



## Agenda

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

**CITY COUNCIL MEETING  
IN PERSON AND VIA ZOOM  
THURSDAY, APRIL 7, 2022 – 7:00 PM  
CITY HALL – SECOND FLOOR**

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

Meeting ID: 599 786 6403

Passcode: 53538

Dial by Location

+1 312 626 6799

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

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### **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 March 15, 2022 regular Fort Atkinson City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to a **Special Event: Fort Atkinson Parks and Recreation Easter Egg Hunt on April 9, 2022 at Ralph Park** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to a **Special Event: Unity Project Fort Fall Fiesta September 17, 2022 at Jones Park** (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action relating to a **Special Event: FA Summer Charity Concerts** Wednesdays: June 8, June 22, July 7, July 20, August 10, and August 24, 2022 at Barrie Park (Ebbert, Clerk/Treasurer/Finance Director)
- e. Review and possible action relating to the **City Manager appointment of Jenny Kalvaitis** to the Tourism Commission (LeMire, City Manager)
- f. Review and possible action relating to **Alcohol Beverage License Premise Change for Blodgett Garden Center**, 1222 Janesville Avenue (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action relating to **Alcohol Beverage License Agent Change Kwik Trip #439**, 1565 Madison Avenue (Ebbert, Clerk/Treasurer/Finance Director)

#### **6. Petitions, Requests, and Communications**

- a. Recognition of **the retirement of Captain Todd Schulz** of the Fort Atkinson Police Department (Bump, Police Chief)
- b. Presentation from the Fort Atkinson Beautification Council relating to a proposal for a **mural on the riverfront façade of the City's water utility reservoir**, located at 31 N Water Street West (President Jude Hartwick, Beautification Council)

#### **7. Resolutions and Ordinances**

- a. Review and possible action relating to a Resolution authorizing the submission of a **Transportation Alternative Program (TAP) Grant application for a pedestrian path on South Main Street** (Selle, City Engineer/Director of Public Works)

#### **8. Reports of Officers, Boards, and Committees:**

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

#### **9. Unfinished Business – None**

#### **10. New Business**

- a. Review and possible action relating to the purchase of new **holiday light decorations** to replace existing holiday lights along Commerce Parkway, Madison Avenue, and Main Street for \$48,830 (Williamson, Superintendent of Public Works)

- b. Review and possible action relating to the Fort Atkinson Area Chamber of Commerce Tourism Department **applying rain-activated paint to various pavement locations** throughout the downtown (Franseen, Director of Parks and Recreation)
- c. Review and possible action relating to the **2021 Recycling Report** (Selle, City Engineer/Director of Public Works)
- d. Review and possible action to award the **2022 City of Fort Atkinson Street Construction program** to Forest Landscaping and Construction (Selle, City Engineer/Director of Public Works)

**11. Miscellaneous – None**

**12. Claims, Appropriations and Contract Payments:**

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

**13. The City Council may consider a motion to convene in closed session pursuant to State Stat. §19.85(1)(g) in order to confer with legal counsel who is rendering oral or written advice concerning strategies to be adopted by the Council with respect to **current and pending litigation****

**14. Adjournment**

*Date Posted: April 4, 2022*

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

*Visit us online! City news and information can be found at [www.fortatkinsonwi.net](http://www.fortatkinsonwi.net), and be sure to follow us on Facebook @FortAtkinsonWI.*



**CITY COUNCIL MEETING  
IN PERSON AND VIA ZOOM  
TUESDAY, MARCH 15, 2022 – 7:00 PM  
CITY HALL – SECOND FLOOR**

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**1. CALL MEETING TO ORDER**

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

**2. ROLL CALL**

Present: Cm. Becker, Cm. Hartwick, Cm. Housley, Cm. Johnson and President Scherer. Also present: Manager, Attorney, Engineer, Clerk/Treasurer and Public Works Superintendent.

**3. PUBLIC HEARING:**

*a) Public hearing relating to the 2021 Annual Report on Stormwater Permit (Selle, City Engineer/Director of Public Works)*

President Scherer opened the Public Hearing and after three calls, closed without comments.

**4. PUBLIC COMMENT - NONE**

**5. CONSENT AGENDA:**

- a) Review and possible action relating to the minutes of the March 1, 2022 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b) Review and possible action relating to the minutes of the March 8, 2022 Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c) Review and possible action relating to building, plumbing, and electrical permit report for February 2022 (Juarez, Building Inspector)*
- d) Review and possible action relating to the City Clerk-issued License and Permit Report for February 2022 (Ebbert, Clerk/Treasurer/Finance Director)*
- e) City Sewer, Water, and Stormwater Utility Financial Statements as of January 31, 2022 (Ebbert, Clerk/Treasurer/Finance Director)*
- f) City Sewer, Water, and Stormwater Utility Financial Statements as of February 28, 2022 (Ebbert, Clerk/Treasurer/Finance Director)*
- g) Review and possible action on the Generals Baseball 6 month beer application (Ebbert, Clerk/Treasurer/Finance Director)*
- h) Review and possible action on the Lions Concession 6 month beer application (Ebbert, Clerk/Treasurer/Finance Director)*

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

**6. PETITIONS, REQUESTS, AND COMMUNICATIONS:**

- a. *A proclamation celebrating Jessica Sharp of Fort Atkinson on earning the Girl Scout Gold Award and proclaiming March 16, 2022 as "Gold Award Girl Scout Jessica Sharp Day" in the City of Fort Atkinson (LeMire, City Manager)*

Cm. Hartwick moved, seconded by Cm. Becker to approve the proclamation recognizing Jessica Sharp of Fort Atkinson on earning the Girl Scout Gold Award and proclaiming March 16, 2022 as "Gold Award Girl Scout Jessica Sharp Day" in the City of Fort Atkinson. Motion carried.

- b. *A proclamation celebrating Elee Sharp of Fort Atkinson on earning the Girl Scout Gold Award and proclaiming March 17, 2022 as "Gold Award Girl Scout Elee Sharp Day" in the City of Fort Atkinson (LeMire, City Manager)*

Cm. Hartwick moved, seconded by Cm. Johnson to approve the proclamation recognizing Elee Sharp of Fort Atkinson on earning the Girl Scout Gold Award and proclaiming March 17, 2022 as "Gold Award Girl Scout Elee Sharp Day" in the City of Fort Atkinson. Motion carried.

- c. *A proclamation celebrating Makayla Krueger of Fort Atkinson on earning the Girl Scout Gold Award and proclaiming March 18, 2022 as "Gold Award Girl Scout Makayla Krueger Day" in the City of Fort Atkinson (LeMire, City Manager)*

Cm. Hartwick moved, seconded by Cm. Johnson to approve the proclamation recognizing Makayla Krueger of Fort Atkinson on earning the Girl Scout Gold Award and proclaiming March 18, 2022 as "Gold Award Girl Scout Makayla Krueger Day" in the City of Fort Atkinson. Motion carried.

- d. *A proclamation celebrating Nevaeh Smith of Fort Atkinson on earning the Girl Scout Gold Award and proclaiming March 19, 2022 as "Gold Award Girl Scout Nevaeh Smith Day" in the City of Fort Atkinson (LeMire, City Manager)*

Cm. Hartwick moved, seconded by Cm. Johnson to approve the proclamation recognizing Nevaeh Smith of Fort Atkinson on earning the Girl Scout Gold Award and proclaiming March 19, 2022 as "Gold Award Girl Scout Nevaeh Smith Day" in the City of Fort Atkinson. Motion carried.

## **7. RESOLUTIONS AND ORDINANCES – NONE**

## **8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:**

*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 2021 Annual Report on Stormwater Permit (Selle, City Engineer/Director of Public Works)*

Engineer Selle reviewed the annual report which is part of our Phase II MS4 Permit, the City is required to submit an Annual Report on our activities and accomplishments 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.

Cm. Becker moved, seconded by Cm. Johnson to approve the 2021 Annual Report on Stormwater Permit and authorize proper signatures. 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. Hartwick moved, seconded by Cm. Becker to approve the Verified Claims presented by the Director of Finance and authorize payment. Motion carried.

#### **13. THE CITY COUNCIL MAY CONSIDER A MOTION TO CONVENE IN CLOSED SESSION PURSUANT TO STATE STAT. §19.85(1)(E) TO DELIBERATE OR NEGOTIATE THE PURCHASING OF PUBLIC PROPERTIES; THE CITY COUNCIL MAY CONTINUE IN CLOSED SESSION PURSUANT TO STATE STAT. §19.85(1)(E) TO DELIBERATE PUBLIC BUSINESS WITH COMPETITIVE OR BARGAINING IMPLICATIONS [TAXI SERVICE CONTRACT REVIEW]; THE CITY COUNCIL MAY CONTINUE IN CLOSED SESSION PURSUANT TO STATE STAT. §19.85(1)(C) TO CONSIDER EMPLOYMENT, PROMOTION, COMPENSATION, OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY [ANNUAL REVIEW OF THE CITY MANAGER]**

Cm. Becker moved, seconded by Cm. Hartwick to adjourn into closed session pursuant to State Stat. §19.85(1)(e) to deliberate or negotiate the purchase of public properties. Further, I move to remain in closed session pursuant to State Stat. §19.85(1)(e) to deliberate public business with competitive or bargaining implications relating to the taxi service contract; and to remain in closed session pursuant to State Stat. §19.85(1)(c) to consider the City Manager's annual performance review. Motion carried.

#### **13. ADJOURNMENT**

Cm. Becker moved, seconded by Cm. Hartwick to adjourn. Meeting adjourned at 9:51 pm.

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



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

## MEMORANDUM

**DATE:** April 7, 2022

**TO:** Fort Atkinson City Council

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

**RE:** Review and possible action relating to Special Event:  
Park & Recreation Easter Egg Hunt

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### 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:** Parks & Recreation Easter Egg hunt

**Date and Hours of Event:** Saturday, April 9<sup>th</sup>, 8:00 am to 11:00 am

**Location:** Ralph Park

**Contact Person:** Bradley Friese

**Estimated Number of Attendees:** 500

The application and event information was routed to all City Departments without comments or concerns.

### 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 Parks & Recreation Easter Egg Hunt on Saturday April 9, 2022 from 8:00 am to 11:00 am at Ralph Park.

#### **ATTACHMENTS**

Special Event Application, Event Description





CITY OF FORT ATKINSON  
Special Event Application

Name of Business/Group Organizing Event: Fort Atkinson Parks & Recreation	
Contact Person for Event: Bradley Friese	
Phone Number: (920) 563-7781	Email: Bfriese@fortatkinsonwi.net
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: Easter Egg Hunt	
Event Date: April 9, 2022	
Event Location: Ralph Park	
Estimated Number of Attendees: 500	Hours of Event: 8:00 am - 11:00 am
Check all applicable boxes:	
<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
*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.	
<input type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.	
By signing, I agree to the following statements:	
I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event.	
Responsible Party Signature: Bradley Friese	

Office Use Only

Date Submitted to Clerk:

Date Emailed to Departments:

3/24/22

Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer	none
<input checked="" type="checkbox"/> EMS - Ryan Brothers Ambulance	no reply
<input checked="" type="checkbox"/> Engineer and Building Inspection	none
<input checked="" type="checkbox"/> Electrician	none
<input checked="" type="checkbox"/> Fire and Rescue Department	none
<input checked="" type="checkbox"/> Library and Museum	none
<input checked="" type="checkbox"/> Parks & Recreation	none
<input checked="" type="checkbox"/> Police Department	none
<input checked="" type="checkbox"/> Public Works Department	none
<input checked="" type="checkbox"/> Wastewater and Water Utility	none

Date Reported to City Council (if necessary):

Comments, Contingencies, Findings:



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

## MEMORANDUM

**DATE:** April 7, 2022

**TO:** Fort Atkinson City Council

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

**RE:** Review and possible action relating to Special Event:  
Unity Project: Fort Fall Fiesta

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### BACKGROUND

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

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

### DISCUSSION

**Event:** Fort Fall Fiesta

**Date and Hours of Event:** Saturday, September 17, 2022 – 12:00 pm to 4:00 pm

**Location:** Jones Park, Janesville Avenue

**Contact Person:** Laura Alwin, [laura.unityproject@gmail.com](mailto:laura.unityproject@gmail.com)

**Estimated Number of Attendees:** 500-1,000

The application and event information was routed to all City Departments without comments or concerns.

### FINANCIAL ANALYSIS

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

**RECOMMENDATION**

Staff recommends that City Council approve the Unity Project: Fort Fall Fiesta on Saturday September 17, 2022 from 12:00 pm to 4:00 pm.

**ATTACHMENTS**

Special Event Application, Event Description





CITY OF FORT ATKINSON  
Special Event Application

Name of Business/Group Organizing Event: <u>Unity Project</u>	
Contact Person for Event: <u>Laura Mathis</u>	
Phone Number: <u>920 397 6006</u>	Email: <u>laura.unityproject@gmail.com</u>
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
<b>Special Event Details</b>	
Event Name: <u>Fort Fall Fiesta</u>	
Event Date: <u>Sept. 17, 2022</u>	
Event Location: <u>Dunes Park</u>	
Estimated Number of Attendees: <u>500 - 1,000</u>	Hours of Event: <u>Setup 8-12, Event noon - 4pm</u>
Check all applicable boxes: <input checked="" type="checkbox"/> I am renting a City Park Attach copy of paid park rental from Parks & Recreation (920) 563-7781. <u>PA by Parks + Rec 5</u> <input checked="" type="checkbox"/> I will be having music Start and end time of music: <u>Noon - 4pm</u> <input type="checkbox"/> I will be closing a street(s) Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771. <input type="checkbox"/> I will be selling beer and/or wine* Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760 *Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide. <input checked="" type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.	
By signing, I agree to the following statements:  I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event.  Responsible Party Signature: <u>Laura Mathis</u>	

Office Use Only

Date Submitted to Clerk:

Date Emailed to Departments: 3/24/22

Department	Comments, Concerns, Action(s) to be taken
<input type="checkbox"/> Clerk/Treasurer <u>none</u>	
<input checked="" type="checkbox"/> EMS - Ryan Brothers Ambulance <u>no reply</u>	
<input type="checkbox"/> Engineer and Building Inspection <u>none</u>	
<input checked="" type="checkbox"/> Electrician <u>none</u>	
<input checked="" type="checkbox"/> Fire and Rescue Department <u>none</u>	
<input checked="" type="checkbox"/> Library and Museum <u>none</u>	
<input checked="" type="checkbox"/> Parks & Recreation <u>none</u>	
<input checked="" type="checkbox"/> Police Department <u>none</u>	
<input checked="" type="checkbox"/> Public Works Department <u>none</u>	
<input checked="" type="checkbox"/> Wastewater and Water Utility <u>none</u>	

Date Reported to City Council (if necessary):

Comments, Contingencies, Findings:



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

## MEMORANDUM

**DATE:** April 7, 2022

**TO:** Fort Atkinson City Council

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

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

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### 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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### DISCUSSION

**Event:** FA Summer Charity Concerts

**Date:** Wednesdays: June 8, June 22, July 7, July 20, August 10, and August 24, 2022

**Location:** Barrie Park

**Contact Person:** Megan Hartwick

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

**Estimated Number of Attendees:** 400+

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



### **FINANCIAL ANALYSIS**

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

### **RECOMMENDATION**

Staff recommends that City Council approve the Special Event FA Summer Charity Concerts in Barrie Park on Wednesday June 8th, June 22, July 7, July 20, August 10, and August 24, 2022.

### **ATTACHMENTS**

Special Event Application





CITY OF FORT ATKINSON  
Special Event Application

Name of Business/Group Organizing Event: FA Summer Charity Concerts

Contact Person for Event: Megan Hartwick

Phone Number: 920-728-6061

Email: meganhartwick@gmail.com

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

Special Event Details

Event Name: FA Summer Charity concerts

Event Date: 6/8, 6/22, 7/6, 7/20, 8/10, 8/24

Event Location: Barrie Park

Estimated Number of Attendees: 400 each show

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

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: 6:30 - 8:30pm

☐ 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: Megan Hartwick

Office Use Only

Date Submitted to Clerk: 3/10/2022

Date Emailed to Departments: 3/11/22

Department

Comments, Concerns, Action(s) to be taken

☒ Clerk/Treasurer

none

☒ EMS - Ryan Brothers Ambulance

no reply

☒ Engineer and Building Inspection

none

☒ Electrician

none

☒ Fire and Rescue Department

none

☒ Library and Museum

none

☒ Parks & Recreation

none

☒ Police Department

none - officers working that day will be aware

☒ Public Works Department

none

☒ Wastewater and Water Utility

none

Date Reported to City Council (if necessary):

Comments, Contingencies, Findings:

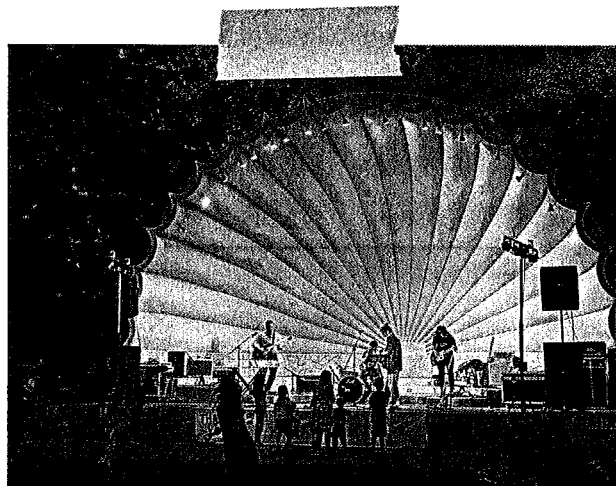


# 2022 Sponsorship Opportunity

In partnership with:



**Kiwanis**  
FORT ATKINSON, WI



Sponsorships slots are available for the six FREE concerts at the bandshell this summer! The funds raised this year will continue to support the Lend a Hand program at BASE Fort Atkinson and will also support scholarships offered through the Kiwanis Club. Since 2013, the charity concerts have donated a total of \$73,728 to these efforts!

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

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

## Silver Sponsor - \$750 (5 available)

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

## Bronze Sponsor - \$500 (10 available)

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

## 2022 Concert Details:

6:30-8:30pm

*Barrie Park Bandshell*

June 8th: 7000 Apart

June 22nd: Driftless

July 6th: Sam Ness

June 20th: John Marino Band

August 10th: The Brothers Quinn

August 24th: Matthew James & The Rambler

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

**Mail to:**

**Kiwanis Club of Fort Atkinson  
Attn: Megan Hartwick  
1225 Orchard Lane  
Fort Atkinson, WI 53538**





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

### CITIZEN SERVICE INFORMATION FORM

Name (Print): Kalvaitis Jenny M Date: 4/1/2022  
*Last First Middle*

Home Address: N324 Poeppel RD Fort Atkinson, WI 53538

Business Name/Address: Nasco Education

Telephone (Home): (920)650-0717 (Work): \_\_\_\_\_

Email Address: jenny.kalvaitis@gmail.com

How long have you lived in the City of Fort Atkinson? 2013 (moved back after graduate school)

Which Boards, Commissions and/or Committees interest you? Tourism Commission

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

My first career was working with educational tourism in museums and nonprofits. I spent about 15 years working in this sector in Wisconsin, Indiana, and Massachusetts. Throughout my career I have worked with a number of tourism committees and organizations in Madison, WI and Indianapolis, IN.

Fort is my hometown and it is my home. In working with the Chamber in the past couple of months representing Nasco Education, Carrie and Katie recommended I apply for this Commission. Thank you for your consideration.

**References:**

1. Merilee Lee (Director of Hoard Museum- volunteer and Board Member) Phone: 920-563-7769
2. Pam Terry (Chief Marketing Officer at Nasco Education- my supervisor) Phone: (630) 294-3625

Jenny Kalvaitis  
Signature

Return this form to:  
City Manager's Office  
101 North Main Street  
Fort Atkinson WI 53538  
[lidzikowski@fortatkinsonwi.net](mailto:lidzikowski@fortatkinsonwi.net)



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

## MEMORANDUM

**DATE:** April 7, 2022

**TO:** Fort Atkinson City Council

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

**RE:** Review and possible action relating to Alcohol Beverage License Premise Change for Blodgett Garden Center, 1222 Janesville Avenue

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### BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. The license applicant must particularly describe the premise under their control where alcohol beverages will be sold, served, consumed and stored. For revision during a license year, July 1<sup>st</sup> – June 30<sup>th</sup>, the licensee must file a written request with the municipal official to amend the premises description. It is within the discretion of the governing body to approve or disapprove the change. If approved, the license would be amended and posted on the premise.

A license holder may also request an alteration to their premise descriptions to include additional area from a recent expansion or for an event to include outdoor enclosures.

The City Council has the authority to attach conditions to a premise description including limitations to the described premises, when the license is granted.

### DISCUSSION

Blodgett Milling Co, Inc dba Blodgett Garden Center, located at 1222 Janesville Avenue has requested to adjust the premise description to restrict alcohol sales and storage at their business. The existing premise includes the 72 x 72 retail store and enclosed outdoor garden area.

The addition of the outdoor area was added to the July 2021 - June 2022 license application and is set to expire this June. They decided the addition of the outdoor area was not advantageous to the business and would like to exclude it immediately.

The approved premise change would take place upon license issuance by the Clerk.



### **FINANCIAL ANALYSIS**

There is no fee associated with a premise change.

### **RECOMMENDATION**

Staff recommends that the City Council approve the premise change beginning April 8, 2022 to June 30, 2022 for Blodgett Milling Co Inc dba Blodgett Garden Center.

### **ATTACHMENTS**

Premise description request and site plan.

Back room (warehouse)

Entrance / Exit

Entrance / Exit

Retail Area

Checkout

Retail Entrance / Exit

Retail Entrance / Exit

Porch

Parking lot



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

## MEMORANDUM

**DATE:** April 7, 2022

**TO:** Fort Atkinson City Council

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

**RE:** Review and possible action relating to Alcohol Beverage License Agent Change Kwik Trip #439, 1565 Madison Avenue

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### BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. The license applicant must particularly describe the premise under their control where alcohol beverages will be sold, served, consumed and stored. For revision during a license year, July 1<sup>st</sup> – June 30<sup>th</sup>, the licensee must file a written request with the municipal official to amend the premises description. It is within the discretion of the governing body to approve or disapprove the change. If approved, the license would be amended and posted on the premise.

Alcohol Licenses issued to Limited Liability Companies must appoint an agent to operate the business. Agent responsibilities per Statute are listed below:

**(6) LICENSES TO CORPORATIONS AND LIMITED LIABILITY COMPANIES; APPOINTMENT OF AGENTS.**

125.04(6)(a) **(a)** Agent. No corporation or limited liability company organized under the laws of this state or of any other state or foreign country may be issued any alcohol beverage license or permit unless:

125.04(6)(a)1. **1.** The entity first appoints an agent in the manner prescribed by the authority issuing the license or permit. In addition to the qualifications under sub. (5), the agent must, with respect to character, record and reputation, be satisfactory to the issuing authority.

125.04(6)(a)2. **2.** The entity vests in the agent, by properly authorized and executed written delegation, full authority and control of the premises described in the license or permit of the entity, and of the conduct of all business on the premises relative to alcohol beverages, that the licensee or permittee could have and exercise if it were a natural person.

125.04(6)(b) **(b)** Successor agent. A corporation or limited liability company may cancel the appointment of an agent and appoint a successor agent to act in the agent's place, for the remainder of the license year or until another agent is appointed, as follows:

125.04(6)(b)1. **1.** The successor agent shall meet the same qualifications required of the first appointed agent.

125.04(6)(b)2. **2.** The entity shall immediately notify the issuing authority, in writing, of the appointment of the successor agent and the reason for the cancellation and new appointment.

125.04(6)(c) **(c)** Authority of successor. A successor agent shall have all the authority, perform all the functions and be charged with all the duties of the previous agent of the corporation or limited liability company until the next regular or special meeting of the issuing authority if a license is held.

*However, the license of the corporation or limited liability company shall cease to be in force if, prior to the next regular or special meeting of the issuing authority, the clerk of the licensing authority receives notice of disapproval of the successor agent by a peace officer of the municipality issuing the license.*

#### **DISCUSSION**

Kwik Trip Inc, dba Kwik Trip #439 located at 1565 Madison Avenue has submitted a request for an Agent Change. A background check was performed on the applicant without concerns.

#### **FINANCIAL ANALYSIS**

There is a \$10.00 fee associated with an Agent change and was paid appropriately by the applicant.

#### **RECOMMENDATION**

Staff recommends that the City Council approve the Agent Change for Kwik Trip #439, 1565 Madison Avenue to Krystal Voigt.

#### **ATTACHMENTS**

Letter of Request and Schedule for Appointment of Agent



Legal

PHONE 608-781-8988

FAX 608-793-6120

1626 Oak St., P.O. Box 2107

La Crosse, WI 54602

[www.kwiktrip.com](http://www.kwiktrip.com)

March 14, 2022

City Clerk  
City of Fort Atkinson  
101 N. Main St.  
Fort Atkinson, WI 53538-1896

RE: Appointment of Agent  
Kwik Trip 439  
1565 Madison Ave.

Dear City Clerk:

A new manager, Krystal Voigt, has been assigned to oversee Kwik Trip 439. Therefore, we would like to appoint Krystal as the agent f the store.

Enclosed please find completed Appointment of Agent and Auxiliary Questionnaire forms as well as a \$10.00 check for the administrative fee. I respectfully request that you include this change request on the agenda of your next City Council meeting for consideration.

Please contact me if you require any further information at (608)793-6262 or DHafner@kwiktrip.com. Thank you in advance for your assistance with this matter.

Yours truly,

A handwritten signature in blue ink, appearing to read "Deanna", written over a horizontal line.

Deanna Hafner  
Licensing Agent

Enclosures

# Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

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

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

The undersigned duly authorized officer/member/manager of KWIK TRIP, INC.  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as  
Kwik Trip 439  
(Trade Name)

located at 1565 Madison Ave., Fort Atkinson, WI 53538

appoints Krystal M. Voigt  
(Name of Appointed Agent)  
Oconomowoc, WI 53066  
(Home Address of Appointed Agent)

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

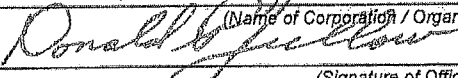
☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? All my life.

Place of residence last year Oconomowoc, WI 53066

For: KWIK TRIP, INC.  
(Name of Corporation / Organization / Limited Liability Company)

By:   
(Signature of Officer / Member / Manager)

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

## ACCEPTANCE BY AGENT

I, Krystal M. Voigt, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

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

 3/11/22  
(Signature of Agent) (Date)

Agent's age 31

Date of birth \_\_\_\_\_

Oconomowoc, WI 53066  
(Home Address of Agent)

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

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

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



# Auxiliary Questionnaire Alcohol Beverage License Application

Voigt

Submit to municipal clerk.

WI Dr. Lic. #V230-5139-0942-05

Individual's Full Name (please print) (last name) <b>VOIGT</b>		(first name) <b>Krystal</b>		(middle name) <b>Marie</b>	
Home Address (street/route) <b>Oconomowoc</b>		Post Office <b>Oconomowoc</b>		State <b>WI</b>	Zip Code <b>53066</b>
Home Phone Number <b>920-</b>		Age <b>31</b>	Date of Birth		Place of Birth <b>Oconomowoc, WI</b>

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an **individual**.
- ☐ A member of a **partnership** which is making application for an alcohol beverage license.
- ☒ Agent of **Kwik Trip, Inc.**

(Officer / Director / Member / Manager / Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

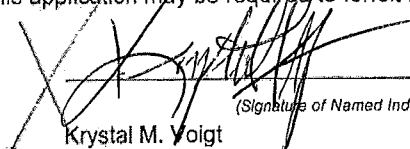
which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? All my life.
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No  
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No  
If yes, identify. \_\_\_\_\_  
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No  
If yes, identify. \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address By City and County)
6. Named individual must list in chronological order last two employers.

Employer's Name <b>Aldis</b>	<b>Watertown, WI</b>	Employed From <b>6/2014</b>	To <b>9/2014</b>
<b>BP</b>	<b>Ixonia, WI</b>	Employed From <b>3/2013</b>	To <b>7/2014</b>

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

  
(Signature of Named Individual)  
**Krystal M. Voigt**

**SERVER**license.com

# Wisconsin Responsible Beverage Seller/Server Training

## KRYSTAL VOIGT

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL 161027

Date of Completion: 03/11/2022



Authorized Signature

This certificate represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats. Present this certificate to your local municipal clerk's office to receive your Operator's or Retail license.

Diversys Learning, Inc.  
1101 Arrow Point Drive, Suite 302  
Cedar Park, TX 78613

Phase #2 Mural = Water Reservoir, next to Water Department Building on N. Water St. W.

**TO:** Fort Atkinson Community Foundation

**FROM:** Jude Hartwick, President of the Beautification Council

**SUBJECT:** Mural: Water Reservoir Building, next to Water Dept. Bldg and existing mural (phase #1)

**Background:**

The Beautification Council:

The Purpose shall be to improve and beautify the community of Fort Atkinson, Wisconsin. To survey, study, plan, report, recommend, guide and conduct activities relating to the physical improvement and beauty of Fort Atkinson and its environs. The organization is dedicated exclusively to charitable and educational purposes as set forth above and no substantial part of its activities will attempt to influence legislation by propaganda or otherwise.

Re: We are looking at doing murals to continue to make our cityscape more artistic.

Description: The mural would be on the water reservoir's lower three panels. The top three panels would be painted as sky scenes, with cloud cover and lots of blue skies. Currently, like the pre-mural Water Department Building, the reservoir has been painted with a white colored paint and looks like a palette calling out for artwork. **This year we hope to remove the current paint and paint our Keim exterior mural paint using a tan/light brown color.** First off, it will be easier to paint over, as a white background may take more than one coat due to bleed through. Secondly, the tan will not be white, calling out as a palette for painting. This will be a test run for the paint. Of concern is the adherability of the paint. It is on a structure that sweats due to condensation from cool water inside the tank and warmer weather outside. We want to paint it this year to make sure that when we paint it with the mural next year (2023 or spring of 2024) the paint will adhere. We do understand that no mural last forever, but the Keim paint is supposed to last under normal circumstances for 30-40 years, some have even lasted as long as 100 years in Europe. This would be with minor touchups.

The Beautification Council had internal discussions about what to paint as for themes. We wanted it to be historical and match the phase #1 motifs. The parameters for phase #1 were set as something that was Fort Atkinson specific/recognizable, nature themed, transportation/river, and agricultural. We came to consensus that there was enough Native American themed artwork around town, as well as enough poetry highlighted in other parts of the city. We decided to utilize Larry Schultz, who painted the existing mural on the Water Department Building. We wanted to match styles as much as possible, particularly since the murals are adjacent to one another. For phase #1 we had solicited bids from various muralists in Madison, Milton, Delevan, Waukesha, as well as discussed with other local artists. We have enlisted the assistance

of our local expert, Ann Engelman, and sought approval from other groups: Art's Council, Hoard Museum, FFA, and Condo Association. Throughout the process we have sought to make it a community project. We hope to continue with that effort.

**Panel 1 – lower West (closest to Water Department Building):**

Lower panel would be bisected by the Rock River. North of the river would be a Native American settlement and the effigy mounds, particularly the panther intaglio. The wickiup hut would be akin to the design at the Hoard Museum. Next to that would be the Rufus Dodge log cabin and fields/carriage. Rufus Dodge was one of our earliest settlers. He and his wife Lucretia settled to the west of town. Their frame house now stands near the high school. The complex of buildings remaining north of the river are Northwestern Manufacturing, including the current TPF Outdoors shop in the only remaining Northwestern building. Those buildings were in the Festival Grocery Store parking lot area/complex. South of the river are many Jones Manufacturing buildings. The Milo and Sally Jones frame house of 1848, the Jones barn painted in its current yellow color across from the Rock River Park entrance along Hwy 106 west and the Green Mountain House built by Milo Jones as a tavern, hotel and dance hall in 1845 of cream city brick manufactured here in town. Please note the J-Star logo on the sign next to the Christmas Tree that at one time adorned the river front in Bicentennial Park for years. There is a steam engine showcasing many of the passenger and freight trains that used to pass through Fort Atkinson.

Middle panel would be bisected by the Rock River, as all of the panels are trying to keep that theme consistent. In the river would be a raft portraying early crossings of the river before any existing bridges (note Main St. bridge on Water Dept. Bldg). Next would be the old Nasco building with a seaplane in front of it. The museum has a photo of that event. The Lucien Caswell Italianate Renaissance house that once stood where Walgreens is (former location of St. Joseph's church) is next with a few fisherman of diverse backgrounds in front/along the river. South of the river will be the Louis Lorman Junk building, the Dwight Foster House of 1842 now located on the Hoard Museum grounds and the Bettersox manufacturing building. Please note the small fort structure to the far east of the panel, as well as the Fireside Dinner Theatre early design building and current flame structure. In addition, please note our iconic catfish statue that is on the Good to Go/Bridge grounds.

Panel 3, or far east panel has the Rock River as well with a fisherman along the northern bank with lots of farm land across the river. South of the river is the Eli May House of neo-gothic design (cross shape with lots of ornate work) currently on the designated location of the original fort. Next to that note the 1901 steeple and St. Paul's Evangelische Kirche (St. Paul's Lutheran Church). On the Water Department Building you will note the 1901 water tower on the corner of the building. Next see the Masonic lodge building, currently the Fort Atkinson Club. Finally notice in the lower part of the panel the Dwight Foster Public Library. It does not have the more recent additions of children's wing and new entrance.

Please note that historical and geographical accuracy are a little distorted. Some of these buildings never existed simultaneously. The hope is to represent Fort Atkinson's history with a little bit of fun and intrigue, thus the fisherman, catfish, raft and train. There will be signage and QR codes redirecting people to the Hoard Museum, and its webpage, to learn more of our history.

**Fundraising:**

Though we would love to kick off our fundraising campaign, we feel we need to wait until the paint dries and seals to the building. We want to give it a year. We want to ensure that this works.

**Approval:**

What we are looking for is to go forward with the primer coat after scraping off the existing paint. The paint is currently peeling off in large flakes, but some may need to be removed by power blasting. We do not want to adhere any structures to the building itself, just paint. The paint is silicon based so once it dries it forms a ceramic type of bond with the cement/brick and mortar.

Thank you for your time and energy. I hope you approve of the design and the delay.

**Original Discussion from Phase #1 in April of 2019.**

Water Department Mural: We have sought approval and involved city staff neighbors, community (Facebook), arts alliance groups in the decision and planning process. We will start more public fundraising upon approval of the revision by the City Council.. Preliminary discussions have been had with the Community Foundation and some potential donors. A bank account has been set up at FCCU to start the process. Ann Engelman's checklist on mural development has been extremely useful in keeping us coordinated. The mural is intended to not only enhance, but to involve, our community. Larry Schulz, the selected muralist, has done murals and is an accomplished agriculture/nature artist. He lives between Milton and Fort Atkinson. The Keim paint to be used is expected to last over 40 years, but has lasted over 100 years on similar murals (see Keim Paint exhibits D & E). [It is warrantied for 15 years.](#) It forms a bonded base and is much more water resistant and durable than other surface paints. There will not be a protective layer, as the sealant may yellow or blister with moisture and sunlight impact. Touch up is expected, but unless damaged, should be minimal. One group (DAMA) was rejected because they wanted to use a contact paper like product that would adhere to the building. The thought was that though they said it would last, it was a newer product and has not stood the test of time and may be suspect for blistering due to moisture. On a south facing wall, there may be potential for yellowing due to sunlight, thus clouding the image itself.

Koshkonong Country was used as the resource guide to depict the history of the mural, as well as contacting Merrilee Lee, Hoard Museum Director, to procure the photo of the bandshell above the bridge. Additional quirkiness will be provided by painting in some of the seven breeds of dairy cows. This will challenge people to name them. Perhaps a QR code would be used to provide answers and further links to

**Financial Analysis:**

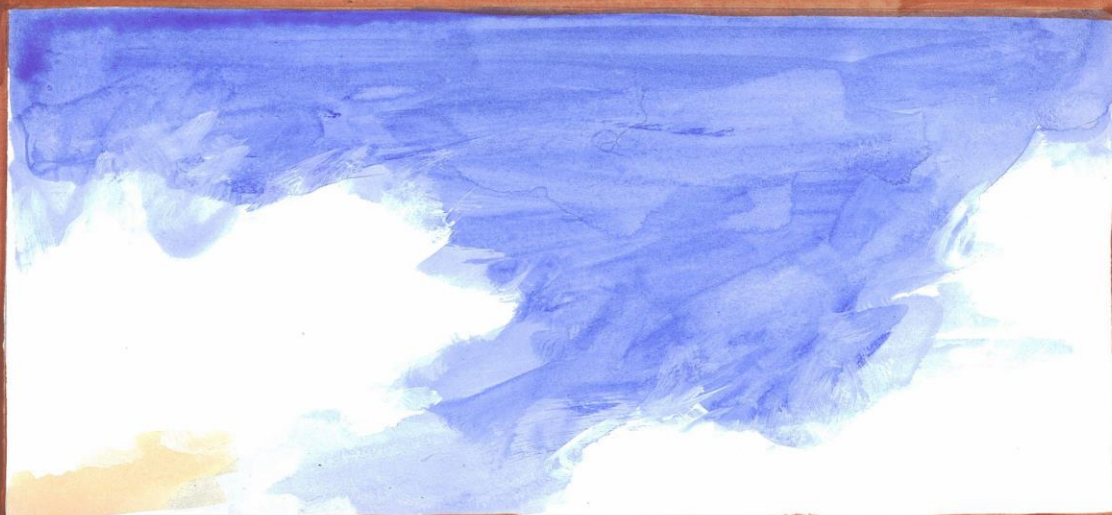
Water Reservoir mural: Costs will be borne by the Beautification Council. A grant application will be written to the Fort Atkinson Community Foundation to try to secure matching funds. Fundraising will be done in the community by Beautification Council. Hope is to secure funding of around \$18,000 by July



2023, then paint in the fall of 2023 or spring of 2024. **The cost to the city will be nothing.** As with phase #1, we may seek assistance with scaffolding from the city and some storage.













## BACKGROUND

## DISCUSSION

This aerial map shows the Rockwell area in Rockwell, NC. A pink line represents the proposed Rockwell Expressway, running horizontally across the center of the image. Several streets are labeled, including Hickory Rd on the left, S Main St in the center, and Rockwell Ave on the right. A green outline highlights a specific area of interest, which appears to be a residential or commercial development. The map also shows various other streets and landmarks, such as the Rockwell Expressway and the Rockwell Expressway.

Figure 1: Proposed path along South Main St

The street would be narrowed, curb and gutter removed and replaced on one side, and repaved in conjunction with the project, to accommodate the path. The current street is over forty feet wide, more than enough to accommodate parking and travel lanes with some left over.

Preliminary construction costs for this project are estimated at \$1.1 million. The City would be responsible for 20% of this total, \$220,000. A decision on the grant funding will be made in August 2022. The project must be completed within six years of award. If awarded, the City will move forward with an RFP for design services in the fall of 2022.

The Town of Koshkonong has committed to supporting the project and participating in payment for their portion of the path to connect it to Hackbarth Rd. A similar resolution has been received from the Town Chairman, Bill Burlingame.

### **FINANCIAL ANALYSIS**

As noted above the total cost for the project is estimated at \$1,103,300 of which 80% would be paid by the grant, leaving the City's estimated construction expense at \$220,659. Design expense would be 100% the City's responsibility, currently estimated at between \$40-70K. The budgeted source of City funding would be Fund 5, the Transportation Fund. Given the ample time for completion, if awarded, more detailed funding/financing strategies can be developed.

### **RECOMMENDATION**

Staff recommends that the City Council adopt the attached Resolution Authorizing the Submission of a Transportation Alternative Program (TAP) Grant application for a pedestrian path on South Main Street, in support of the Safe Routes to Schools Study and in partnership with the Town of Koshkonong.

### **ATTACHMENTS**

Resolution Authorizing the Submission of a Transportation Alternative Program (TAP) Grant Application for the City of Fort Atkinson; Approved Town of Koshkonong Resolution Authorizing the Submission of the same

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING THE SUBMISSION OF A TRANSPORTATION ALTERNATIVE PROGRAM (TAP) GRANT APPLICATION FOR A PEDESTRIAN PATH ON SOUTH MAIN STREET**

**WHEREAS**, the City of Fort Atkinson and the School District of Fort Atkinson mutually completed a Safe Routes to School study; and

**WHEREAS**, said study offered numerous recommendations for improvement, one of which was the infill of pedestrian facilities where none exist; and

**WHEREAS**, the City of Fort Atkinson has identified one such corridor, along South Main Street from Rockwell Avenue to Hackbarth Rd, and desires to submit a TAP Grant Application to construct a pedestrian path on South Main Street.

**NOW THEREFORE BE IT RESOLVED THAT**, the City of Fort Atkinson hereby authorizes the submission of an application to the Transportation Alternative Program (TAP) and authority is granted to the Fort Atkinson City Manager to take the necessary steps to prepare and file the appropriate application for funds under this program in accordance with this Resolution and that he is hereby authorized to sign all necessary documents on behalf of the City of Fort Atkinson.

**BE IT FURTHER RESOLVED THAT**, the City of Fort Atkinson will administer and oversee the development of the project if funded; and

**BE IT FURTHER RESOLVED THAT**, the City of Fort Atkinson will comply will all applicable Federal, State, and Local regulations.

Dated at City of Fort Atkinson, Wisconsin this 7<sup>th</sup> day of April, 2022.

**CITY OF FORT ATKINSON**

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Christopher Scherer, Council President

ATTEST:

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Michelle Ebbert, City Clerk/Treasurer/Finance Director

**RESOLUTION NO. 03212022TAP**

**RESOLUTION AUTHORIZING THE SUBMISSION AND SUPPORT OF A  
TRANSPORTATION ALTERNATIVE PROGRAM (TAP) GRANT APPLICATION**

**WHEREAS**, the Town of Koshkonong supports pedestrian trails; and

**WHEREAS**, the City of Fort Atkinson and the Town of Koshkonong have identified the extension of a pedestrian trail along South Main St traversing both City and Town jurisdiction;

**NOW THEREFORE BE IT RESOLVED THAT**, the Town of Koshkonong hereby authorizes the City of Fort Atkinson to submit an application to the Transportation Alternative Program (TAP) and authority is granted to the Town Chairman to take the necessary steps to prepare and support the application under this program in accordance with this Resolution and that he is hereby authorized to sign all necessary documents on behalf of the Town of Koshkonong.

**BE IT FURTHER RESOLVED THAT**, the Town of Koshkonong will comply will all applicable Federal, State, and Local regulations.

Dated at Town of Koshkonong, Wisconsin this 21<sup>st</sup> day of March, 2022.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

**EMAILED**  
3/30/2022





## MEMORANDUM

**DATE:** April 7, 2022

**TO:** Fort Atkinson City Council

**FROM:** Tom Williamson, Department of Public Works Superintendent

**RE:** Review and possible action relating to the purchase of new holiday light decorations to replace existing holiday lights along Commerce Parkway, Madison Avenue, and Main Street for \$48,830

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### BACKGROUND

The City of Fort Atkinson Department of Public Works desires to replace the current Star themed Holiday lights. The current decorative lights were generously purchased and donated to the City by the Fort Atkinson Chamber of Commerce in 2006. These lights are an older style incandescent bulb, and are not UL listed. It has been a challenge the last several years to maintain the lighting, and most recently staff has had difficulty obtaining replacement incandescent bulbs. The wiring has become brittle and the frames have begun to deteriorate. The City Electrician has done a fantastic job keeping them operational, but he has also indicated that they are at the end of their useful lives. These lights have served the City well for 16 years and are now in need of replacement with more efficient and safer units.

### DISCUSSION

The Department of Public Works researched suppliers and also received a sale notification from a manufacturer/supplier out of Minnesota. We reached out to the supplier in Minnesota, where the current decorations came from, and requested further information regarding LED technology and UL listing. They were very helpful and confirmed the UL listing and LED options and availability, and indicated the sale pricing shown attached will remain in effect until April 8<sup>th</sup> 2022.

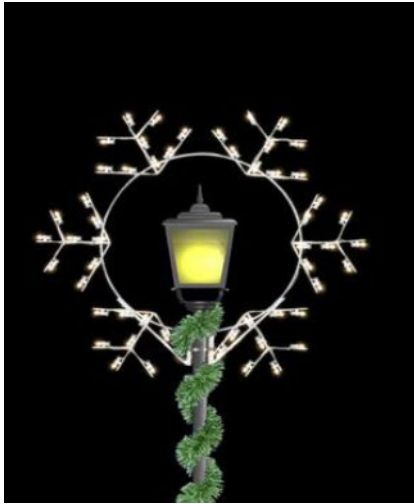
The City currently decorates the following locations:

- Downtown Central - Main Street from the BP Gas Station on the South end, across the bridge thru downtown, to the South side of the Main Street and North Third Street intersection. (12 Regular and 22 Globe Over style)
- Northwest - Madison Ave. within the boulevard from the Northwest side of McCoy Park to the Reena Ave. intersection. (23 Regular style)
- Downtown West - Robert Street across the Bridge. (10 Regular style to accommodate the new bridge deck)

- Southwest – Commerce Parkway, in the Klement Business Park, island entry. We would like to decorate all of Commerce Parkway, in future, with this new style lighting. (12 Regular style to include all of Commerce Parkway)

Staff reviewed many options for new holiday decorations with the intent to keeping a neutral winter theme; including “post-over” lights for the lantern style lights downtown and a matching snowflake for the remaining light poles. The two options below represent the recommendation by City staff and other stakeholders consulted.

#### Option 1: Winterfest Forked Snowflakes



5' Winterfest Forked Snowflake Post-Over



5' Winterfest Forked Snowflake

#### Option 2: Star Snowflake Post-Over & Mississippi Star Snowflake



7' Star Snowflake Post-Over



5' Mississippi Star Snowflake

#### FINANCIAL ANALYSIS

Table A below shows the replacement options and the total expense of each option. This table also shows the required number and style of light to continue the City's holiday lighting tradition with safer and more efficient lights. Table A also includes the cost to prepare 12 light

poles in the Klement Business Park on Commerce Parkway to allow for the installation of these lights starting in the 2022 winter/holiday season. The expected useful life of these lights at 15-20 years.

<b>Table A: City of Fort Atkinson Holiday Light Replacement Options - Expenditures</b>				
<b>Option 1:</b>	<b>Location</b>	<b>Quantity</b>	<b>Sale Price Per Unit</b>	<b>Total Expenditure</b>
5-foot Winterfest Forked Snowflake Post	Main Street Lamps	22	\$ 372.00	\$ 8,184.00
5-foot Winterfest Forked Snowflake	Robert St Bridge; Main St; Commerce Pkwy; Madison Ave	57	\$ 463.00	\$ 26,391.00
Electrical Work*	Commerce Parkway	12	\$ 500.00	\$ 6,000.00
*Electrical work by staff to prep 12 light poles in Klement Business Park			<b>TOTAL PROJECT COST:</b>	<b>\$ 40,575.00</b>
<b>Option 2:</b>	<b>Location</b>	<b>Quantity</b>	<b>Sale Price Per Unit</b>	<b>Total Expenditure</b>
7-foot Star Snowflake Post Over	Main Street Lamps	22	\$ 755.00	\$ 16,610.00
5-foot Mississippi Star Snowflake	Robert St Bridge; Main St; Commerce Pkwy; Madison Ave	57	\$ 460.00	\$ 26,220.00
Electrical Work*	Commerce Parkway	12	\$ 500.00	\$ 6,000.00
*Electrical work by staff to prep 12 light poles in Klement Business Park			<b>TOTAL PROJECT COST:</b>	<b>\$ 48,830.00</b>

The total cost for Option 1 is \$40,575. The total cost for Option 2 is \$48,830.

Table B below shows the funding sources recommended to pay for the decorations. The Chamber of Commerce has graciously agreed to assist in raising funds for this purchase, as they did in the past, and our TID Districts would be assisting in the investment to beautify the City for the holidays and winter season. Neither option included general fund property tax dollars.

<b>Table B: City of Fort Atkinson Holiday Light Replacement Options - Funding Sources</b>				
<b>Funding Sources</b>	<b>Chamber of Commerce</b>	<b>TID #7</b>	<b>TID #8</b>	<b>Total</b>
<b>Option 1:</b>	\$ 16,000.00	\$ 13,926.00	\$ 10,649.00	\$ 40,575.00
<b>Option 2:</b>	\$ 16,000.00	\$ 22,250.00	\$ 10,580.00	\$ 48,830.00

Funds were budgeted in both TID #7 and TID #8 in the [2022 Budget document](#) to pay for new holiday lights.

**RECOMMENDATION**

Staff recommends that the Council approve Option #2 to purchase 79 decorative holiday lights for a total of \$48,830 to be funded through the sources outlined in Table B above.





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

## MEMORANDUM

**DATE:** April 7, 2022

**TO:** Fort Atkinson City Council

**FROM:** Brooke Franseen, Director of Parks and Recreation

**RE:** Review and possible action relating to the Fort Atkinson Area Chamber of Commerce Tourism Department applying rain-activated paint to various pavement locations throughout the downtown

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### BACKGROUND

The Fort Atkinson Area Chamber of Commerce Tourism Department is seeking approval to apply rain-activated paint to various locations on pavement throughout the downtown. The goal surrounding this project is to encourage residents and visitors to get outside and enjoy Fort Atkinson even on rainy days, and to increase foot traffic to area businesses.

### DISCUSSION

The rain-activated paint is a superhydrophobic coating that keeps surfaces from getting wet. In addition to learning about the paint on the RainWorks website, recommendations were sought from the two communities who have used this product in Wisconsin as well as five additional out of state communities who responded in a Parks and Recreation forum. All seven community representatives purchased the paint from the same website the Chamber is proposing and highly recommended the product.

All community representatives agreed the product was not slippery when wet or dry, it did not damage any pavement, the longevity varied between 2-6 months depending on application thickness, and all communities would use this product again. If approved, the Chamber is planning on a test run at the Chamber prior to using the product throughout the City.

### FINANCIAL ANALYSIS

No financial impact to the City is expected.

### RECOMMENDATION

Staff recommends that the City Council approve the request from the Fort Atkinson Area Chamber of Commerce tourism Department to apply rain-activated paint to various locations on pavement throughout the downtown per the attached supporting information document.

### ATTACHMENTS

Rain Activated Paint Supporting Information

**WHO and WHAT:**

The Fort Atkinson Area Chamber of Commerce Tourism Department is seeking approval to apply rain-activated paint to various spots on pavement throughout the downtown.

**WHY:**

The goal surrounding this project is to encourage residents and visitors to get outside and enjoy Fort Atkinson even on rainy days; and increase foot traffic to area businesses.

**HOW:**

The rain-activated paint is invisible when the ground is dry, but any water or rain will activate the paint to appear temporarily. The paint comes in a spray bottle, with plastic-coated stencils as the best way to create designs (which will be purchased on the official website).

**WHEN:**

The paint is temporary and will last 2-4 months on average (mid-April through mid-August) but can also be removed at any time with environmentally safe cleaning products. There are also only two other communities in Wisconsin (Eau Claire and Platteville) that are using these products, making this project very unique for our area!

**WHERE:**

The locations include 22 spots along the Main Street bridge and sidewalks, the Riverwalk path, and the Glacial River Bike Trail pedestrian bridge. These locations were chosen based on the type of pavement, foot traffic, and ideality on rainy days. The paint is water-based, has no smell, no flammable solvents, eco-friendly, and completely invisible when dry. The Tourism Department would pay for all expenses related to purchasing the paint and stencils, and the painting process is very simple so installation will also be completed by the Tourism Department. There is no event associated with this project and will require no street closures or additional assistance from any city departments.

The following maps indicate the 22 locations mentioned above, along with the specific artwork.

Here is the website with more information: <https://rain.works/>

**1. Hopscotch Stencil**

- a. Design Size: 35" x 90"



## 2. Smiley Face Stencil

- a. Design Size: 9.5" diameter



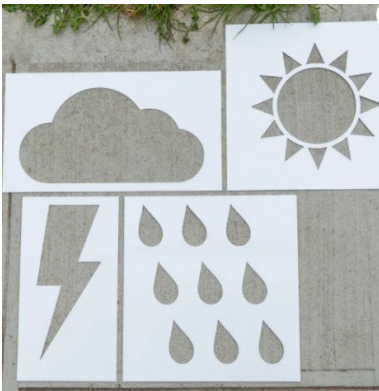
## 3. I Love Rain Stencil

- a. Design Size: 9.4" x 10.6"



## 4. Weather Stencils

- a. Design size: Cloud: 6" x 11.5", Raindrops: 9.6 x 8.7", Lightning: 9.4" x 4", Sun: 8.1" x 7.6"

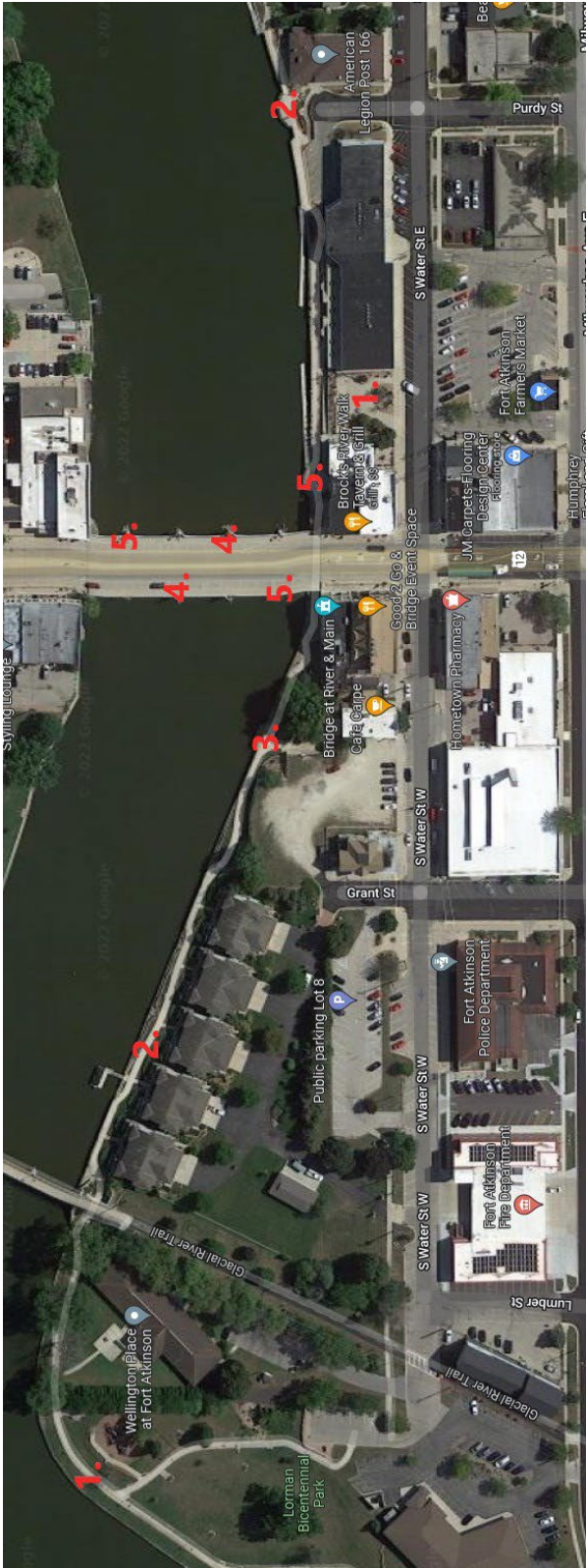


## 5. Flower Stencils

- a. Design size: 6" x 12"

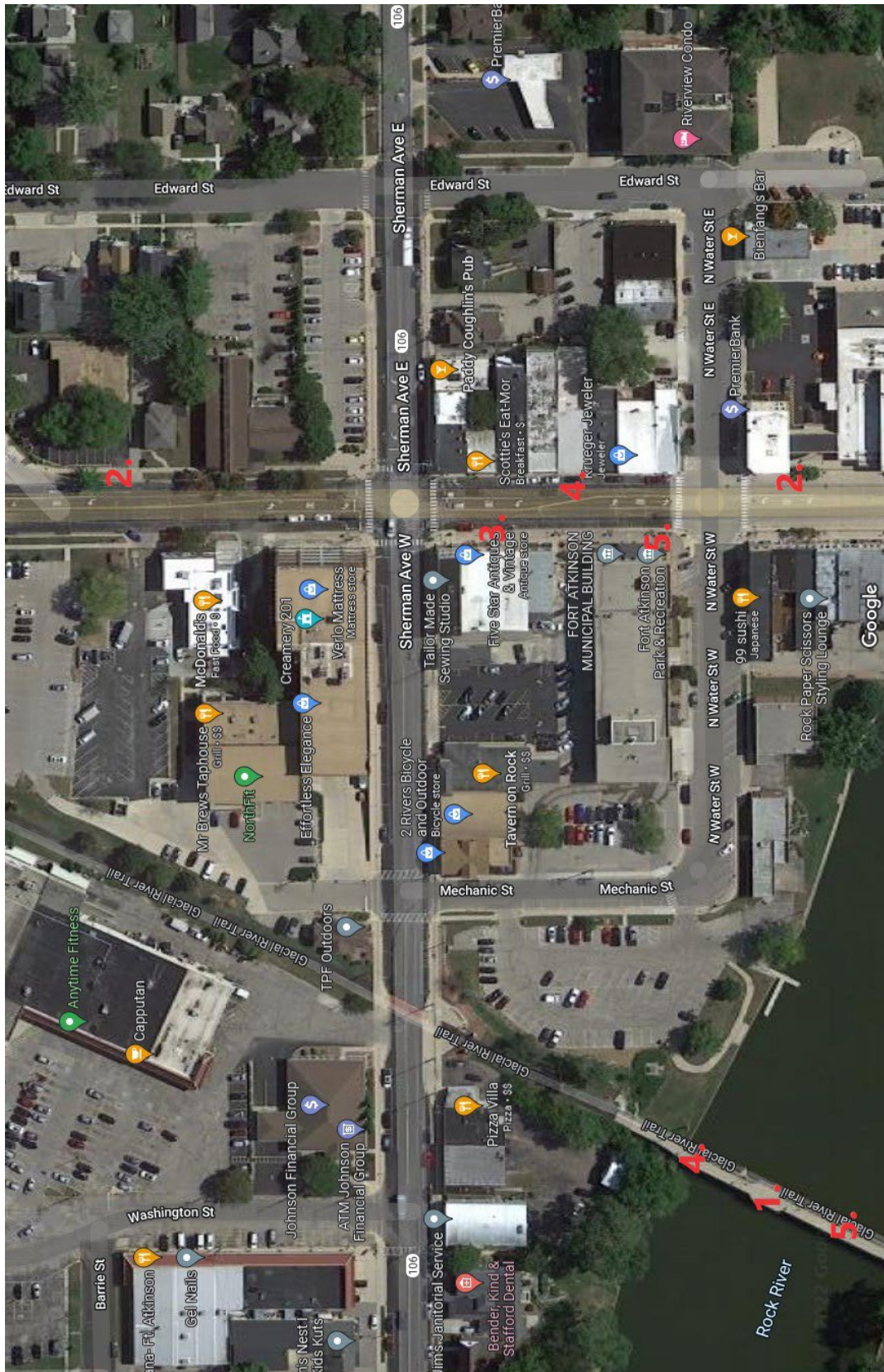


Riverwalk Path & Main Street Bridge





## North Main Street & Glacial River Bike Trail





## South Main Street





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

## MEMORANDUM

**DATE:** April 7, 2022

**TO:** Fort Atkinson City Council

**FROM:** Andy Selle, P.E.

**RE:** Review and possible action relating to the 2021 Recycling Report

---

### BACKGROUND

The City is required to submit an Annual Report to the Department of Natural Resources on our recycling activities for the year.

### DISCUSSION

The Report documents that the City recycled 1005.91 tons of materials listed on DNR's Table #1: newspaper, cardboard, magazines, etc. This is compared to 1095.64 in 2020. The City recycled 161.49 pounds per capita, which surpasses the standard of 106.55 pounds, so we have met the collection standard.

E-waste, although not required, is also documented in this report. In 2021, the City recycled 47.78 Tons of e-waste compared to 52.59 in 2020.

### FINANCIAL ANALYSIS

The City's net eligible recycling costs excluding yard waste is \$219,389 which exceeds our Grant amount. The City will receive the full amount of the Grant \$33,461.78.

### RECOMMENDATION

Staff recommends the Annual Report be approved and authorized for signature.

### ATTACHMENTS

2021 Recycling DRAFT Annual Report

**Report Status:** In Progress

State of Wisconsin

**Report Date:** May 2, 2022

Department of Natural Resources

**Questions:** Ariana Mankerian - WA/5  
PO Box 7921  
Madison WI 53707-7921

Ariana.Mankerian@wisconsin.gov  
608-266-6965

2021 ANNUAL REPORT RECYCLING PROGRAM  
ACCOMPLISHMENTS AND ACTUAL COSTS

Form 4400-182 Rev. 1-19

NOTICE: Completion of this form fulfills the mandatory annual reporting requirement for continued approval of a responsible unit's recycling program and retention of the DNR recycling grant, for those who received it. This form is authorized by s. NR 544.10 and s. NR 542.09(3), Wis. Adm. Code. Personally identifiable information will be used for program administration and must be made available to requesters as required by Wisconsin Open Records law [s. 19.31-19.39, Wis. Stats].

Responsible Unit (RU)	County	Municipal Code	RU Population
City of Fort Atkinson	Jefferson	28226	12458

## SECTION 1: CONTACT INFORMATION

### A. Authorized Representative

**Name:** Houseman LeMire, Rebecca

**Title:** City Manager

**Address:** 101 N Main St

Fort Atkinson, WI 53538-1861

**Telephone:** 920-563-7760 **Phone Type:** Landline

**Email:** rlemire@fortatkinsonwi.net

### B. Primary Contact

**Name:** Selle, Andy

**Title:**

**Address:** 101 N Main St

Fort Atkinson, WI 53538-1861

**Telephone:** 920-563-7760 **Phone Type:** Landline

**Email:** aselle@fortatkinsonwi.net



## SECTION 2: EFFECTIVE PROGRAM INFORMATION

### A. Collection of Recyclables for 1 - 4 Residential Unit Housing – Single Member

**1. Do you have curbside collection?** Y

**a) How is curbside service provided?**

RU contracts private hauler(s) to provide collection service

**b) What is your primary curbside collection method?** Single Stream (all recyclables in one bin)

**c) How often are recyclables picked up?** Once every other week

**2. Do you have drop-off center(s)?** N

**4. Drop off site list**

**5. Do the majority of your residents use curbside or drop off collection for their recyclables?** Curbside

### 6. Hauler List

Hauler Name	C & T	Contract
GFL Solid Waste Midwest LLC - Fort Atkinson	10001	Municipality(RU)

### B. Processing of Recyclables for 1-4 Residential Unit Housing

**1. List of Materials Recovery Facilities (MRF)**

**2. List of Other Processors and End Users**

### C. Compliance

**1. A recycling ordinance is required by all RUs in accordance with s. NR 544.04(2), Wis. Adm. Code. What is your recycling ordinance number?** Ch 86 Article III

**a) Did you make changes to your recycling ordinance in the previous calendar year?** N

**b) Ordinance Effective Date**

**2. A Compliance Assurance Plan (CAP) is required by all RUs in accordance with s. NR 544.04(9g), Wis. Adm. Code. Did you make changes to your CAP during the previous calendar year?** N

**3. How does your RU ensure compliance with your recycling ordinance at residences with 5 or more units?**

RU provides direct outreach to business owners/managers

RU staff respond to recycling-related complaints

**4. How does your RU ensure compliance with your recycling ordinance at non-residential facilities and properties (e.g., businesses, stadiums, events, etc.)?**

RU staff respond to recycling-related complaints

## SECTION 3: ANNUAL PERFORMANCE INFORMATION

### A. Compliance & Enforcement

#### 1. Compliance and enforcement actions taken

	Complaints Received	Warning Tags	Verbal Warnings	Written Warnings	Inspections	Citations
1 - 4 units residential	0	0	0	0		0
5+ units residential	0	0	0	0	0	0
Non-residential (Business)	0	0	0	0	0	0

### B. Table 1 Materials and Weights Collected

1. Did your RU collect all of the required NR 544 Table 1 materials? Y

#### 2. Tonnage of Recyclables Collected

Name	Type	Tonnage
GFL Solid Waste Midwest LLC - Fort Atkinson	HAUL	1005.91

Loads Include:

#### 3. Summary of Compliance with Table 1 Collection Standard

a) Total weight of recyclables collected from residences	1,005.91
b) Per capita collection	161.49
c) Per capita collection standard (lbs. per capita)	106.55

Based on the data you provided, you have MET your Table 1 collection standard.

### C. Information on Other Materials Collected From Residents

#### 1. Other banned materials collected for recycling from residents

Material Name	Weight/ Unit
Electronics	47.78 Tons
Major appliances	18.39 Tons

### D. Report of Actual Recycling Costs

Section 3.D will be blank if you did not have a grant award

#### 1. Summary of Costs

a) Total costs of recycling program (Worksheet Line 18, Column E)	219,389.00
b) Total ineligible costs and revenue (Worksheet Line 21, Column E)	0.00
c) Total eligible recycling costs (Worksheet Line 22, Column E)	219,389.00

You have successfully earned your grant. Repayment will not be required

**d) Cost (including yard waste) per capita:** 17.61

## **2. Yard Waste Costs and Summary**

**a) If the RU had yard waste handling expenses, enter here (this amount should also be included in the Actual Costs worksheet).**

**b) Cost (excluding yard waste) per capita:** 17.61

**c) Cost (excluding yard waste) per ton:** 218.10

## **E. Outreach and Other Program Features**

### **1. What outreach efforts did you undertake in the program year?**

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## SECTION 4: CERTIFICATION

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**RU Name:** City of Fort Atkinson

**Muni Code:** 28226

**County:** Jefferson

**Population:** 12458

### A. Summary of 2021 Recycling Performance

#### Weight Summary

Total weight of residential Table 1 materials collected	1,005.91
Per capita collection	161.49
Per capita collection standard	106.55

**Based on the data you provided, you have MET your Table 1 collection standard.**

#### Cost Summary

2021 Grant Award	33,461.78
Net eligible recycling costs	219,389.00
Cost per capita including yard waste	17.61
Yard waste handling costs	
Cost per capita excluding yard waste	17.61

### B. Exemption not required

### C. Assurances

- A. The responsible unit certifies the program operates in accordance with its Effective Recycling Program Approval or, if there have been changes, the responsible unit has described those changes in this 2021 Annual Report Form. No
- B. The responsible unit agrees to comply with all applicable provisions of ch. 287, Wis. Stats., and chs. NR 544 and NR 542, Wis. Adm. Code. No
- C. The responsible unit understands that if it fails to comply with any applicable provision of ch. 287, Wis. Stats., chs. NR 544 Wis. Adm. Code, and NR 542 Wis. Adm. Code, or its Effective Recycling Program Approval, the following may happen:
- \* the responsible unit's Effective Recycling Program approval may be revoked,
  - \* the responsible unit may not be allowed to dispose of its solid waste in solid waste disposal and solid waste treatment facilities located in the state of Wisconsin, and
  - \* the responsible unit may lose its eligibility for a state recycling grant.
- D. The responsible unit certifies that in the management of its solid waste, it has, whenever possible and practical, followed these priorities: 1) the reduction of the amount of solid waste generated; 2) the reuse of solid waste; 3) the recycling of solid waste; 4) the composting of solid waste; 5) the recovery of energy from solid waste; 6) the land disposal of solid waste; and 7) the burning of solid waste without energy recovery. No
- E. By clicking Submit, I, , certify on behalf of City of Fort Atkinson that the information entered in this Responsible Unit Annual report is true and complete. Note: As of January 1, 2022, this online certification submittal is replacing the submittal of a printed signature page. Remember to save or print your report. An automated confirmation will be emailed to contacts. No

#### **Prepared by:**

**Authorized Representative:** Rebecca Houseman LeMire

**Original Submit Date:**

**Current Submit Date:**

**Submit Confirmation #:**

Selle, Andy  
920-563-7760  
101 N Main St  
Fort Atkinson, WI 53538-1861





## MEMORANDUM

**DATE:** April 7, 2022

**TO:** Fort Atkinson City Council

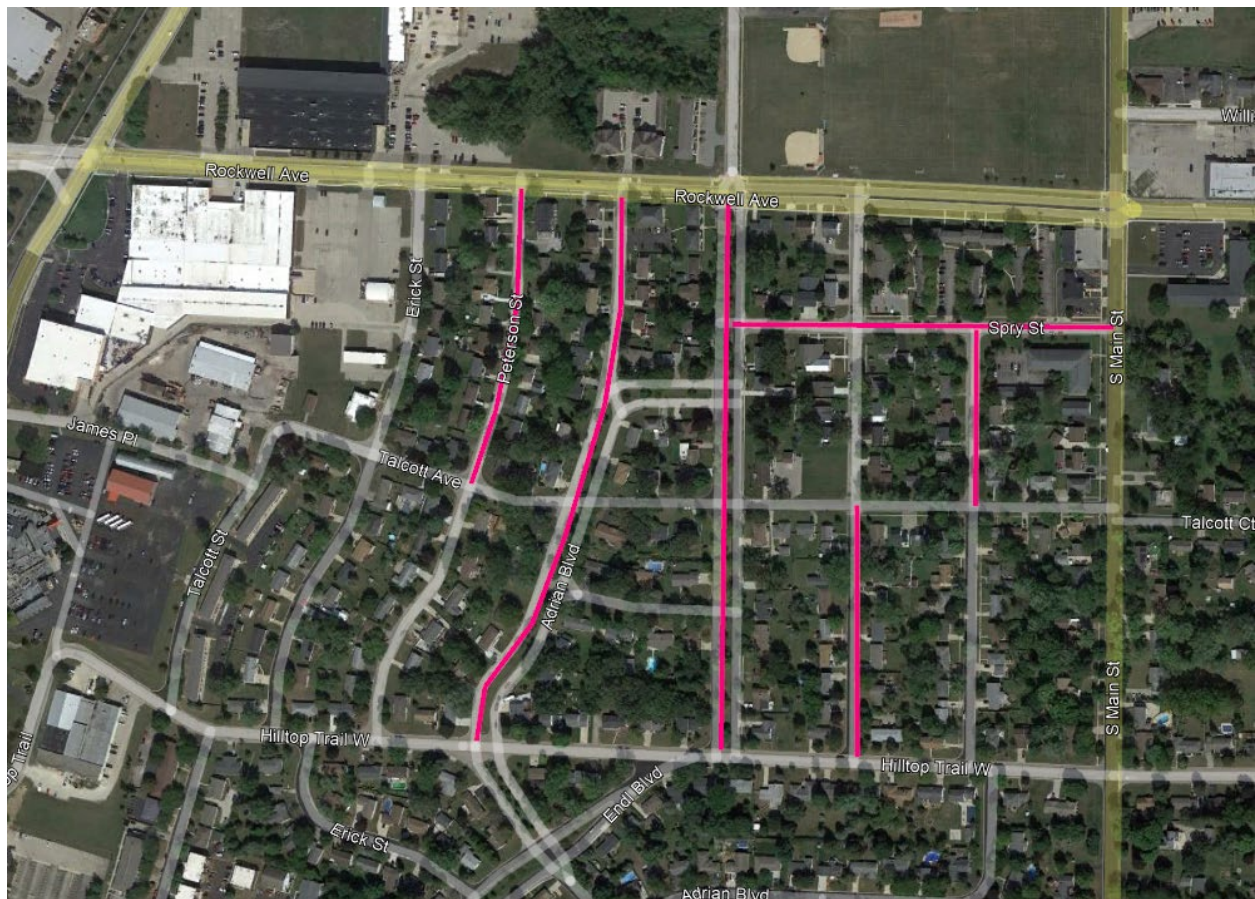
**FROM:** Andy Selle PE, City Engineer/ Director of Public Works

**RE:** Review and possible action to award the 2022 City of Fort Atkinson Street Construction program to Forest Landscaping and Construction

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### BACKGROUND

The City has received bids to replace all water main, make sanitary and stormwater improvements, add in-fill sidewalks (both sides) and repave approximately 1.2 miles within the south central part of the City, noted below. Work is slated to begin mid-summer 2022 and be completed by early October. This area represents some of the worst water main we have within the City, and will be an excellent start on water main replacement.



## DISCUSSION

Funding for this work has come from a number of sources, outlined in the table below and listed as revenues. As Council may notice, the cost of the project has come in above our planning estimates by about \$300-\$450K, depending on contingency, and will be shortened slightly to fit within the stated budget. The project area for removal needs more detailed study to ensure conformance with the Federal grant requirements. Elements, such as sidewalks, will not be removed, rather a block or two may be removed to ensure that all elements of the project are accomplished within the final work area. City staff will determine the final project area in the coming days and include the updated information in the contract award.

	PLANNING ESTIMATES		BID ESTIMATES
<b>2022 Street Program Account Revenue</b>	<b>AMOUNT</b>		<b>AMOUNT</b>
Transportation Fund (2022)	\$ 500,000.00		\$ 500,000.00
Wheel Tax (2022 Estimated)	\$ 210,000.00		\$ 210,000.00
Carryover Street Fund	\$ -		\$ -
CDBG Grant - City & County	\$ 362,244.00		\$ 362,244.00
Water Main Replacement Funds	\$ 940,000.00		\$ 940,000.00
Water Hydrants and Services Funds	\$ 225,000.00		\$ 225,000.00
Borrowing	\$ 669,256.00		\$ 669,256.00
<b>GRAND TOTAL</b>	<b>\$ 2,906,500.00</b>		<b>\$ 2,906,500.00</b>
<b>2022 Street Program Account Expenses</b>	<b>AMOUNT</b>		<b>AMOUNT</b>
CDBG Street Work	\$ 1,605,000.00		\$ 1,636,095.76
CDBG Sanitary Sewer Work	\$ 30,000.00		\$ 103,839.38
CDBG Water Main Replacement Work	\$ 555,000.00		\$ 872,549.67
CDBG Stormwater Work	\$ 50,000.00		\$ 187,431.00
CDBG Water Hydrants and Services Work	\$ 225,000.00		\$ 334,652.00
DOT Robert St Bridge Construction	\$ 21,340.00		\$ 21,340.00
MISC Expenses in Fund 5	\$ 45,000.00		\$ 45,000.00
Contingency (5%)	\$ 124,317.00		\$ 156,728.39
<b>GRAND TOTAL</b>	<b>\$ 2,655,657.00</b>		<b>\$ 3,357,636.19</b>
** FINAL NUMBERS WON'T BE KNOWN UNTIL WORK IS PERFORMED/ FY YEAR END.			
<b>BALANCE (Revenue - Expenses)</b>	<b>\$ 250,843.00</b>		<b>\$ (451,136.19)</b>

## FINANCIAL ANALYSIS

The Community Development Block Grant will be leveraged with annual budget funds for street improvement and water main replacement to accomplish the work. The remaining shortfall will be made up with the approved borrowing. The recent increases in water rates specifically for main replacement have played heavily into allowing a project of this size to move forward.

Bids were solicited for the work. Three firms responded with the bid totals included in the table below.

	<b>Forest Construction</b>	<b>Wolf Paving</b>	<b>Fischer Excavation</b>
BASE CONTRACT	\$2,687,112.80	\$2,904,819.25	\$3,063,702.45
SIDEWALK ADDITION	\$447,455.00	\$331,216.00	\$304,767.00
<b>TOTAL</b>	<b>\$3,134,567.80</b>	<b>\$3,236,035.25</b>	<b>\$3,368,469.45</b>

#### **RECOMMENDATION**

Staff recommends Council approve the Bid Award to Forest Landscaping and Construction of Lake Mills WI for the Base contract and the Sidewalk Alternate. The final award amount will be determined following more detailed study of the project area to fit within the available funding from the accounts noted above.