



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 7, 2023 – 7:00 PM
CITY HALL – SECOND FLOOR**

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

Meeting ID: 599 786 6403

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) 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 Hearing – 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 23, 2023 regular Fort Atkinson City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- b. Review and possible action relating to the **minutes of the February 28, 2023 regular Fort Atkinson Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action on **Special Event: Memorial Day Parade** on Monday, May 29, 2023 from American Legion to Evergreen Cemetery from 10 a.m. to 12 p.m. (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action on **Special Event: Fort Atkinson Charity concerts** on June 14, June 28, July 12, July 26, Aug. 9, Aug. 23, 2023 from 6:30-8:30 p.m. at Barrie Park (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications – None

7. Resolutions and Ordinances

- a. Review and Possible action on a **resolution relating to “No Mow May,” a temporary exception to Section 102-121(b)(1)** of the City of Fort Atkinson Municipal Code (LeMire, City Manager)

8. Reports of Officers, Boards, and Committees:

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

9. Unfinished Business – None

10. New Business:

- a. Review and possible action relating to a **Proposal from Bucklin’s Tree Service for bulk brush grinding services**, in the amount of \$9,300 (Williamson, Superintendent Public Works)
- b. Review and possible authorization relating to **Water Utility Department truck, trailer, and accessory purchases** at a cost not to exceed \$49,566 (Armstrong, Water Superintendent)
- c. Review and possible action on **Roof Replacement at Water Utility Department Office** at a cost not to exceed \$47,500 (Armstrong, Water Superintendent)
- d. Review and possible action relating to selection of **Graef for a Traffic Impact Analysis** for the area of Banker Road at a cost not to exceed \$20,000 (Selle, City Engineer/Director of Public Works)
- e. Review and possible action relating to a **Certified Survey Map** for RTLE Properties LLC., for the property located at 1531 and 1533 S. Main St. (Selle, City Engineer/Director of Public Works)

- f. Review and possible action relating to **Wastewater Utility – Phase II Improvements Project Change Order 9 Influent Wet Well Concrete Rehabilitation Project Update** at a cost not to exceed \$54,682 (Christensen, Wastewater Utility Superintendent)
- g. Review and possible action relating to **Interceptor Sewer Cleaning** at a cost not to exceed \$77,419.20 (Christensen, Wastewater Utility Superintendent)

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: March 3, 2023

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

Visit us online! City news and information can be found at www.fortatkinsonwi.gov, and be sure to follow us on Facebook @FortAtkinsonWI.

Note the City's new .gov domain name and new phone numbers. Visit our website for more information.



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 23, 2023 – 7:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

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

2. ROLL CALL

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

3. PUBLIC HEARINGS – NONE

4. PUBLIC COMMENT - NONE

5. CONSENT AGENDA:

- a) *Review and possible action relating to the minutes of the February 7, 2023 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b) *Review and possible action relating to the minutes of the February 14, 2023 regular Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c) *Review and possible action relating to building, plumbing, and electrical permit report for January 2023 (Draeger, Building Inspector/Zoning Administrator)*
- d) *Review and possible action relating to the City Clerk-issued License and Permit Report for January 2023 (Ebbert, Clerk/Treasurer/Finance Director)*
- e) *City Sewer, Water, and Stormwater Utility Financial Statements as of January 31, 2023 (Ebbert, Clerk/Treasurer/Finance Director)*
- f) *Review and possible action relating to the Special Event: Fort Atkinson Parks & Recreation Easter Egg Hunt on Saturday, April 1, 9:30-11 a.m. at Ralph Park (Ebbert, Clerk/Treasurer/Finance Director)*
- g) *Review and possible action relating to Renewal Alcohol Beverage License Application for Fort Atkinson Lions Club, Class "B" Fermented Malt Beverage (Ebbert, Clerk/Treasurer/Finance Director)*
- h) *Review and possible action relating to Renewal Alcohol Beverage License Application for Fort Atkinson Generals Baseball Team, Class "B" Fermented Malt Beverage (Ebbert, Clerk/Treasurer/Finance Director)*

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

6. PETITIONS, REQUESTS, AND COMMUNICATIONS

- a. *Review and possible action relating to a proclamation recognizing February 7, 2023 as Monarch Pledge Day in the City of Fort Atkinson (LeMire, City Manager)*

Cm. Hartwick moved, seconded by Cm. Schultz to approve the proclamation recognizing February 7, 2023 as Monarch Pledge Day in the City of Fort Atkinson. Motion carried.

- b. *Review and possible action relating to a proclamation recognizing February 19-25, 2023 as National Engineer's Week in the City of Fort Atkinson (LeMire, City Manager)*

Cm. Schultz moved, seconded by Cm. Johnson to approve the proclamation recognizing February 19-25, 2023 as National Engineer's Week in the City of Fort Atkinson. Motion carried.

- c. *Presentation on 2022 Dwight Foster Public Library accomplishments (Robinson, Library Director)*
No action required.

7. RESOLUTIONS AND ORDINANCES – NONE

8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

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

9. UNFINISHED BUSINESS – NONE

10. NEW BUSINESS:

- a. *Review and possible action relating to a Proposal from Angus Young Architects for the design of a new Department of Public Works Operations facility (Williamson, Public Works Superintendent)*

Superintendent Williamson reviewed the Council approval on January 3rd, 2023 to request proposals for architectural design and preparation of construction bid documents for a new Public Works Operations facility. This proposal includes the design process, construction bidding process, and final construction contracts within the 2023 calendar year.

Four proposals were received as follows:

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

Williamson discussed the project architectural design and plan bid set preparation is budgeted within the 2023 Capital Improvement Plan at \$300,000. \$100,000 of those funds were levied through the 2022 tax bills as part of the levy-funded CIP. The remaining \$200,000 were included in the "Other Funding Sources Table" on page 225 of the Budget, as proceeds from future

borrowing. The City intends to borrow funds for the construction of the Public Works Operations facility in 2024. Within 18 months of that intended borrowing, the City Council can spend funds and reimburse itself from proceeds of that borrowing. If the proposal is approved, staff intends to present a Resolution for Council consideration solidifying this intent.

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

Cm. Becker moved, seconded by Cm. Johnson to approve the proposal from Angus Young Architects for the design of a new Public Works Operations facility at a cost not to exceed \$475,000. Motion carried.

- b. *Review and possible action relating to Alcohol Beverage License application for AARSAN Fort Plaza, LLC the licensing period of February 24, 2023 to June 30, 2023 (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert presented the application from AARSAN Fort Plaza, LLC for a “Class A” Intoxicating Liquor and Class “A” Fermented Malt Beverage license for use at 1220 Janesville Avenue. This location currently operates as Lions Quick Mart with the same type of alcohol license. A background check was successful with necessary application materials submitted. Additionally, the applicant applied for a Cigarette License.

Cm. Schultz moved, seconded by Cm. Johnson to approve the Alcohol Beverage License application for AARSAN Fort Plaza, LLC for use at 1220 Janesville Avenue for the licensing period of February 24, 2023 to June 30, 2023. Motion carried.

- c. *Review and possible action relating to the State Municipal Agreement (SMA) for S. Main St. Pedestrian Path (Selle, City Engineer/Director of Public Works)*

Engineer Selle refreshed the Council of the Safe Routes to School (SRTS) study completed in 2016. The study 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 cost table in the SMA is shown below. Construction costs are based on 2021 estimates. The estimated expense in 2021 for design was \$87K, with about \$8K apportioned to the Town simply based on the linear feet of project in the Town vs City boundary. Design costs are 100% paid by the City/Town.

Selle continued on construction costs that were estimated at \$1.19M total. Of that, \$252K (20%) is the City’s responsibility, with about \$67K of that apportioned to the Town, again along the S Main St alignment. The City’s intent is to accommodate our portion of the construction

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

Cm. Hartwick moved, seconded by Cm. Becker to approve the State Municipal Agreement (SMA) for S. Main St. Pedestrian Path and authorize the City Manager to execute. Motion carried.

- d. *Review and possible action relating to a Certified Survey Map for CBF Investment Co. LLC., for the property located at 1504, 1520 and 1530 Madison Ave. (Selle, City Engineer/Director of Public Works)*

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

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

Cm. Becker moved, seconded by Cm. Schultz to approve a Certified Survey Map for CBF Investment Co. LLC., for the property located at 1504, 1520 and 1530 Madison Ave, subject to the conditions included in the staff report and Plan Commission recommendation. Motion carried. 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. Hartwick to approve the Verified Claims as presented. Motion carried.

13. THE CITY COUNCIL MAY CONSIDER A MOTION TO CONVENE IN CLOSED SESSION PURSUANT TO STATE STAT. §19.85(1)(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. Hartwick moved, seconded by Cm. Becker to adjourn into closed session pursuant to State Stat. §19.85(1)(e) to conduct the annual performance evaluation of the City Manager. Motion carried.

14. ADJOURNMENT

Cm. Hartwick moved to adjourn the meeting. Seconded by Cm. Becker and adjourned at 8:44 pm.

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



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

MEMORANDUM

DATE: March 7, 2023

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 29, 2023

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: 1000

Event information was routed to Departments without any concerns provided. While no concerns were noted, Chief Bump did comment:

This is traditionally more of a procession that goes from the Legion event to the Cemetery event. It has limited participants and only lasts a few minutes. Even though the event is short, it

requires manpower to support it and always falls on a holiday. This equals an expensive 1-2 hour event for the police department.

I support the event and think it is important, however, the two events and the 2 locations linked together with a procession makes it more challenging, more dangerous and requires additional manpower. I have safety concerns for these reasons. We now lack the ability to have safe, fun and family focused events in today's world without planning for all the what-ifs we have seen happen across the world.

A transition to another format would be great, but also take away from tradition.

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 29, 2023 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: American Legion Post 166	
Contact Person for Event: Daniel Juday	
Phone Number: (920) 747-0691	Email: IFish920@GMail.com
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: Fort Atkinson Memorial Day Parade	
Event Date: 29 May 23 (Monday)	
Event Location: American Legion Post 166 to Evergreen Cemetery	
Estimated Number of Attendees: 1000	Hours of Event: 1000-1200
<p>Check all applicable boxes:</p> <p><input type="checkbox"/> I am renting a City Park Attach copy of paid park rental from Parks & Recreation (920) 563-7781.</p> <p><input type="checkbox"/> I will be having music Start and end time of music:</p> <p><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.</p> <p><input type="checkbox"/> I will be selling beer and/or wine* Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760</p> <p><i>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</i></p> <p><input type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.</p>	
<p>By signing, I agree to the following statements:</p> <p>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.</p> <p>Responsible Party Signature: </p> <p style="text-align: right;"><i>Office Use Only</i></p>	
Date Submitted to Clerk:	Date Emailed to Departments:
Department	Comments, Concerns, Action(s) to be taken
<input type="checkbox"/> Clerk/Treasurer	
<input type="checkbox"/> EMS - Ryan Brothers Ambulance	
<input type="checkbox"/> Engineer and Building Inspection	
<input type="checkbox"/> Electrician	
<input type="checkbox"/> Fire and Rescue Department	
<input type="checkbox"/> Library and Museum	
<input type="checkbox"/> Parks & Recreation	
<input type="checkbox"/> Police Department	
<input type="checkbox"/> Public Works Department	
<input type="checkbox"/> Wastewater and Water Utility	
Date Reported to City Council (if necessary):	
Comments, Contingencies, Findings:	

American Legion Post 166
Memorial Day Committee
Daniel Juday, Secretary

W4887 State Rd 106
FORT ATKINSON, WI. 53538

February 6, 2023

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 29th, 2023 at 10 AM for the purpose of honoring service members who have given the ultimate sacrifice in defense of our country. The parade/procession 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 participate in the Memorial Day Parade. Transportation will be provided to the cemetery for the honor event and back to the American Legion Dugout upon completion. We would ask that all who wish to participate, please show at the Legion Dugout at no later than 9:45 am on that day. Contact parade vehicle marshal Bill Imstrand(also VFW Commander) upon arrival.

Respectfully,



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



**Paul Frank Florine American Legion Post 166
Fort Atkinson, WI**

6 Feb 2023

Fort Atkinson Police Department
101 S. Water Street W
Fort Atkinson, WI. 53538

Chief Bump,


On behalf of the Fort Atkinson Memorial Day Committee, I would like to request a lead and trail escort for this years' Memorial Day parade on May 29th, 2023.

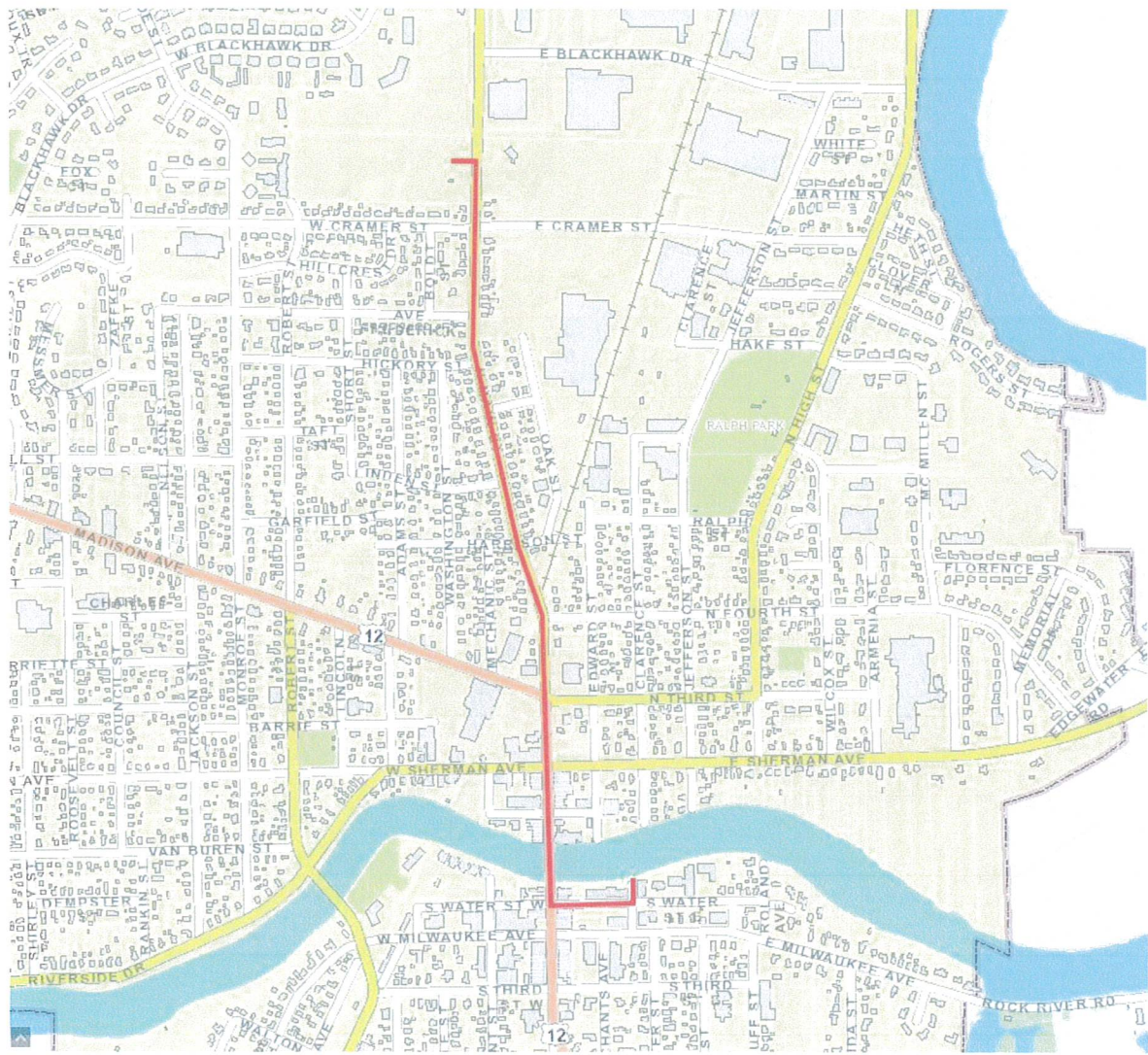
The parade route will be begin at the Legion Dugout(201 S. Water Street Fort Atkinson) proceeding down Main Street heading north to the Evergreen cemetery. The parade will start at approximately 10:15 AM after the Marine Service at the American Legion.

We would also like you to be our guest for our Legion breakfast. The breakfast will be from 6:30am until 10:00am. You will be on the guest list so please let the ticket taker know who you are. If you have any questions, please feel free to contact me.

Please contact me as soon as possible with your response as I am trying to get the day organized. Thank you.

Respectfully,


Daniel Juday, MSgt, USAF (Ret)
Memorial Day Secretary
American Legion Post 166
Fort Atkinson, WI
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 7, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event: FA Summer Charity Concerts

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: FA Summer Charity Concerts

Date: Wednesdays: June 14, June 28, July 12, July 26, August 9, and August 23, 2023

Location: Barrie Park

Contact Person: Megan Hartwick

Hours of Event: 6:30 pm to 8:30 pm

Estimated Number of Attendees: 300+

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 FA Summer Charity Concerts in Barrie Park on Wednesday June 14, June 28, July 12, July 26, August 9, and August 23, 2023.

ATTACHMENTS

Special Event Application

Name of Business/Group Organizing Event: Fort Atkinson Kiwanis Club	
Contact Person for Event: Megan Hartwick	
Phone Number: 920-728-6061	Email: megankhartwick@gmail.com
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: FA Summer Charity Concerts	
Event Date: June 14, June 28, July 12, July 26, August 9, August 23	
Event Location: Barrie Park	
Estimated Number of Attendees: 300 /concert	Hours of Event: 6:30 - 8:30pm
<p>Check all applicable boxes:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" 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* </div> <div style="width: 50%;"> <p>Attach copy of paid park rental from Parks & Recreation (920) 563-7781.</p> <p>Start and end time of music: 6:30 - 8:30pm</p> <p>Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.</p> <p>Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760</p> <p><i>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</i></p> </div> </div> <input type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.	
<p>By signing, I agree to the following statements:</p> <p>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.</p> <p>Responsible Party Signature: </p>	

Office Use Only

Date Submitted to Clerk:

Date Emailed to Departments:

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

FA Summer Charity Concerts

2023 Sponsorship Opportunity



Sponsorships slots are available for the six FREE concerts at the bandshell this summer! The funds raised this year will continue to support the Lend a Hand program at BASE Fort Atkinson, our Kiwanis scholarship fund, and other community engagement initiatives. Since 2013, the charity concerts have donated a total of \$85,528 to these efforts!

Gold Sponsor - \$1,000 (5 available)

- Logo on Main Street banner
- Logo on bandshell banner
- Logo on Robert Street banner
- Logo on concert posters
- Facebook post mentions
- Media press releases
- Announcement at concerts

Silver Sponsor - \$750 (5 available)

- Logo on bandshell banner
- Logo on Robert Street banner
- Logo on concert posters
- Facebook post mentions
- Media press releases
- Announcement at concerts

Bronze Sponsor - \$500 (10 available)

- Logo on Robert Street banner
- Logo on concert posters
- Facebook post mentions
- Media press releases
- Announcement at concerts

2023 Concert Details:

6:30-8:30pm

Barrie Park Bandshell

June 14th: 7000apart

June 28th: Altar Boy Picnic & Katie Scullin

July 12th: Driftless

July 26th: Fort Night Band

August 9th: John Masino Band

August 23rd: Matthew James & The Ramble

Please make sponsorship checks payable to "Kiwanis Club of Fort Atkinson" and note "charity concerts" in the memo

Mail to:

Kiwanis Club of Fort Atkinson

Attn: Megan Hartwick

P.O. Box 27

Fort Atkinson, WI 53538

"Like" our Facebook page - @FASummerCharityConcerts