts are required for switching. It is the responsibility of the distributor to determine and verify these. Fixtures do not include lamps and are shipped with standard finishes unless otherwise noted. This quote does not include any addendums unless otherwise noted. Prices are not guaranteed after 30 days.


*****PRICING SUBJECT TO CHANGE WITHOUT NOTICE*****

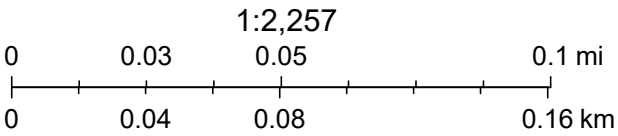
*****SPARES NOT INCLUDED UNLESS SPECIFICALLY CALLED OUT*****

ArcGIS Web Map



2/29/2024, 2:48:10 PM

 Light Pole
Parcels

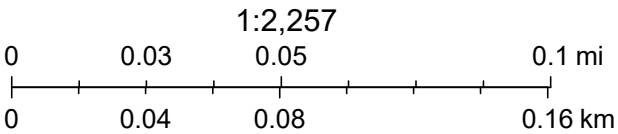


ArcGIS Web Map



2/29/2024, 11:14:40 AM

● Light Pole
Parcels



ELECTRICAL DEPARTMENT
Pole Replacement
Madison Ave



			DATE	10/10/2023	
DESCRIPTION	QTY	COST	TOTAL		
Aluminum Pole w/base & mast arm	44	\$1,712.50	\$75,350.00		
			\$0.00		
100 Watt led	44	\$167.09	\$7,351.96		
			\$0.00		
Crane	44	\$195.00	\$8,580.00		
			\$0.00		
Take down/assy/rewire la labor 44x4x65	44	\$260.00	\$11,440.00		
			\$0.00		
Misc wire connectors/grounding/disposal	44	\$40.00	\$1,760.00		
			\$0.00		
HID bulb disposal	44	\$2.00	\$88.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
Grand Total			\$104,569.96		



MEMORANDUM

DATE: March 5, 2024

TO: Fort Atkinson City Council

FROM: Tom Williamson, Public Works Superintendent

RE: Review and possible action relating to the proposal for a truck wash at the new Public Works and Parks Operations Facility (Tom Williamson, Superintendent of Public Works).

BACKGROUND

The City Council awarded the construction contract for the new Public Works and Parks Operations facility to Gilbank Construction on January 4, 2024. In that approval, it was noted that a change order would be needed early in the project. The truck wash system, estimated at about \$220,000 was incorrectly indicated to be owner-supplied in the bid specifications. This was discovered only a few days before the bid deadline, and the decision was made to handle this through a change order process with the contractor – who was asked to solicit bids for the equipment. Staff has received a proposal from the contractor for that system.

DISCUSSION

The truck wash was sourced from Hydro Chem Systems, Inc., out of Caledonia, Michigan, and meets all the specifications the City and Architect indicated in the bid documents. The wash is critical for ensuring vehicles remain clean, neat, and salt-free to extend the life of all vehicles by removing corrosive salt residue from the frame, box, and body.

FINANCIAL ANALYSIS

The budgeted amount for the truck wash in the bid estimate was \$220,000 for all necessary materials and installation. The proposal from Gilbank is for \$170,638. Funds for this project will come from the Note Anticipation Note, Series 2024A (borrowing) for the construction of the new Public Works and Parks Operations Facility.

RECOMMENDATION

Staff recommends the City Council approve this change order for the Public Works and Parks Operations Facility construction contract for a truck wash in the amount of \$170,638.00.

ATTACHMENTS

1. Truck Wash Proposal - Fort Atkinson DPW 2-22-24

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

February 22, 2024

Install New Truck Wash Proposal

Project: Fort Atkinson – Public Works & Parks Operations

Project #: 76130

Brad,

The following is the cost to provide & install a new truck wash at the Fort Atkinson DPW. I have based this pricing on the Dodge County Truck wash that meets the requirements of the Fort Atkinson Facility. (see attached Dodge County Information)

Hydro-Chem Systems, Inc. is the Truck Wash manufacturer and my subcontractors and I have based my pricing for this installation on the Installation requirements they provided (see attached)

Hydro-Chem Systems	\$105,000
Gilbank Construction	\$ 7,520
DeGarmo Plumbing	\$ 11,950
VP Plus Electric	<u>\$ 29,528</u>
	\$155,126
10% P&O	<u>\$ 15,512</u>
Total	\$170,638

Let me know if you have any questions:

Sincerely

Gary Gilbank



Hydro-Chem Systems, Inc
6605 Broadmoor Ave SE | Caledonia, Michigan 49316
PH: (616) 531-6420 | FX: (616) 531-8692
www.hydrochemsystems.com



Customer :

Ship To :

TBD

Date : 1/26/2024

Expires : 2/25/2024

Terms : See Planning Form

Proposal # : QUO17922

Sales Rep Phone : (616) 426-3513 X 144

Sales Rep Email : jeff.marcusse@hcs-clean.com

Sales Rep Name : Jeff Marcusse

Quote

Item	Description	Quantity	Rate	Amount
Automated Wash System Basic -1S-T-DAF- RAO-PRAdd-F	DPW Fleet Rinse	1		\$105,000.00
095521-1.5-05 15	Undercarriage Wash Undercarriage Wash Manifold: The Undercarriage Wash Manifold will consist of a 1 1/2" sch 40 galvanized steel manifold with (21) stainless steel nozzles.	1		INCLUDED
095666-256	Wheel Wash Assy-6 Spinners Stands,Pipe,Hoses,0020',2 18" Stands Wheel Spinner Assembly: Three (3) spinner assemblies on each side to thoroughly clean the rims and chassis of the vehicles.	1		INCLUDED
095656-256	Blast Arch,15'X17'W,Bracket,Osc,3 Top Vortex The arch is constructed of aluminum. The rinse manifold is constructed of galvanized pipe and uses stainless steel nozzles. This arch uses air cylinders to pivot during the wash process to achieve cleaning impact on the front, sides and rear of the vehicle. This arch will also include 3 Vortex Spinners located on the top.	1		INCLUDED
424686	Rinse Pump Module - 60hp ODP Motor with Cast Iron Base Rinse pump is a multi-stage centrifugal pump with Stainless Steel impellers and Cast Iron base. The 230/460 Volt, 3 Phase ODP Motor, 60HP pump delivers approximately 230 GPM @ 330 PSI, with an efficiency of 75%.	2		INCLUDED
591085-460-60	Rinse Pump Motor Starter - Across Line Includes a 480V 3Phase across line motor starter with 3 Phase protection.	2		INCLUDED
593066-1	Air Control Panel - Rinse This panel is utilized for the oscillation of the Blaster Side Rinse Manifolds.	1		INCLUDED
192228	Tank,2000 Gal,Vert,91"X 84" 3" Fittings Rinse Water Holding Tank	1		INCLUDED
095598-2000-8 4	Rinse Tank Float Sensor Kit 3 Sensor,2000G,84"H	1		INCLUDED

Item	Description	Quantity	Rate	Amount
095131-20-40	Master Control Panel Master Control Panel (MCP) is a PLC-based control system and regulates all operations of the wash system. The MCP is engineered to meet the requirements of NEC Articles 430 and 670, and NFPA Standard 70 and incorporates additional safety/protection by utilizing protective extra-low voltage (PELV) outputs for all for wash bay sensing and control initiation, eliminating high voltage in the wash bay. The MCP is manufactured and listed to UL/cUL specifications. The MCP incorporates a front-mounted LCD HMI Display providing easy access to supervisory functions and visual diagnostic capability of all input and output sensors, including number of wash events, system, and pump run-time hours. Includes Test Mode function allowing independent testing of all functions of the system from the MCP.	1		INCLUDED
595104-EC	Lead Guide Rail - Powder Coated Yellow The guide rails are made out of 4" diameter pipe and spaced off the floor giving a total height of 6 7/8", making them larger than most manufacturers. This provides excellent protection from trucks driving over them. Mounting will be done utilizing 3/4" anchors.	1		INCLUDED
095150	Loop Sensor Box This enclosure will house all of the loop detector sensors. It comes with a clear front panel to easily monitor the sensors without having to open the enclosure.	1		INCLUDED
SYSTEM SETUP/ STARTUP ASSISTANCE AND COMMISSIONING	System Setup / Startup Assistance & Commissioning (3-3) This line item estimate will include 2 trips to the job site. The onsite time budget for the initial trip will be for 1 factory support person, working TWO DAYS ONSITE, for supervisory assistance working with people from your crew in setting all the HCS equipment in place. Final electrical and mechanical interconnection to be performed by others hired by owners contractor (wiring, conduit, piping). HCS will also provide assistance to, and meet with, the electrical & mechanical contractors onsite (Day 2) to review/explain the interconnections. Owner/Contractor will be responsible for unloading equipment onto the job site and providing the necessary concrete cutting machine for cutting the wash bay floor for loop sensor installation; as well as the man-lift equipment necessary for the setting of the wash bay arches. The contractor will need to provide support people to work with HCS factory support people in setting the equipment. The second trip, by HCS factory support people, will be made after the interconnections and start-up requirements are complete and the system is ready for commissioning. The onsite time budget for this 2nd trip will be 2 factory support people TWO DAYS ONSITE. HCS will make any final connections and then perform the start-up and commissioning of the system. Customer training will take place on Day 2 of the start-up/commissioning timeframe.	1		INCLUDED
WARRANTY	Warranty: Hydro-Chem Systems, Inc. will repair or replace the vehicle washing equipment or their components that fail in material or workmanship for one year from the date of substantial completion. Travel time/expenses and or labor is additional. This warranty shall not apply to equipment and parts subjected to abuse or improper use, lack of maintenance, or accident. If the project is delayed, warranties can be shorter duration due to procurement dates on components. The use of unapproved chemicals in the vehicle wash system may void the warranty. Customer and/or Chemical vendor will accept responsibility for damage that may occur to the wash equipment. The components subject to warranty must be shipped prepaid to HCS with a Return Goods Authorization (RGA) number, for warranty consideration. Throughout the warranty period, HCS will provide FREE Internet diagnostics of the wash system assuming the owner provides connectivity to the wash system. All Warranty work must be done by an HCS representative unless HCS provides prior approval. At HCS discretion a representative may supervise any warranty work to be completed on the wash system.	1		INCLUDED
Discount				INCLUDED

AUTOMATED SYSTEM ADDITIONAL TERMS AND PLANNING FORM

The following information is provided to furnish the CUSTOMER with an estimate of costs based on initial meetings with CUSTOMER and discussion as to equipment that may be appropriate. The price quoted is a 'ONE PRICE PROPOSAL' based on the HCS and the Customer meeting certain milestones throughout the project, including on time delivery and requirements for setup and start up.

PLANNING DESIGN EXPENSE

Should HYDRO-CHEM SYSTEMS, INC. (HCS) be asked (required) to correspond/meet with various planners, i.e., owners, architects, engineers, contractors, etc., to work on plans, develop drawings, develop requirements, etc., prior to acceptance of proposal, HCS will help plan at a rate of \$95.00/hour plus any travel expenses. Should CUSTOMER or CUSTOMER'S representatives make changes to plans after the initial plans are completed, additional planning time will be charged at the rate of \$95.00/hour. Such changes may also result in additional costs for the installation if alterations must be made or additional work is required.

HCS understands that all projects need planning therefore, when the order is placed, there is allowance for a site visit allocating up to three (3) man-days (travel or site time) of planning time that is included in the initial proposal on projects over \$100,000, and one (1) man-day for lessor projects.

HCS allocates 10% of its total cost to submittal costs on applicable projects (requiring schedule of values).

HCS Setup and Startup fees are included when noted on the proposal. Time outside of planned budget will be invoiced at a rate of 1250 per day inclusive of per diem*.

INSTALL CONDITIONS

Installation does not include the cost of licensed trades or subcontractors, i.e., electricians, plumbers, concrete cutting, overhead door companies, etc. Those costs are the responsibility of the owner or general contractor. HCS will assist in coordinating installation needs with subcontractors, but HCS is not responsible for their workmanship, costs, or delays caused by them. If HCS is required to act as a general contractor/coordinator, fees to accomplish these tasks will be added.

CUSTOMER shall furnish HCS with as-built blueprints showing the correct location of all in-floor/under-floor plumbing, wiring, etc. that may be damaged by drilling the floor to anchor equipment. In lieu of blueprints, the CUSTOMER will be required to approve the locations of drilling. HCS will not be liable for accidental drilling damage if not properly advised by the CUSTOMER. CUSTOMER shall be responsible for any permits. Price does not include any special equipment needed such as forklift or scissor lift or other misc. equipment. CUSTOMER may furnish the proper equipment or HCS will rent the appropriate equipment and invoice the CUSTOMER.

The price quoted is the price for HCS to Setup/Startup labor if the building is clean and clear when we start. There are to be no other contractors working in the truck wash area. Other trades should have their pre-install work completed and shall return when HCS clears the area. If HCS is required to clean up after other contractors, the time will be billed at HCS's regular labor rate plus the cost of any other equipment required to perform the clean-up. These clean-up costs are not included in this quote.

HCS will include all signs known to be required relative to the soap products and electrical devices. CUSTOMER'S Safety Department will be responsible to provide signs as deemed necessary to control the movement and action of persons in the wash bay area. All electrical panels manufactured by Hydro-Chem Systems, Inc. are assembled to UL AND NEC Standards using national or international approved components. If requirements at the installation site require any additional testing or certification, CUSTOMER will be responsible for any incurred charges.

By signing below, you acknowledge and accept this Quote and accept and agree that this transaction is governed by the attached HYDRO-CHEM SYSTEMS, INC. GENERAL TERMS AND CONDITIONS FOR THE SALE OF GOODS AND SERVICES. You acknowledge that you have read this Quote, including the terms and conditions, which are incorporated into this Quote. A copy of the terms and conditions may also be found at <https://hydrochemsystems.com/terms-conditions>

DESIRED INSTALL DATE: _____ (Filled in by Customer)

PAYMENT TERMS*

Option 1 (INSTALL LESS THAN 120 DAYS)

- 30% Payment at time of order (Design Phase will begin after initial 30% payment is received)
- 30% Payment 30 days after order
- 30% Payment 60 days after order or 10 Days prior to Shipment (Equipment will be shipped after final 30% payment is received)
- 10% Payment plus all extras due at the time of startup or 15 days after HCS completes installation if delays occur.

Option 2 (INSTALL GREATER THAN 120 DAYS)

- 10% Payment at time of order (Design Phase will begin after initial payment is received)
- 20% Payment 120 days prior to delivery (Sales Order will be submitted after a total of 30% is received)
- 30% Payment 90 days prior to delivery
- 30% Payment 60 days prior to delivery or 10 Days prior to Shipment (Equipment will be shipped after final 30% payment is received)
- 10% Payment plus all extras due at the time of startup or 15 days after HCS completes installation if delays occur.

If a payment for this project is made by credit card a 3% convenience fee will apply.

*These payment terms prevail over any conflicting terms in the Hydro-Chem Systems, Inc. General Terms and Conditions for the Sale of Goods and Services.

Payment plus all extras due at the time of startup or 15 day after HCS completes install if delays are caused by others.

Company Name (if applicable)

Authorized Signature

Date

Print Name and Title

Your PO# (if required)

Countersignature:

HCS Signature

Date

Quote

DeGarmo Plumbing INC.

300 S. Washington St.
Janesville, Wisconsin 53548
Tel: 608 752-1391

Notes

File # 240157
Job date: Feb. 18, 2024
Customer Ref. #:
Resource:
Page number: 1

Billing address:

GILBANK CONSTRUCTION

P.O. BOX 718
CLINTON, Wisconsin 53525
Tel: 676-2261

Site address:

Fort Public Works

600 Talcott Ave
Fort Atkinson, Wisconsin 53538

Work Description

Price for **Truck Wash Install.**

- Install all all interconnecting pipe from pumps to archs to tanks Etc. ((Materials supplied by HCS))
- Ensure all pumping is installed per local code.
- Fix any leaks found at start up.
- Run pipe from air compressor to air controls.
- Run 1/4" poly from control to arch.

WI MP 233068/ WI CONTRACTOR # 250924/ ILL MP 058-126988/ ILL Cont Lic.

Item Description	Qty	Net	Mat \$
Materials	1	1,950.00	1,950.00
Total			\$1,950.00

Summary		Total (\$)
Subtotal Material		1,950.00
Plumber Service Call	(80.00 Hrs @ \$125.00)	10,000.00
Labor Subtotal		10,000.00
Total		\$11,950.00

Terms

Payment due net 15 days.
Late payments subject to 1.5% interest per month
We Now accept Visa and Mastercard. 3% fee for invoices over \$500.00

Rep. Name: _____
Date: _____
Signature: _____

I hereby propose the above described work.

Client Name: _____
Date: _____
Signature: _____



MEMORANDUM

DATE: March 5, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Alcohol Beverage License application for Sunny's Quick Mart LLC. (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

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

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

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

- The "Class A" liquor license application is for sales limited to cider products only.

- The application for a “Class A” liquor license holds a Class “A” beer license for the same premises.

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

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

Table 2: Combination of Licenses

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

Table 3: License fees

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

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

Table 4: Existing Quotas (02/29/2024)

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

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

Sec. 6-33. Licenses

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

DISCUSSION

The gas station at 1220 Janesville Avenue has been operated by AARSAN Fort Plaza, LLC dba Sunny's Quick Mart since February 2023. The agent, Jay Patel stated he is selling the business and moving out of state. An Original Alcohol Beverage License application was submitted by Jatinder Kaur as Sunny's Quick Mart, LLC.

The License Committee reviewed the application at their February 6, 2024 meeting and made a recommendation contingent on the submission of all required documents including proof of Lease, WI Seller's Permit number, Federal ID number, a letter from Mr. Patel confirming he would surrender his license contingent upon the approval of the application from Jatinder Kaur.

FINANCIAL ANALYSIS

Alcohol license fees for the submitted application is pro-rated from the month of issuance to expiration. A Class A liquor and beer license from March to June is \$200. A cigarette license is \$100 and cannot be prorated.

RECOMMENDATION

Staff recommends the City Council approve the application submitted from Sunny's Food Mart

LLC for a “Class A” Intoxicating Liquor and Class “A” Fermented Malt Beverage license and the Cigarette and Tobacco Products Retail License contingent upon payment of any monies owed to the City Clerk.

ATTACHMENTS

1. Sunnys Quick Mart License App

Form
AT-106

Original Alcohol Beverage License Application

FOR CLERKS ONLY	
Municipality	
License Period	

License(s) Requested

- ☒ Class "A" Beer \$ _____ ☒ "Class A" Liquor \$ _____
- ☐ Class "B" Beer \$ _____ ☐ "Class B" Liquor \$ _____
- ☐ "Class C" Wine \$ _____ ☐ "Class A" Liquor (Cider Only) \$ 0
- ☐ Reserve "Class B" Liquor \$ _____ ☐ "Class B" (Wine Only) Winery \$ _____

License Fees	\$
Publication Fee	\$ 30 pd
Background Check	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship)

Sunnys Quick Mart LLC

2. Trade Name or DBA

3. Premises Address

1220 Janesville Ave

4. County

Jefferson

5. Municipality

Fort Atkinson

6. Aldermanic District

7. Mailing Address (if different from premises address)

8. FEIN

99-0759783

9. Wisconsin Seller's Permit Number

10. Premises Phone

414-477-5535

11. Premises Email

manjit-lalia@yahoo.com

12. Entity Type (check one)

- ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary.

Shelves; coolers; behind the counter and in storage room.

Part B: Questions

1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate. ☒ Yes ☐ No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? ☐ Yes ☒ No
If yes, please explain using the space below. Attach additional sheets if necessary.

Part C: For Corporate/LLC Applicants Only		
1. State of Registration Wisconsin	2. Date of Registration 1/17/2024	
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Parent Company	FEIN of Parent Company	
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.		
5. Agent's Last Name Kaur	Agent's First Name Jatinder	Phone 414-477-5535

Part D: Individual Information
A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
Kaur	Jatinder	Owner	414-477-5535

Part E: Attestation			
Who must sign this application? • sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Signature Jatinder Kaur	Date 1/17/2024		
Name (Last, First, M.I.) Kaur, Jatinder			
Title Owner	Email manjit_lalia@yahoo.com	Phone 414-477-5535	

Part F: For Clerk Use Only		
Date application was filed with clerk 1/19/2024	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

Date

Form
AT-103

Alcohol Beverage License Application Supplemental Questionnaire

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

Part A: Premises/Business Information

1. Registered Entity Name (or individual name if sole proprietor)

Sunnys Quick Mart LLC

2. Trade Name or DBA

FORT PLAZA

3. Entity Type (check one)

☐ Sole Proprietor

☐ Partnership

☒ Limited Liability Company

☐ Corporation

☐ Nonprofit Organization

Part B: Individual Information

1. Name (Last, First, M.I.)

Kaur, Jatinder

2. Relationship to Registered Entity (Title)

Owner

3. Email

manjit-lalia@yahoo.com

4. Phone

414-477-5535

5. Home Address

325 Wellington Dr.

6. City

Union Grove

7. State

WI

8. Zip Code

53182

9. Date of Birth

04/02/1983

10. Drivers License/State ID Number

K-600-4208-3622-04

11. Drivers License/State ID State of Issuance

WI

Part C: Address History

List in chronological order your last two residence addresses within the last 5 years.

Previous Address 1

325 Wellington Dr.

Previous City, State, Zip

Union Grove, WI 53182

Dates (MM/YYYY - MM/YYYY)

Jan 2018 to Current

Previous Address 2

Previous City, State, Zip

Dates (MM/YYYY - MM/YYYY)

Part D: Employment History

List in chronological order your last two employers within the last 5 years.

Employer's Name

Annas Enterprises

Employer's Address

233 N. Pine Street Burlington, WI 53105

Dates Employed (MM/YYYY - MM/YYYY)

Feb. 2018 to Feb. 2022

Employer's Name

Employer's Address

Dates Employed (MM/YYYY - MM/YYYY)

Part E: Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part F: Questions

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. ☐ Yes ☒ No

2. How long have you continuously lived in Wisconsin prior to the date of application?	Years 10+	Months
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3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed. ☐ Yes ☒ No

Part G: Attestation

READ CAREFULLY BEFORE SIGNING: I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <i>Jatinder Kaur</i>	Date 1/17/2024
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Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town ☐ Village ☒ City of Fort Atkinson County of Jefferson

The undersigned duly authorized officer/member/manager of Sunnys Quick Mart LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

located at 1220 Janesville Ave
(Trade Name)

appoints Jatinder Kaur
(Name of Appointed Agent)

325 Wellington Dr. Union Grove, WI 53182
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☐ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 10+ years.

Place of residence last year 325 Wellington Dr. Union Grove, WI 53182

For: Sunnys Quick Mart LLC
(Name of Corporation / Organization / Limited Liability Company)

By: Jatinder Kaur
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Jatinder Kaur, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Jatinder Kaur 11/17/2024 Agent's age 40
(Signature of Agent) (Date)
325 Wellington Dr. Union Grove, WI 53182 Date of birth 04/02/1983
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Application for Cigarette and Tobacco Products Retail License

Submit to municipal clerk.

MUNICIPAL USE ONLY

License Number
Period Covered
Date of Issuance

Applicant's Wisconsin 15-digit Sales Tax Account Number

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

Legal Name (corporation, limited liability company, partnership or sole proprietorship) Sunnys Quick Mart LLC			Federal Employer Identification No. (FEIN) 99-0759783		
Trade or Business Name (if different than Legal Name)			Telephone Number (414) 477-5535		
Business Address (License Location) 1820 Janesville Ave			Business Located In <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town		
Municipality Ft. Atkinson			of: Ft Atkinson		
State WI			County Jefferson		
Zip Code 53538					
Mailing Address (if different than Business Address)			Municipality		
			State		
			Zip Code		

Organization (check one)

- ☐ Sole Proprietor ☒ Wisconsin Corporation – Enter date incorporated: **01/17/2024**
- ☐ Partnership ☐ Out-of-State Corporation – Are you registered to do business in Wisconsin? ☐ Yes ☐ No
- ☐ Other (describe) _____

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

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

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

Intinder Kaur

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

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of September 19, 2019: Sections 134.65, 134.66, 139.321, 139.79, 139.76, 995.10, and 995.12, Wis. Stats.