



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, APRIL 18, 2023 – 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 – 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 April 6, 2023 regular City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to the **minutes of the April 11, 2023 regular Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to **building, plumbing, and electrical permit report for March 2023** (Draeger, Building Inspector)
- d. Review and possible action relating to the City Clerk-issued **License and Permit Report for March 2023** (Ebbert, Clerk/Treasurer/Finance Director)
- e. **City Sewer, Water, and Stormwater Utility Financial Statements** as of March 31, 2023 (Ebbert, Clerk/Treasurer/Finance Director)
- f. Review and possible action relating to **Temporary “Class B” Retailer’s Licenses** for the Rotary Club of Fort Atkinson event An Evening in the Garden June 29 (beer) and August 2 (wine) (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action relating to a **Special Event: BSA Troop 333 Battle of Wisconsin Heights Overnight Outing at Fort Koshkonong at Rock River Park** April 28, 2023 at 6 p.m. to April 29, 2023 at 10 a.m. (Ebbert, Clerk/Treasurer/Finance Director)
- h. Review and possible action relating to a **Special Event: Badgerland After School Enrichment Program Wings and Wheels Fly-in Breakfast**, Fort Atkinson Municipal Airport, June 11, 2023, 8 a.m. to 12 p.m. (Ebbert, Clerk/Treasurer/Finance Director)
- i. Review and possible action relating to a **Special Event: Tour da Goose** rest stop located at Mechanic St. parking lot and Glacial River Trail, Saturday, June 24, 2023, 8 a.m. to 2:30 p.m. (Ebbert, Clerk/Treasurer/Finance Director)
- j. Review and possible action relating to a Special Event: **Special Event: Badgerland After School Enrichment Program Duck Race & Day for Kids** located at Lorman Bicentennial Park and Milwaukee Ave. W., Saturday, August 26, 2023, 11 a.m. to 2 p.m. (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications

- a. Review and possible action relating to proclamation recognizing **National Library Week April 23-29, 2023** (Houseman, City Manager)
- b. Review and possible action relating to proclamation recognizing the **54th Annual Professional Municipal Clerks Week** (Houseman, City Manager)
- c. Review and possible action relating to proclamation recognizing **April as Fair Housing Month** in the City of Fort Atkinson (Houseman, City Manager)
- d. Review and possible action relating to proclamation recognizing **April 28, 2023 as Arbor Day** in the City of Fort Atkinson (Williamson, Public Works Superintendent)
- e. Review and possible action relating to a **proclamation recognizing Council President Christopher Scherer** (Houseman, City Manager)
- f. Review and possible action relating to a **proclamation recognizing Council Member Megan Hartwick** (Houseman, City Manager)

7. Resolutions and Ordinances:

- a. Review and possible action relating to a **Resolution authorizing the execution of a cost share grant** from the Department of Natural Resources for the purpose of funding a multi-purpose shelter building at the Bark River Nature Park (Franseen, Parks and Recreation Director)

8. Reports of Officers, Boards, and Committees:

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

9. Unfinished Business

- a. Review and possible action relating to proposals from consultants for the development of a **Park Impact Fee Analysis** (Franseen, Parks and Recreation Director)
- b. Review and possible action relating to a **three-lot Certified Survey Map** for CBF Investments, LLC, for the property located at 1504 and 1530 Madison Avenue (Selle, Director of Public Works)

10. 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)

11. The 2022-2023 City Council will adjourn – Sine Die

12. The City Clerk will administer the **Oath of Office** to newly elected Council members (Ebbert, Clerk/Treasurer/Finance Director)

13. Call to order the first meeting of the 2023-2024 City Council Atkinson (Houseman, City Manager)

14. Acknowledgement of receipt of **resignation letter from Council Member Megan Hartwick** (Houseman, City Manager)

15. Roll Call

16. Election of the President of the City Council for the term of April 18, 2023 – April 16, 2024 (Houseman, City Manager)

17. Review and possible confirmation of the City Manager's appointment of Eric Schultz to serve as the Council Representative on the **Plan Commission** (Houseman, City Manager)

18. Review and possible action to designate the **Daily Jefferson County Union as the Official City Newspaper** for purposes of publishing required legal notices (Ebbert, Clerk/Treasurer/Finance Director)
19. Review and possible action relating to a **Resolution authorizing the vacant City Council Position to be filled** (Houseman, City Manager)
20. **New Business:**
- a. Review and possible action relating to the **purchase of a lawn mower** for the Wastewater Treatment Facility at a cost not to exceed \$13,883 (Christensen, Wastewater Superintendent)
 - b. Review and possible action on the purchase of an **ABI Force Laser Grading Machine and attachments** for the Parks and Recreation Department at a cost not to exceed \$48,160 (Franseen, Parks and Recreation Director)
21. **Miscellaneous – None**
22. **Adjournment**

Date Posted: April 14, 2023

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

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

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
THURSDAY, APRIL 6, 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 Attorney, City Clerk/Treasurer, City Engineer, Police Chief, Library Director, Building Inspector, Public Works Superintendent and Park & Recreation Director.

3. PUBLIC HEARING – NONE

4. PUBLIC COMMENT:

Ann Engelman, 428 Sherman Avenue E – Ann shared poetry by Lorine Niedecker.

5. CONSENT AGENDA:

a) Review and possible action relating to the minutes of the March 21, 2023 regular Fort Atkinson City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)

b) Review and possible action relating to Temporary Class "B" and Temporary "Class B" Retailer's Licenses for Fort Atkinson Area Chamber of Commerce, River Rhapsody, Saturday, August 26, 2023 (Ebbert, Clerk/Treasurer/Finance Director)

c) Review and possible action relating to Temporary Class "B" retailer's Licenses for Easton's Cause (Ebbert, Clerk/Treasurer/Finance Director)

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

6. PETITIONS, REQUESTS, AND COMMUNICATIONS:

a) Proclamation recognizing National Public Safety Telecommunicators Week (Bump, Police Chief)

Cm. Becker moved, seconded by Cm. Schultz to approve the proclamation recognizing National Public Safety Telecommunicators Week in the City of Fort Atkinson. Motion carried.

b) Presentation relating to the Police Department K-9 Program (Bump, Police Chief)

Chief Bump shared a presentation on the K-9 program history and benefits of reintroducing the program to the Community. No action required.

c) Annual Stormwater Report and Presentation (Selle, Director of Public Works)

Engineer Selle provided the annual report on activities and accomplishments pertaining to our Phase II MS4 Permit pursuant to the management of stormwater within the municipal boundaries of Fort Atkinson. The Report covers the City's activities in seven critical areas:

- Public Education and Outreach.
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination.
- Construction Site Pollution Control.
- Post-construction Stormwater Management.
- Pollution Prevention.
- Storm Sewer Mapping.

No action required.

7. RESOLUTIONS AND ORDINANCES

a) Review and Possible action on a resolution declaring Official Intent to Reimburse Expenditures relating to the Public Works Operations Facility and Other Road Construction Projects from Proceeds of Borrowing (LeMire, City Manager)

Manager LeMire discussed the Council action at the January 3, 2023 City Council meeting. The Council approved the purchase of parcels adjacent to the current Public Works Operations facility at 700 James Place. The purchase of these parcels will be completed later in April in order to accommodate the construction of a new Public Works Operations facility planned in 2024 on site (with the additional purchased land). At the February 23, 2023 City Council meeting, the Council approved a proposal from Angus Young Architects for the design of the new Public Works Operations facility. Staff recommended that funding from the General Fund fund balance be used for the upfront cost and that the City reimburse itself through proceeds from a future borrowing. LeMire continued, the City intends to borrow funds for the public infrastructure costs associated with the Banker Road development and other infrastructure improvements in the area. Some project costs relating to the infrastructure may need to be expended prior to the receipt of the proceeds of the bonds. The revenue source to pay back the bonds for the infrastructure project will be from Tax Increment District #9 (not the general tax levy).

Cm. Becker moved, seconded by Cm. Johnson to approve a resolution declaring Official Intent to Reimburse Expenditures relating to the Public Works Operations Facility and Other Road Construction Projects from Proceeds of Borrowing. Motion carried.

b) Second Reading of a proposed Ordinance to amend the Official Zoning Map of the City of Fort Atkinson, Wisconsin, for the property located at 1310 and 1320 Campus Drive from RS-2, Single-family Residential District, to PUD, Planned Unit Development District (Selle, City Engineer/Director of Public Works)

Engineer Selle introduced the second reading of the Ordinance for a planned development of 2 large apartment buildings.

Cm. Hartwick moved, seconded by Cm. Schultz to suspend the rules and waive the third reading of the ordinance to amend the Official Zoning Map of the City of Fort Atkinson, Wisconsin. Motion carried.

Cm. Hartwick moved, seconded by Cm. Johnson to adopt the Ordinance amending the Official Zoning Map of the City of Fort Atkinson to change the zoning of the property located at 1310 and 1320 Campus Drive from RS-2, Single-family Residential District, to PUD, Planned Unit Development District. Motion carried.

8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

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

No action required.

9. UNFINISHED BUSINESS – NONE

10. NEW BUSINESS:

a) Review and possible action relating to the purchase of Police Department Canine, training, and related equipment (Bump, Police Chief)

Chief Bump discussed the fundraising and donations that will fund the K-9 Unit. Along with the donations, additional funds will be available within the Police Department Budget and the Fort Atkinson Community Foundation that will allow for the purchase of another Police Canine and associated equipment. These funds were raised and saved with the purpose of future retention of a canine and K-9 program into the future. Based upon onsite visits, research and recommendations from active handlers and agencies, our agency is still committed to Jessiffany Kennel. Staff feels this K9 service provides the best match for the needs of the department and community. Jessiffany Canine Services LLC. Jessiffany is a Wisconsin based Kennel out of Iron Ridge, WI that specializes in Police Dogs. The Purchase package includes the dog, 4 weeks of training with the handler, Continued Maintenance training and dual certification rating through the kennel and American Police Canine Association. This purchase also brings with it a warranty and guarantee as an added protection on the investment.

Bump added that the purchase price for the canine and handler/dog specific training is quoted at \$15,000. The \$15,000 to cover this purchase is within the Police Department Donations Outlay Account. These funds were made possible by a private citizen donation specific to the purchase of our next canine with the understanding it will be purchased in 2023. The purchase of K-9 specific equipment and the transition and installation of the equipment into an agency squad is quoted at \$10,561.89. These funds would be submitted for reimbursement through the Fort Atkinson Community Foundation with funds requested from the K9 account. This account currently has a balance in excess of \$35,000.00.

Cm. Schultz moved, seconded by Cm. Johnson to approve the purchase of a Police Department canine and training from Jessiffany Canine Services, LLC, for \$15,000, and the necessary and related equipment from 10-33 Vehicle Services, LLC, for \$10,561.89 using donated and Community Foundation funds. Motion carried.

b) Review and possible action to authorize the City Manager to enter into a contract for Surveying Services with Ayers and Associates (Williamson, Superintendent of Public Works)

Superintendent Williamson stated that on March 28, 2023, the City of Fort Atkinson entered into a contract for the design of a new Public Works Facility Campus with Angus Young Architects. The design process to redevelop the existing facility campus, at 700 James Place, will require the need for survey data collection and base map preparation of the existing campus land and the adjacent lands currently under a purchase agreement between Nasco and the City. In addition to the data required to properly redevelop the existing facility campus, the Department will need to provide a Land Title Survey to properly close the sale of the Nasco lands, currently under contract, by the anticipated April 28th deadline.

Williamson stated the Department plans to utilize the existing General Fund, Fund Balance, to pay for the survey contact items and anticipate reimbursement of these funds through the Capital Borrowing required to complete the entire Public Works Campus redevelopment project in 2024. This expenditure will be included as part of the overall building construction expenditures.

Cm. Schultz moved, seconded by Cm. Johnson to authorize the City Manager to enter into a contract for Surveying Services with Ayers and Associates for an amount not to exceed \$9,500 to be reimbursed to the General Fund through proceeds of borrowing. Motion carried.

c) Review and possible action related to the 2023 Citywide network server upgrades (Ebbert, Clerk/Treasurer/Finance Director)

Clerk Ebbert refreshed the Council on the upgrade that occurred in December 2014. The City Council approved a server replacement for the then expiring 2003 Small Business Server. At that time, a major improvement was made to the system working with Ignatek, the City's IT Partner, by adding new servers and building a secure, stable network that has existed since project completion in the spring of 2015. Several servers have been added since to accommodate various needs amongst the Departments including enhanced security, migration to Microsoft 365 and maximizing aging equipment to extend its life span. Recently Staff learned that Microsoft will be terminating support on all 2012 servers, our current servers. While this creates a challenge to update the City's network, it creates multiple opportunities to update the entire City's network into a small enterprise network where all assets will be hosted at the Police Department in a secure, locked facility. This project will create a unified network for easier management, more secure and reliable infrastructure in a central location with a consistent, stable backup. The new equipment will allow for more efficient upgrades in the future and aid in consistent budgeting.

Each phase requires persistent time management and planning. Many of the steps will be done in specific order with testing occurring every step along the way. If approved by Council on April 6th, Ignatek will begin scheduling the technicians to start phase 1 in April with focus on completion of Phase 4 by end of September.

The 2022 Adopted Budget included \$6,000 in the CIP for server upgrades within the Clerk/Treasurer Department, \$6,000 in the Water Fund and \$6,000 in the Wastewater Fund. These funds were unspent in 2022 and therefore the funds are in the Unassigned Fund Balance in Fund 16. The 2023 Adopted Budget includes \$10,000 for upgrades to the Police Department servers and equipment. Collectively, this establishes \$28,000 towards the upgrades.

In addition to these budgeted funds, staff recommends that ARPA (American Rescue Plan Act) funds be used for the remaining \$79,815.23. The ARPA fund represents one-time funding from the federal government that must be allocated by the end of 2024 and spent before the end of 2026. Per the 2022 year-end financial statements presented at the March 21st Council meeting, there is \$1,011,726 remaining in this account (unaudited) to date however there are other expenditures that may be funded by ARPA in 2023.

Cm. Schultz moved, seconded by Cm. Becker to approve the four phases of the 2023 Citywide network server upgrade project as proposed by Ignatek for a total of \$107,815.23, using budgeted server replacement funds and American Rescue Plan Act funds as described in the staff report. 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. ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Becker to adjourn. Meeting adjourned at 8:15 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

**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, APRIL 11, 2023 – 4:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

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

2. ROLL CALL

Present: Manager Houseman, Engineer Selle, Council Rep Schultz, Commissioners: Highfield, Lescohier, Kessenich and Gray. Also present: City Clerk/Treasurer and City Attorney.

**3. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE MARCH 14, 2023
REGULAR PLAN COMMISSION MEETING**

Highfield moved, seconded by Gray to approve the minutes from the March 14, 2023 Plan Commission meeting as submitted. Motion carried.

**4. REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO
RESOLUTION FOR GRANT APPLICATION SUBMISSION TO THE WISCONSIN DEPARTMENT
OF NATURAL RESOURCES FOR A BARK RIVER PARK PROJECT SUPPORTED BY THE
COMPREHENSIVE OUTDOOR RECREATION PLAN (FRANSEEN)**

Director Franseen discussed how the City is eligible to apply for a grant from the Wisconsin Department of Natural Resources (DNR) through the Land and Water Conservation Fund (LWCF) for a project supported by the 2023-2028 Comprehensive Outdoor Recreation Plan (CORP), which was adopted by the City Council on February 7, 2023. As per the grant requirements, the CORP must support the project being requested for grant funding, and in this case, it does. Therefore, the City is eligible to apply for the LWCF grant for the proposed project, which requires a 50% match.

Franseen continued that staff has been working with the Friends of Haumerson's Pond to plan out a potential storage/concession building to support the operations at Bark River Nature Park (Haumerson's Pond). This project is supported through the CORP and the City's Comprehensive Plan. The proposed building would measure approximately 26'x44' and would provide essential storage space for many items needed to run the operations at the park, including snow removal equipment, hockey equipment, donated skates, items for two large events, ten tables, fifty-five chairs, church pews, rubber mats, three panels of chain link security fence for flood openings, and small hand tools.

Franseen shared that on April 26, 2022 the Friends of Haumerson's Pond was awarded a matching challenge grant through the Fort Atkinson Community Foundation of \$45,000 to help

build a storage/concession building for use at Haumerson's Pond. If the project is approved by Plan Commission and City Council, Friends of Haumerson's Pond will first need to raise \$45,000 in matching funds before becoming eligible to receive the Foundation's grant. The City would like to support this project by applying for an eligible grant to decrease the amount of fundraised dollars needed by the Friends group. If the City is not awarded the grant, the Friends group is still committed to the proposed storage/concessions building and will move forward with fundraising for the matching funds from the Community Foundation.

Schultz moved, seconded by Lescohier to recommend the City Council adopt the Resolution authorizing the execution of a Cost Share Grant with the Wisconsin Department of Natural Resources for the purpose of funding a multi-purpose shelter building at the Bark River Nature Park. Motion carried.

5. REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO A THREE-LOT CERTIFIED SURVEY MAP FOR CBF INVESTMENT, LLC, FOR THE PROPERTY LOCATED AT 1504 AND 1530 MADISON AVENUE (CSM-2023-02) (SELLE)

Engineer Selle presented the CSM submitted from the property owner who would like to redraw the current parcel boundaries creating a 3-Lot CSM, consisting of the current Goodwill Building, Fort Healthcare Building, and a vacant parking area to the west of the Goodwill parcel. Staff have reviewed the preliminary CSM at length and spent months with the parcel owners involved to affect an outcome to the end of Doris Drive that was in the best interest of the long term development in this area. The result is an agreement with Fort Healthcare, eventual owners of the parcel, that will close access to the Lexington Drive and make improvements to the end of Doris Dr to functionally terminate it near its current location. The parcels all require cross access agreements that have been in place for some time and require renewal with this division. All parties have agreed verbally to the changes. The City required dedication of additional land on the end of Doris Dr and an easement for a private storm sewer line running immediately in front of the east side of the Goodwill building, a relic from a time when Doris Dr was expected to continue further east.

Staff recommends that the Plan Commission recommend the City Council approve this preliminary Certified Survey Map with the following conditions:

- A signed acknowledgement by the property owners affected by the closure of the Lexington Ave access
- Review of the Final cross access agreement by the City Attorney
- Removal of the building setback lines on the CSM

Gray moved, seconded by Kessenich to recommend City Council approval of a three-lot Certified Survey Map for the properties located at 1504 and 1530 Madison Avenue subject to the three conditions outlined in the staff report. Motion carried.

6. REVIEW AND POSSIBLE ACTION RELATING TO A SITE PLAN REVIEW FOR FORT HEALTHCARE SOUTH PARKING LOT, FOR THE PROPERTY LOCATED AT 611 SHERMAN AVE. (SPR-2023-07) (SELLE)

Engineer Selle discussed the 9.6 acre site owned by Fort Healthcare that includes the main hospital campus at 611 E. Sherman Avenue. Today, there are multiple on-site surface parking areas, one of which is 78 total spaces at the southeastern corner of the property near the McMillen Street and Sherman Avenue intersection. Access to the surface parking lot is provided via McMillen Street. The proposed project impacts approximately 1.75 acres of the far southeastern portion of the site. This includes a reconfiguration of the parking lot to increase the number of on-site spaces from 78 to 118, move the ADA stalls closer to the front door, and improve on-site circulation. Other components of the Site Plan include a new retaining wall, landscaping, and exterior lighting.

The proposed site improvements include:

- Retaining the existing vehicle ingress/egress access point in its current location off of McMillen Street
- Retaining the existing one-way passenger loading area near the front door
- The removal of a parking lot island (green space) near the door for six new ADA parking stalls
- The addition of two electric vehicle (EV) charging station stalls
- The removal of the divided parking stalls and drive isle to be replaced with double stacked parking stall rows and central drive isle (parking lot islands on the north and south sides of each)
- A new retaining wall on the south end of the parking lot, facing Sherman Avenue
- The addition of new underground storm sewer infrastructure and inlets

City staff recommends approval of the Site Plan, subject to the following conditions:

- Require the access driveway from McMillen Street to be reduced at the right-of-way to 24 feet to meet the maximum width permitted by the Zoning Ordinance (26 feet proposed).
- Require the freestanding light fixtures within the proposed parking area to be reduced to 20 feet in height to meet the maximum height permitted by the Zoning Ordinance (23 feet proposed).
- Require the minimum bicycle parking stalls.
- There will be no stormwater connection in Sherman Ave, only connections to existing catch basins in McMillan St will be allowed.
- Any other recommendations of City staff and the Plan Commission.

Lescohier moved, seconded by Schultz to approve the Site Plan Review for the Fort HealthCare south parking lot project, located at 611 Sherman Avenue, subject to the five conditions outlined in the staff report. Motion carried.

7. **ADJOURNMENT**

Kessenich moved, seconded by Highfield to adjourn. Meeting adjourned at 4:28 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer



Permit Report

03/01/2023 - 03/31/2023

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

3/31/2023	23184	925 Lexington Blvd	Fort Atkinson Joint School	Add/Alter Commercial	Building Alterations/Security Improvements	130,000	\$1,383.60
3/31/2023	23183	310 S Fourth St	Fort Atkinson Joint School	Add/Alter Commercial	Building Alterations/Security Improvements	150,000	\$755.40
3/31/2023	23182	201 Park St	Fort Atkinson Joint School	Add/Alter Commercial	Building Alterations/Security Improvements	125,000	\$589.50
3/29/2023	23166	1000 Madison Ave	LSM Chiropractic	Add/Alter Commercial	Altering Clinic and office space	20,000	\$239.00
3/14/2023	23142	1205 Gerald Ct	Paul Redenius	Add/Alter Commercial	replacing 2 cantilever decks on building 1221 Talcott	5,000	\$63.80
3/13/2023	23138	1521 Ridge Dr	JAS Acquisitions LLC	Add/Alter Commercial	Interior Build Out Of Existing Office Building	10,000	\$584.90
3/3/2023	23119	309 W Rockwell Ave	Redenius Rental Properties	Add/Alter Commercial	altering Bathroom, updating kitchen, adding fire safety measures	5,000	\$129.00
3/1/2023	23113	106 E Blackhawk Dr	US Cellular	Add/Alter Commercial	Verizon to swap out antennas to upgrade equipment	10,000	\$135.00
							\$3,880.20

Group Total: 8

Group: detached garage

3/30/2023	23169	330 Zida St	RUDA RENTALS LLC	detached garage	Build new Detached garage	75,000	\$244.00
							\$244.00

Group Total: 1

Group: Electrical

3/31/2023	23178	1681 Ila St	Nate & Nicole Pfeifer	Electrical	Basement Finishing using rough ins provided by original construction	0	\$55.00
3/30/2023	23171	408 N Fourth St	Bonita Rodriguez	Electrical	2 outlets and 1 wire to new Dishwasher, Installing 5 Cabinets	0	\$41.50
3/29/2023	23167	311 Lucile St	Douglas J Hornickel	Electrical	Kitchen remodel Electric	0	\$43.25
3/28/2023	23163	1000 Madison Ave	Becker Trust	Electrical	Remodel existing office/clinic	0	\$47.75
3/23/2023	23158	1721 Montclair Pl	Roxolid Creations LLC	Electrical	Single family new build electrical	0	\$170.00
3/21/2023	23155	117 Shirley St.	Nancy Lamuro	Electrical	Upgrading service panel, new panel outlet, new bath light and fan circuit	0	\$76.50
3/20/2023	23153	12 Elm St	James Merriman	Electrical	Changed out 20 devices and 5 light fixtures	0	\$50.00
3/20/2023	23150	309 W Rockwell Ave	Redenius Rental Properties	Electrical	Electrical remodel/update of 8 apartments	0	\$265.00
3/13/2023	23139	213 Rockwell Ave	Clifford Sorenson	Electrical	Panel Change	0	\$35.75
3/10/2023	23135	702 Hillcrest	James Debilzen	Electrical	Adding Basement Living Room, Altering two bathrooms on main floor	0	\$15.00
3/8/2023	23129	516 Riverside Dr	Erin Erickson	Electrical	Upstairs bathroom electrical	0	\$37.25
3/7/2023	23125	510 Nadig Court	Rosanna Martinez	Electrical	Install solar electric panels to roof of existing home to be interconnected with home's electrical system. 11 panels at 4.4kW	30,229	\$70.00
3/6/2023	23124	718 W Sherman Ave	Susan Holbach	Electrical	Replace Water Heater	0	\$35.00
3/3/2023	23118	109 Robert St	Lawrence Schell	Electrical	Re-wire whole house	0	\$125.00

3/3/2023	23117	321 Monroe	Andrew Cesar	Electrical	Installing backup generator	12,000	\$80.00
							\$1,147.00

Group Total: 15

Group: Fence

3/30/2023	23174	1713 Montclair Pl	Angela Smith & Jason Steen	Fence	Installing a Privacy fence on side & chained-link fence in back of yard	9,415	\$60.00
3/30/2023	23172		Ryan Schelb	Fence	Putting up a privacy fence along the East and South sides of the backyard	5,000	\$60.00
3/24/2023	23162	413 Edward St.	PETER RAMIREZ	Fence	Fencing for backyard	4,533	\$60.00
3/2/2023	23116	1505 Jamesway	Christopher Parsons	Fence	New fence in backyard	2,500	\$60.00
							\$240.00

Group Total: 4

Group: Fireplace

3/16/2023	23149	403 Maple St	Sandra V Lenz	Fireplace	Installing gas insert into masonry fireplace	8,639	\$70.00
							\$70.00

Group Total: 1

Group: HVAC

3/31/2023	23179	1681 Ila St	Nate & Nicole Pfeifer	HVAC	Basement Finishing using rough ins provided by original construction	0	\$35.00
3/20/2023	23154	631 Short St.	Katie Elmore	HVAC	Replace Furnace and AC	13,723	\$105.00
							\$140.00

Group Total: 2

Group: New Single Family

3/14/2023	23143	1721 Montclair Pl	Roxilid Creations	New Single Family	New Construction single Family	348,000	\$1,217.50
							\$1,217.50

Group Total: 1

Group: Other

3/29/2023	23164	1750 Janesville Ave	Dish Wireless	Other	Collocating on an existing tower at address 1750 Janesville Ave on same parcel of listed property	30,000	\$335.00
3/7/2023	23128	109 Robert St.	Matthew Micheal	Other	Remodel kitchen and bathroom after water damage	15,000	\$85.00
							\$420.00

Group Total: 2

Group: Plumbing

3/31/2023	23180	1681 Ila St	Nate & Nicole Pfeifer	Plumbing	Basement Finishing using rough ins provided by original construction	0	\$53.00
3/30/2023	23170	309 W Rockwell Ave	Redenius Rental Properties	Plumbing	Plumbing remodel/update of 8 apartments	0	\$323.00
3/23/2023	23160	1721 Montclair	Todd Wileman/Roxolid	Plumbing	New house Plumbing	0	\$281.00
3/15/2023	23148	610 Short St	Linda J Anderson	Plumbing	Basement Remodel, add bath	0	\$48.00
3/14/2023	23140	104 E. Blackhawk Dr	Green Bay Packaging	Plumbing	Install Four-Station Hand Sink, Electric Water Cooler, 6 Gallon Electric Water Heater, 1 - Site Drain	0	\$77.00
3/10/2023	23136	702 Hillcrest	James Debilzen	Plumbing	Adding Basement Living Room, Altering two bathrooms on main floor	0	\$30.00
3/9/2023	23133	311 Lucile St	Douglas J Hornickel	Plumbing	Kitchen remodel: Update Plumbing	0	\$41.00
3/9/2023	23131	314 Monroe	Walter Wagner	Plumbing	Tub to shower conversion	0	\$41.00
3/8/2023	23130	1205 Arndt St	Bruce & Betty Gilbertson	Plumbing	Replacing existing tub with a new shower same size and location	800	\$41.00
3/6/2023	23123	718 W Sherman Ave	Susan Holbach	Plumbing	Replace Water Heater	0	\$35.00

3/5/2023	23122	425 W Cramer St	Gary Selje	Plumbing	replace mixer valve and tub to shower conversion	2,500	\$41.00
3/3/2023	23120	516 Riverside Dr	Erin Erickson	Plumbing	2nd floor bathroom, Changing layout, Shower, WC, Lav, Repipe.	0	\$53.00
3/1/2023	23112	1550 Madison Ave	Pizza Hut	Plumbing	Replacing Grease Trap	0	\$35.00
							\$1,099.00

Group Total: 13

Group: Right of Way Opening Permit

3/31/2023	23185	407 JANESVILLE AVE	WE Energies	Right of Way Opening Permit	Replacing Gas Service	0	\$50.00
3/30/2023	23168	300 E Sherman Ave	Restoration Build LLC	Right of Way Opening Permit	Remove old apron and driveway, add new apron and driveway on Jefferson	0	\$50.00
3/23/2023	23161	1721 Montclair Pl	Todd Wileman	Right of Way Opening Permit	Sewer and water lateral	0	\$50.00
3/14/2023	23141	700 Oak St		Right of Way Opening Permit	Drilling	0	\$50.00
3/10/2023	23137	1204 W Cramer St	Christopher Henrichon	Right of Way Opening Permit	Valve Replacement	0	\$50.00
3/1/2023	23114	1117 Maple	Charter Communications	Right of Way Opening Permit	UG Fiber Installation	0	\$50.00
							\$300.00

Group Total: 6

Group: Sign

3/23/2023	23159	615 Madison Ave	Home Backup Systems	Sign	Installation	10,000	\$55.00
3/15/2023	23147	1507 Madison Ave	Gundlach Properties	Sign	New Wall Sign and Group Sign panel	15,000	\$55.00
3/15/2023	23145	91 S Main St	David and Lisa Brill	Sign	Replacement of Existing Sign on North Side of Building	5,000	\$90.00
3/6/2023	23126	1530 Madison Ave	Good Will	Sign	signage replacement on building	15,000	\$255.00

							\$455.00
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Group Total: 4

Group: Single Family Alteration/Addition

3/31/2023	23177	408 N Fourth St	Bonita Rodriguez	Single Family Alteration/Addition	Installing 5 Cabinets in existing kitchen	1,000	\$10.00
3/21/2023	23156	300 E Sherman Ave	Restoration Build LLC	Single Family Alteration/Addition	demo old addition and build new attached garage	45,000	\$263.00
3/10/2023	23134	702 Hillcrest	James Debilzen	Single Family Alteration/Addition	Adding Basement Living Room, Altering two bathrooms on main floor	10,000	\$109.50
3/9/2023	23132	311 Lucille St	Douglas J Hornickel	Single Family Alteration/Addition	Kitchen Remodel: Replace Cabinets, Countertop, Damaged Drywall, Possible Subfloor	3,000	\$45.00
3/7/2023	23127	510 Nadig Court	Rosanna Martinez	Single Family Alteration/Addition	Install solar electric panels to roof of existing home to be interconnected with home's electrical system. 11 panels at 4.4kW	30,229	\$335.00
3/31/2023	23121	1681 Ila St	Nate & Nicole Pfeifer	Single Family Alteration/Addition	Basement Finishing using rough ins provided by original construction	35,000	\$459.00
							\$1,221.50

Group Total: 6

Group: Zoning

3/31/2023	23181	1750 Janesville	Spacesaver Corpgary Shupp	Zoning	additional equipment on existing tower	30,000	\$100.00
3/30/2023	23176	1713 Montclair Pl	Angela Smith & Jason Steen	Zoning	Installing a Privacy fence on side & chained-link fence in back of yard	0	\$25.00
3/30/2023	23175		Ryan Schelb	Zoning	Putting up a privacy fence along the East and South sides of the backyard	5,000	\$25.00
3/30/2023	23173	330 Zida St	RUDA RENTALS LLC	Zoning	Build new Detached garage	0	\$50.00

3/29/2023	23165	413 Edward St.	PETER RAMIREZ	Zoning	Fencing for backyard	0	\$25.00
3/21/2023	23157	300 E Sherman Ave	Restoration Build LLC	Zoning	demo old addition and build new attached garage	45,000	\$50.00
3/15/2023	23146	1721 Montclair Pl	Roxilid Creations	Zoning	New Construction single Family	0	\$100.00
3/2/2023	23115	1505 Jamesway	Christopher Parsons	Zoning	new fence in backyard	2,500	\$25.00
							\$400.00

Group Total: 8

							\$10,834.20
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Total Records: 71

4/12/2023



Jedidiah Draeger
Building Inspector/Zoning Administrator



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

MEMORANDUM

DATE: April 18, 2023

TO: Fort Atkinson City Council

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

RE: Monthly Report of Licenses and Permits Issued by the City Clerk

The following is a list of the Licenses and Permits issued by the City Clerk for the period of March 21st, 2023 through April 18th, 2023 per the City of Fort Atkinson Municipal Code of Ordinances. No action is necessary by City Council, as these licenses and permits have already been issued. This report is for informational purposes only.

BEEKEEPING

None

OPERATOR

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

Applicant	Place of Employment	Recommended Approval by Fort Atkinson Police Department
Daniel Coogle	Kwik Trip #439	Y
Laura Marquardt	Bienfang's Bar	Y
Deanna Carothers	Bienfang's Bar	Y
Randy Meixner	Country Inn & Suites	Y
Christopher Ward	Soups On	Y
Jordon Wills	Brock's River Walk Tavern	Y
Jessica Scott	The Fireside	Y
Kiara Olson	Kwik Trip #439	Y
Michelle Sigmund	Stop n Go #1502	Y
Manjit Singh	Sunny's Quick Mart	Y
Trey Roth	Kwik Trip #439	Y
Aleca Camarena-Straight	Kwik Trip #439	Y
Manjinder Singh	Sunny's Quick Mart	Y
Jagmeet Singh	Sunny's Quick Mart	Y
Hailley Kamppi	Riverstone	Y
Amy Swensen	Riverstone	Y
Zada Givemore	Country Inn & Suites	Y
Debra Satterlee	Kwik Trip #439	Y

Reagan Kalepp	Beauty & The Bean	Y
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MOBILE MERCHANT

None

DOOR-TO-DOOR RESIDENTIAL / DIRECT SELLER

None



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

MEMORANDUM

DATE: April 18, 2023

TO: Fort Atkinson City Council

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

RE: Discussion and possible action relating to Temporary "Class B" Retailer's Licenses for the Rotary Club of Fort Atkinson

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.

DISCUSSION

Organization: Bona Fide Club

Name: Rotary Club of Fort Atkinson

Street Location: Blodgett Garden Center, 1222 Janesville Avenue

Manager of affair: Carla Haubenschild

Premises: Blodgett Garden Center outdoor garden enclosed area

Name of Event: An Evening in the Garden

Date of Event: Thursday June 29, 2023

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

Organization: Bona Fide Club

Name: Rotary Club of Fort Atkinson

Street Location: Blodgett Garden Center, 1222 Janesville Avenue

Manager of affair: Carla Haubenschild

Premises: Blodgett Garden Center outdoor garden enclosed area

Name of Event: An Evening in the Garden

Date of Event: Thursday August 3, 2023

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

FINANCIAL ANALYSIS

There is a \$10.00 license fee per Application for Temporary Retailer's License. Publication is not required for these licenses.

RECOMMENDATION

Staff recommends that the City Council approve of the Temporary Class B Retailer's License to sell beer and wine at the Rotary Club of Fort Atkinson events scheduled for June 29, 2023 and August 3, 2023 at 1222 Janesville Avenue, Blodgett Garden Center outdoor enclosed area contingent upon having licensed operators and purchasing products from a Wisconsin beverage distributor.

ATTACHMENTS

Application for Temporary "Class B" Retailer's Licenses

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: 3/21/2023

☐ 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 See below and ending See below 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 of Fort Atkinson

(b) Address 211 S. Water St, Fort Atkinson, WI

(Street)

☐ Town ☐ Village ☒ City

(c) Date organized 3/1937

(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 Carla Haubenschild, W7898 High Ridge Rd, Fort Atkinson, WI 53538

Vice President Lisa Tuttle-Woods, Fort Atkinson, WI

Secretary Jill Kessenich, Fort Atkinson, WI

Treasurer Margaret Bare, Fort Atkinson, WI

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

Carla Haubenschild, W7898 High Ridge Rd, Fort 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 1222 Janesville Ave, Fort Atkinson, WI 53538

(b) Lot 24-001 Block _____

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

(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 An Evening in the Garden

(b) Dates of event June 29th 2023 (beer) and August 3rd 2023 (wine)

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

[Signature]
(Signature/date)

Officer

(Signature/date)

Date Filed with Clerk

4-10-2023

Date Granted by Council

Rotary Club of Fort Atkinson

(Name of Organization)

Officer

(Signature/date)

Officer

(Signature/date)

Date Reported to Council or Board

4-18-2023

License No. _____



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

MEMORANDUM

DATE: April 18, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event: Boy Scouts of America – Fort Koshkonong Overnight Camp: Battle of Wisconsin Heights Outing

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

Sun Prairie BSA Troop 333

Event: Battle of Wisconsin Heights Outing

Date: April 28th – April 29th 2023

Location: Fort Koshkonong

Contact Person: Karl Siekert; siekertfamily@yahoo.com

Hours of Event: 6:00 pm to 10:00 am

Estimated Number of Attendees: 25

Event information was routed to Departments with no concerns provided. Fort Atkinson Police Department will perform a few additional park patrols past the Fort area for visibility and overnight safety/security.

FINANCIAL ANALYSIS

There is no financial impact to the City of Fort Atkinson for the event. The streets and parking lots of parks are regularly cleared and safely maintained following snow events.

RECOMMENDATION

Staff recommends that City Council approve the Sun Prairie Boy Scout Troop 333: Wisconsin Heights Outing for their event at Fort Koshkonong on April 28th and 29th, 2023.

ATTACHMENTS

Special Event Application and Letter



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: **Sun Prairie BSA Troop 333**

Contact Person for Event: **Karl Siekert**

Phone Number: **608-347-7178**

Email: **SiekertFamily@yahoo.com**

Is the Business/Group Organizing Event: ☐ For profit or

☒ Non-Profit

Special Event Details

Event Name: **Battle of Wisconsin Heights Outing**

Event Date: **4/28/23**

Event Location: **Fort Koshkonong**

Estimated Number of Attendees: **25**

Hours of Event: **6pm 4/28 to 10am 4/29**

Check all applicable boxes:

☐ I am renting a City Park

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

☐ I will be having music

Start and end time of music:

☐ I will be closing a street(s)

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

☐ I will be selling beer and/or wine*

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

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

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

By signing, I agree to the following statements:

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

Responsible Party Signature:

Karl Siekert

Office Use Only

Date Submitted to Clerk:

Date Emailed to Departments:

Department

Comments, Concerns, Action(s) to be taken

☐ Clerk/Treasurer

☐ EMS - Ryan Brothers Ambulance

☐ Engineer and Building Inspection

☐ Electrician

☐ Fire and Rescue Department

☐ Library and Museum

☐ Parks & Recreation

☐ Police Department

☐ Public Works Department

☐ Wastewater and Water Utility

Date Reported to City Council (if necessary):

Comments, Contingencies, Findings:

City of Fort Atkinson
Parks & Recreation Department
Attn: Brooke Franseen
30 N. Water Street W
Fort Atkinson WI 53538

Dear Ms. Franseen:

I am writing to request permission for Sun Prairie Boy Scout Troop 333 to stay overnight in Fort Koshkonong at 1300 Lillian Street on Friday, April 28th 2023. Our hope is to provide an educational experience for about 20 boy scouts and chaperones as we retrace some of the events that led up to the Battle of Wisconsin Heights. This will be a private event, and we'll bring 4-5 vehicles and a small trailer that will be parked in the designated parking area. The troop will rent a port-a-john as well. We would arrive approximately at 6 p.m, set up some tents to sleep in overnight, eat a snack in the evening, wake in the morning, cook a breakfast using some camp stoves, pack up and leave at around 10 a.m. to our next stop. After staying the night in the fort we will be going to Pheasant Branch county park, Chef Blackhawk camped there the night before the battle, for lunch and a hike. From there we are going to camp the night at Indian Lake county park and then on to the battlefield near Roxbury the next morning. We will not start any campfires. During this time, the contact would be: Karl Siekert, who can be reached at (608) 347-7178.

Our troop brought a group of scouts to Fort Koshkonong about 6 years ago and found it to be a valuable experience. We'd love the opportunity to put this on for a new group of scouts this year and look forward to allowing these kids to immerse themselves in history again.

Thank you for considering our request,

Karl Siekert
Troop 333



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

MEMORANDUM

DATE: April 18, 2023

TO: Fort Atkinson City Council

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

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

BACKGROUND

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

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

DISCUSSION

Event: Wings & Wheels Fly-In Breakfast

Date: Sunday, June 11, 2023

Location: Fort Atkinson Municipal Airport, Hwy K

Contact Person: Alicia Norris

Hours of Event: 8:00am-12:00pm

Estimated Number of Attendees: 700-1000

Event information was routed to Departments without any concerns provided.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Special Event for BASE: Wings & Wheels Fly-In Breakfast on Sunday June 11, 2023.

ATTACHMENTS

Special Event Application, Area Map, Event Information



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: <i>Badgerland After School Enrichment Program (BASE)</i>									
Contact Person for Event: <i>Alicia Norris</i>									
Phone Number: <i>920-542-6501</i>	Email: <i>alicia@base-fortatkinson.org</i>								
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit									
Special Event Details									
Event Name: <i>Wings & Wheels Fly-In Breakfast</i>									
Event Date: <i>Sunday, June 11th 2023</i>									
Event Location: <i>Municipal Airport - Chesham</i>									
Estimated Number of Attendees: <i>700-1000</i>	Hours of Event: <i>8am - noon</i>								
<p>Check all applicable boxes:</p> <table style="width: 100%;"><tr><td><input type="checkbox"/> I am renting a City Park</td><td>Attach copy of paid park rental from Parks & Recreation (920) 563-7781.</td></tr><tr><td><input type="checkbox"/> I will be having music</td><td>Start and end time of music:</td></tr><tr><td><input type="checkbox"/> I will be closing a street(s)</td><td>Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.</td></tr><tr><td><input type="checkbox"/> I will be selling beer and/or wine*</td><td>Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760</td></tr></table> <p>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</p> <p><input type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.</p>		<input type="checkbox"/> I am renting a City Park	Attach copy of paid park rental from Parks & Recreation (920) 563-7781.	<input type="checkbox"/> I will be having music	Start and end time of music:	<input type="checkbox"/> I will be closing a street(s)	Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.	<input type="checkbox"/> I will be selling beer and/or wine*	Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760
<input type="checkbox"/> I am renting a City Park	Attach copy of paid park rental from Parks & Recreation (920) 563-7781.								
<input type="checkbox"/> I will be having music	Start and end time of music:								
<input type="checkbox"/> I will be closing a street(s)	Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.								
<input type="checkbox"/> I will be selling beer and/or wine*	Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760								
<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: <i>Alicia Norris</i></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:



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

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



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

MEMORANDUM

DATE: April 18, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event:
Tour da Goose 2023

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.

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Event: Tour da Goose

Date: Saturday, June 24, 2023

Location: Rest Stop in Mechanic St Parking Lot, Glacier River Trail

Contact Person: Dale Oestreich; dale.oest@gmail.com

Hours of Event: 8:00 am to 2:30 pm

Estimated Number of Attendees: 200

Event information was routed to Departments without any concerns provided.

The DPW will drop off six sawhorse barricades, for the groups use, on the north end of the parking lot at Mechanic and Sherman. We would recommend they be installed early enough to prevent parking from area residents. We will also place temporary no parking signs in the 12 stalls on the far north end of the lot, on Friday afternoon, to assist with having the space open for the morning event.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Tour da Goose on July 24, 2023 on the Glacial River Trail and a rest stop in the Mechanic St parking lot.

ATTACHMENTS

Special Event Application and Map.

**CITY OF FORT ATKINSON****Special Event Application**

Fee: \$25.00

Name of Business/Group Organizing Event:	Tour da Goose / Rock River Community Clinic		
Contact Person for Event:	Dale Oestreich		
Phone Number:	920-988-6175	Email:	dale.oestreich@gmail.com
Day of Event Contact Person (if different from above):		Phone:	
		Email:	

Special Event Details

Event Name:	Tour da Goose		
Event Date:	June 24, 2023		
Event Location:	Glacial River Trail with Rest Stop in Mechanic St Parking lot		
Estimated Number of Attendees:	200	Hours of Event:	9:00am to 2pm
Event Setup Time:	8:00am	Event Tear down time:	2:30pm
Event Description:	A charity bike ride to raise money for the Rock River Community Clinic. We will be following the Glacial River Trail through Fort Atkinson with a planned stop at the Mechanic Street Parking lot.		
Goal/Purpose of Event:	Fund Raiser for Rock River Community Clinic		

Attach a map of the event including:	Designated parking areas and available number of spaces*, directional signage for events (i.e. parking guidance), pedestrian street crossing locations, location of any traffic control barricades or personnel to ensure safe coordination of vehicles and pedestrians * If limited parking available, provide proof of permission from neighboring businesses/property to utilize their parking
--------------------------------------	--

Check all applicable boxes:

<input type="checkbox"/> I am renting a City Park	Attach copy of paid park rental from Parks & Recreation 920-397-9910
<input type="checkbox"/> I am renting city equipment	You are responsible for setting up, tearing down, and return of equipment
<input type="checkbox"/> I will be having music	Start Time of Music: _____ End Time of Music: _____
<input checked="" type="checkbox"/> I will be closing a street(s)* portion of a parking lot	Barricades can be provided by Public Works upon request 3 Barricades should be enough * Provide proof of permission from neighboring businesses/properties if street closure impacts daily activity
<input type="checkbox"/> I will be selling beer and/or wine*	Alcohol license and licensed bartender(s) required. Contact City Clerk (920) 397-9901 *Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.
<input checked="" type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.	

By signing, I agree to the following statements:

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

Responsible Party Signature:

Restaurants

Hotels

Museums

Transit

Pharmacies

ATMs

AC Bu

TPF Outdoors

Sherman Ave W

Sherman Ave W

(106)

Mechanic St

Mechanic St

Mechanic St

We'd like this area
in the parking lot
blocked off

Honeycomb Salon

2 Rivers Bicycle
and Outdoor
2 Rivers Bicycle &
Outdoor - Small Tow...

Tavern on Rock
Grill • \$\$

IMOK Karate and
Self-Protection

Fort Atkinson
Park & Recreation

Google

Bike Trail: Tour De Goose

This area of the parking lot
is what we would like blocked off.





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

MEMORANDUM

DATE: April 18, 2023

TO: Fort Atkinson City Council

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

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

BACKGROUND

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

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

DISCUSSION

Event: Duck Race & Day for Kids

Date: Saturday, August 26th, 2023

Location: Fort Atkinson Lorman Bicentennial Park, Milwaukee Ave W

Contact Person: Alicia Norris

Hours of Event: 11:00am-2:00pm

Estimated Number of Attendees: 250-300

Event information was routed to Departments without any concerns provided.

FINANCIAL ANALYSIS

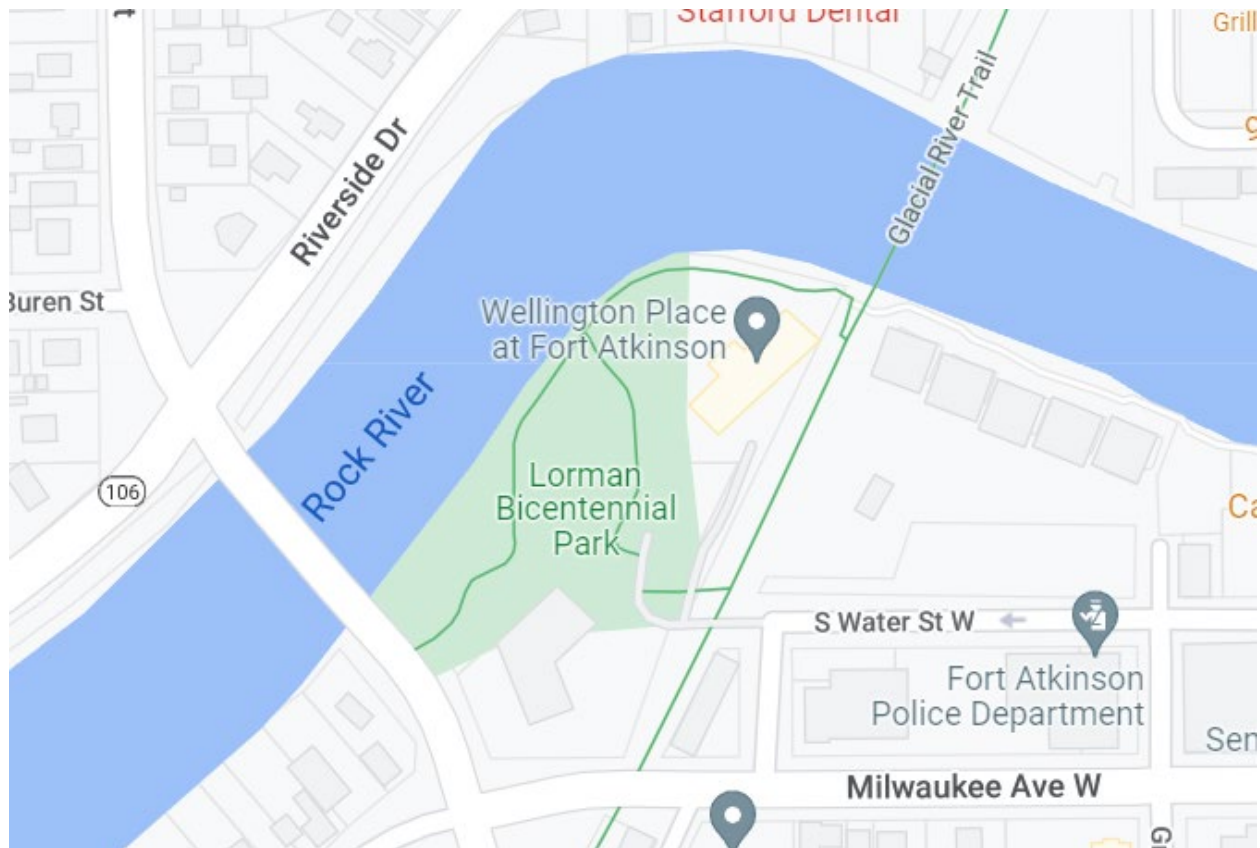
There is no financial impact to the City of Fort Atkinson for the event.

RECOMMENDATION

Staff recommends that City Council approve the Special Event for BASE: Duck Day Race & Day for Kids on Saturday August 26, 2023.

ATTACHMENTS

Special Event Application, Area Map, Event Information





CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: <i>Badgerland After School Enrichment Program (BASE)</i>									
Contact Person for Event: <i>Alicia Norris</i>									
Phone Number: <i>920-542-6501</i>	Email: <i>alicia@baseforatkinson.org</i>								
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit									
Special Event Details									
Event Name: <i>Duck Race & Day for Kids</i>									
Event Date: <i>Saturday, August 26th 2023</i>									
Event Location: <i>Bicentennial Park</i>									
Estimated Number of Attendees: <i>250-300</i>	Hours of Event: <i>11am - 2pm</i>								
<p>Check all applicable boxes:</p> <table border="0" style="width:100%"><tr><td><input checked="" type="checkbox"/> I am renting a City Park</td><td>Attach copy of paid park rental from Parks & Recreation (920) 563-7781.</td></tr><tr><td><input type="checkbox"/> I will be having music</td><td>Start and end time of music:</td></tr><tr><td><input type="checkbox"/> I will be closing a street(s)</td><td>Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.</td></tr><tr><td><input type="checkbox"/> I will be selling beer and/or wine*</td><td>Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760</td></tr></table> <p>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</p> <p><input checked="" type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.</p>		<input checked="" type="checkbox"/> I am renting a City Park	Attach copy of paid park rental from Parks & Recreation (920) 563-7781.	<input type="checkbox"/> I will be having music	Start and end time of music:	<input type="checkbox"/> I will be closing a street(s)	Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.	<input type="checkbox"/> I will be selling beer and/or wine*	Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760
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<input type="checkbox"/> I will be having music	Start and end time of music:								
<input type="checkbox"/> I will be closing a street(s)	Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.								
<input type="checkbox"/> I will be selling beer and/or wine*	Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760								
<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: <i>Alicia Norris</i></p>									

Office Use Only

Date Submitted to Clerk:

Date Emailed to Departments:

Department

Comments, Concerns, Action(s) to be taken

☐ Clerk/Treasurer

☐ EMS - Ryan Brothers Ambulance

☐ Engineer and Building Inspection

☐ Electrician

☐ Fire and Rescue Department

☐ Library and Museum

☐ Parks & Recreation

☐ Police Department

☐ Public Works Department

☐ Wastewater and Water Utility

Date Reported to City Council (if necessary):

Comments, Contingencies, Findings:



BASE

DUCK RACE

&

DAY FOR KIDS



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

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



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

MEMORANDUM

DATE: April 18, 2023

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Proclamation recognizing National Library Week in the City of Fort Atkinson

BACKGROUND

National Library Week, April 23-29, 2023, is an annual celebration highlighting the valuable role libraries and library workers play in transforming the lives of the people in their communities.

DISCUSSION

National Library Week 2023, April 23-29, will be celebrated with the theme "There's More to the Story." Libraries are full of stories in a variety of formats from picture books to large print, audiobooks to ebooks and more. But there's so much more to the story. Libraries of Things lend items like museum passes, games, musical instruments, and tools. Library programming brings communities together for entertainment, education, and connection through book clubs, storytimes, movie nights, crafting classes, and lectures. Library infrastructure advances communities, providing internet and technology access, literacy skills, and support for businesses, job seekers, and entrepreneurs. National Library Week 2023 will be a great time to tell your library's multi-faceted story.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that the City Council President sign the Proclamation and declare April 23-29 as National Library Week in the City of Fort Atkinson.

ATTACHMENTS

Proclamation recognizing National Library Week in the City of Fort Atkinson

**PROCLAMATION RECOGNIZING
NATIONAL LIBRARY WEEK**

WHEREAS, National Library Week is an annual celebration highlighting the valuable role libraries and library workers play in transforming lives and strengthening our communities; and

WHEREAS, the City of Fort Atkinson, Wisconsin, is home to the Dwight Foster Public Library; and

WHEREAS, on October 12, 1883, fourteen women met in the vestry of the Methodist Church in Fort Atkinson; organized a local chapter of the Women's Christian Temperance Union; and held monthly meetings endeavoring to do their part to improve the quality of life in the City of Fort Atkinson; and

WHEREAS, in 1890, Twenty-one ladies pledged to raise \$100 to help fund a new library; and

WHEREAS, on December 7, 1891, Mrs. W. H. Rogers, president of the Women's Christian Temperance Union, acted as chairman and appointed a committee to petition the City Council to ask the voters to appropriate \$500 for a free public library; and

WHEREAS, on January 4, 1892, the City Council voted to authorize an expenditure of \$500 for library purposes, but later the City Council discovered they could not release the funds because there was no money left in the city treasury. The City Council then said that local citizens would have to raise \$500 to match the amount voted by the electorate, and a committee of men was appointed to do so but nothing was done; and

WHEREAS, the women went to work themselves. By May 21, 1892, they had raised \$80 by putting on cost suppers, \$20 by donations and \$400 by pledges they collected. They then deposited the funds in the Citizens State Bank payable to the Businessmen's Association because they had promised to sponsor the library project; and

WHEREAS, the Businessmen's Association and the City Council met as a joint library committee on May 25, 1892. The city agreed to donate the money for equipment and maintenance. Also that year the committee secured a loan of books from the Congregational and Methodist Sunday Schools. Many German books were purchased or donated since many residents could read German but not English; and

WHEREAS, the first Fort Atkinson library was located at 115 S. Main St. at the northeast corner of Main Street and East Milwaukee on the second floor of the Wigdale building (now J M Carpets). On October 6, 1892, Miss Sue Nichols was hired as librarian for \$100 a year and \$10 was appropriated for Miss Cornelia Petit to assist in getting the library started and cataloged; and

WHEREAS, in May 1893, the City Council appointed a nine member library board and maintained a budget of \$350; and

WHEREAS, in 1910 the library moved to the Frank W. Hoard lot at East Milwaukee and Merchants Avenue; and

WHEREAS, in 1912, Henry E. Southwell of Chicago, son-in-law of Dwight Foster, who in 1836 became the City's first settler, offered to give the City \$10,000 for the purchase of a new library building with the only stipulation being it be of good design and named in honor of Dwight Foster; and

WHEREAS, the new library was dedicated October 13, 1916, at a total cost of \$16,695.23; and

WHEREAS, the library continues to be an accessible and inclusive place that fosters a sense of connection and builds community; and

WHEREAS, libraries connect people and technology, providing access to internet, computers and training that is critical for accessing education and employment opportunities; and

WHEREAS, libraries offer opportunities for everyone to connect with new ideas and become their best selves through access to multimedia content, programs and classes in addition to books; and

WHEREAS, today's libraries and their services extend far beyond the four walls of a building and everyone is welcome to use their resources; and

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all; and

WHEREAS, libraries have long served as trusted and treasured institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status.

NOW, THEREFORE, I, Christopher Scherer, as City Council President of the City of Fort Atkinson, do hereby proclaim April 23, 2023-April 29, 2023 as National Library Week in the City of Fort Atkinson, and encourage all residents to spend time at the Dwight Foster Public Library either in person or online.

Proclaimed and signed this 18th day of April in the year 2023.

Christopher Scherer, City Council President

Attest:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 18, 2023

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to a Proclamation Recognizing the 54th Annual Professional Municipal Clerks Week

BACKGROUND

The 54th Professional Municipal Clerks Week will be celebrated April 30-May 6, 2023. It was initiated in 1969 by the International Institute of Municipal Clerks (IIMC) and is endorsed by all of its members throughout the United States, Canada, and 15 other countries.

DISCUSSION

It is important to recognize the contributions of our staff. The City's Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels. The staff in the Clerk's office have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all residents through transparency and accountable government practices. They continually strive to improve through participation in education programs, seminars, workshops, and annually conferences across Wisconsin.

FINANCIAL ANALYSIS

This proclamation is not expected to impact the City financially.

RECOMMENDATION

Staff recommends the Council approve the proclamation recognizing the 54th annual Professional Municipal Clerks Week and recognize the City's Professional Municipal Clerk, Michelle Ebbert, and her staff: Courtney Thom and Lance Lembitz.

ATTACHMENTS

Proclamation recognizing the 54th Annual Professional Municipal Clerks Week

PROCLAMATION
RECOGNIZING THE 54th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

WHEREAS, the office of the Professional Municipal Clerk, a time honored and vital part of local government, exists throughout the world as the oldest profession among public servants; and

WHEREAS, the Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels; and,

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all residents through transparency and accountable government practices; and

WHEREAS, the 1,854 Municipal Clerks and 72 County Clerks contribute to election administration by attending required training and dedicating themselves to providing fair, non-biased, non-partisan, accurate, and responsible elections in Wisconsin; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the responsibilities of the office of the Professional Municipal Clerk through participation in education programs, seminars, workshops, and annual conferences across Wisconsin; and

NOW, THEREFORE, I, Christopher Scherer, City Council President of the City of Fort Atkinson, do here by recognize April 30, 2023 through May 6, 2023 as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Michelle Ebbert, her staff: Courtney Thom and Lance Lembitz, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Proclaimed this 18th day of April, 2023.

CITY OF FORT ATKINSON

Christopher Scherer, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



54th Annual Professional Municipal Clerks Week

April 30 - May 6, 2023

FACT SHEET

Sponsored by the International Institute of Municipal Clerks

Professionalism In Local Government Through Education

PURPOSE

To recognize the vital and appreciated services performed by Municipal and Deputy Clerks in serving the changing needs of their communities.

HISTORY

This year, April 30 through May 6, will be the 54th Annual Professional Municipal Clerks Week, initiated in 1969 by IIMC and is endorsed by all of its members throughout the United States, Canada and 15 other countries. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Professional Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.

TYPICAL RESPONSIBILITIES OF THE MUNICIPAL AND DEPUTY CLERK:

- Maintains the official council minutes, ordinance books and all records and documents.
- Indexes all official actions of council.
- Issues licenses and permits.
- Processes contracts and agreements.
- Keepers of community history and vital records.
- Receives, distributes and files correspondence from citizens and other governmental agencies.
- Administers elections, registration and voting.
- Acts as a key liaison between local government and its citizens.
- Handles significant financial responsibilities including preparation of tax rolls, special assessments and budgets.
- Provides central services such as personnel, purchasing, etc.

IIMC is a professional association of City, Village, Town, Township, Borough and County Clerks, Secretaries and Recorders. IIMC prepares its members to meet the challenges of the diverse role of the Municipal and Deputy Clerk by providing services and continuing professional development opportunities to benefit members and the government entities they serve. Founded in 1947 in French Lick, Indiana, IIMC has 14,700 members throughout the United States, Canada and 15 other countries.



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

MEMORANDUM

DATE: April 18, 2023

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Proclamation recognizing Fair Housing Month in the City of Fort Atkinson

BACKGROUND

The month of April is celebrated as National Fair Housing Month. This year, the United States Department of Housing and Urban Development (HUD) is celebrating the 55th anniversary of the Fair Housing Act. This landmark law was signed into law on April 11, 1968, by President Lyndon B. Johnson. The Fair Housing Act prohibits housing discrimination because of race, color, religion, national origin, sex, disability, and family status. The Act furthers the beliefs advocated by Dr. Martin Luther King, Jr., and the other heroes of the Civil Right Movement.

DISCUSSION

The attached Proclamation declares the City's support for fair housing initiatives and recognizes the benefits of a diverse and inclusive community. The Proclamation further declares April as Fair Housing Month in the City of Fort Atkinson.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that the City Council President sign the Proclamation and declare the month of April 2023 as Fair Housing Month in the City of Fort Atkinson.

ATTACHMENTS

Proclamation recognizing Fair Housing Month in the City of Fort Atkinson; 2023 Fair Housing Poster

**PROCLAMATION
RECOGNIZING FAIR HOUSING MONTH
IN THE CITY OF FORT ATKINSON**

WHEREAS; the Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United State; and

WHEREAS; the Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

WHEREAS; the City of Fort Atkinson is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

WHEREAS; our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

WHEREAS; more than fifty years after the passage of the Fair Housing Act, discrimination persists, and many communities remain segregated; and

WHEREAS; acts of housing discrimination and barriers to equal housing opportunity are repugnant to a common sense of decency and fairness.

NOW, THEREFORE, I, Christopher Scherer, as City Council President of the City of Fort Atkinson, do hereby declare the month of April 2023 as

FAIR HOUSING MONTH

In the City of Fort Atkinson as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of the City of Fort Atkinson.

Proclaimed this 18th day of April in the year 2023.

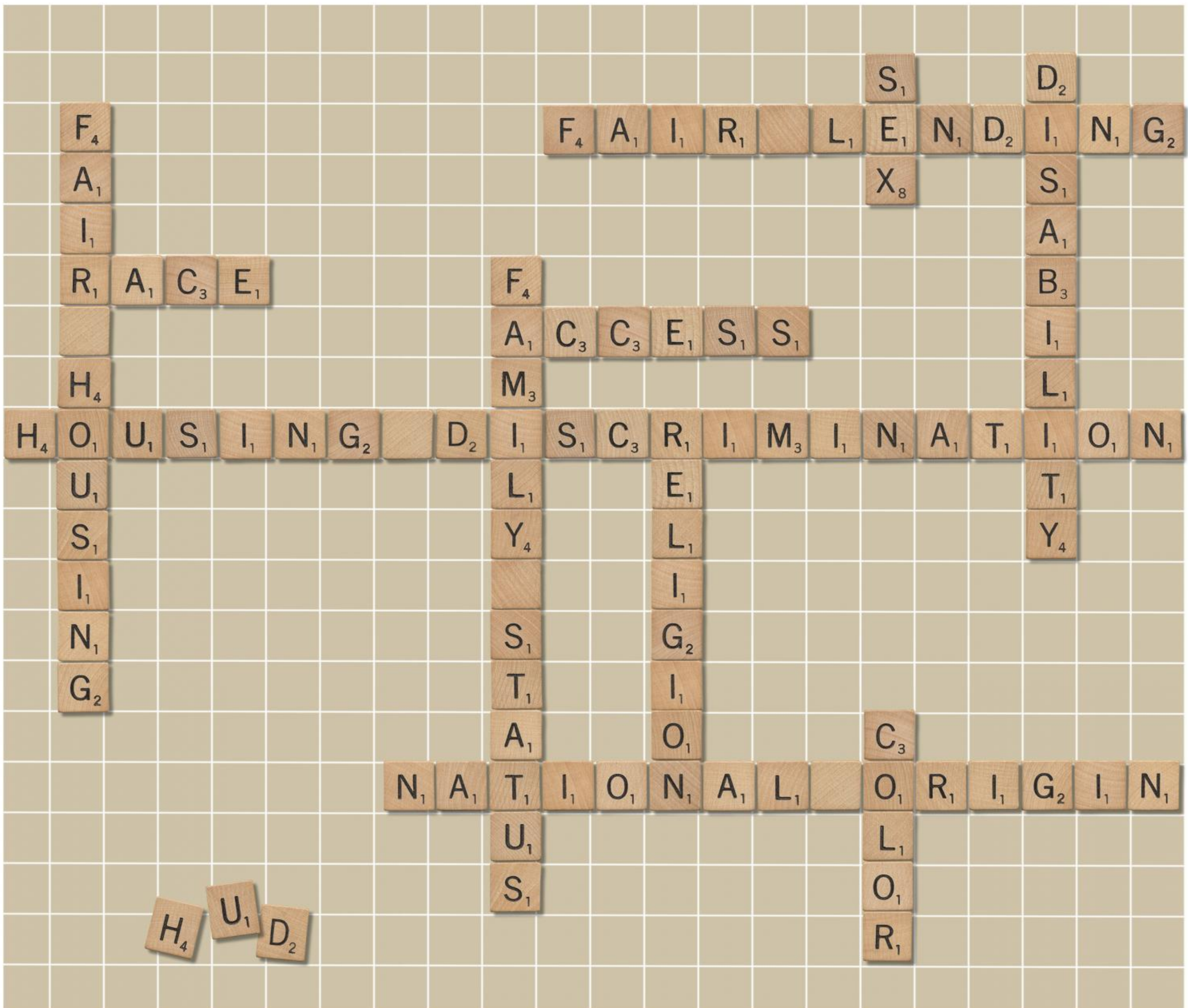
Christopher Scherer, City Council President

Attest:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

Fair Housing:

MORE THAN JUST WORDS



FAIR HOUSING: More than just words on a gameboard, **IT IS THE LAW.**



**KNOW
YOUR
RIGHTS!**

If you feel you have experienced housing discrimination based on race, color, religion, national origin, sex, disability, and family status, contact HUD at **1-800-669-9777** (voice), **1-800-877-8339** (Federal Relay), online at **www.hud.gov/fairhousing**, or your local fair housing organization.



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

MEMORANDUM

DATE: April 18, 2023

TO: Fort Atkinson City Council

FROM: Tom Williamson, Superintendent of Public Works

RE: Review and possible action to Proclaim April 28, 2023 as Arbor Day in the City of Fort Atkinson

BACKGROUND

A condition for the City to be named as a Tree City USA is that each year we must proclaim and observe Arbor Day in the City of Fort Atkinson. The City of Fort Atkinson has been a Tree City USA for 30 years.

DISCUSSION

In 2023, the Arbor Day Foundation has designated National Arbor Day on Friday, April 28th. The Foundation encourages nation-wide celebrations of this event through volunteerism and community events. The City of Fort Atkinson and the Foundation are encouraging many different types of celebrations, including hiking in forests, learning about trees, drawing one's favorite trees, and planting trees. More information on celebrations may be found at <https://celebratearborday.com>.

For this 31st year, the City of Fort Atkinson has continued to invest in maintaining its tree management and tree-planting program meeting the requirements and expectations of the Tree City USA program.



FINANCIAL ANALYSIS

This item is not expected to impact the City financially.

RECOMMENDATION

Staff recommends that the City Council President declare April 28, 2023, as Arbor Day in the City of Fort Atkinson.

ATTACHMENTS

Official Proclamation of the City of Fort Atkinson in Recognition of Arbor Day

**OFFICIAL PROCLAMATION OF THE CITY OF FORT ATKINSON
IN RECOGNITION OF ARBOR DAY**

WHEREAS; in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for planting trees, and

WHEREAS; this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world, and

WHEREAS; trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS; trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS; trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS; trees, wherever they are planted, are a source of joy and spiritual renewal, and

WHEREAS; the City of Fort Atkinson has been recognized as a Tree City USA by the National Arbor Day Foundation for over 30 years and desires to continue its tree-planting practices.

NOW, THEREFORE, I, Christopher Scherer, City Council President of the City of Fort Atkinson, do hereby proclaim Friday, April 28, 2023 as ARBOR DAY in the City of Fort Atkinson, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the wellbeing of this and future generations.

Proclaimed this 18th day of April, 2023.

Christopher Scherer, City Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

**PROCLAMATION
IN APPRECIATION OF PUBLIC SERVICE TO THE CITY OF FORT ATKINSON
FROM CHRISTOPHER SCHERER**

WHEREAS, the City Council of the City of Fort Atkinson would like to recognize and honor Christopher Scherer for four years of loyal service to the citizens of the City of Fort Atkinson; and

WHEREAS, Mr. Scherer served two terms on the Fort Atkinson City Council, from 2019-2021 and 2021-2023; and

WHEREAS, Mr. Scherer has devoted many hours to the citizens of the City of Fort Atkinson while serving in his capacity as a council member and City Council president; and,

WHEREAS, Mr. Scherer's attention to detail, thoughtful questions and knowledge of the City of Fort Atkinson have had a lasting impact on City staff and citizens; and

WHEREAS, during his time on the City Council Mr. Scherer has been a member of the Ambulance Advisory Committee, Airport Committee, Finance Committee, Historical Society Board, License Committee, Ordinance Committee, Public Works Committee and Board of Zoning Appeals; and

WHEREAS, Mr. Scherer served two terms as the City Council President, elected from his peers on the Council, from 2021-2022 and from 2022-2023; and

WHEREAS, some of Mr. Scherer's major accomplishments on the City Council include adopting the Comprehensive Plan, hiring a new City Manager, annexing new land for commercial and residential growth and development, passage of the City's Public Safety Referendum, and the creation of two new Tax Incremental Financing Districts.

NOW, THEREFORE, BE IT PROCLAIMED, on behalf of the City Council, City Staff, and all Residents, that the City of Fort Atkinson does hereby recognize the dedicated public service of Christopher Scherer and extends their best wishes in his future endeavors.

Proclaimed this 18th day of April, 2023.

CITY OF FORT ATKINSON

Rebecca Houseman, City Manager

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

**PROCLAMATION
IN APPRECIATION OF PUBLIC SERVICE TO THE CITY OF FORT ATKINSON
FROM MEGAN HARTWICK**

WHEREAS, the City Council of the City of Fort Atkinson would like to recognize and honor Megan Hartwick for two years of loyal service to the citizens of the City of Fort Atkinson; and

WHEREAS, Ms. Hartwick served one term on the Fort Atkinson City Council, from 2021-2023; and

WHEREAS, Ms. Hartwick has devoted many hours to the citizens of the City of Fort Atkinson while serving in her capacity as a council member; and

WHEREAS, Ms. Hartwick's attention to detail, thoughtful questions and knowledge of the City of Fort Atkinson have had a lasting impact on City staff and citizens; and

WHEREAS, during her time on the City Council Ms. Hartwick has been a member of the Ambulance Advisory Committee, Finance Committee, Historical Society Board, Library Board, License Committee, Public Works Committee and Tourism Commission; and

WHEREAS, some of Ms. Hartwick's major accomplishments on the City Council include annexing new land for commercial and residential growth and development, passage of the City's Public Safety Referendum, and the creation of two new Tax Incremental Financing Districts.

NOW, THEREFORE, BE IT PROCLAIMED, on behalf of the City Council, City Staff, and all Residents, that the City of Fort Atkinson, does hereby recognize the dedicated public service of Megan Hartwick and extends their best wishes in her future endeavors.

Proclaimed this 18th day of April, 2023.

CITY OF FORT ATKINSON

Rebecca Houseman, City Manager

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 18, 2023

TO: Fort Atkinson City Council

FROM: Brooke Franseen, Parks and Recreation Director

RE: Review and possible action relating to a Resolution authorizing the execution of a cost share grant from the Department of Natural Resources for the purpose of funding a multi-purpose shelter building at the Bark River Nature Park

BACKGROUND

The City is eligible to apply for a grant from the Wisconsin Department of Natural Resources (DNR) through the Land and Water Conservation Fund (LWCF) for a project supported by the 2023-2028 Comprehensive Outdoor Recreation Plan (CORP), adopted by the City Council on February 7, 2023. The eligible grants require a 50% match.

The DNR requires the City to pass a resolution authorizing the submission of the grant application to move forward with the grant application process. The resolution provides the DNR with an official approval of the project and the governing board's commitment of funding to complete the project.

DISCUSSION

The proposed project, a storage/concession building at Haumerson's Pond (Bark River Nature Park), is supported by the CORP and the City's Comprehensive Plan. The building would measure approximately 26'x44', provide essential storage space for park operations, and offer a shelter overhang of approximately 16'x20' with a concessions window for skate rentals, event donations, and a proposed wood fire pizza oven.

Once funding has been identified, the exact site plan information will come to Plan Commission and City Council for further review and approval through the Public Monument/Building Review process.

The Plan Commission reviewed this request and resolution at the meeting on April 11, 2023. After discussion, the Plan Commission unanimously recommended that the City Council adopt the Resolution authorizing the execution of a Cost Share Grant from the DNR for the purpose of funding a multi-purpose shelter building at Bark River Nature Park.

FINANCIAL ANALYSIS

Initially, the Friends of Haumerson's Pond requested to build an enhanced garage to include minor heating with a budget of \$90,000. The Friends group secured a matching challenge grant through the Fort Atkinson Community Foundation of \$45,000 and planned to fundraise for the remaining \$45,000.

After discussions with City staff, staff requested the garage to be stubbed with water and sewer to plan for the future. Stubbing the garage with water and sewer opened more opportunities adding the concessions window and a small kitchen. The additional amenities will make the current shelter more attractive for rentals.

City staff and the Friends group are actively updating cost estimates for the project. City staff will have the final budget numbers prior to applying for the DNR grant. City staff and the Friends group intend to provide labor for portions of the project to defray the costs.

If the City is not awarded the DNR grant, the Friends group is still committed to the proposed storage/concessions building and will move forward with fundraising for the matching funds from the Community Foundation. The Friends group may also review other grants and funding sources, including the possibility of additional funds from the Foundation.

Approval of this Resolution does not obligate the City to spend levied funds on the project. If, in the future, such funds are requested from the City, the matter would come before the City Council for consideration.

RECOMMENDATION

Staff recommends that the City Council adopt the Resolution authorizing the execution of a Cost Share grant from the DNR for the purpose of funding a multi-purpose shelter building at Bark River Nature Park.

ATTACHMENTS

- Draft Storage/Concessions Building Concept Drawings
- Location Map
- City Council Resolution
- Fort Atkinson Community Foundation Grant Letter
- Plan Commission Memo



City of Fort Atkinson
Parks and Recreation Office
30 N. Water St. W.
Fort Atkinson, WI 53538

REQUEST FOR RESOLUTION RECOMMENDATION PRIOR TO PUBLIC MONUMENT/BUILDING REVIEW PROPOSAL REPORT TO THE PLAN COMMISSION

DATE: April 11, 2023

FILE NUMBER: TBD

PROPERTY ADDRESSES: 550 S. Fourth
Street, Fort Atkinson, WI 53538

EXISTING ZONING: Institutional

PARCEL NUMBER: 226-0514-0331-046

TEMPORARY CITY ZONING ASSIGNED: N/A

OWNER: City of Fort Atkinson

EXISTING LAND USE: Recreational Use

APPLICANT: Brooke Franseen, Parks &
Recreation Director

REQUESTED USES: Recreational Use

REQUEST OVERVIEW:

The City is eligible to apply for a grant from the Wisconsin Department of Natural Resources (DNR) through the Land and Water Conservation Fund (LWCF) for a project supported by the 2023-2028 Comprehensive Outdoor Recreation Plan (CORP), which was adopted by the City Council on February 7, 2023.

As per the grant requirements, the CORP must support the project being requested for grant funding, and in this case, it does. Therefore, the City is eligible to apply for the LWCF grant for the proposed project, which requires a 50% match.

To apply for the grant, the DNR requires a resolution from the governing body authorizing the submission of the grant application. A resolution provides the DNR with an official approval of the project and the governing body's commitment of funding to complete the project. In this case, the match will come from the Fort Atkinson Community Foundation per the attached letter.

City staff is requesting approval of the resolution with the concept plan at this time. If staff receives the grant award notification from the (DNR), staff will seek approval of the site plan and building design through the Public Monument/Building Review process.

PROJECT OVERVIEW:

City staff has been working with the Friends of Haumerson's Pond to plan out a potential storage/concession building to support the operations at Bark River Nature Park (Haumerson's Pond). This project is supported through the CORP and the City's Comprehensive Plan.

The proposed building would measure approximately 26'x44' and would provide essential storage space for many items needed to run the operations at the park, including snow removal equipment, hockey equipment, donated skates, items for two large events, ten tables, fifty-five chairs, church pews, rubber mats, three panels of chain link security fence for flood openings, and small hand tools.

In addition to the storage component, there is a proposed shelter overhang of approximately 16'x20' over the concessions window. The idea behind the concessions window is to offer skate rentals through 2 Rivers, collect donations for events, and to add to the amenities when the shelter is rented for use as a serving area. Additionally, the concept plan includes a proposed wood fire pizza oven that would utilize the concessions window during events held at the park.

The proposed building will be consistent with the current shelter in regards to the brick exterior and similar roof pitch to complement the park's natural setting. Additionally, it is proposed in a location out of the flood plain ensuring that it is not impacted by potential flood events.

More information on exact details will come to Plan Commission once funding has been identified for further review and approval.

FUNDING SOURCE:

On April 26, 2022 the Friends of Haumerson's Pond was awarded a matching challenge grant through the Fort Atkinson Community Foundation of \$45,000 to help build a storage/concession building for use at Haumerson's Pond.

If the project is approved by Plan Commission and City Council, Friends of Haumerson's Pond will first need to raise \$45,000 in matching funds before becoming eligible to receive the Foundation's grant. The City would like to support this project by applying for an eligible grant to decrease the amount of fundraised dollars needed by the Friends group.

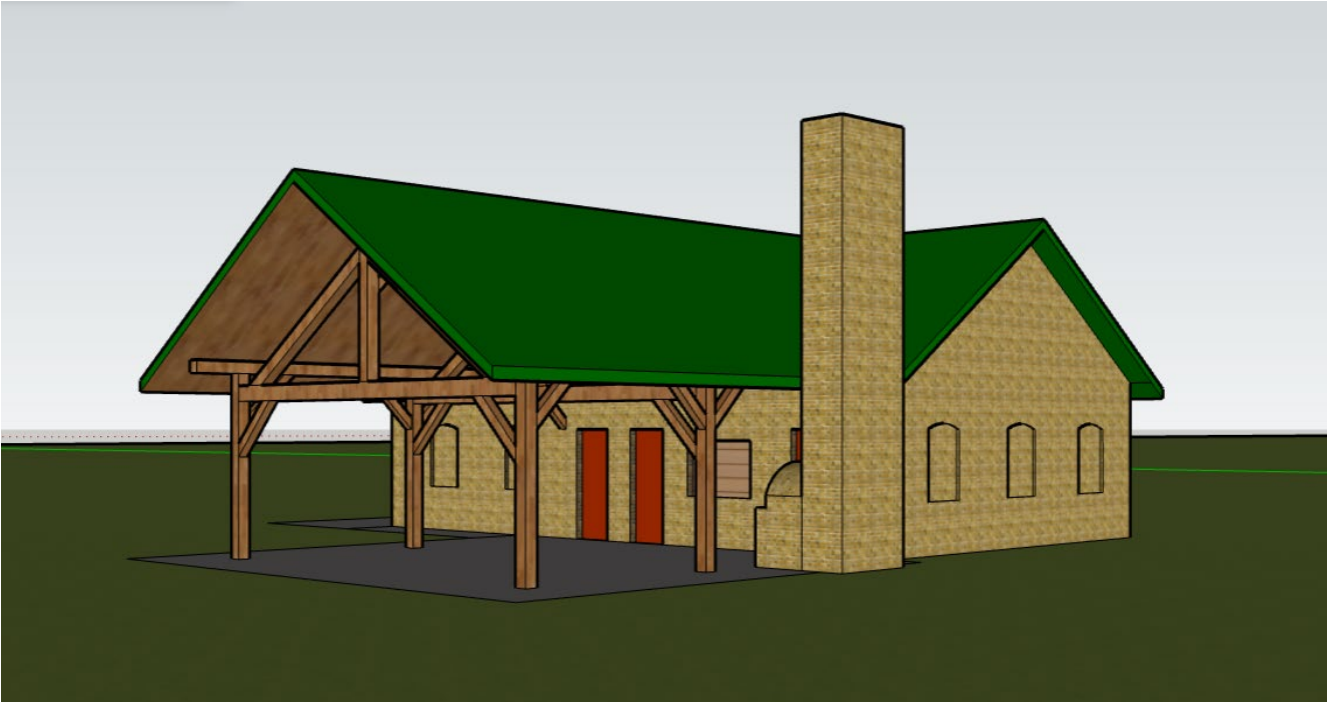
If the City is not awarded the grant, the Friends group is still committed to the proposed storage/concessions building and will move forward with fundraising for the matching funds from the Community Foundation.

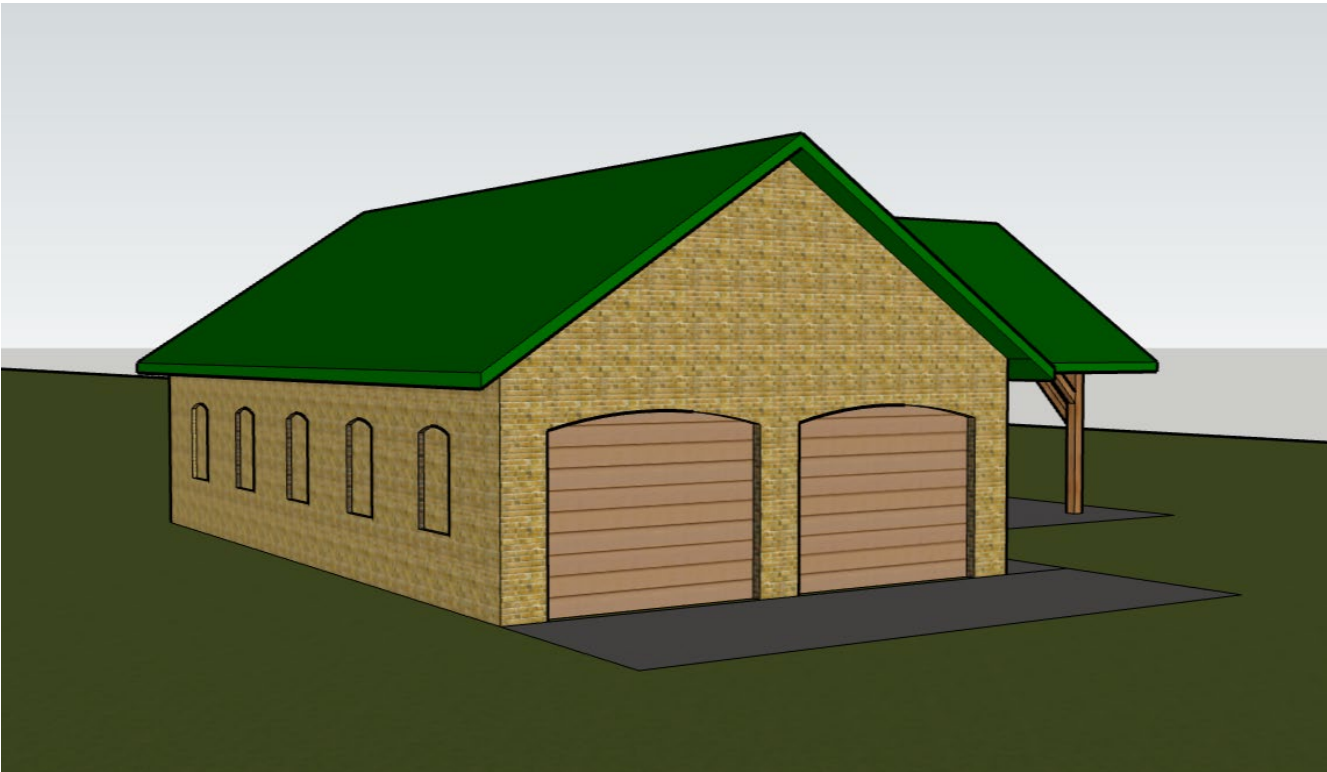
RECOMMENDATION:

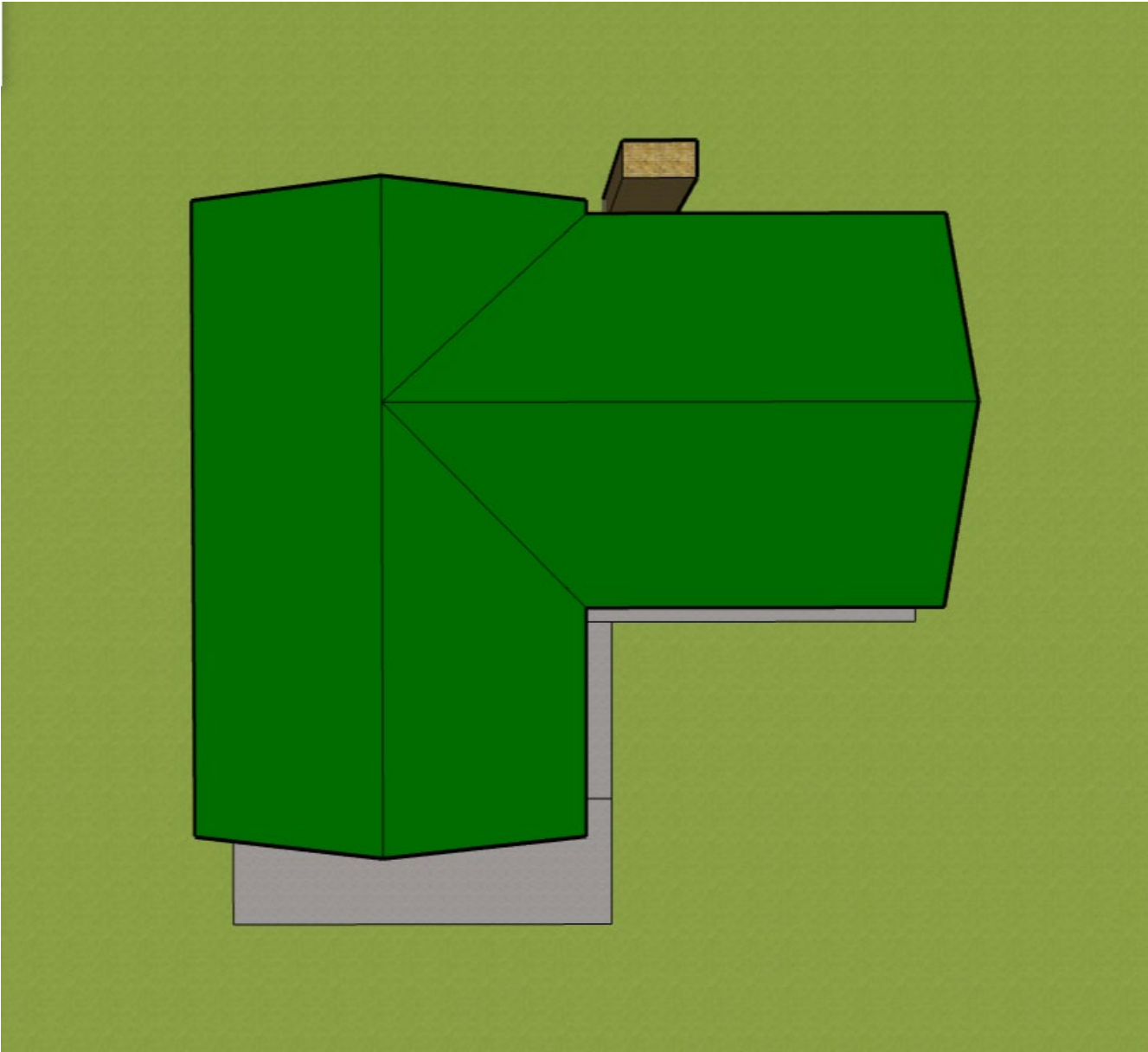
Staff recommends the Plan Commission recommend the City Council adopt the Resolution authorizing the execution of a Cost Share Grant from the DNR for the purpose of funding a multi-purpose shelter building at Bark River Nature Park.

ATTACHMENTS:

- Draft Storage/Concessions Building Concept Drawings
- Location Map
- City Council Resolution
- Fort Atkinson Community Foundation Grant Letter









Jefferson County Land Information



- Municipal Boundaries
- Parcel Lines
- Property Boundary
- Old Lot/Meander Lines
- Rail Right of Ways
- Road Right of Ways
- Section Lines
- Surface Water
- Map Hooks
- Tax Parcels

Jefferson County Geographic Information System

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.

50 25 0 50 Feet
1 inch = 50 feet

Printed on: February 10, 2023

Author: Public User

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF A COST SHARE GRANT FROM THE DEPARTMENT OF NATURAL RESOURCES FOR THE PURPOSE OF FUNDING A MULTI-PURPOSE SHELTER BUILDING AT BARK RIVER NATURE PARK

WHEREAS, the City of Fort Atkinson is interested in obtaining a cost-share grant from the Department of Natural Resources (“DNR”) for the purpose of funding a multi-purpose shelter building at Bark River Nature Park (collectively, the “Project”); and

WHEREAS, the City of Fort Atkinson attests to the validity and veracity of the statements and representations contained in the application; and

WHEREAS, an Agreement/Contract is required to carry out the Project; and

WHEREAS, the City of Fort Atkinson Plan Commission recommended said resolution on April 11, 2023.

NOW, THEREFORE, BE IT RESOLVED that matching funds have been secured by the City of Fort Atkinson and the representatives from the Friends of Haumerson’s Pond in a sum sufficient to fully and satisfactorily complete the Project.

BE IT FURTHER RESOLVED that the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, will comply with all local, state, and federal rules, regulations, and ordinances relating to the Project and the cost-share agreement; and hereby authorizes and empowers the Parks and Recreation Director, its employee, to act on its behalf to:

1. Sign and submit the grant application;
2. Sign a grant agreement between the City of Fort Atkinson and the DNR;
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement;
4. Submit grant reimbursement request(s) to the DNR; and
5. Sign and submit other required documentation.

Adopted and effective this 18th day of April 2023.

CITY OF FORT ATKINSON

Christopher Scherer, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



Where Gifts Today Build Better Tomorrows

April 26, 2022

Mr. Steve Mode
Friends of Haumerson's Pond
N2192 Clearview Lane
Fort Atkinson, WI 53538

Dear Steve,

At its April 21, 2022 meeting, the Board of Directors of the Fort Atkinson Community Foundation reviewed and discussed the Friends of Haumerson's Pond request for a grant of \$45,000 to help build a storage/concession building for use at Haumerson's Pond.

We are pleased to inform you that the Board voted to approve a matching challenge grant of \$45,000 to assist with the project, contingent upon a final approval of the project by the Fort Atkinson City Council. If the project is approved by the Council, FHP will first need to raise \$45,000 in matching funds before becoming eligible to receive the Foundation's grant. The grant will come from the Foundation's Mary Hoard Fund and will be payable to the City of Fort Atkinson upon the presentation of paid invoices related to the project. Deadline for use of the grant is Dec. 31, 2023.

To initiate reimbursement, please have the City submit the documentation described above to the Community Foundation's office at 244 N. Main St., Fort Atkinson.

The Community Foundation would appreciate any public recognition of this grant and would be pleased to be included in a press release or photograph for the local newspaper. If you have any questions, please contact our executive director, Sue Hartwick, at (920) 563-3210 or via email at facf@fortfoundation.org.

To accept this grant, we ask that you sign and date the letter below and return it to me in the enclosed envelope. Please make a copy for your records.

Sincerely yours,

Loren Gray, Chairman
Fort Atkinson Community Foundation

cc: Brooke Franseen, Director, FA Parks & Rec. Dept.
Rebecca LeMire, Fort Atkinson City Manager

Accepted on this 2nd day of May, 2022

By:
Steve Mode, Friends of Haumerson's Pond



MEMORANDUM

DATE: April 18, 2023

TO: Fort Atkinson City Council

FROM: Brooke Franseen, Parks and Recreation Director

RE: Review and possible action relating to proposals from consultants for the development of a Park Impact Fee Analysis

BACKGROUND

The City completed its first Comprehensive Outdoor Recreation Plan (CORP) in 2023, and SEH and Vandewalle & Associates (V&A) rewrote the Land Division and Development Ordinance (Chapter 70) in 2022. The CORP and Chapter 70 overlap in relation to the City's Park Development fees that are applied to new housing development.

The CORP recommends revisions to section 70.04.04 in the Land Division and Development Ordinance to create Park Development impact fees. However, State Statutes require any municipality that imposes impact fees to have a sound basis of analysis to support the imposed fee. Thus, any modification to the City's existing Park Development fees requires supporting analysis.

The City currently has a 'Park Development in Lieu of Land Dedication' fee for the purpose of purchasing parkland when developers are permitted to build new housing without dedicating land for parks. However, most municipalities have a "Fee in Lieu of Parkland Dedication" and a "Park Impact Fee." The park impact fees are used to fund the capital costs of parkland improvements (park amenities such as playgrounds, benches, etc.) in proportion to the increased demand on park facilities created by new households.

DISCUSSION

The City seeks to update its Fee in Lieu of Parkland Dedication and establish a Parks Improvement Impact Fee. In order to establish justification for the fees, as required by Wisconsin Statutes, staff sought proposals from consultants to perform the analysis. Staff received proposals from three consultants including Vandewalle & Associates, MSA, and Baker Tilly for the necessary work related to updating the fees.

All three proposals included qualifications, experience, and methodology for approaching the project. However, V&A stood out for several reasons. V&A has a proven track record in providing high-quality planning services to municipalities, including serving as the City's planning consultant. Their team has extensive experience in analyzing and developing impact

fees, and they have worked on similar projects for other Wisconsin municipalities. Furthermore, V&A has already demonstrated their knowledge and expertise in the development of the Land Division and Development Ordinance, which is an important foundation for this project.

FINANCIAL ANALYSIS

Staff recommends that Vandewalle and Associates be selected to perform the necessary work related to updating the City of Fort Atkinson's Park Development fees. Their knowledge, experience, and competitive pricing make them the ideal candidate for this project.

Vandewalle & Associates	MSA	Baker Tilly
\$8,400	\$9,250	\$32,000

Staff budgeted \$2,600 in the 2023 Capital Improvement Plan (CIP) for this work. However, during the final stages of the development of the CORP, staff learned the process would be more extensive than originally anticipated. Specifically, the proposed changes to the Land Division and Development Ordinance and the methodology for the Park Impact Fee and Fee in Lieu of Parkland Dedication required additional analysis and research.

Staff proposed to use \$5,800 from Contingency funds, along with the \$2,600 budgeted in the CIP, to complete the project.

RECOMMENDATION

Staff recommends that the City Council accept the proposal from Vandewalle & Associates to serve as the Park Impact Fee Analysis consultant for a cost not to exceed \$8,400. Staff further recommends that the City Council authorize the City Manager to execute a contract for services.

ATTACHMENTS

- Vandewalle & Associates Proposal
- MSA Proposal
- Chapter 70 Land Division and Development Ordinance



VANDEWALLE & ASSOCIATES INC.

CITY OF FORT ATKINSON PARK FEE ANALYSIS - SCOPE OF SERVICES APRIL 11, 2023

The City of Fort Atkinson completed its first Comprehensive Outdoor Recreation Plan (CORP) in 2023 and a full rewrite of the Land Division and Development Ordinance (Chapter 70) in 2022. Both documents overlap in relationship to the City's Park Development fees that are applied to new housing development. The CORP recommends revisions to Section 70.04.04 in the Land Division and Development Ordinance regarding Park Development fees.

State Statutes require that any municipality that imposes impact fees must have a sound basis of analysis to support the imposed fee. As such, any modification to the City's existing Park Development fees requires supporting analysis.

Per the request of City staff, Vandewalle & Associates has prepared the below scope of services to analyze, evaluate, and recalculate the CORP's fee analysis, develop ordinance amendments and supporting data analysis documentation, and guide the City through the amendment process. To note, City Attorney participation in this project is anticipated and requested. The scope does not include any third-party attorney consultation or advisory role.

Vandewalle & Associates proposes to complete the following for a cost not to exceed \$8,400.

Work Elements

Task 1.1 – Evaluate Recommended Fee Calculations and Complete Draft Data Analysis

Vandewalle & Associates will evaluate the existing fees in Chapter 70 and the park fee calculations as adopted within the CORP, rerun calculations utilizing our model approach, calculate a new parkland dedication, fee-in-lieu of parkland dedication, and park impact fee standard, calculate the potential impact of the standards on affordable housing, and collect/analyze other nearby community's park fee approach for comparison purposes.

Deliverables: Draft new parkland dedication, fee-in-lieu, and impact fees, impact on affordable housing analysis, analysis of the existing standards, and a summary comparison of the City's CORP standards and other nearby community's standards.

Task 1.2 – Prepare Draft Chapter 70 Amendments

Vandewalle & Associates will prepare draft ordinance amendments inclusive of the new fees calculated and any other relevant recommendation from the recently adopted CORP in Task 1.1.

Deliverables: Existing ordinance and draft ordinance amendments, inclusive of draft new fees and dedication standards.

Task 1.3 – City Staff Review Meeting

Vandewalle & Associates will facilitate a virtual meeting with City staff to review the products of Task 1.1 and 1.2, in addition to preparing for the workshop in Task 1.4. All draft materials will be provided in advance of the meeting (one 1-hour virtual meeting). City Attorney input is recommended during this task.

Deliverables: Project schedule, draft workshop agenda, and facilitated meeting with staff.

Task 1.4 – Draft Fee and Amendment Workshop

Vandewalle & Associates will prepare all materials for and facilitate a workshop with the City Council, Parks and Recreation Advisory Committee, and City staff to review the draft fees and amendments, educate the groups on potential outcomes and ways to approach park fees, discuss potential impacts to affordable housing, and gather feedback on the preferred approach to any fee changes that should be made (one 2-hour in-person meeting).

Deliverables: Preparation of all workshop materials, facilitated workshop with groups, and summary of workshop feedback.

Task 1.5 – Prepare Revised Draft Chapter 70 Amendments and Data Analysis

Vandewalle & Associates will take the feedback provided in Task 1.4 and make revisions to the draft fee calculations and ordinance amendment language. Revised versions will be provided to City staff to accompany other meeting materials in Task 1.6 and 1.7. City Attorney input is recommended during this task.

Deliverables: Preparation of revised ordinance amendment language, data analysis summary, and draft adoption ordinance.

Task 1.6 – Parks and Recreation Advisory Committee Recommendation Meeting

Vandewalle & Associates will attend a Parks and Recreation Advisory Committee to review the draft ordinance amendments, answer questions, and seek a recommendation from the committee for adoption by the City Council in Task 1.7 (one 1-hour virtual meeting).

Deliverables: Attendance and facilitated discussion at the Parks and Recreation Advisory Committee meeting.

Task 1.7 – City Council Public Hearing and Adoption Meeting

Vandewalle & Associates will prepare all materials for and facilitate a presentation as part of the City Council Public Hearing to consider the draft ordinance amendments (one 1-hour in-person meeting).

Deliverables: Attendance and facilitated discussion at the City Council adoption meeting.

Task 1.8 – Produce Adopted Chapter 70 Amendments and Data Analysis

Vandewalle & Associates will make any changes needed to the ordinance amendments and data analysis following Task 1.7 to produce the adopted language for use in Chapter 70.

Deliverables: Final adopted ordinance language and data analysis packet.

Proposed/Preliminary Project Schedule

- May: Task 1.1 and 1.2
 - June: Task 1.3
 - July: Task 1.4 and 1.5
 - August: Task 1.6
 - September: Task 1.7 and Task 1.8
-

Applicable Project Examples

Park Fee Calculations: Vandewalle & Associates has completed CORPs for the following communities in the past 5 years, which included our model approach to park fee calculations:

- City of Watertown (2019)
- City of Elkhorn (2020)
- Village of Mount Horeb (2020)
- Village of Wrightstown (2022)
- City of Edgerton (2023)
- City of Manitowoc (2023)

Park Fee Ordinances: Vandewalle & Associates has completed park fee ordinance amendments for the following communities in the past 5 years:

- City of Sun Prairie (2017)
- City of Watertown (full Subdivision Ordinance Rewrite in progress)



ATTACHMENT A: SCOPE OF SERVICES FORT ATKINSON PARK IMPACT FEE IMPLEMENTATION

Project Objective: The City of Fort Atkinson currently has a ‘Park Development in Lieu of Land Dedication’ fee for the purpose of purchasing parkland when developers are permitted to build new housing without dedicating land for parks. Most municipalities have a ‘Fee in Lieu of Parkland Dedication’ separate from a ‘Parks Impact Fee,’ which is used to fund the capital costs of parkland improvement in proportion to the increased demand on park facilities created by new households. The City seeks to update their Fee in Lieu of Parkland Dedication and establish a Parks Improvement Impact Fee, following the requirements of Wisconsin Statutes.

PHASE 1 – FINALIZE FEE METHODOLOGIES & CALCULATIONS

TASK 1 | REVISIT PROPOSED PARK IMPROVEMENT IMPACT FEE, AS NECESSARY

Using the proposed park improvement impact fee included in the City’s 2023 Comprehensive Outdoor Recreation Plan (CORP) as a starting point, MSA will update the fee calculation to reflect actual planned facility costs (if available) associated with the proposed parks listed in the 2023 CORP and 2022 Amended Comprehensive Plan. MSA will coordinate with the Parks Director to determine the types of facilities most likely to be developed over the next 10 years in the City’s proposed parks, with special focus given to the four proposed neighborhood parks listed in the CORP.

TASK 2 | CALCULATE POTENTIAL IMPACT ON AFFORDABLE HOUSING

As required by Wis. Stats. 66.0617, an analysis of the potential effect of the park improvement impact fee on housing affordability in the City.

TASK 3 | DEVELOP UPDATED LAND DEDICATION FEE IN LIEU COST

MSA will review land costs and propose an updated fee in lieu of land dedication for the City.

PHASE 2 – LAND DEDICATION FEE IN LIEU & PARK IMPROVEMENT FEE WORKSHOP

TASK 1 | PRE-WORKSHOP COORDINATION MEETING (VIRTUAL)

Prior to the in-person park improvement fee workshop, MSA will hold a working meeting with the Parks Director and City Attorney to review the outcomes of Phase 1 and finalize the date and agenda for the Parks & Recreation Board and City Council Park Improvement Fee workshop.

TASK 2 | PRB & CITY COUNCIL WORKSHOP

Assistant Planner Emily Soderberg and Senior Planner Jason Valerius will conduct an in-person workshop to educate City staff, newly elected Council members, Parks & Recreation Board members, and the City Attorney about park improvement impact fees and land dedication ordinances, including:

- What are impact fees, and what are they used for?
- Wis. Stats. 66.0617, which governs the implementation of improvement impact fees
- The City’s current land dedication and fee in lieu ordinance
- The methodologies for calculating the park improvement impact fee and fee in lieu of land dedication
- The potential impact of the park improvement impact fee on housing affordability in Fort Atkinson



PHASE 3 – FACILITY NEEDS ASSESSMENT

TASK 1 | REVISE SEC. 70.04.04 OF THE FORT ATKINSON CODE OF ORDINANCES

MSA will propose revisions to this section of the City’s ordinances regulating park improvement impact fees and fees in lieu of land dedication. The revision will clearly separate the fees and reference their basis. Any relevant feedback and input gathered during the PRB and City Council workshop will be incorporated into the revised language.

TASK 2 | DEVELOP THE FACILITY NEEDS ASSESSMENT REPORT

MSA will develop the facility needs assessment report required for implementing the new park improvement impact fee ordinance. Any relevant feedback and input gathered during the PRB and City Council workshop will be incorporated in the report. The report will tentatively include the following sections:

- I: Introduction
- II: Improvement Fee Requirements
- III: Population Growth Projections
- IV: Inventory of Existing & Future Park and Recreation Facilities
- V: Cost Allocation & Fee Calculation
- VI: Effect of Improvement Fees on Availability of Affordable Housing

TASK 3 | ORDINANCE & FACILITY NEEDS ASSESSMENT REVIEW BY CITY ATTORNEY

Prior to setting the public hearing date, MSA will share the results of Task 1 and 2 above with the Parks Director and City Attorney for their review. Any suggested changes or revisions identified by the City Attorney will be incorporated into the revised ordinance language and facility needs assessment report before moving on to Phase 4.

PHASE 4 – PARK IMPROVEMENT IMPACT FEE PUBLIC HEARING

TASK 1 | PUBLIC HEARING NOTICE

As required by Wis. Stats. 66.0617, a 20-day notice shall be posted in advance of the public hearing to consider the City’s park improvement fee ordinance. The Facility Needs Assessment shall be made available to the public for review in the City Clerk’s office.

TASK 2 | PARK IMPROVEMENT IMPACT FEE PUBLIC HEARING

Assistant Planner Emily Soderberg will attend the public hearing in person to present a summary of the proposed improvement fee and answer questions from the public, City staff, and Council Members.

DELIVERABLES

- Copies of excel files used for calculating fees
- Revised Sec. 70.04.04 of the Fort Atkinson Code of Ordinances
- Facility Needs Assessment Report

FEE – Cost Not to Exceed

Services for Park Improvement Impact Fee Implementation	\$9,250
--	----------------

PROPOSED SCHEDULE

- **PHASE 1 – April to May 2023**
- **PHASE 2 – June 2023**
 - Plan for PRB & City Workshop in early June
- **PHASE 3 – July to August 2023**
- **PHASE 4 – September/October 2023**
 - Day of public hearing depends on 20-day notice requirement

CITY SERVICES

The following services shall be provided by the City:

- Budgeting information and other data deemed necessary for calculating the fees
- Printing of meeting material or draft copies of plans, reports, or maps for project meetings as needed.
- Noticing all meetings for the project as required.
- Maintaining official meeting minutes for all project meetings as required.
- Serving as the point of contact for the project including any public or media inquiries or requests for information.

SERVICES NOT PROVIDED AS PART OF THIS PROJECT

The following services are not included within the scope of services but can be completed by MSA upon authorization by the Village on a time and materials basis:

- a. Additional Project Meetings or Public Involvement Meetings.
- b. Printed hard copies of project materials.



MEMORANDUM

DATE: April 18, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to a three-lot Certified Survey Map for CBF Investments, LLC, for the property located at 1504 and 1530 Madison Avenue

BACKGROUND

The property owner would like to redraw the current parcel boundaries creating a 3-Lot CSM, consisting of the current Goodwill Building, Fort Healthcare Building, and a vacant parking area to the west of the Goodwill parcel.

DISCUSSION

City Staff have reviewed the preliminary CSM at length and spent months with the parcel owners involved to affect an outcome to the end of Doris Drive that was in the best interest of the long term development in this area. The result is an agreement with Fort Healthcare, eventual owners of the parcel, that will close access to Lexington Drive and make improvements to the end of Doris Dr to functionally terminate it near its current location. The parcels all require cross access agreements that have been in place for some time and require renewal with this division. All parties have agreed verbally to the changes. The City required dedication of additional land on the end of Doris Dr and an easement for a private storm sewer line running immediately in front of the east side of the Goodwill building, a relic from a time when Doris Dr was expected to continue further east.

FINANCIAL ANALYSIS

There is no financial impact to the City.

RECOMMENDATION

The Plan Commission recommended City Council approve this preliminary Certified Survey Map with the following conditions:

- A signed acknowledgement by the property owners affected by the closure of the Lexington
- Ave access
- Review of the Final cross access agreement by the City Attorney
- Removal of the building setback lines on the CSM

ATTACHMENTS

Plan Commission Memo
Preliminary CSM Application
Stormwater Easement



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

PRELIMINARY CERTIFIED SURVEY MAP REPORT TO THE PLAN COMMISSION

DATE: April 11, 2023

FILE NUMBER: CSM-2023-02

PROPERTY ADDRESS: NA

EXISTING ZONING: Suburban Mixed Use

PARCEL NUMBER: 226-0614-3213-006, 226-0614-3213-00, 226-0614-3214-001

PROPOSED ZONING: Suburban Mixed Use

OWNER: CBF Investment Co.

EXISTING LAND USE: Vacant

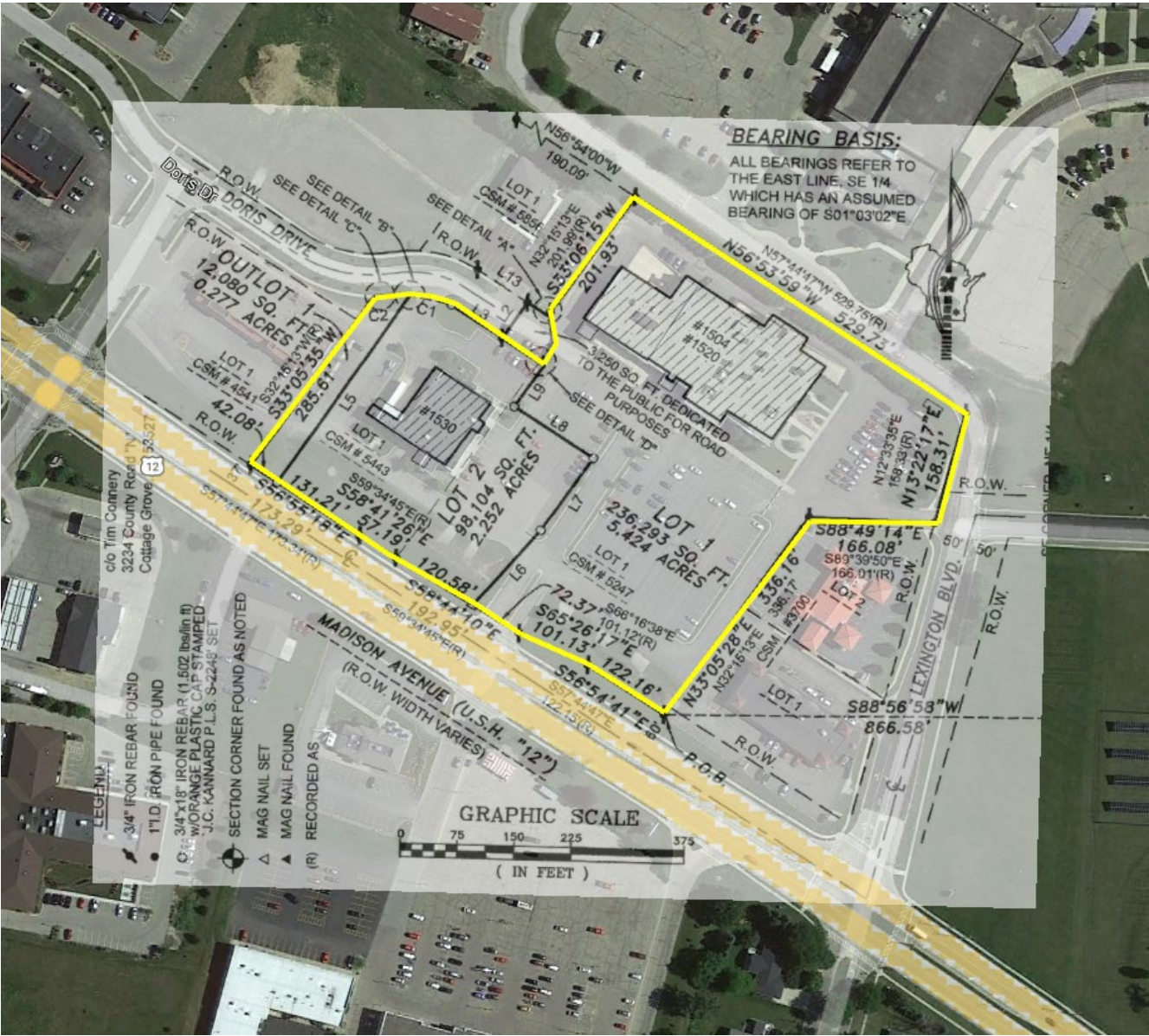
APPLICANT: CBF Investment Co

REQUESTED USES: N/A

REQUEST OVERVIEW:

The property owner would like to redraw the current parcel boundaries creating a 3-Lot CSM, consisting of the current Goodwill Building, Fort Healthcare Building, and a vacant parking area to the west of the Goodwill parcel.





PUBLIC NOTICE:

Public Notice is not required.

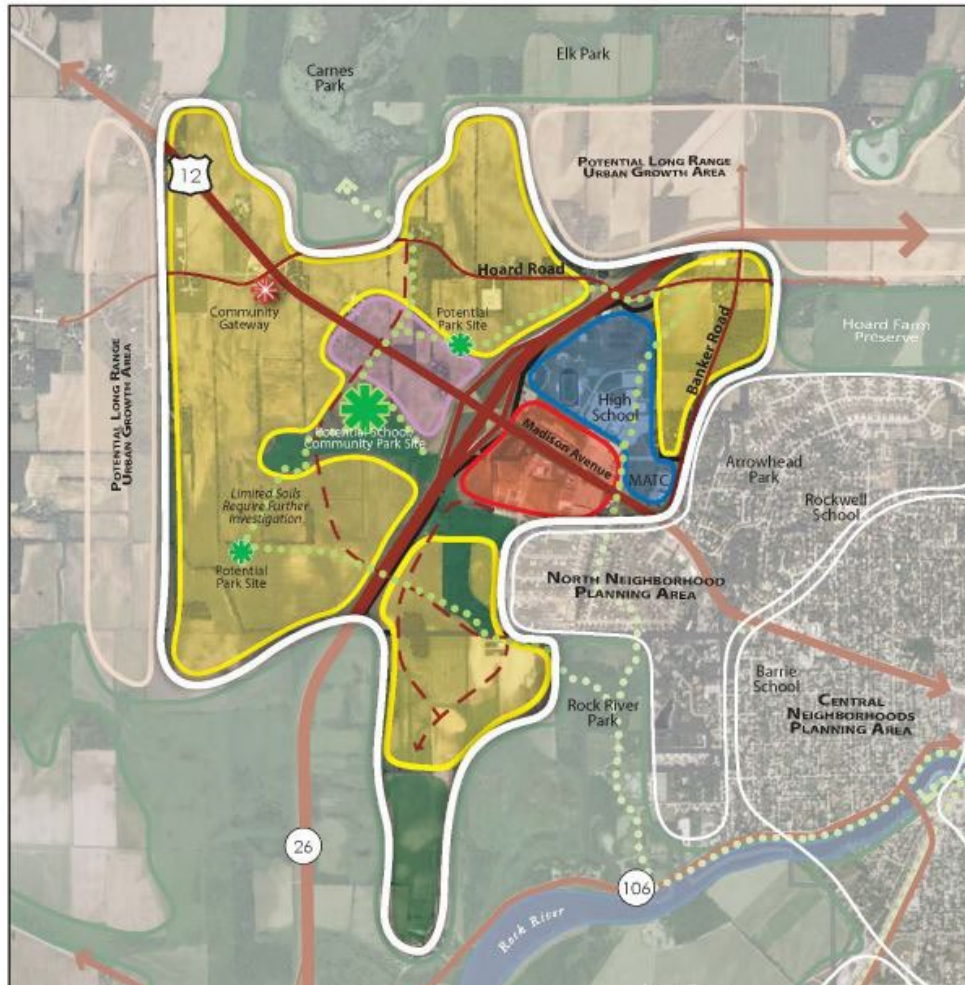
COMPREHENSIVE LAND USE PLAN (2019):

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

NORTHWEST QUADRANT PLANNING AREA

FIGURE: 2.1

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



DISCUSSION:

City Staff have reviewed the preliminary CSM at length and spent months with the parcel owners involved to affect an outcome to the end of Doris Drive that was in the best interest of the long term development in this area. The result is an agreement with Fort Healthcare, eventual owners of the parcel, that will close access to the Lexington Drive and make improvements to the end of Doris Dr to functionally terminate it near its current location. The parcels all require cross access agreements that have been in place for some time and require renewal with this division. All parties have agreed verbally to the changes. The City required dedication of additional land on the end of Doris Dr and an easement for a private storm sewer line running immediately in front of the east side of the Goodwill building, a relic from a time when Doris Dr was expected to continue further east.

RECOMMENDATION:

Staff recommends that the Plan Commission recommend the City Council approve this preliminary Certified Survey Map with the following conditions:

- A signed acknowledgement by the property owners affected by the closure of the Lexington Ave access
- Review of the Final cross access agreement by the City Attorney
- Removal of the building setback lines on the CSM

ATTACHMENTS:

Preliminary CSM Application
Stormwater Easement

CERTIFIED SURVEY MAP No. _____

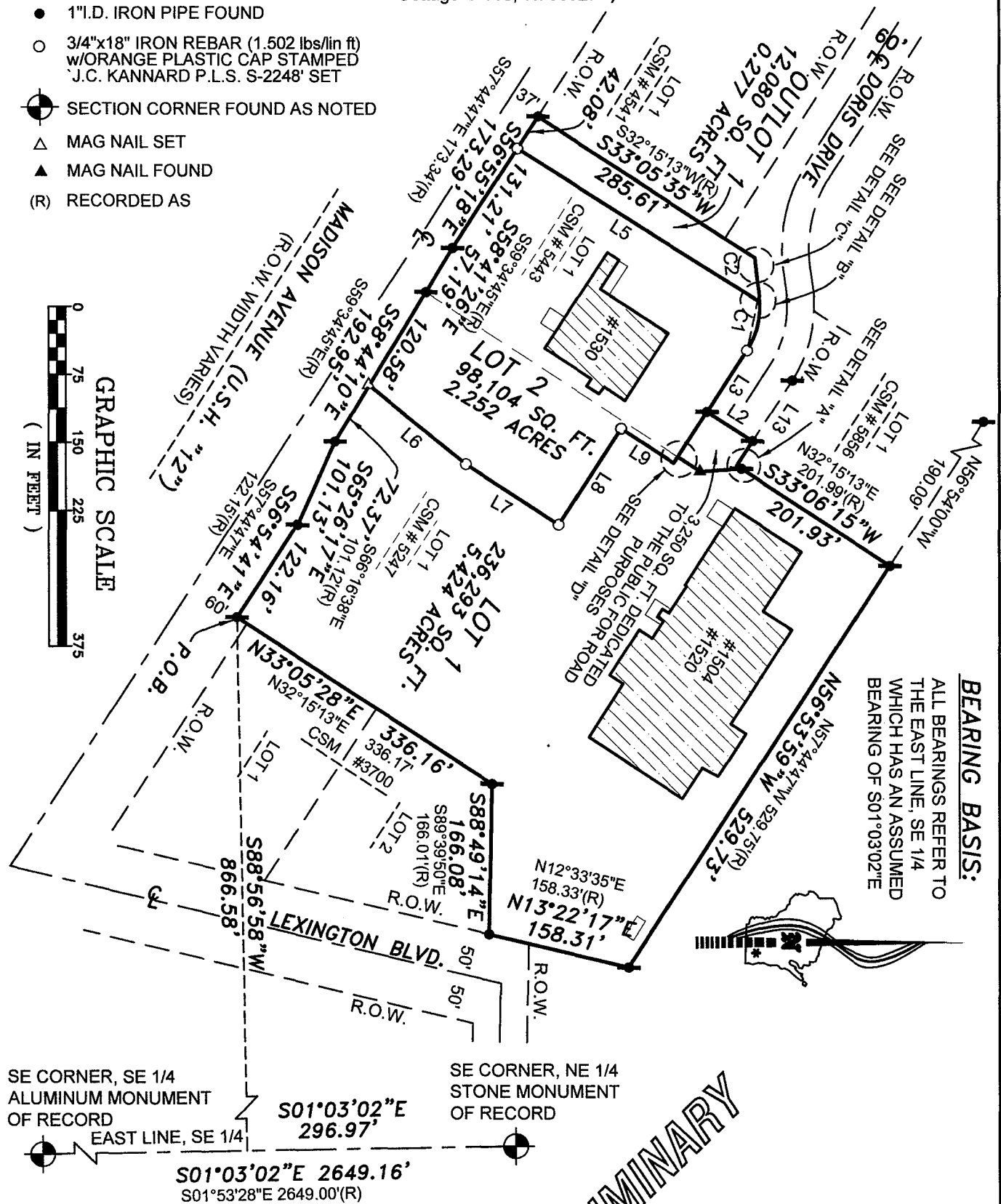
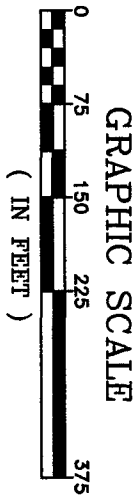
BEING LOT 1 OF CERTIFIED SURVEY MAP #5247 & OUTLOT 1 OF CERTIFIED SURVEY MAP #5856 & A PART OF LOT 1 OF CERTIFIED SURVEY MAP #5443, ALL LOCATED IN THE SE 1/4 & SW 1/4 OF THE NE 1/4 & THE NE 1/4 & NW 1/4 OF THE SE 1/4 ALL IN SECTION 32 T6N, R14E, CITY OF FORT ATKINSON. JEFFERSON COUNTY, WISCONSIN.

Owner:

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

LEGEND

- 3/4" IRON REBAR FOUND
- 1" I.D. IRON PIPE FOUND
- 3/4"x18" IRON REBAR (1.502 lbs/lin ft)
w/ORANGE PLASTIC CAP STAMPED
'J.C. KANNARD P.L.S. S-2248' SET
- SECTION CORNER FOUND AS NOTED
- MAG NAIL SET
- MAG NAIL FOUND
- (R) RECORDED AS



SE CORNER, SE 1/4
ALUMINUM MONUMENT
OF RECORD

SE CORNER, NE 1/4
STONE MONUMENT
OF RECORD

S01°03'02"E 2649.16'
S01°53'28"E 2649.00'(R)

SOUTHWEST
SURVEYING & ASSOCIATES, Inc.

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

JOB No.: C-222108
DATE: MAY 25, 2022
REVISED: DECEMBER 28, 2022
REVISED: FEBRUARY 13, 2023
REVISED: MARCH 29, 2023
SHEET 1 OF 5

CERTIFIED SURVEY MAP No. _____

BEING LOT 1 OF CERTIFIED SURVEY MAP #5247 & OUTLOT 1 OF CERTIFIED SURVEY MAP #5856
&PART OF LOT 1 OF CERTIFIED SURVEY MAP #5443, ALL LOCATED IN THE SE 1/4 & SW 1/4 OF
THE NE 1/4 & THE NE 1/4 & NW 1/4 OF THE SE 1/4 ALL IN SECTION 32, T6N, R14E, CITY OF FORT
ATKINSON, JEFFERSON COUNTY, WISCONSIN.

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BRG.	DELTA ANGLE
C1	90.00'	64.76'	63.37'	N77°31'06"W	41°13'29"
C1(R)				N78°21'32"W	
LOT 2	90.00'	56.37'	55.46'	N74°51'00"W	35°53'17"
OUTLOT 1	90.00'	8.38'	8.38'	S84°32'15"W	05°20'12"
C2	210.00'	20.18'	20.18'	S84°37'22"W	5°30'25"
C2(R)				S83°47'02"W	5°30'36"

LINE	BEARING	DISTANCE
L1	N56°54'03"W	32.35'
L1(R)	S57°44'47"E	32.27'
L2	S32°59'58"W	60.03'
L2(R)	S32°15'13"W	60.00'
L3	N56°52'45"W	80.30'
L3(R)	N57°44'47"W	80.35'
L4	S81°52'10"W	20.72'
L4(R)	S81°01'44"W	
L5	N32°20'36"E	317.05'
L6	N39°08'22"E	137.83'

L7	N33°05'13"E	121.91'
L8	N56°47'44"W	126.86'
L9	N33°05'53"E	69.16'
L10	N56°52'45"W	67.62'
L10(R)	S57°44'47"E	
L11	N03°57'55"W	45.03'
L11(R)	N04°40'40"W	45.27'
L12	N32°55'23"E	30.29'
L12(R)	N32°15'13"E	30.28'
L13	N56°54'03"W	80.20'
L13(R)	S57°44'47"E	80.35'

LEGEND

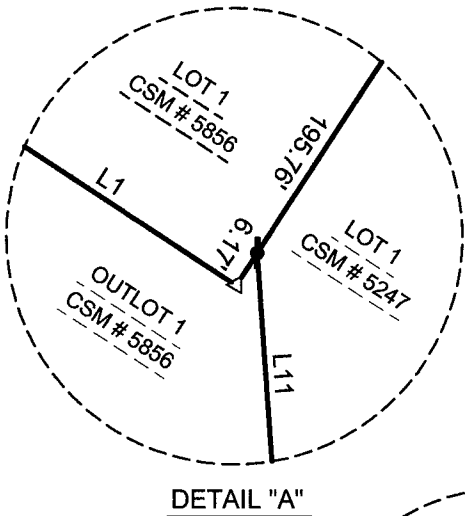
3/4" IRON REBAR FOUND

3/4"x18" IRON REBAR (1,502 lbs/lin ft)

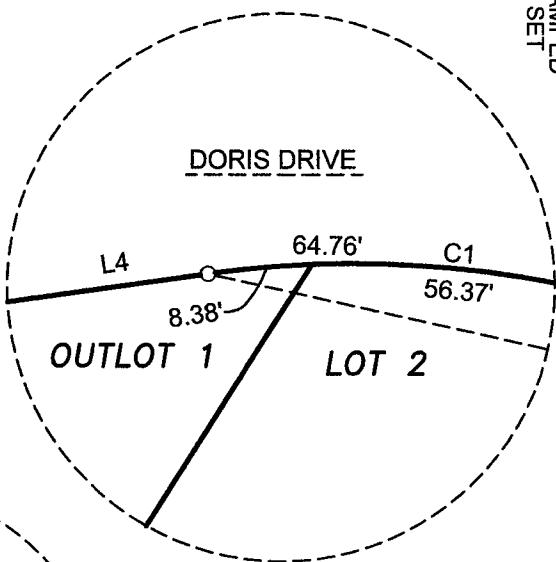
W/ORANGE PLASTIC CAP STAMPED

J.C. KANNARD P.L.S. S-2248 SET

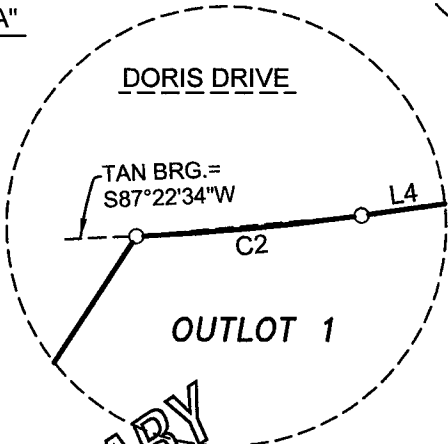
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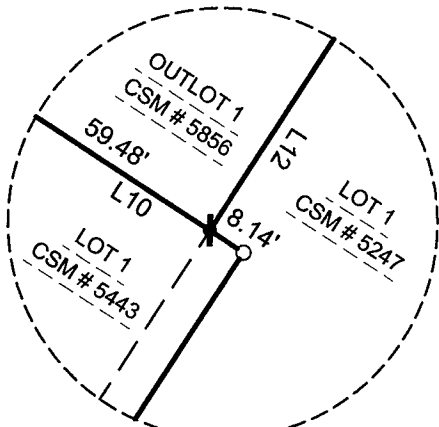
DETAIL "A"



DETAIL "B"



DETAIL "C"



DETAIL "D"

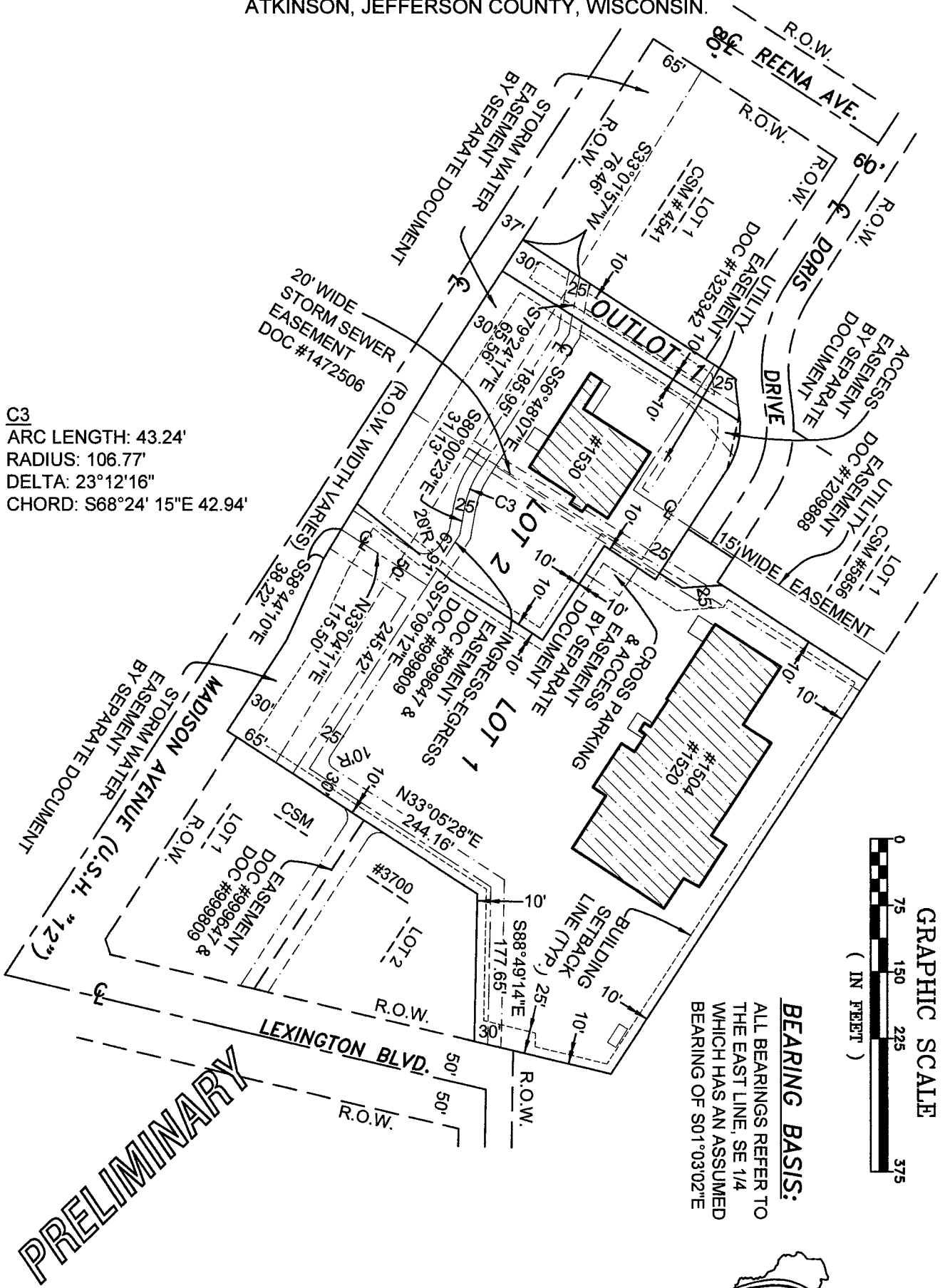
PRELIMINARY

SOUTHWEST
SURVEYING & ASSOCIATES, Inc.
P.O. BOX K, PALMYRA, WI. 53156
262-495-4910
920-674-4884

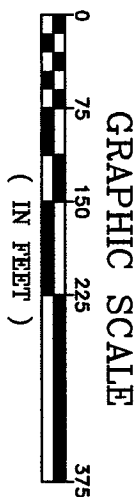
JOB No.: C-222108
DATE: MAY 25, 2022
REVISED: DECEMBER 28, 2022
REVISED: FEBRUARY 13, 2023
REVISED: MARCH 29, 2023
SHEET 2 OF 5

CERTIFIED SURVEY MAP No. _____

BEING LOT 1 OF CERTIFIED SURVEY MAP #5247 & OUTLOT 1 OF CERTIFIED SURVEY MAP #5856
& PART OF LOT 1 OF CERTIFIED SURVEY MAP #5443, ALL LOCATED IN THE SE 1/4 & SW 1/4 OF
THE NE 1/4 & THE NE 1/4 & NW 1/4 OF THE SE 1/4 ALL IN SECTION 32, T6N, R14E, CITY OF FORT
ATKINSON, JEFFERSON COUNTY, WISCONSIN.



C3
ARC LENGTH: 43.24'
RADIUS: 106.77'
DELTA: 23°12'16"
CHORD: S68°24' 15"E 42.94'



BEARING BASIS:
ALL BEARINGS REFER TO
THE EAST LINE, SE 1/4
WHICH HAS AN ASSUMED
BEARING OF S01°03'02"E



SOUTHWEST
SURVEYING & ASSOCIATES, Inc.
P.O. BOX K, PALMYRA, WI. 53156
262-495-4910
920-674-4884

JOB No.: C-222108
DATE: MAY 25, 2022
REVISED: DECEMBER 28, 2022
REVISED: FEBRUARY 13, 2023
REVISED: MARCH 29, 2023
SHEET 3 OF 5

CERTIFIED SURVEY MAP No. _____

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SURVEYOR'S CERTIFICATE

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

That I have surveyed, divided, mapped this Certified Survey Map being Lot 1 of Certified Survey Map #5247 & Outlot 1 of Certified Survey Map #5856 & a part of Lot 1 of Certified Survey Map #5443, all located in the SE 1/4 & SW 1/4 of the NE 1/4 & the NE 1/4 & NW 1/4 of the SE 1/4, all in Section 32, T6N, R14E, City of Fort Atkinson, Jefferson County, Wisconsin, bounded and described as follows:

Lot 1 of Certified Survey Map #5247 as recorded in the Jefferson Register of Deeds in Volume 28 of Certified Survey Maps on Pages 184 & 185 as Document #1269940 & Outlot 1 of Certified Survey Map #5856 as recorded in the Jefferson Register of Deeds in Volume 33 of Certified Survey Maps on Pages 304 & 305 as Document #1393927 & Lot 1 of Certified Survey Map #5443, as recorded in the Jefferson Register of Deeds in Volume 30 of Certified Survey Maps on Pages 50 & 51 as Document #1316658 Excepting therefrom Lot 2 of Certified Survey Map #5811 as recorded in the Jefferson Register of Deeds in Volume 33 of Certified Survey Maps on Pages 112-115 as Document #1385585, all located in the SE 1/4 & SW 1/4 of the NE 1/4 & the NE 1/4 & NW 1/4 of the SE 1/4, all in Section 32, T6N, R14E, City of Fort Atkinson, Jefferson County, Wisconsin, containing 349,729 square feet or 8.030 acres of land, more or less.

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

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

Certified this 25th day of May, 2022
Revised this 28th day of December, 2022
Revised this 13th day of February, 2023
Revised this 29th day of March, 2023

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

PRELIMINARY

CERTIFIED SURVEY MAP No. _____

BEING LOT 1 OF CERTIFIED SURVEY MAP #5247 & OUTLOT 1 OF CERTIFIED SURVEY MAP #5856 & PART OF LOT 1 OF CERTIFIED SURVEY MAP #5443, ALL LOCATED IN THE SE 1/4 & SW 1/4 OF THE NE 1/4 & THE NE 1/4 & NW 1/4 OF THE SE 1/4 ALL IN SECTION 32, T6N, R14E, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

CORPORATE OWNER'S CERTIFICATE OF DEDICATION

CBF Investment Company, LLC, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said corporation caused the land described on this plat to be surveyed, divided, mapped, and dedicated as represented on this plat. CBF Investment Company, LLC, does further certify that this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: City of Fort Atkinson.

IN WITNESS WHEREOF, the said CBF Investment Company, LLC has caused these presents to be signed by Randy Connery, its authorized member, at _____ Wisconsin, and its corporate seal to be hereunto affixed on this _____, day of _____, 2023.

In the presence of:

CBF Investment Company, LLC

By _____
Randy Connery, Authorized Member

STATE OF WISCONSIN)
_____ COUNTY) ss

Personally came before me this _____ day of _____, 2023, Randy Connery, Authorized Member, of the above named corporation, to me known to be the person who executed the foregoing instrument, and to me known to be such Authorized Member of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

Notary Seal) _____, Notary public
Notary Public, _____, Wisconsin

My commission expires: _____.

CITY OF FORT ATKINSON APPROVAL:

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

Dated this _____ day of _____, 2023

Michelle Ebbert, City Clerk.

PRELIMINARY

1472506

Office of Register of Deeds
Jefferson County, WI
RECEIVED FOR RECORD
03/28/2023 11:10:25 AM
Staci M. Hoffman
Total Pages: 5
REC FEE: 30.00
TRANSFER FEE:
EXEMPT #

****The above recording information
verifies that this document has
been electronically recorded
and returned to the submitter****

**STORM SEWER EASEMENT
AGREEMENT**

This Storm Sewer Easement Agreement (the "Agreement") is entered into the 28th day of March, 2023, by and among the owners of the following-described real property:

Return to:
Jeffrey W. Younger
Stafford Rosenbaum LLP
P.O. Box 1784
Madison, WI 53701-1784
226-0614-3213-000
226-0614-3214-001
Parcel ID Numbers

Parcel A: Lot 1, Certified Survey Map 5247, recorded in the office of the Register of Deeds, Jefferson County, Wisconsin, in Volume 28 of Certified Surveys at pages 184 and 185, as Document No. 1269940; and

Outlot 1, Certified Survey Map 5856, recorded in the office of the Register of Deeds, Jefferson County, Wisconsin, in Volume 33 of Certified Surveys at page 304, as Document No. 1393927.

Parcel B: Lot 1, Certified Survey Map 5443, recorded in the office of the Register of Deeds, Jefferson County, Wisconsin, in Volume 30 of Certified Surveys at pages 50 and 51, as Document No. 1316658.

WHEREAS, CBF Investment Company, LLC ("Parcel A Owner") is the current owner of Parcel A; and

WHEREAS, CBF Investment Company, LLC ("Parcel B Owner") is the current owner of Parcel B; and

WHEREAS, Parcel A and Parcel B are both in the City of Fort Atkinson, Wisconsin ("the City") which City provides services to such parcels, the general public and the surrounding area; and

WHEREAS, the parties desire to establish a certain easement to run with the land constituting Parcels A and B, in order to facilitate the development and future operations of such parcels and to facilitate the provision of services by the City.

NOW, THEREFORE, in consideration of the mutual covenants and benefits conferred on Parcel A, Parcel B and the City, the parties, for themselves and their successors and assigns, agree as follows:

1. The stormwater system that benefits Parcel A, Parcel B and the City includes a private storm sewer line (the "Storm Sewer Line") that runs from Parcel A and extends south across and/or under Parcel B to the stormwater detention area abutting Madison Avenue at the southern boundary of Parcel A and Parcel B, as defined and shown in Exhibits A and B attached hereto and made a part hereof (the "Storm Sewer Line Easement Area"). Parcel B Owner grants to Parcel A Owner and the City, and Parcel A Owner grants to Parcel B Owner and the City a perpetual, nonexclusive easement over such portions of the Storm Sewer Line Easement Area located on Parcel B and on Parcel A, respectively (the "Storm Sewer Line Easement"). The terms and conditions of the Stormwater Line Easement are as follows:
 - 1.1. The Storm Sewer Line Easement is for the purpose of installation, operation, repair, replacement and maintenance of the Storm Sewer Line, which is intended to assist in the efficient and successful handling of stormwater runoff from the paved areas of and near Parcel A and Parcel B, and including Doris Drive, as part of the stormwater system.
 - 1.2. The Owners of Parcels A and B shall have the right and duty to maintain the Storm Sewer Line and to construct, repair or replace the Storm Sewer Line as may be reasonably necessary to the efficient and successful handling of stormwater runoff in the future.
 - 1.3. The expense of maintenance, repair or replacement of the Storm Sewer Line shall be shared equally by the Owners of Parcels A and B, on a 50/50 basis.
2. It is acknowledged that the stormwater system described herein, including the Stormwater Line, is a vital part of serving the drainage needs of the surface area of Doris Drive owned by the City. Accordingly, in the event the Owners of Parcels A and B do not in the future reasonably maintain, repair or replace the Storm Sewer Line as contemplated herein, the City may provide to such Owners written notice of default, and in the event curative action is not commenced within 30 days of such notice, the City shall have the right to hire a contractor to perform reasonably necessary work to the Storm Sewer Line and assess the expense to the Owners of Parcels A and/or B as appropriate.
3. The terms and provisions of this Agreement are intended to be and shall be construed as nonexclusive, perpetual easements running with the land and shall inure to the benefit of the successors or assigns and all subsequent owners of such parcels.

IN WITNESS WHEREOF, this Agreement and grant is entered into effective the date first set forth above.


CBF INVESTMENT COMPANY, LLC
Parcel A Owner

By 
Randy Connery, Authorized Member

STATE OF WISCONSIN

Wisconsin COUNTY

Personally came before me this 28 day of March, 2023, the above named Randy Connery to be known to be the person who executed the foregoing instrument and acknowledged the same.

DALE SOMMERS 
Notary Public, State of Wisconsin
County of DANE
My Commission Expires: AUGUST 6TH, 2023


CBF INVESTMENT COMPANY, LLC
Parcel B Owner

By 
Randy Connery, Authorized Member

STATE OF WISCONSIN

Dane COUNTY

Personally came before me this 28 day of March, 2023, the above named Randy Connery to be known to be the person who executed the foregoing instrument and acknowledged the same.

DALE SOMMERS 
Notary Public, State of Wisconsin
County of DANE
My Commission Expires: AUGUST 6TH, 2023

This document was drafted by:
Jeffrey W. Younger
Stafford Rosenbaum LLP
222 West Washington Avenue, Suite 900
P.O. Box 1784
Madison, WI 53701-1784
Phone: 608.256.0226

EXHIBIT 'A'

Legal Description

Being located in Lot 1 of Certified Survey Map No. 5247, Lot 1 of Certified Survey Map No. 5443, and Outlot 1 of Certified Survey Map No. 5856, all in in the SE 1/4 and SW 1/4 of the NE 1/4 and NE 1/4 and NW 1/4 of the SE 1/4 of Section 32, T6N, R14E, City of Fort Atkinson, Jefferson County, Wisconsin, bounded and described as follows:

Commencing at the Stone Monument that marks the Southeast corner of the NE 1/4 of said Section 32; Thence S01°03'02"E, along the East line of said SE 1/4, a distance of 192.44 feet; Thence N56°53'59"W, along the North line of Lot 1 of Certified Survey Map No. 5247 as recorded in the Jefferson County Register of Deeds Office in Volume 28 of Certified Survey Maps on Pages 184 and 185 as Document No. 1269940 and said North line extended, a distance of 1085.79 feet; Thence S31°48'10"W, a distance of 209.54 feet, to the POINT OF BEGINNING of the Center Line of a 20 foot wide easement; Thence continue S31°48'10"W, a distance of 309.03 feet, more or less to the Northeasterly line of a future Storm Water Easement, and to the Terminus of said described Center Line. Exhibit "B" is attached and incorporated into this description.

EXHIBIT 'B'

SE CORNER, NE 1/4
STONE MONUMENT
OF RECORD

S01°03'02"E
192.44'

N56°53'59"W
1085.79'

S01°03'02"E 2649.16'

EAST LINE, SE 1/4

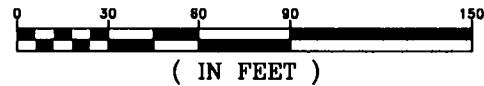
SE CORNER, SE 1/4
ALUMINUM MONUMENT
OF RECORD



BEARING BASIS:

ALL BEARINGS REFER TO
THE EAST LINE, SE 1/4
WHICH HAS AN ASSUMED
BEARING OF S01°03'02"E

GRAPHIC SCALE



LEGEND



SECTION CORNER FOUND AS NOTED



ST. STORM INLET

SOUTHWEST

SURVEYING & ASSOCIATES, Inc.

P.O. BOX K, PALMYRA, WI. 53156

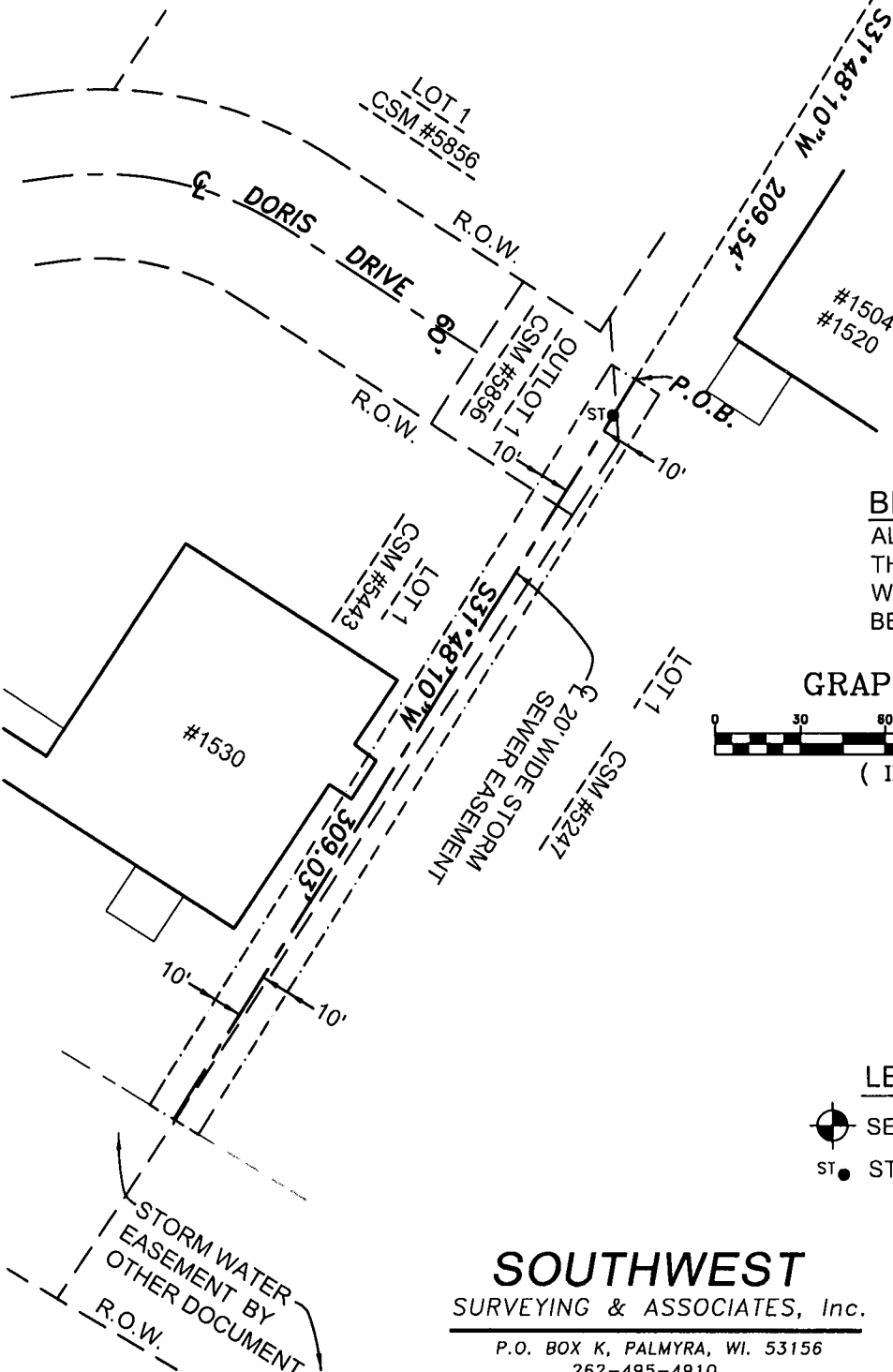
262-495-4910

920-674-4884

SHEET 1 OF 1

DATE: MARCH 22, 2023

JOB NO: C-222108





MEMORANDUM

DATE: April 18, 2023

TO: City of Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to a Resolution Authorizing the Vacant City Council Position to be Filled

BACKGROUND

On April 4, 2023, the City of Fort Atkinson held a regular Spring Election. There were four candidates on the ballot, and the three highest vote-getters were Mason Becker, Kyle Jaeckel, and Megan Hartwick. Candidate John Donohue was on the ballot but did not receive enough votes to win a seat.

Megan Harwick is currently serving a term on the City Council that expires on April 18, 2023. She has indicated through a public statement that she intends to resign the seat to which she was elected on April 4th for the 2023-2025 term.

DISCUSSION

The City Council has several options for filling the seat per Wis. Stats. §17.23(1) and (2):

- 1) Appoint a successor for the remainder of the term;
- 2) Appoint a successor for one-year (appointment through April 16, 2024) and add a one-year term for a City Council member for the April 2, 2024 Election;
- 3) Order a Special Election; or
- 4) Leave vacant for one year and add a one-year term for a City Council member for the April 2, 2024 Election.

Options 1 and 2 include appointing a successor, either for the remainder of the term or until the April 2024 election. Option 2) represents a hybrid approach, which includes the appointment of a new Council member through an efficient and fair application process, and also puts a one-year term on the April 2024 ballot so that voters can choose their representative for the remaining year of the term. Staff has outlined a process for appointment in the attached Resolution and Exhibits. An application process allows any interested and eligible residents to have an opportunity to serve.

Under Option 3, the Council may order a special election to fill the seat. However, the election process takes between 4 and 6 months from the initial noticing to the election date. Staff has estimated a cost of about \$4,000, including ballot tabulator programming by the County Clerk,

ballots, shipping, election workers, overtime for staff on Election Day, postage for absentee ballots, publication of notices. This estimate does not include the regular staff time and opportunity costs related to other work that will not be completed.

Option 4 allows the Council to leave the seat vacant until the April 2, 2024 Election or through the end of the term. However, this would leave the Council with only four members for many months or the remainder of the term. Even numbers are challenging for elected bodies, especially for an elected body that already has few members, such as the five-member City Council.

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution Authorizing the Vacant City Council Position to be Filled by Appointment then Special Election, including the application process and schedule.

ATTACHMENTS

Resolution Authorizing the Vacant City Council Position to be Filled by Appointment then Special Election; Exhibit A – City Council Appointment Process and Schedule; City Council Application for Appointment

April 14, 2023

City of Fort Atkinson
Attn: Rebecca Houseman
101 N. Main Street
Fort Atkinson, WI 53538

Dear City Manager Houseman,

Please accept this letter as my formal resignation from the Fort Atkinson City Council position I was elected to on April 4th, slated for April 18, 2023 - April 18, 2025.

Please accept this resignation effective following the completion of my previously elected term at the City Council meeting on Tuesday, April 18th, 2023.

Please let me know if you have any questions or need any additional details from me.

Thank you,
Megan Hartwick

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE VACANT CITY COUNCIL
POSITION TO BE FILLED BY APPOINTMENT THEN SPECIAL ELECTION**

WHEREAS, three City Council Members are elected to two-year terms each April of odd years; and two City Council Members are elected to two-year terms in April of even years; and

WHEREAS, City Council Member Megan Hartwick was elected to a two-year term on April 4, 2023, and resigned from office on April 14, 2023, creating a vacancy for the City Council Member term ending on April 15, 2025; and

WHEREAS, §17.23(1) and (2) of the Wisconsin State Statutes allow a vacancy in the office of mayor or alderperson to be filled by appointment by a majority of the members of the City Council for the residue of the unexpired term or until a special election is held; or an office may remain vacant until an election is held; and

WHEREAS, due to the length of the unexpired term and the availability of a Spring 2024 election, the City Council desires that the vacancy be filled by appointment until such time that the residents of the City of Fort Atkinson can elect a new City Council member for a one-year term in April 2024; and

WHEREAS, the City Council desires to implement an application process for the appointment so that all interested and eligible residents of the City have an opportunity to serve; and such process is outlined in Exhibit A – City Council Appointment Process and Schedule.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Atkinson hereby authorizes the vacant City Council position to be filled by appointment of the City Council through an application process until such time that the position can be filled through election.

BE IT FURTHER RESOLVED:

- 1) That the City Council directs the City Manager to publish a Class 2 Notice of the appointment process, issue a press release to the media likely to give notice in the area, and post on the City's website the attached information and schedule (Exhibit A) for the appointment of a new City Council member;
- 2) That the City Council seat will be on the April 2, 2024 ballot under its own contest heading titled "City Council – 1-Year Term;"
- 3) That the individual elected for the term will serve from April 16, 2024 through April 15, 2025;
- 4) That the individual is eligible to run for City Council for a full two-year term starting in April 2025; and

- 5) That the City Council hereby directs the City Clerk to include this one-year term for City Council in the Type A Notice of Spring Election to be published on November 28, 2023.

Approved and adopted this 18th day of April, 2023.

City Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



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

Exhibit A

City Council Appointment Process and Schedule

The City Council of the City of Fort Atkinson has a vacancy for the 2023-2025 term due to the resignation of an elected Council member. In order to fill this vacancy, the City Council has taken formal action to approve a Resolution authorizing the vacant position to be filled by appointment then Special Election, which includes a process by which to appoint an interested and eligible resident to a term on the City Council from the day after appointment (tentatively May 17, 2023) through April 16, 2024.

April 18, 2023 – 2023-2024 City Council to make decision relating to appointment and process.

April 19th – City staff to publish application and schedule through social media, website, and press release to local media outlets.

April 24th and May 1st – Type 2 notice of process and availability of applications published in the *Jefferson County Daily Union*.

May 5th – Applications due to the City Manager's Office at 4:00 p.m.

May 5th – Applications distributed to the City Council via email.

May 9th – City Council interviews applicants (if applicable).

May 16th – City Council may take action on the appointment of an Applicant to the City Council for a one-year term.

May 17th – Newly appointed City Council Member term begins (if action taken on May 16th). If the Council takes action to appoint a new member on June 6th, then the term would begin on June 7th.

November 28th – Clerk publishes Type A Notice of Spring Election, including a contest for a one-year term on the City Council (vote for 1) and a contest for a two-year term (vote for up to 2).

December 1st – Candidates can begin circulating nomination papers for the April 2, 2024 Election. Candidates would need to indicate on registration documents and nomination papers which contest they are seeking (one-year term or two-year term).



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

CITY COUNCIL APPLICATION FOR APPOINTMENT

Please complete this application if you seek to be appointed by the 2023-2024 Fort Atkinson City Council to a term on the City Council from the day following appointment through April 16, 2024. This application is due on Friday, May 5, 2023, at 4:00 p.m. to the City Manager's office. Applications can be mailed, dropped off in person, or emailed to sweiher@fortatkinsonwi.gov. If you are unable to answer the questions within the space provided, you may attach additional pages.

Name (Print): _____ Date: _____
Last First Middle

Home Address: _____

Occupation and Employer: _____

Telephone (Cell/Home): _____ (Work): _____

Email Address: _____

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

Have you served on any City Boards, Commissions, or Committees? If so, which ones and for how long?

Why are you interested in being appointed to a one-year term on the City Council?

Please list any relevant experience and education that qualifies you to serve on the City Council.

If appointed to the City Council, please list any goals you would seek to accomplish.

Are you available on the first and third Tuesdays of each month for regular meetings? _____

Please provide the name, relationship, and contact information for two references:

1. _____ Phone: _____

2. _____ Phone: _____

Signature of Applicant

Return this form to:

Fort Atkinson City Manager's Office, 101 North Main Street, Fort Atkinson, WI 53538 OR to
sweiherth@fortatkinsonwi.gov by **Friday, May 5, 2023, at 4:00 p.m.**



MEMORANDUM

DATE: April 18, 2023

TO: Fort Atkinson City Council

FROM: Paul Christensen, Wastewater Superintendent

RE: Review and Possible action relating to the purchase of a lawn mower for the Wastewater Treatment Facility with Wastewater Utility funds at a cost not to exceed \$13,883

BACKGROUND

The 2023 Wastewater Utility Budget contains \$17,000 for the purchase of a Zero-Turn lawn mower for use at the Wastewater Utility. This unit will replace the current 2013 Kubota. The existing 2013 Kubota front mower tractor will be retained and continue to be used for snow blowing and sweeping operations.

DISCUSSION

While investigating mower options, and discussions with other departments we found that the best fit for mowing at the Utility would be a Zero-Turn unit. DPW and Parks had already moved in that direction and were extremely satisfied with the performance, and speed in which mowing could be completed.

After evaluating mowers they had settled on the Scag Turf Tiger 2 as the best option for performance and price. The ease of maintaining similar equipment among departments for the DPW Mechanics made sense for the Utility to purchase the Scag brand.

FINANCIAL ANALYSIS

Utility staff contacted several dealers in the area to solicit pricing for the 2023 Scag Turf Tiger 2 Model 842D. We received the following prices.

- | | |
|---|-------------|
| - Middleton Power Center, Middleton, WI | \$14,339.00 |
| - Otter Sales and Service, Burlington, WI | \$14,339.00 |
| - Mid-State Equipment, Watertown, WI | \$13,883.00 |

RECOMMENDATION

Staff recommends the purchase of the 2023 Scag Turf Tiger 2 Model 842D from Mid-State Equipment of Watertown, WI for the purchase price of \$13,883.00.

ATTACHMENTS

Middleton Power Center Proposal; Otter Sales & Service Proposal; Mid-State Equipment Proposal



Printed On : 03/03/2023 10:41:23 AM (Sales Rep ::CN - Contact ID :29815)

Status : **Open**

Invoice # : **310974**

Type : **Major Unit Quote**

Date : **03/03/2023**

Contact ID : **7291**

Customer # : **920-563-7781**

Tax Exempt # : **046451**

Middleton Power Center

3230 Parmenter St.

MIDDLETON, WI 53562

Main: 608-836-2002

Fax: 608-836-3478

FORT ATKINSON, CITY OF

ED

30 N. WATER WEST

FORT ATKINSON, Wisconsin 53538

UNITED STATES

920-563-7781 - Home

Selected Units for Sale

N/U	Year	Make	Model	Unit Type	VIN/Serial	MSRP	Sale Price	DOC Fees	Off'l Fees	Prot. Pkg
N/A	Scag	(STTII-61V-40BV-EFI) STTII-61V-40	Zero Turn			\$17,799.00	\$14,239.00	\$0.00	\$0.00	\$0.00
		BV-EFI BIG								
		BLOCK BRIGGS								
N/A	Scag	(STTII-61V-40BV-EFI) STTII-61V-40	Zero Turn			\$17,799.00	\$14,239.00	\$0.00	\$0.00	\$0.00
		BV-EFI BIG								
		BLOCK BRIGGS								

Item Number	Description	Qty Req	Qty Del	Item Price	Ext. Price
SETUP	Setup	2	2	\$100.00	\$200.00

Total Parts Requested : 2 Total Parts Delivered : 2

Other Charges		
Item Total	+	\$200.00
Total Other Charges=		\$200.00

Totals		
Sub Total	+	\$28,678.00
*** Invoice Total	=	\$28,678.00
Amount Paid	-	\$0.00
*** Transaction Total	=	\$28,678.00
Balance Due =		\$28,678.00

Deposit Paid \$0.00

\$14,339.00

Signature _____

Paul Christensen

From: Trevor Rollette
Sent: Tuesday, April 4, 2023 8:49 AM
To: Paul Christensen
Subject: scag mower quote

From: Brad Otter <ottersales@sbcglobal.net>
Sent: Tuesday, April 4, 2023 8:47 AM
To: Trevor Rollette <TRollette@fortatkinsonwi.gov>
Subject: Re: A new Contact Us - form has been submitted by trollette@fortatkinsonwi.gov

\$14,239.00 + \$100.00 set up. Delivery would be additional, if desired. We have 1 in stock. The distributor doesn't expect any for a couple weeks. Let us know. Thanks, Kurt.

On Tuesday, April 4, 2023 at 07:30:43 AM CDT, NoReply@endeavorsuite.com <noreply@endeavorsuite.com> wrote:

\$14,339.00

Attn: Otter Sales & Service
1197 Milwaukee Ave
Burlington, WI 53105

A new Contact Us - form was submitted from your website <http://www.ottersalesandservice.com> on April 4, 2023 at 7:30AM.

: ContactUs
First Name: Trevor
Last Name: Rollette
Email Address: trollette@fortatkinsonwi.gov
Phone Number: 9203979917
Preferred Contact Method: Email

Comments/Inquiries: I am with the city of Fort Atkinson. We are looking to get a quote for Scag turf tiger 2 with the 61 inch deck with the 40hp Briggs Vanguard EFI . I believe we would qualify for the state and tax exempt pricing as well. I will need to get a couple quotes from dealers before it goes to are city council.



www.midstateequipment.com

3660 Scenic Dr.
Jackson, WI 53037
262-677-8400

N8690 Highland Rd.
Watertown, WI 53094
920-261-8118

8841 Antioch Rd
PO Box 10
Salem, WI 53168
262-843-2326

W1115 Bristol Rd.
Columbus, WI 53925
920-623-4020

S9711 Hwy 12
Prairie Du Sac, WI 53578
608-643-3307

4323 E US Hwy 14
Janesville, WI 53546
608-754-8450

355 Transit Dr. **RENTALS**
Columbus, WI 53925
920-623-4300

CUSTOMER QUOTE

Customer Name _____ City of Fort Atkinson
Address _____ 101 N Main St
City _____ Fort Atkinson
State _____ WI Zip _____ 53538
County _____ Jefferson
Customer PO# _____

Ship To Address
Zip

Date _____ 3/3/23
Customer Acct# _____
Phone# _____ (920) 397-9901
Cell# _____
Fax# _____

Email _____

Quote Expiration Date: 4/3/2023

EQUIPMENT INFORMATION

New	Used	Make	Model	Description	Hrs	Tag#	Serial#	Amount	GVW (lbs.)
<input type="checkbox"/>	<input type="checkbox"/>	Scag	842D	Turf Tiger 2 STTII61V40BVEFI				\$17,999.00	
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>						SOURCEWELL Discount	-\$4,116.00	
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								

EQUIPMENT DESCRIPTION / NOTES								Freight and Delivery
Using SOURCEWELL Contract #031121-SCG								\$13,883.00 Subtotal
City of Fort Atkinson SOURCEWELL Membership #177492								Less Trade
								Convenience Fee
								\$13,883.00 Subtotal
								Sales Tax %
10% Non-Refundable down payment required prior to ordering of Special ordered and NonStocked items.								Payoff Amount
TRADE INFORMATION: ALLOWANCE ON TRADE IN OF THE FOLLOWING WHICH I CERTIFY FREE FROM ALL ENCUMBRANCES								<Down Payment>
Year	Mke	Model	Description	Hrs	Tag#	Serial#	Trade Value	\$13,883.00 Total Cash price

Select	<small>Year Make Day One</small>								
Select	<small>Year Make Day One</small>								
Select	<small>Year Make Day One</small>								
Select	<small>Year Make Day One</small>								
Select	<small>Year Make Day One</small>								
Select	<small>Year Make Day One</small>								
Select	<small>Year Make Day One</small>								

WARRANTY INFORMATION

☒ New ☐ Extended ☒ Manufacture
☐ Used ☐ No Warranty ☐ Other/See below
Warranty doesn't cover delivery fee/service calls

Term _____ Hours _____

Term _____ Hours _____

All known defects of trades have been disclosed to Mid-State Representative prior to agreement. _____ (Customer Initials)

I CERTIFY THAT THE PROPERTY ABOVE IS ☐ IS NOT ☐ EXEMPT FROM WISCONSIN SALES TAX BECAUSE IT WILL BE USED OR LEASED IN PRODUCTION OF AGRICULTURE.

ALL INVOICES DUE UPON RECEIPT. A FINANCE CHARGE computed by the periodic rate of 1.5% per month which is an ANNUAL RATE of 18% will be applied to the adjusted balance that has become more than 30 days past due as of the billing date shown on the statement.

CUSTOMER SIGNATURE _____ MID-STATE SALES REPRESENTATIVE **Larry Schlender** DATE **3/3/23** Auth. Dealer Signature _____

Thank you for your business!

Rev. 01/21/2016

ALL WARRANTIES, IF ANY, MADE WITH RESPECT TO THIS EQUIPMENT ARE THOSE WARRANTIES MADE BY THE MANUFACTURE. DEALER MAKES NO WARRANTIES EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.



MEMORANDUM

DATE: April 18, 2023

TO: Fort Atkinson City Council

FROM: Brooke Franseen, Parks and Recreation Director

RE: Review and possible action relating to the purchase of an ABI Force Laser Grading Machine and attachments at a cost not to exceed \$48,160

BACKGROUND

The City has three parks with a total of six ballfields that are used over 130 days of the season by user groups and Parks and Recreation programming. The ball diamonds are currently maintained with the help of infield groomers, which are stationed at each park.

Staff had budgeted to replace one infield groomer this year, but after evaluating the needs of the parks, staff is proposing to invest in an ABI Force instead. This machine will allow staff to perform the necessary tasks such as laser grading work; leveling, smoothing, and finishing ball diamonds; and maintain the safety of the playing field through the use of a dual slope laser transmitter.

DISCUSSION

Overtime, as the fields get groomed, dirt builds up at the edge of the infield, causing a lip to form. Unfortunately, all ball diamonds are currently experiencing safety issues due to these lips and neglect of renovating the fields due to budget limitations.

Quotes were sought to contract the services instead of purchasing a machine, but after reviewing the quotes, it is more cost-effective to purchase a machine and continue to maintain the fields in-house for years to come. The quotes ranged from \$6,950 to \$14,900 for just one field if a contractor were hired to perform the work one time.

The ABI Force is designed to handle a variety of maintenance tasks and is equipped with tweels, which are airless tires that provide superior traction reducing the risk of accidents while on uneven terrain and damage to the surface being worked on.

The ABI Force is an essential piece of equipment that will allow staff to perform laser grading work, ensuring the ball diamonds are level, safe, and ready for use by the community. In addition, staff is also requesting to purchase a drag attachment to level, smooth, and finish the ball diamonds, as well as a laser electronics and pile kit that controls the laser system.

Grading is the process of leveling a surface to a desired gradient by cutting, filling, and smoothing the soil. Laser grading establishes surface elevations through the process of moving soil within a given area using a grading mechanism equipped with an automated blade control system.

The machine is equipped with the necessary attachments essential for the maintenance operations and will enable staff to complete a wider range of tasks with greater precision and accuracy. A properly graded field will provide a smoother playing surface, decrease standing water, increase playability, decrease the length of rain delays, decrease potential for injuries, and reduce settling in heavy play areas. Laser grading helps staff to optimize field conditions by maintaining an accurate slope.

The ABI Force is the only machine versatile enough to tackle fine finished grooming, game day preparation, as well as tough seasonal renovation and laser grading work. No other company offers a similar or competing product due to a patented technology design and must be purchased by the assigned exclusive dealer in the local region. The machine comes with a 3-year warranty and has a 15-year life expectancy.

FINANCIAL ANALYSIS

Staff had budgeted \$18,500 for an infield groomer in the 2023 Capital Outlay Program (CIP). Due to the increased cost of the ABI Force, staff is proposing to change future CIP items to accommodate a payment plan for the ABI Force over the course of four years.

The payment plan included below shows the loan of \$45,168 plus 5.59% interest equaling a total of \$48,160 through the payment plan. There is no pre-payment penalty for the payment plan. As such, if the purchase is paid off in 2024 or 2025, the City may pay less in interest.

Year	2023 Down Payment	2024 Payment	2025 Payment	2026 Payment
Payment Amount	\$19,500	\$8,000	\$15,000	\$5,660
Budget Payment Plan	Parks 2023 CIP: \$18,500 Parks Supply: \$1,000	Parks 2024 CIP: \$7,000 Parks Supply: \$1,000	Parks 2025 CIP: \$14,000 Parks Supply: \$1,000	Parks 2026 CIP: \$5,000 Parks Supply: \$660
CIP Alterations	The 2023 CIP was originally budgeted for an infield groomer that will be budgeted for in 2029 CIP.	The 2024 CIP was originally budgeted for an ez-go utility Vehicle that will be budgeted for in 2029 CIP.	The 2025 CIP was originally budgeted to replace one zero-turn mower. Staff received trade-in quotes on the current mowers and will be able to trade in all four mowers in 2024 and receive four new mowers for the price of three mowers.	The 2026 CIP was originally budgeted to purchase an aerator that will be budgeted for in 2029 CIP.

RECOMMENDATION

Staff recommends that the City Council authorize the purchase of the ABI Force z23slt "Laser Ready" w/Tweels from Traqology North America at a cost of \$48,160 to be paid for using 2023-2026 CIP funds and 2023-2026 Park operating budget funds.

ATTACHMENTS

- ABI Force z23slt "Laser Ready" w/Tweels Payment Schedule
- ABI Force z23slt "Laser Ready" w/Tweels Quote
- Midwest Athletic Fields Contractor Quote
- ABI Attachments, Inc Exclusive Dealer Letter

Fort Atkinson Payment Schedule V.3

Compound Period : Monthly

CASH FLOW DATA

	Event	Date	Amount	Number	Period	End Date
1	Loan	04/06/2023	45,168.00	1		
2	Payment	04/06/2023	19,500.00	1		
3	Payment	01/01/2024	8,000.00	1		
4	Payment	01/01/2025	15,000.00	1		
5	Payment	01/01/2026	5,660.00	1		

AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance
Loan	04/06/2023				45,168.00
1	04/06/2023	19,500.00	0.00	19,500.00	25,668.00
2023 Totals		19,500.00	0.00	19,500.00	
2	01/01/2024	8,000.00	1,302.40	6,697.60	18,970.40
2024 Totals		8,000.00	1,302.40	6,697.60	
3	01/01/2025	15,000.00	1,321.10	13,678.90	5,291.50
2025 Totals		15,000.00	1,321.10	13,678.90	
4	01/01/2026	5,660.00	368.50	5,291.50	0.00
2026 Totals		5,660.00	368.50	5,291.50	
Grand Totals		48,160.00	2,992.00	45,168.00	

Midwest Athletic Fields LLC

323 William St P.O. Box 76

Watertown, WI 53094

lana@midwestaf.com

www.midwestaf.com



Proposal

ADDRESS

City of Fort Atkinson

101 N Main St

Fort Atkinson, WI 53538

PROPOSAL # 1053**DATE 04/08/2022****PROJECT**

Memorial/Jones

SALES REP

JJV

DESCRIPTION**Baseball Field**

Memorial Park; Diamond One:

- Edge all grass edges to remove lip.
- Add 2 loads (46 tons) of Quick Pitch Infield mix.
- Laser grade and compact.
- Install new base anchors, home plate and pitching rubber.
- Price: \$6,900

Baseball Field

Memorial Park, Diamond Two:

- Edge all grass edges to remove lip.
- Edge out back arc enough to better accommodate 90' bases.
- Add 5 loads (115 tons) of Quick Pitch Infield mix.
- Laser grade and compact.
- Install new base anchors (3 sets), home plate and pitching rubber.
- Price: \$14,900

Baseball Field

Memorial Park, Diamond Three:

- Edge all grass edges to remove lip.
- Add 2 loads (46 tons) of Quick Pitch Infield mix.
- Laser grade and compact.
- Install new base anchors, home plate and pitching rubber.
- Price; \$6,900

Baseball Field

Jones Park, Option One:

- Edge out back arc past the lip.
- Lower the back arc elevation and re-grade.
- Adjust all irrigation heads to the new elevations.
- Re-sod with 100% Athletic Blend Kentucky Bluegrass.
- Laser grade infield skins to new elevation.
- Price: \$6,950

Baseball Field

Jones Park, Option Two:

- Edge all grass edges to remove lip.
- Re-sod back arc with 100% Athletic Blend Kentucky Bluegrass.
- Add 2 loads (46 tons) Quick Pitch Infield mix.
- Laser grade and compact.
- Install new base anchors and home plate.

DESCRIPTION

Baseball Field

-Price: \$9,800

Jones Park, Option Three:

-Re-sod 10' around the perimeter of the mound.

-Install new pitching rubber to 10" above home plate.

-Install mound clay in the slope and table of the mound.

-Form the remainder of the mound with infield mix and compact.

-Price: \$5,200

TOTAL

\$0.00

Accepted By

Accepted Date

ABI Force 2-23

\$30,000

\$1,299

\$27,999

3699 Plug - use school's

4,000 slit - use FS + DPW tractor

\$1,299 Edg

1599 Roller ^{purchase together}

\$799 200LB for Roller

1000LBS down pressure

\$799 Nail drag

\$449 profile blade

\$549 min box

2-23

\$6500 ~~15000~~

~~799~~ \$36,731

Tom

Tracknology

machine laser grading + back drag



**Stone
Company, Inc.**



W4520 LIME ROAD
EDEN, WI 53019
(920) 477-2521
FAX: (920) 477-7000

887 788 ABI Force 218

~~Rays fire wood - Milton~~

May 23-28

Not June 1, 8, 11, 12, ²⁰23, 29

Not July 5 or 7, 13, 25-28

\$31 yard pickup Jone soil - Jones

\$42.50 pickup Quickpitch 2mm -

~~\$49.50 Red Hop infield~~

Memorial
Ralph

Waupaca
Sand

Rome Raider Sullivan

Fort High School

Milton School Schiber

"Producers of Natural Building and Landscaping Stone"

Traqnology North America

510 N Main Ave
Ladd, IL 61329
traqnology-na.com



Estimate

ADDRESS	SHIP TO	ESTIMATE	1328
JJ Yanke	JJ Yanke	DATE	02/22/2023
City of Fort Atkinson	City of Fort Atkinson		

DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	ABI Force z23slt "Laser Ready" w/Tweels	ABI Force zero-turn vehicle (ZTV) - Model z23slt "Laser Ready": The patented ABI Force is a new class of outdoor work vehicle. This industry-first commercial-grade zero-turn vehicle, when optionally equipped, is built for world-class ballfield maintenance and renovation, turf care and installation, and precision laser grading work. The drivetrain features a powerful and fuel-efficient commercial-grade 23 hp (747cc) Kohler Command PRO EFI engine (eliminates carburetor), 2-stage cyclonic canister air filter (protects engine), and a commercial hydrostatic drive system that directly couples the drive pumps to the engine (eliminates belts).	1	30,999.00	30,999.00
	Vibraflex 3800	Vibraflex 3800	1	799.00	799.00
	6' Rigid Drag Mat w/ Level Bar (For z23s pivot-lift)	The Rigid Drag Mat with leveling bar is an all-purpose	1	549.00	549.00

	attachment to level, smooth, and finish. This drag-mat is 6' wide and 1.5' long and is designed to float material from high areas into low areas WITHOUT following small contours of the ground. This drag-mat is custom designed to mount to the ABI Force z23s articulating hydraulic lift system. It also includes an adjustment linkage to set desired results. (Customer Assembly Required)			
Stealth Blades for ABI Force (Set of 7, complete)	Stealth Blades provide subsurface compaction relief without creating ridges in the soil. They are commonly used during the manual or laser grading process to loosen the soil ahead of the mini box blade. The Stealth Blades are designed with a flat bottom profile and offer less resistance to cut through rooted vegetation with ease. Also, great for weeding and vegetation removal off an infield skin.	1	649.00	649.00
10-99029 -- Mini-Box Blade for ABI Force (Solid Edge)	ABI's Mini Box Blade -- Solid Edge / 60" Mid-mount Attachment / Customer Assembly Required	1	599.00	599.00
Dual Slope Transmitter for Laser System	Dual Slope Laser Transmitter w/Remote,	1	2,899.00	2,899.00

Detector, &
 Detector Bracket.
 This transmitter is
 designed for use
 for flatwork, single
 or
 dual slope
 applications.
 Slopes up to ± 15
 degrees can be
 used in either the X
 or Y-axis. Accuracy:
 $\pm 1/16"$ at 100'.
 Rotation
 speed: 300, 600
 rpm, Self-leveling,
 Self-leveling range
 $\pm 5^\circ$, 2,600'
 (diameter)
 operating range.
 Horizontal, Multi-
 Slope & Vertical
 Applications. Extra
 Long Battery Life
 (120 hours). Tough
 IP66 Construction
 Rating. Full-
 featured remote
 control. Rotary
 laser 5-
 year limited
 warranty.
 (Receiver,
 Electronics, &
 Hydraulics
 Machine Side
 Controls NOT
 Included) Hard
 carrying case
 included.
 IP66 dustproof &
 powerful water jet
 resistant, 5/8-11
 tripod thread (RL-
 SV2S)

Laser Electronics & Pole
 - Machine Side (For
 z23sl / z23slt)

This kit includes
 the electronics
 (Receiver &
 Control Box)
 required to control
 the ABI Force's
 z23sl or z23slt
 "Laser Ready"
 hydraulics system.
 This kit also
 includes a center-
 mounted receiver-
 pole and mounting
 hardware. The
 control panel
 mounts to

1 3,399.00

3,399.00

the dash and the laser receiver mounts to the top of the pole. NOTE: ABI Force z23sl or z23slt machine, laser transmitter, tripod, and ground engaging attachments are sold separately. (Additionally Requires Items: 10-99116 or 10-99144, 10-10424, & 10-10422, plus ground engaging attachments needed to complete the laser system)

XD Tripod for Laser Transmitter (33" - 119")	The Xtreme-Duty Aluminum Elevating tripod (transmitter stand) features a reinforced, indirect gear crank unit for easy height adjustments. It has metric, inches, 10ths, 100ths. During use, the circle bubble assures that the tripod stays in the right alignment, while the break-proof quick release allows easy adjustments. This elevating tripod extends up to 119 inches high and retracts to 33 inches. (210683-185)	1	599.00	599.00
13' Fiberglass Grade Rod for Laser System	13' Fiberglass Grade Rod for Laser System	1	129.00	129.00
½ Ton Roller (Requires 10-90449 200lb Weight Kit)	The 1/2 Ton underbelly mid-mount roller has a 58" working width & an 8" diameter. Used for compacting turf	1	1,699.00	1,699.00

and soil. Requires
10-90449 200lb
Weight Kit for
model z23 to reach
~1/2 ton of
pressure. No
weight kit is
available for the
z18 model,
compaction
will be limited.

200lb Saddle-Mount Weight Kit - (Qty 4 50lb) ABI Force z23	200lb Saddle- Mount Weight Kit - (Qty 4 50lb) ABI Force z23	1	799.00	799.00
Infield Lip Edger System	Infield Lip Edger System	1	1,299.00	1,299.00

SUBTOTAL	44,418.00
TAX	0.00
SHIPPING	750.00

TOTAL	\$45,168.00
-------	--------------------

Accepted By

Accepted Date



ABI Attachments, Inc.
520 S Byrkit Ave
Mishawaka, IN 46544

877-788-7253
www.ABIattachments.com

SOLE SOURCE & EXCLUSIVE DEALER LETTER

1/1/2021

To Whom It May Concern,

This letter is to confirm that the **ABI Force, zero turn vehicle, models z23sl or z23slt**, referenced in the included quotation, is a sole-source product offered exclusively by ABI Attachments, Inc and it's assigned exclusive dealer in your region. No other company offers a similar or competing product. This product must be purchased from ABI Attachments, Incorporated's assigned exclusive dealer in your region.

Competition is precluded by the existence of proprietary product capability and trade secret manufacturing processes and techniques which enable the ABI Force, stand-on zero turn vehicle's purpose and function (models z23sl or z23slt). Exclusive functions include: Zero-Turn Laser Grading, Hydraulic Control Of Interchangeable Front, Mid, and Rear Mount Attachments, Stand-on Access & Visibility, Exclusive VibraFlex & Profile Blade Field Conditioning Technologies With Positive Depth Control, Exclusive Responsive Variable Force (RVF) Technology. These and other proprietary facets of the ABI Force are additionally protected under U.S. patent law by the following U.S. patents: US9,332,687, US9,883,621, US10,149,440, US10,287,744, & US10,287,745.

There is no other like item or product available for purchase that would serve the same purpose or function, and there is only one retail price for the ABI Force, zero turn vehicle, models z23sl or z23slt. If you desire additional information, please don't hesitate to contact me at (574) 850-8708 at any time or visit our website at www.ABIattachments.com. Thank you for your interest in our products.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Catalano', written over a horizontal line.

Jim Catalano

Sr. Vice President
ABI Attachments, Inc.