



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
TUESDAY, JUNE 7, 2022 – 7:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/5997866403?pwd=alcreldSbGpNUVl1VnR1RWF5bXovdz09>

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.

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 May 17, 2022 regular Fort Atkinson City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to the **minutes of the May 24, 2022 regular Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the **minutes of the May 31, 2022 License Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications:

- a. Recognition of **30 Years as a Tree City USA** for the City of Fort Atkinson (Scherer, Council President)

7. Resolutions and Ordinances:

- a. Second and possible third reading of an Ordinance amending Section 1-14 of the City of Fort Atkinson Municipal Code relating to **Voting Wards and Boundaries** (Ebbert, Clerk/Treasurer/Finance Director)

8. Reports of Officers, Boards, and Committees:

- a. City Manager's Report (LeMire, City Manager)
- b. Extraterritorial Survey Report (Selle, City Engineer/Director of Public Works)

9. Unfinished Business:

- a. Review and possible action relating to a **Construction Oversight Amendment** to an existing design contract for the 2022 Water Main and Street Rehabilitation Program with Ruekert and Mielke for an amount not to exceed \$104,848 (Selle, City Engineer/Director of Public Works)

10. New Business:

- a. Review and possible action relating to **Alcohol Beverage License applications** for the licensing period of July 1, 2022 to June 30, 2023 (Ebbert, Clerk/Treasurer/Finance Director)
- b. Review and possible action relating to **Cigarette and Tobacco Products Retail License applications** for the licensing period of July 1, 2022 to June 30, 2023 (Ebbert, Clerk/Treasurer/Finance Director)
- c. Discussion and possible action relating to a **vehicle damage claim against the City of Fort Atkinson** from an incident on May 13, 2022 (Ebbert, Clerk/Treasurer/Finance Director)

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)(e) **to deliberate public business with competitive or bargaining implications** [Purchase and/or Sale of Public Properties; Elements of possible Development Agreement]

14. Adjournment

Date Posted: June 3, 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, and be sure to follow us on Facebook @FortAtkinsonWI.

NOTE: The City is changing over phone numbers and the domain name on July 1st. The City's website and email addresses will change from fortatkinsonwi.net to fortatkinsonwi.gov. The Municipal Building phone number will change to 920-397-9901. Please update your records to reflect these changes. For the time being, access to the old domain name and phone numbers will remain.



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

1. CALL MEETING TO ORDER

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

2. ROLL CALL

Present: Cm. Becker, Cm. Hartwick, Cm. Johnson, Cm. Schultz and President Scherer. Also present: City Manager, City Engineer, City Attorney, City Clerk/Treasurer, Museum Director and Deputy Chief.

3. PUBLIC HEARINGS – NONE

4. PUBLIC COMMENT – NONE

5. CONSENT AGENDA:

- a) Review and possible action relating to the minutes of the May 3, 2022 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b) Review and possible action relating to building, plumbing, and electrical permit report for April 2022 (Building Inspector)*
- c) Review and possible action relating to the City Clerk-issued License and Permit Report for April 2022 (Ebbert, Clerk/Treasurer/Finance Director)*
- d) City Sewer, Water, and Stormwater Utility Financial Statements as of April 30, 2022 (Ebbert, Clerk/Treasurer/Finance Director)*
- e) Review and possible action relating to a Special Event: Fort Atkinson Abiding Shepherd Lutheran Church Car Show, Sunday, May 22, 10:30 a.m.-4 p.m. at 1401 N. High St. (Ebbert, Clerk/Treasurer/Finance Director)*
- f) Review and possible action relating to a Special Event: Rhythm Remix, Saturday Aug. 27, 10 a.m.-6 p.m. in downtown Fort Atkinson (Ebbert, Clerk/Treasurer/Finance Director)*
- g) Review and possible action relating to a Special Event: Fort Atkinson Generals Baseball Festival, Thursday, June 16, 5 p.m.-11:59 p.m., Friday, June 17, 5 p.m.-11:59 p.m., Saturday, June 18, 10 a.m.-11:59 p.m. and Sunday, June 19, 12 p.m.-4 p.m. at Jones Park (Ebbert, Clerk/Treasurer/Finance Director)*
- h) Review and possible action relating to a Special Event: Fort Atkinson Senior Center Picnics in the Park, June 3, 2022 at Rock River Park, July 1, 2022 at Jones Park, Aug. 5, 2022 at Ralph Park; all events from 12 p.m.-1 p.m. (Ebbert, Clerk/Treasurer/Finance Director)*

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

6. PETITIONS, REQUESTS, AND COMMUNICATIONS

a) Review and possible action relating to proclamation recognizing Fort Atkinson as the Intersectional Peony City of Wisconsin (Lee, Museum Director)

Director Lee addressed the Council and introduced the recognition that has occurred since 2012.

Cm. Becker moved, seconded by Cm. Schultz to approve the proclamation recognizing Fort Atkinson as the Intersectional Peony City of Wisconsin. Motion carried.

b) Review and possible action relating to proclamation recognizing April 22, 2022 as Monarch Pledge Day in the City of Fort Atkinson (LeMire, City Manager)

Manager LeMire introduced the proclamation urging residents to plant monarch gardens.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the proclamation recognizing April 22, 2022 as Monarch Pledge Day in the City of Fort Atkinson. Motion carried.

c) Review and possible action relating to proclamation recognizing the 53rd Annual Professional Municipal Clerks Week (LeMire, City Manager)

Cm. Johnson moved, seconded by Cm. Schultz to approve the proclamation recognizing the 53rd Annual Professional Municipal Clerks Week. Motion carried.

7. RESOLUTIONS AND ORDINANCES:

a) First Reading relating to an Ordinance Amending Section 1-14 of the City of Fort Atkinson Municipal Code relating to voting wards and boundaries (Ebbert, Clerk/Treasurer/Finance Director)

Clerk/Treasurer Ebbert discussed the redistricting based on the 2020 US Census, the City Council adopted Ordinance #808 on November 2, 2021, which established new voting wards and boundaries. Efficiencies were created during this process that resulted in the elimination of Ward 10. Shortly thereafter, the Banker Road annexation was finalized at the State level, and the newly-annexed land was designated a Ward 11 with a population of zero. The impact of these ordinances was the creation of ten wards within the City: Wards 1 through 9, and Ward 11. The Wisconsin Elections Commission, the Jefferson County Clerk, and the Jefferson County Land Records Office all have recommended that the City amend our ordinance to rename Ward 11 as "Ward 10" to avoid confusion and the gap in ward assignments.

Cm. Hartwick moved, seconded by Cm. Becker to direct the City Manager to prepare the Ordinance Amending Section 1-14 of the City of Fort Atkinson Municipal Code relating to voting wards and boundaries for a second and possible third reading at the meeting on June 7, 2022. Motion carried.

8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

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

No action required.

9. UNFINISHED BUSINESS:

a) Review and possible action relating to the transfer of \$91,760.74 from the General Fund Unassigned Fund Balance to specific Assigned Memorial Fund Accounts (LeMire, City Manager)
Manager LeMire discussed the donations and the request to segregate them for future use. These funds were not donated for nor have they been designated for specific purposes at this time. However, staff does feel that they should be retained outside of the unassigned fund balance in order to be used for purposes within the Parks & Recreation Department. Staff intends to identify purposes for these funds during and after the Comprehensive Outdoor Recreation Plan (CORP) process to be completed in 2022.

Cm. Johnson moved, seconded by Cm. Becker to authorize the transfer of \$91,760.74 from the General Fund Unassigned Fund Balance to specific assigned memorial fund accounts as described in the staff memo. Motion carried.

10. NEW BUSINESS:

a) Review and possible action on the purchase of Fire Department Equipment including a Stryker Medical Monitor/Defibrillator for \$34,320.74, a Jefferson Fire & Safety Stretcher for \$20,984.00, a Stryker Medical Stair Chair for \$3,421.46 and a Stryker Medical Demo Stretcher for \$16,596.21 (Rausch, Fire Chief)

Deputy Chief Lawrence provided the items noted are for the start-up of the EMS service that was approved by Referendum. These costs are within the budget that includes a \$250,000 Community Foundation Grant and \$250,000 of ARPA funds. No general tax dollars are going towards these purchases.

Cm. Hartwick moved, seconded by Cm. Johnson to authorize the City Manager to sign a purchase orders for Fire Department Equipment including a Stryker Medical Monitor/Defibrillator for \$34,320.74, a Jefferson Fire & Safety Stretcher for \$20,984.00, a Stryker Medical Stair Chair for \$3,421.46 and a Stryker Medical Demo Stretcher for \$16,596.21. 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 presented by the Director of Finance and authorize payment. Motion carried.

13. ADJOURNMENT

Cm. Becker moved, seconded by Cm. Johnson. Meeting adjourned at 7:24 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, MAY 24, 2022 – 4:00 PM
CITY HALL – SECOND FLOOR**

1. **CALL MEETING TO ORDER**

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

2. **ROLL CALL**

Present: Cm. Highfield, Cm. Kessenich, Cm. Leschier, Cm. Schultz, Manager LeMire and Engineer Selle. Also present: City Attorney and Clerk/Treasurer.

3. **PUBLIC COMMENT - NONE**

4. **REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE APRIL 26, 2022
REGULAR PLAN COMMISSION MEETING**

Highfield moved, seconded by Kessenich to approve the minutes of the April 26, 2022 regular Plan Commission meeting.

5. **REVIEW AND POSSIBLE ACTION ON A SPECIAL AREA DESIGN REVIEW: REQUEST FROM
THE FORT ATKINSON BEAUTIFICATION COUNCIL FOR A MURAL ON A CITY-OWNED BUILDING
LOCATED AT 31 NORTH WATER STREET WEST. (CSM-2022-02) (LEMIRE)**

Engineer Selle introduced Jude Hartwick of the Beautification Council whom has requested to place murals on the rear of the water utility reservoir situated next to the Rock River near City Hall. The mural project is being led by Hartwick, who was able to introduce the mural at the April 3, 2022 Council meeting. The City Council authorized staff to move forward with the request and subsequent public review at the meeting on May 3rd.

The location of the reservoir building is within the Special Area Design Review corridor, enacted within our Zoning Code to ensure preservation and enhancement of the aesthetic of our downtown infrastructure. The City, as owner of the building, will be the applicant for this review process, which was heard by the Historic Preservation Commission at their 5/9/22 meeting. Mr. Hartwick has worked with City staff to ensure the infrastructure (water reservoir) will not be compromised by the processes involved in preparing and painting the mural. The paint to be used is the same that was used for the Jones Park mural, which has not faded or chipped to date.

Engineer Selle stated that Staff wants to make sure the murals will be cared for years to come and if costs are associated, who will bare those costs.

Highfield moved, seconded by Schultz to approve the Special Area Design Review request by the Fort Atkinson Beautification Council with the condition of the primer/test coat of paint being completed by 12/31/2022 and the mural be completed by 12/31/2023 and the Beautification Council establish a budget and fund for the maintenance and up keep of this and the adjacent mural (SADR-2022-02). Motion carried unanimously.

6. **ADJOURNMENT**

Highfield moved, seconded by Kessenich to adjourn the meeting. Meeting adjourned at 4:14 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

**LICENSE COMMITTEE MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MAY 31, 2022 – 4:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

President Scherer called the meeting to order at 4:00 pm.

2. ROLL CALL

Present: Cm. Schultz, Cm. Johnson and President Scherer. Also present: City Manager and City Clerk/Treasurer.

**3. REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO
RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATIONS FOR THE LICENSING PERIOD OF
JULY 1, 2022 THROUGH JUNE 30, 2023. (EBBERT)**

Clerk Ebbert reviewed the types of alcohol licenses and consumption locations, combinations and existing quotes. License fees are established by State Statute and the maximum amount is charged as allowed. Ebbert provided the quotas;

<u>License</u>	<u>Quota</u>	<u>Licenses Issued</u>	<u>Licenses Available</u>
"Class A" Intoxicating Liquor	16 - 1 per 750 residents	14	2*
Class "A" Fermented Malt	17 - 1 per 750 residents	12	5
"Class B" Intoxicating Liquor	25 - 1 per 500 residents	25	0
RESERVE "Class B" Intoxicating Liquor	3 - \$10,000 one-time fee	3	0

Cm. Schultz moved, seconded by Cm. Johnson to recommend to the City Council approval of the Renewal Alcohol License Applications for the licensing period of July 1, 2022 to June 30, 2023 contingent upon all monies owed to the City are paid prior to license issuance by the City Clerk. Motion carried.

4. REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO CIGARETTE AND TOBACCO PRODUCT APPLICATIONS FOR THE LICENSING PERIOD OF JULY 1, 2022 THROUGH JUNE 30, 2023. (EBBERT)

Clerk Ebbert reviewed the submissions. The cigarette license fee is set by Statute at \$100 per year.

Cm. Schultz moved, seconded by Cm. Johnson to recommend to the City Council approval of the Cigarette and Tobacco Product applications for the licensing period of July 1, 2022 to June 30, 2023 contingent upon all monies owed to the City are paid prior to license issuance by the City Clerk. Motion carried.

5. ADJOURNMENT

Cm. Johnson moved, seconded by Cm. Schultz to adjourn at 4:32 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: June 7, 2022

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Tree City USA recognition

BACKGROUND

The City of Fort Atkinson declared Arbor Day in the City of Fort Atkinson earlier this year as a condition for the City to be named as a Tree City USA. This is the 30th year the City has been a Tree City USA.

DISCUSSION

In 2022, the Arbor Day Foundation designated National Arbor Day on Friday, April 29th. For the 30th year, the City has maintained its tree-planting program and continues to meet the requirements and expectations of the Tree City USA program.

Trees reduce the erosion of our topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife. Trees are also a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products. Trees also increase property values, enhance the economic vitality of business areas and beautify our community. Wherever trees are planted they are a source of joy and spiritual renewal.

The City of Fort Atkinson has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting practices.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that the City Council President congratulate the members of the City's Public Works Department for their work on the Tree City USA designation

ATTACHMENTS

Arbor Day documents



City Manager Rebecca LeMeir
101 N Main Street
Fort Atkinson, WI 53538

Dear Tree City USA Community Member,

On behalf of the Arbor Day Foundation, I congratulate Fort Atkinson on earning recognition as a 2021 Tree City USA. We are so thrilled that Fort Atkinson takes pride in creating a community that places unique value on the planting and caring of trees.

Fort Atkinson is part of an incredible network of more than 3,600 Tree City USA's, with a combined total population of 155 million. The Tree City USA program is one of the Arbor Day Foundation's earliest programs. We are proud to partner with the U.S. Forest Service and the National Association of State Foresters to maintain this community.

Over the last few years, it has become increasingly clear of the value and importance that trees hold for our future. Cities and towns across the globe are facing challenges when it comes to air quality, water resources, personal health and well-being, and energy use. Fort Atkinson shows its residents and peers that they are forward-thinking and eager to combat these issues. By showing your dedication to urban forestry, you demonstrate a commitment to a brighter, greener future.

We hope you are as excited as we are to share this accomplishment with your local media and your residents. Enclosed in this packet is a press release for you to distribute at your convenience.

State foresters will receive the Tree City USA recognition materials and coordinate on how to distribute them. We will forward information about your awards to your state forester's office to facilitate the presentation. Your community's Arbor Day ceremony would be the best time to mention the Tree City USA award.

Again, we are excited to celebrate your commitment to the people and trees of Fort Atkinson and thank you for helping us plant, nurture and celebrate trees.

Best Regards,

A handwritten signature in black ink, appearing to read 'DL' or 'Dan Lambe'.

Dan Lambe
Arbor Day Foundation Chief Executive



FOR IMMEDIATE RELEASE

Contact:
Arbor Day Foundation
Lauren Weyers
lweyers@arborday.org

Arbor Day Foundation Recognizes Fort Atkinson as a Tree City USA®
Fort Atkinson earns the Tree City USA recognition for their commitment to urban forestry

LINCOLN, Nebraska (5/5/2022) – Fort Atkinson was named a 2021 Tree City USA by the Arbor Day Foundation to honor its commitment to effective urban forest management.

Fort Atkinson achieved Tree City USA recognition by meeting the program's four requirements: forming a tree board or department, creating a tree-care ordinance, having an annual community forestry budget of at least \$2 per capita, and an Arbor Day observance and proclamation. The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

"Tree City USA communities benefit from the positive effects that an urban tree canopy has year after year," said Dan Lambe, chief executive of the Arbor Day Foundation. "The trees being planted and cared for by Fort Atkinson ensure that generations to come will enjoy a better quality of life. Additionally, participation in this program helps cultivate a sense of stewardship and pride for the trees the community plants and cares for."

Planting trees in an urban space comes with a myriad of benefits past the recognition of this program. Urban tree plantings help reduce energy consumption by up to 25%, which will reduce general energy costs and help with the overall cooling of the city as well. In addition, members of the community benefit from properly placed trees as they increase property values from 7–20%. Trees also positively affect the local ecosystem by helping to clean water and create animal habitats to encourage biodiversity.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation

Founded in 1972, the Arbor Day Foundation has grown to become the largest nonprofit membership organization dedicated to planting trees, with more than one million members, supporters and valued partners. Since 1972, almost 500 million Arbor Day Foundation trees have been planted in neighborhoods, communities, cities and forests throughout the world. Our vision is to lead toward a world where trees are used to solve issues critical to survival.

As one of the world's largest operating conservation foundations, the Arbor Day Foundation, through its members, partners and programs, educates and engages stakeholders and communities across the globe to involve themselves in its mission of planting, nurturing and celebrating trees. More information is available at arborday.org.



MEMORANDUM

DATE: June 7, 2022

TO: Fort Atkinson City Council

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

RE: Second/third reading of an Ordinance to amend Section 1-14 of the City of Fort Atkinson Municipal Code relating to Voting Wards and Boundaries

BACKGROUND

On July 20, 2021, the City Council adopted Ordinance #806 annexing the territory along Banker Road and designating the property as Ward 11. At that time, Wards 1 – 10 existed.

DISCUSSION

Following redistricting based on the 2020 US Census, the City Council adopted Ordinance #808 on November 2, 2021, which established new voting wards and boundaries. Efficiencies were created during this process that resulted in the elimination of Ward 10. Shortly thereafter, the Banker Road annexation was finalized at the State level, and the newly-annexed land was designated a Ward 11 with a population of zero.

The impact of these ordinances was the creation of ten wards within the City: Wards 1 through 9, and Ward 11. The Wisconsin Elections Commission, the Jefferson County Clerk, and the Jefferson County Land Records Office all have recommended that the City amend our ordinance to rename Ward 11 as "Ward 10" to avoid confusion and the gap in ward assignments.

The attached Ordinance amends Section 1-14 of the Municipal Code creating Ward 10 which consists of Banker Road territory. The Ordinance also makes other minor corrections within Ward 2 (misspelling of street name) and Ward 3 (slightly amended legal description). Ward 10 is described by legal description because both street locations and parcel numbers will likely change in the near future as the parcels are developed. There are no residents living in the proposed Ward 10, so this change will not impact any voters in the upcoming fall elections.

At the May 17th Council meeting, the Council performed the first reading of this Ordinance amendment and directed the City Manager to prepare it for a second and possible third reading at the meeting on June 7th.

FINANCIAL ANALYSIS

Staff does not expect this ordinance to impact the City financially.

RECOMMENDATION

Staff recommends that the City Council perform the second reading of this Ordinance. Staff further recommends that the City Council suspend the rules to allow a third reading at this meeting and adopt the Ordinance as proposed.

ATTACHMENTS

Ord. – Amend Section 1.14 for Ward 10 Final and Redline; Proposed Ward 10 Location Map;
Ordinance 806 – Banker Road Annexation; Ordinance 808 Voting Wards and Boundaries

ORDINANCE NO. ____

**AN ORDINANCE
AMENDING SECTION 1-14 OF THE
CITY OF FORT ATKINSON MUNICIPAL CODE RELATING TO
VOTING WARDS AND BOUNDARIES**

NOW, THEREFORE, the City Council of the City of Fort Atkinson, Wisconsin, do ordain as follows:

Section 1. Section 1-14 of the City of Fort Atkinson Municipal Code is hereby amended to read as follows:

“The City of Fort Atkinson shall be divided into ten wards with the gymnasium of the municipal building, located at 101 N. Main Street, being designated as the polling place for all wards. All wards are outlined upon the official map on file in the municipal office and are described as follows:

Ward One: All of that portion of the city bounded on the west by the corporate city limits starting at the north side of the Rock River, on the north by Madison Avenue; east to Lexington Blvd; south to Coventry Circle; east and south to Commonwealth Drive; on the east by Commonwealth Drive and Wilson Avenue and the corporate city limits to Riverside Drive; on the south by Riverside Drive and the corporate city limits to said west corporate city limits.

Ward Two: All of that portion of the city bounded on the west by the corporate city limits north of Madison Avenue; on the north by Campus Drive; south along Banker Road; east along W. Cramer Street; south along Blackhawk Drive; east along Hillcrest Drive; south along Zaffke Street; west along Messmer Street; south along Zaffke Street; west along Caswell Street; south along Roosevelt Street; east along Madison Avenue; south along Jackson Street to the Rock River; then west along the Rock River; north along Wilson Avenue; continuing north and west along Commonwealth Avenue; then north and west on Coventry Circle; then north on Lexington Boulevard; then west along Madison Avenue to the western corporate city limits, excluding those parcels within these boundaries located within the Town of Koshkonong.

Ward Three: All of that portion of the city bounded to the west by Banker Road approximately 180 feet south of Campus Drive; to the north and west by the corporate city limits and Ward Ten; on the east by North Main Street; to the south by Frederick Avenue; south along Nelson Street; west by Caswell Street; north by Zaffke Street; west by Hillcrest Drive; north by Blackhawk Drive and to the west by Cramer Street.

Ward Four: All of that portion of the city bounded on the west at the intersection of Jackson Street and Van Buren Street; west by Madison Avenue; north by Roosevelt Street; east on Caswell Street; north by Zaffke Street; east on Messmer Street; north by Nelson Street; on

the north by Frederick Avenue; on the west by North Main Street; on the south by Madison Avenue, Adams Street and Riverside Drive; and west by Robert Street and Van Buren Street.

Ward Five: All of that portion of the city bounded by the south side of the Rock River from the west corporate city limits to Jackson Street; west on Van Buren Street; on the east by south Robert Street; east to South Third Street West; south on Grove Street; east on South Sixth Street; east to South Main Street; south to West Hilltop Trail; west to Janesville Avenue; south to the corporate city limits (including the Klement Business Park); and west to the corporate city limits.

Ward Six: All of that portion of the city bounded on the north by West Hilltop Trail from Janesville Avenue to South Main Street; on the east by South Main Street; south to the corporate city limits on the west side of South Main Street; west and south along the corporate city limits to Hackbarth Road; then west along Hackbarth Road and the corporate city limits to Janesville Avenue; then north to West Hilltop Trail.

Ward Seven: All of that portion of the city bounded on the north by Madison Avenue from Adams Street to North Main Street; on the east by North and South Main Street; south to Whitewater Avenue; south to the corporate city limits on the west side of Whitewater Avenue; then west, south and north, following corporate city limits to the intersection of Krause Avenue; north along South Main Street to South Sixth Street; west to Grove Street; north along Grove Street to South Third Street to Riverside Drive and north on Adams Street.

Ward Eight: All of that portion of the city bounded on the north by the corporate city limits from North Main Street to the Rock River; on the east by the corporate city limits south to East Sherman Avenue; on the south by East Sherman Avenue; on the west by North Main Street; also including the airport property.

Ward Nine: All of that portion of the city bounded on the north by East Sherman Avenue from North Main Street east to the corporate city limits; south along corporate city limits to Fox Hill Road; west and south along corporate city limits to Whitewater Avenue; on the west by Whitewater Avenue and South and North Main Street.

Ward Ten: A part of the Southwest one-quarter of the A part of the: Southwest one-quarter of the Northwest one-quarter, including a part Lot 1 of Jefferson County Certified Survey Map No. 4382, recorded in Volume 22 of Certified Survey Maps on Pages 67 and 68 as Document No. 1111558 of Jefferson County Records and a part Lot 1 of Jefferson County Certified Survey Map No. 3015, recorded in Volume 12 of Certified Survey Maps on Page 161 as Document No. 933327 of Jefferson County Records; the Northwest one-quarter of the Northwest one-quarter; the Northeast one-quarter of the Northwest one-quarter; and the Northwest one-quarter of the Southeast one-quarter; all of Section 33, Township 6 North, Range 14 East, Town of Koshkonong, Jefferson County, Wisconsin, being more particularly described as follows:

Commencing at the West one-quarter Corner of said Section 33; thence, along the West line of said Northwest one-quarter, N00°50'50"W, 659.35 feet to the Southwest corner of the North one-half of said Southwest one-quarter of the Northwest one-quarter and the point of beginning; thence, continuing along said West line, N00°50'50"W, 1585.47 feet to its intersection with the Southerly right-of-way line of Hoard Road; thence, along said Southerly right-of-way line, the following courses: thence N81°26'33"E, 78.53 feet; thence N74°24'16"E, 222.73 feet; thence N65°10'44"E, 104.08 feet; thence N53°29'50"E, 201.09 feet; thence N68°43'40"E, 186.78 feet; thence N85°36'25"E, 187.98 feet; thence N89°56'56"E, 340.11 feet; thence S84°06'56"E, 135.37 feet; thence N79°34'29"E, 76.69 feet to a point on a line lying 33.00 South, as measured at right angles and parallel to, the North line of said Northwest one-quarter; thence, along said parallel line, S88°21'29"E, 501.67 feet to the West line of the Parcel described in Document No. 1183482; thence, leaving said Southerly right-of-way line along last said West line, S01°01'56"E, 632.80 feet; thence, continuing along said West line and the West line of the Parcel described in Document No. 891833, S01°08'04"E, 657.67 feet to the Southwest corner of last said Parcel, lying on the North line of the 4th Addition to Arrowhead Village; thence, along last said North line and the North line of the 2nd Addition to Arrowhead Village, N88°12'31"W, 660.42 feet to the Northwest corner of said 2nd Addition to Arrowhead Village; thence, along the West line of said 2nd Addition to Arrowhead Village and the East line of said Southwest one-quarter of the Northwest one-quarter, S01°00'47"E, 661.10 feet to the Southeast corner of aforesaid North one-half of said Southwest one-quarter of the Northwest one-quarter, said corner also being the Northeast corner of Berry Hill; thence, along the North line of said Berry Hill and the South line of said North one-half of said Southwest one-quarter of the Northwest one-quarter, N88°09'18"W, 692.43 feet to the Easterly right-of-way line of Banker Road; thence, along said Easterly right-of-way line, S21°41'03"W, 54.53 feet to the beginning of a tangent curve, being concave Easterly, having a radius of 1965.17 feet and a chord which bears S16°54'10"W, 327.61 feet; thence, along said Easterly right-of-way line, Southerly, 327.99 feet along the arc of said curve through a central angle of 09°33'46" to the point of tangency thereof; thence, continuing along said Easterly right-of-way line, S12°07'17"W, 526.33 feet to the Southwest corner of the Parcel described in Document No. 1370575; thence, along the Westerly prolongation of the South line of last said Parcel, N89°29'25"W, 33.69 feet to the centerline of said Banker Road; thence, along said centerline, N12°07'17"E, 231.00 feet to its intersection with the South line of said Northwest one-quarter; thence, along last said South line, N88°05'45"W, 33.53 feet to its intersection with the Westerly right-of-way line of Banker Road; thence, along said Westerly right-of-way line, N12°07'17"E, 308.06 feet to the beginning of a tangent curve, being concave Easterly, having a radius of 2031.17 feet and a chord which bears N16°54'10"E, 338.61 feet; thence, continuing along said Westerly right-of-way line, Northerly, 339.00 feet along the arc of said curve through a central angle of 09°33'46" to the point of tangency thereof; thence, continuing along said Westerly right-of-way line, N21°41'03"E, 30.72 feet to aforesaid South line of the North one-half of said Southwest one-quarter of the Northwest one-quarter; thence, along last said South line, N88°09'18"W, 552.09 feet to the point of beginning.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall take effect upon passage, posting, or publication as provided by law.

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin,
this _____ day of _____, 2022.

CITY OF FORT ATKINSON

Christopher Scherer, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

ORDINANCE NO. ____

AN ORDINANCE
AMENDING SECTION 1-14 OF THE
CITY OF FORT ATKINSON MUNICIPAL CODE RELATING TO
VOTING WARDS AND BOUNDARIES

NOW, THEREFORE, the City Council of the City of Fort Atkinson, Wisconsin, do ordain as follows:

Section 1. Section 1-14 of the City of Fort Atkinson Municipal Code is hereby amended to read as follows:

“The City of Fort Atkinson shall be divided into ~~nine~~ ten wards with the gymnasium of the municipal building, located at 101 N. Main Street, being designated as the polling place for all wards. All wards are outlined upon the official map on file in the municipal office and are described as follows:

Ward One: All of that portion of the city bounded on the west by the corporate city limits starting at the north side of the Rock River, on the north by Madison Avenue; east to Lexington Blvd; south to Coventry Circle; east and south to Commonwealth Drive; on the east by Commonwealth Drive and Wilson Avenue and the corporate city limits to Riverside Drive; on the south by Riverside Drive and the corporate city limits to said west corporate city limits.

Ward Two: All of that portion of the city bounded on the west by the corporate city limits north of Madison Avenue; on the north by Campus Drive; south along Banker Road; east along W. Cramer Street; south along Blackhawk Drive; east along Hillcrest Drive; south along ~~Zafeke~~Zaffke Street; west along Messmer Street; south along ~~Zafeke~~Zaffke Street; west along Caswell Street; south along Roosevelt Street; east along Madison Avenue; south along Jackson Street to the Rock River; then west along the Rock River; north along Wilson Avenue; continuing north and west along Commonwealth Avenue; then north and west on Coventry Circle; then north on Lexington Boulevard; then west along Madison Avenue to the western corporate city limits, excluding those parcels within these boundaries located within the Town of Koshkonong.

Ward Three: All of that portion of the city bounded to the west by Banker Road approximately 180 feet south of Campus Drive; to the north and west by the corporate city limits and Ward Ten; on the east by North Main Street; to the south by Frederick Avenue; south along Nelson Street; west by Caswell Street; north by Zaffke Street; west by Hillcrest Drive; north by Blackhawk Drive and to the west by Cramer Street.

Ward Four: All of that portion of the city bounded on the west at the intersection of Jackson Street and Van Buren Street; west by Madison Avenue; north by Roosevelt Street; east

on Caswell Street; north by Zaffke Street; east on Messmer Street; north by Nelson Street; on the north by Frederick Avenue; on the west by North Main Street; on the south by Madison Avenue, Adams Street and Riverside Drive; and west by Robert Street and Van Buren Street.

Ward Five: All of that portion of the city bounded by the south side of the Rock River from the west corporate city limits to Jackson Street; west on Van Buren Street; on the east by south Robert Street; east to South Third Street West; south on Grove Street; east on South Sixth Street; east to South Main Street; south to West Hilltop Trail; west to Janesville Avenue; south to the corporate city limits (including the Klement Business Park); and west to the corporate city limits.

Ward Six: All of that portion of the city bounded on the north by West Hilltop Trail from Janesville Avenue to South Main Street; on the east by South Main Street; south to the corporate city limits on the west side of South Main Street; west and south along the corporate city limits to Hackbarth Road; then west along Hackbarth Road and the corporate city limits to Janesville Avenue; then north to West Hilltop Trail.

Ward Seven: All of that portion of the city bounded on the north by Madison Avenue from Adams Street to North Main Street; on the east by North and South Main Street; south to Whitewater Avenue; south to the corporate city limits on the west side of Whitewater Avenue; then west, south and north, following corporate city limits to the intersection of Krause Avenue; north along South Main Street to South Sixth Street; west to Grove Street; north along Grove Street to South Third Street to Riverside Drive and north on Adams Street.

Ward Eight: All of that portion of the city bounded on the north by the corporate city limits from North Main Street to the Rock River; on the east by the corporate city limits south to East Sherman Avenue; on the south by East Sherman Avenue; on the west by North Main Street; also including the airport property.

Ward Nine: All of that portion of the city bounded on the north by East Sherman Avenue from North Main Street east to the corporate city limits; south along corporate city limits to Fox Hill Road; west and south along corporate city limits to Whitewater Avenue; on the west by Whitewater Avenue and South and North Main Street.

Ward Ten: A part of the Southwest one-quarter of the A part of the: Southwest one-quarter of the Northwest one-quarter, including a part Lot 1 of Jefferson County Certified Survey Map No. 4382, recorded in Volume 22 of Certified Survey Maps on Pages 67 and 68 as Document No. 1111558 of Jefferson County Records and a part Lot 1 of Jefferson County Certified Survey Map No. 3015, recorded in Volume 12 of Certified Survey Maps on Page 161 as Document No. 933327 of Jefferson County Records; the Northwest one-quarter of the Northwest one-quarter; the Northeast one-quarter of the Northwest one-quarter; and the Northwest one-quarter of the Southeast one-quarter; all of Section 33, Township 6 North, Range 14 East, Town of Koshkonong, Jefferson County, Wisconsin, being more particularly described as follows:

Commencing at the West one-quarter Corner of said Section 33; thence, along the West line of said Northwest one-quarter, N00°50'50"W, 659.35 feet to the Southwest corner of the North one-half of said Southwest one-quarter of the Northwest one-quarter and the point of beginning; thence, continuing along said West line, N00°50'50"W, 1585.47 feet to its intersection with the Southerly right-of-way line of Hoard Road; thence, along said Southerly right-of-way line, the following courses: thence N81°26'33"E, 78.53 feet; thence N74°24'16"E, 222.73 feet; thence N65°10'44"E, 104.08 feet; thence N53°29'50"E, 201.09 feet; thence N68°43'40"E, 186.78 feet; thence N85°36'25"E, 187.98 feet; thence N89°56'56"E, 340.11 feet; thence S84°06'56"E, 135.37 feet; thence N79°34'29"E, 76.69 feet to a point on a line lying 33.00 South, as measured at right angles and parallel to, the North line of said Northwest one-quarter; thence, along said parallel line, S88°21'29"E, 501.67 feet to the West line of the Parcel described in Document No. 1183482; thence, leaving said Southerly right-of-way line along last said West line, S01°01'56"E, 632.80 feet; thence, continuing along said West line and the West line of the Parcel described in Document No. 891833, S01°08'04"E, 657.67 feet to the Southwest corner of last said Parcel, lying on the North line of the 4th Addition to Arrowhead Village; thence, along last said North line and the North line of the 2nd Addition to Arrowhead Village, N88°12'31"W, 660.42 feet to the Northwest corner of said 2nd Addition to Arrowhead Village; thence, along the West line of said 2nd Addition to Arrowhead Village and the East line of said Southwest one-quarter of the Northwest one-quarter, S01°00'47"E, 661.10 feet to the Southeast corner of aforesaid North one-half of said Southwest one-quarter of the Northwest one-quarter, said corner also being the Northeast corner of Berry Hill; thence, along the North line of said Berry Hill and the South line of said North one-half of said Southwest one-quarter of the Northwest one-quarter, N88°09'18"W, 692.43 feet to the Easterly right-of-way line of Banker Road; thence, along said Easterly right-of-way line, S21°41'03"W, 54.53 feet to the beginning of a tangent curve, being concave Easterly, having a radius of 1965.17 feet and a chord which bears S16°54'10"W, 327.61 feet; thence, along said Easterly right-of-way line, Southerly, 327.99 feet along the arc of said curve through a central angle of 09°33'46" to the point of tangency thereof; thence, continuing along said Easterly right-of-way line, S12°07'17"W, 526.33 feet to the Southwest corner of the Parcel described in Document No. 1370575; thence, along the Westerly prolongation of the South line of last said Parcel, N89°29'25"W, 33.69 feet to the centerline of said Banker Road; thence, along said centerline, N12°07'17"E, 231.00 feet to its intersection with the South line of said Northwest one-quarter; thence, along last said South line, N88°05'45"W, 33.53 feet to its intersection with the Westerly right-of-way line of Banker Road; thence, along said Westerly right-of-way line, N12°07'17"E, 308.06 feet to the beginning of a tangent curve, being concave Easterly, having a radius of 2031.17 feet and a chord which bears N16°54'10"E, 338.61 feet; thence, continuing along said Westerly right-of-way line, Northerly, 339.00 feet along the arc of said curve through a central angle of 09°33'46" to the point of tangency thereof; thence, continuing along said Westerly right-of-way line, N21°41'03"E, 30.72 feet to aforesaid South line of the North one-half of said Southwest one-quarter of the Northwest one-quarter; thence, along last said South line, N88°09'18"W, 552.09 feet to

| the point of beginning.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall take effect upon passage, posting, or publication as provided by law.

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin,
this _____ day of _____, 2022.

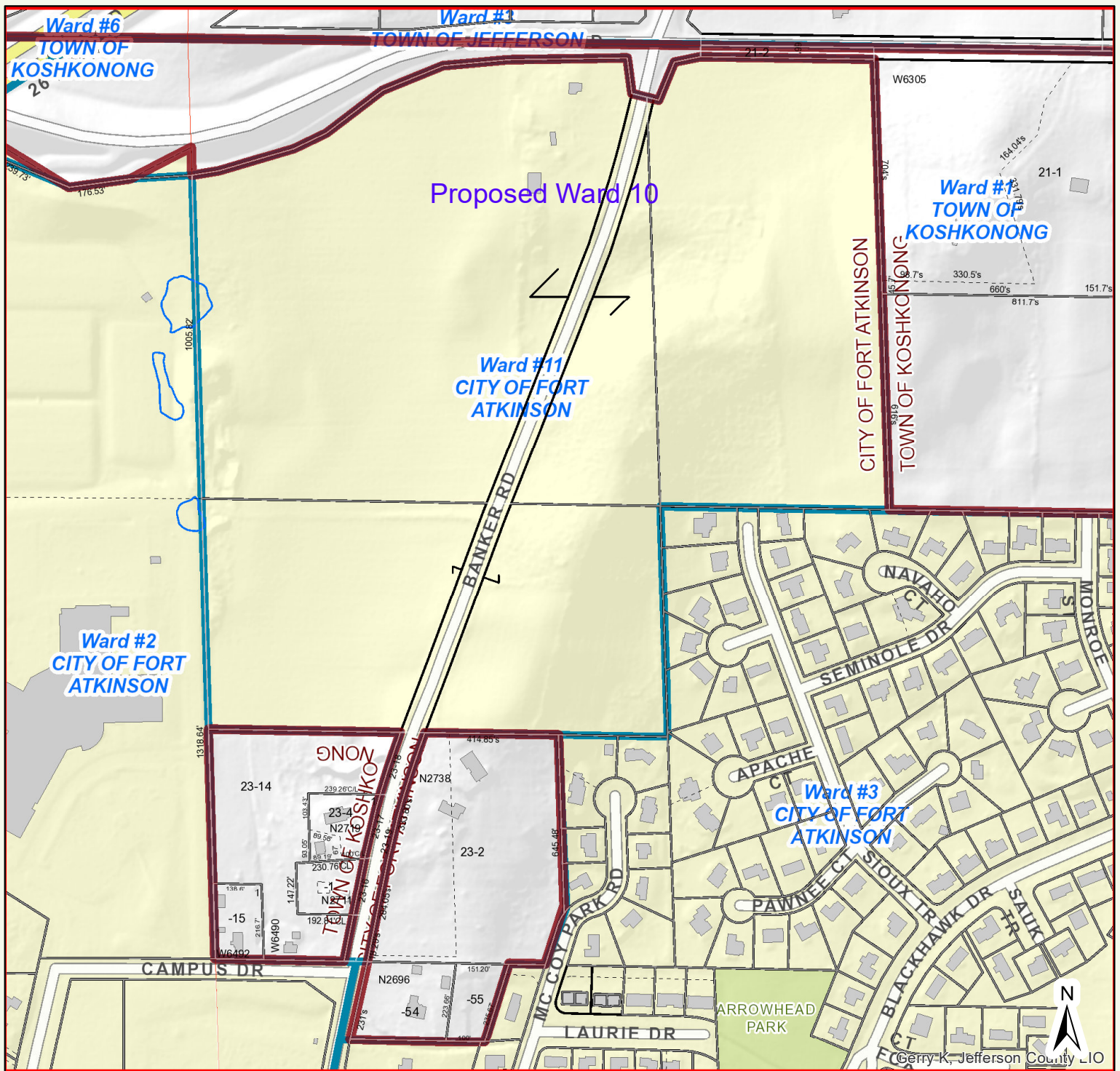
CITY OF FORT ATKINSON

Christopher Scherer, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

City of Fort Atkinson Ward 11 --> Ward 10



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

ORDINANCE NO. 806

AN ORDINANCE ANNEXING
THE TERRITORY ALONG BANKER ROAD
TO THE CITY OF FORT ATKINSON

NOW, THEREFORE, The City Council of the City of Fort Atkinson, Wisconsin, does hereby ordain as follows:

Section 1. TERRITORY ANNEXED. That pursuant to Sec. 66.0223(1) of the Wisconsin Statutes, and the Petition for Annexation filed by the City of Fort Atkinson as the property owner, the following described territory in the Town of Koshkonong, Jefferson County, Wisconsin, is hereby annexed to the City of Fort Atkinson, Wisconsin:

A part of the: Southwest one-quarter of the Northwest one-quarter, including a part Lot 1 of Jefferson County Certified Survey Map No. 4382, recorded in Volume 22 of Certified Survey Maps on Pages 67 and 68 as Document No. 1111558 of Jefferson County Records and a part Lot 1 of Jefferson County Certified Survey Map No. 3015, recorded in Volume 12 of Certified Survey Maps on Page 161 as Document No. 933327 of Jefferson County Records; the Northwest one-quarter of the Northwest one-quarter; the Northeast one-quarter of the Northwest one-quarter; and the Northwest one-quarter of the Southeast one-quarter; all of Section 33, Township 6 North, Range 14 East, Town of Koshkonong, Jefferson County, Wisconsin, being more particularly described as follows:

COMMENCING at the West one-quarter Corner of said Section 33;

thence, along the West line of said Northwest one-quarter, N00°50'50"W, 659.35 feet to the Southwest corner of the North one-half of said Southwest one-quarter of the Northwest one-quarter and the **POINT OF BEGINNING**;

thence, continuing along said West line, N00°50'50"W, 1585.47 feet to its intersection with the Southerly right-of-way line of Hoard Road;

thence, along said Southerly right-of-way line, the following courses:

1. thence N81°26'33"E, 78.53 feet;
2. thence N74°24'16"E, 222.73 feet;
3. thence N65°10'44"E, 104.08 feet;
4. thence N53°29'50"E, 201.09 feet;
5. thence N68°43'40"E, 186.78 feet;

6. thence N85°36'25"E, 187.98 feet;
7. thence N89°56'56"E, 340.11 feet;
8. thence S84°06'56"E, 135.37 feet;
9. thence N79°34'29"E, 76.69 feet to a point on a line lying 33.00 South, as measured at right angles and parallel to, the North line of said Northwest one-quarter;
10. thence, along said parallel line, S88°21'29"E, 501.67 feet to the West line of the Parcel described in Document No. 1183482;

thence, leaving said Southerly right-of-way line along last said West line, S01°01'56"E, 632.80 feet;

thence, continuing along said West line and the West line of the Parcel described in Document No. 891833, S01°08'04"E, 657.67 feet to the Southwest corner of last said Parcel, lying on the North line of the 4th Addition to Arrowhead Village;

thence, along last said North line and the North line of the 2nd Addition to Arrowhead Village, N88°12'31"W, 660.42 feet to the Northwest corner of said 2nd Addition to Arrowhead Village;

thence, along the West line of said 2nd Addition to Arrowhead Village and the East line of said Southwest one-quarter of the Northwest one-quarter, S01°00'47"E, 661.10 feet to the Southeast corner of aforesaid North one-half of said Southwest one-quarter of the Northwest one-quarter, said corner also being the Northeast corner of Berry Hill;

thence, along the North line of said Berry Hill and the South line of said North one-half of said Southwest one-quarter of the Northwest one-quarter, N88°09'18"W, 692.43 feet to the Easterly right-of-way line of Banker Road;

thence, along said Easterly right-of-way line, S21°41'03"W, 54.53 feet to the beginning of a tangent curve, being concave Easterly, having a radius of 1965.17 feet and a chord which bears S16°54'10"W, 327.61 feet;

thence, along said Easterly right-of-way line, Southerly, 327.99 feet along the arc of said curve through a central angle of 09°33'46" to the point of tangency thereof;

thence, continuing along said Easterly right-of-way line, S12°07'17"W, 526.33 feet to the Southwest corner of the Parcel described in Document No. 1370575;

thence, along the Westerly prolongation of the South line of last said Parcel, N89°29'25"W, 33.69 feet to the centerline of said Banker Road;

thence, along said centerline, N12°07'17"E, 231.00 feet to its intersection with the South line of said Northwest one-quarter;

thence, along last said South line, N88°05'45"W, 33.53 feet to its intersection with the Westerly right-of-way line of Banker Road;

thence, along said Westerly right-of-way line, N12°07'17"E, 308.06 feet to the beginning of a tangent curve, being concave Easterly, having a radius of 2031.17 feet and a chord which bears N16°54'10"E, 338.61 feet;

thence, continuing along said Westerly right-of-way line, Northerly, 339.00 feet along the arc of said curve through a central angle of 09°33'46" to the point of tangency thereof;

thence, continuing along said Westerly right-of-way line, N21°41'03"E, 30.72 feet to aforesaid South line of the North one-half of said Southwest one-quarter of the Northwest one-quarter;

thence, along last said South line, N88°09'18"W, 552.09 feet to the **POINT OF BEGINNING**.

The above-described parcel contains 3,282,825 square feet or 75.363 acres, more or less, and is subject to all easements and agreements, if any, of record and/or fact and is shown on the map, Exhibit A, by Quam Engineering, LLC for Project No. CF-06-21 dated June 11, 2021, and by this reference made a part hereof.

Section 2. EFFECT OF ANNEXATION. From and after the effective date of this Ordinance the territory described in Section 1 above shall be part of the City of Fort Atkinson for any and all purposes provided by law and any persons coming or residing within such territory shall be subject to all Ordinances, rules, and regulations governing the City of Fort Atkinson.

Section 3. PAYMENT TO THE TOWN OF KOSHKONONG. Per the Intergovernmental Agreement between the Town of Koshkonong and the City of Fort Atkinson for the purposes of attaching this territory, the City of Fort Atkinson agrees to pay the Town of Koshkonong one lump sum of \$868.50 to represent the lost Town taxes he next five years, as required by Section 66.0217(14) of the Wisconsin Statutes.

Section 4. TEMPORARY ZONING CLASSIFICATION. A) The Territory annexed to the City of Fort Atkinson by this Ordinance is temporarily designated to be part of the following district of the City for zoning purposes and subject to all provisions of Title 15 of the Code of General

Ordinances in the City of Fort Atkinson entitled "Zoning Ordinance" relating to such district classifications and to zoning in the City: SR-2, Single-family Residential District – 2. **B)** The boundaries of these designated districts are established as shown on the map filed in the office of the City Clerk. **C)** The Plan Commission is directed to initiate an amendment to the Zoning Ordinance within 365 days from the effective date of this Ordinance setting forth a permanent classification and regulations for the zoning of the attached area and to submit its recommendation to the City Council.

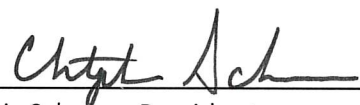
Section 5. WARD DESIGNATION. The territory described in Section 1 of this Ordinance is hereby made part of the newly-created Ward 11 of the City of Fort Atkinson, subject to all ordinances, rules, and regulations of the City. Population of this territory is zero (0) on the effective date of this Ordinance

Section 6. SEVERABILITY. If any provision of this Ordinance is found to be invalid or unconstitutional or if the application of this Ordinance or any person or circumstance is invalid or unconstitutional such invalidity or unconstitutionality shall not affect the other provisions or application of this Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

Section 7. EFFECTIVE DATE. This Ordinance shall take effect upon passage and publication.

Adopted this 20 day of July, 2021.

CITY COUNCIL OF THE CITY OF FORT ATKINSON


Chris Scherer, President

ATTEST:


Michelle Ebbert, City Clerk/Treasurer/Finance Director

ORDINANCE NO. 808

AN ORDINANCE
TO REPEAL AND RECREATE SECTION 1-14 OF THE
CITY OF FORT ATKINSON MUNICIPAL CODE RELATING TO
VOTING WARDS AND BOUNDARIES

NOW, THEREFORE, the City Council of the City of Fort Atkinson, Wisconsin, do ordain as follows:

Section 1. Section 1-14 of the City of Fort Atkinson Municipal Code is hereby repealed and recreated to read as follows:

"The City of Fort Atkinson shall be divided into nine wards with the gymnasium of the municipal building, located at 101 N. Main Street, being designated as the polling place for all wards. All wards are outlined upon the official map on file in the municipal office and are described as follows:

Ward One: All of that portion of the city bounded on the west by the corporate city limits starting at the north side of the Rock River, on the north by Madison Avenue; east to Lexington Blvd; south to Coventry Circle; east and south to Commonwealth Drive; on the east by Commonwealth Drive and Wilson Avenue and the corporate city limits to Riverside Drive; on the south by Riverside Drive and the corporate city limits to said west corporate city limits.

Ward Two: All of that portion of the city bounded on the west by the corporate city limits north of Madison Avenue; on the north by Campus Drive; south along Banker Road; east along W. Cramer Street; south along Blackhawk Drive; east along Hillcrest Drive; south along Zafeke Street; west along Messmer Street; south along Zafeke Street; west along Caswell Street; south along Roosevelt Street; east along Madison Avenue; south along Jackson Street to the Rock River; then west along the Rock River; north along Wilson Avenue; continuing north and west along Commonwealth Avenue; then north and west on Coventry Circle; then north on Lexington Boulevard; then west along Madison Avenue to the western corporate city limits, excluding those parcels within these boundaries located within the Town of Koshkonong.

Ward Three: All of that portion of the city bounded to the west by Banker Road; to the north and west by the corporate city limits; on the east by North Main Street; to the south by Frederick Avenue; south along Nelson Street; west by Caswell Street; north by Zaffke Street; west by Hillcrest Drive; north by Blackhawk Drive and to the west by Cramer Street.

Ward Four: All of that portion of the city bounded on the west at the intersection of Jackson Street and Van Buren Street; west by Madison Avenue; north by Roosevelt Street; east on Caswell Street; north by Zafeke Street; east on Messmer Street; north by Nelson Street; on the north by Frederick Avenue; on the west by North Main Street; on the south by Madison

Avenue, Adams Street and Riverside Drive; and west by Robert Street and Van Buren Street.

Ward Five: All of that portion of the city bounded by the south side of the Rock River from the west corporate city limits to Jackson Street; west on Van Buren Street; on the east by south Robert Street; east to South Third Street West; south on Grove Street; east on South Sixth Street; east to South Main Street; south to West Hilltop Trail; west to Janesville Avenue; south to the corporate city limits (including the Klement Business Park); and west to the corporate city limits.

Ward Six: All of that portion of the city bounded on the north by West Hilltop Trail from Janesville Avenue to South Main Street; on the east by South Main Street; south to the corporate city limits on the west side of South Main Street; west and south along the corporate city limits to Hackbarth Road; then west along Hackbarth Road and the corporate city limits to Janesville Avenue; then north to West Hilltop Trail.

Ward Seven: All of that portion of the city bounded on the north by Madison Avenue from Adams Street to North Main Street; on the east by North and South Main Street; south to Whitewater Avenue; south to the corporate city limits on the west side of Whitewater Avenue; then west, south and north, following corporate city limits to the intersection of Krause Avenue; north along South Main Street to South Sixth Street; west to Grove Street; north along Grove Street to South Third Street to Riverside Drive and north on Adams Street.


Ward Eight: All of that portion of the city bounded on the north by the corporate city limits from North Main Street to the Rock River; on the east by the corporate city limits south to East Sherman Avenue; on the south by East Sherman Avenue; on the west by North Main Street; also including the airport property.

Ward Nine: All of that portion of the city bounded on the north by East Sherman Avenue from North Main Street east to the corporate city limits; south along corporate city limits to Fox Hill Road; west and south along corporate city limits to Whitewater Avenue; on the west by Whitewater Avenue and South and North Main Street."


Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall take effect upon passage, posting, or publication as provided by law.

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin,
this 2 day of Nov, 2021.


Chris Scherer, President

ATTEST:


Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: June 7, 2022

TO: Fort Atkinson City Council

FROM: Andy Selle, City Engineer

RE: Extra-Territorial Surveys

BACKGROUND

At the December 18, 2018 City Council meeting, approval was given to the City Manager and City Engineer to approve Extra-Territorial Surveys that were within a 1.5 to 3 mile radius of the City limits and not require that they be presented to the Plan Commission for review.

It was indicated at that meeting that staff would give the Council periodic (quarterly) updates on those Surveys that were approved by them and not forwarded to the Plan Commission.

DISCUSSION

This memo is to let you know that staff did approve one extra-territorial survey that was within the 1.5 to 3 mile radius of the City limits in the first quarter of 2022.

The Plan Commission approved another extra-territorial survey that was within the 1.5 to 3 mile radius of the City limits in the first quarter of 2022 for Andrew and Robynn Selle. This request was within the radius for it to be a staff approval, but given the ownership of this property staff asked the Plan Commission to consider the Extra-Territorial Review for the Selle Property.

FINANCIAL ANALYSIS

No financial impact

ATTACHMENTS

Purucker/Rueth CSM
Selle Extra Territorial Submittal

Part of Lot 1, C.S.M. #4804 recorded in Volume 25 Certified Surveys at Pages 46 and 47 as Document #1180066 and other lands in the SE¼ of the SW¼ of Section 25, T6N, R14E, Town of Jefferson, Jefferson County, WI

- Owners/Subdividers:
George H. Purucker &
Lisa L. Rueth
N2918 County Road N
Fort Atkinson, WI 53538



Check for subsequent zoning changes with Jefferson County Planning and Zoning department.

JN 22-01

Professional Land Surveyor
Phone (920) 563-8162

CERTIFIED SURVEY MAP

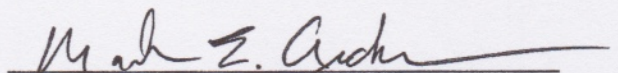
Part of Lot 1, C.S.M. #4804 recorded in Volume 25 Certified Surveys at Pages 46 and 47 as Document #1180066 and other lands in the SE¼ of the SW¼ of Section 25, T6N, R14E, Town of Jefferson, Jefferson County, WI

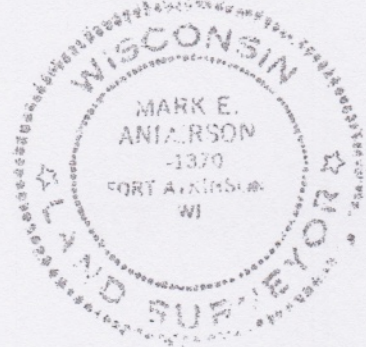
SURVEYOR'S CERTIFICATE

I, Mark E. Anderson, Professional Land Surveyor, hereby certify that in full compliance with Chapter 236.34, Wisconsin Statutes and the subdivision regulations of Jefferson County and by the direction of George H. Purucker, this land has been surveyed, divided and mapped under my responsible direction and supervision; that such survey correctly represents all exterior boundaries and the division of the land surveyed; and is part of Lot 1, C.S.M. #4804 recorded in Volume 25 Certified Surveys at Pages 46 and 47 as Document #1180066 and other lands in the SE¼ of the SW¼ of Section 25, T6N, R14E, Town of Jefferson, Jefferson County, Wisconsin to-wit:

Commencing at the S ¼ corner of said Section 25; thence S89°41'15"W, along the south line of said SW¼, 91.83 feet to the point of beginning; thence continue S89°41'15"W, along said south line, 259.26 feet to a point on a curve on the centerline of County Road N; thence along said centerline being the arc of a curve, concave southwesterly, having a radius of 5000.00 feet and a chord that bears N9°28'35"W, 343.25 feet; thence N88°30'00"E, 198.01 feet; thence S1°30'00"E, 84.03 feet to the north line of said Lot 1; thence N89°41'15"E, along said north line, 109.81 feet; thence S1°17'12"E, 259.00 feet to the point of beginning, containing 1.999 acres and subject to a road right of way across the westerly 33 feet.

Date 4-13-22


Mark E. Anderson
Professional Land Surveyor, S-1370



Approved by the City of Fort Atkinson.

Date _____

Michelle A. Ebbert, City Clerk

Approved by the Planning and Zoning Committee of Jefferson County.

Date _____

Authorized Signature

ANDERSON LAND SURVEYING LLC
Mark E. Anderson, Professional Land Surveyor

December 19, 2021

Bridget Woods
Town of Koshkonong
W5609 Star School Rd.
Fort Atkinson, WI 53538

Dear Bridget:

Attached please find a copy of a Preliminary Review for Certified Survey and Petition to Amend Zoning Ordinance and Conditional Use Petition prepared for Andrew and Robynn Selle, W7526 Koshkonong Mounds Road, Fort Atkinson. WI 53538.

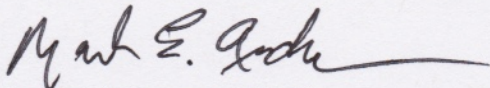
This Preliminary is will create 2 R-2 residential building sites of approximately 1 acre and 0.9 acres.

Please place this Preliminary on the next Town Board Agenda and if approved, please forward a signed copy to the Jefferson County Zoning Department, Attn: Deb Magritz. Copies will be submitted to her with the appropriate fees.

If you have any questions, please let me know.

Sincerely,

ANDERSON LAND SURVEYING LLC



Mark E. Anderson, P.L.S.

Enclosures

cc: Andy Selle
Jefferson County Zoning Department

W6141 Star School Rd. Fort Atkinson, WI 53538 Tel: 920-563-8162

andersonlandsurvey@gmail.com

PETITION TO AMEND ZONING ORDINANCE

TO: JEFFERSON COUNTY CLERK
JEFFERSON COUNTY BOARD OF SUPERVISORS

PETITION NO. _____

THIS PETITION, MADE UNDER AND PURSUANT TO PROVISIONS OF S59.97(5)(e)1, WISCONSIN STATS., REQUESTS THE JEFFERSON COUNTY BOARD OF SUPERVISORS TO AMEND THE ZONING ORDINANCE OF JEFFERSON COUNTY.

Andy Selle REQUEST THAT THE ZONING MAP OF THE TOWN OF Koshkonong
(Petitioner's Name-Please Print)

BE AMENDED TO CHANGE THE ZONING CLASSIFICATION OF THE PROPERTY DESCRIBED

FROM A-T DISTRICT TO R-2

PROPERTY DESCRIPTION

Tax Parcel/ Property
PIN Number 016-0513-2434-026 Address W7526 Koshkonong Mounds Road

Subdivision _____ Lot _____ Block _____ CSM _____ Vol. _____ Pages _____

Parent Parcel Size 8.711 acres Present Use Vacant

PROPERTY OWNER(S)

Name Andrew R. & Robynn N. Selle Address W7526 Koshkonong Mounds Rd, Fort Atkinson, WI 53538
Street City St. Zip
Phone 425-218-8370 E-mail Address Aselle@fortatkinsonwi.net

PLEASE ATTACH THE FOLLOWING WITH YOUR COMPLETED APPLICATION FORM. *Failure to submit a completed application that includes the below-mentioned items could delay scheduling your petition for the next public hearing.* All pages including plot plan to be no larger than 11" X 17".

1. Preliminary Certified Survey delineating proposed land division.
2. Reasons for rezoning, evidence that the rezoning meets the Jefferson County Agricultural Preservation and Land Use Plan and Jefferson County Ordinance.
3. Type of use proposed and structures needed.
4. Land modifications necessary.
5. If rezoning from A-1 or N, please refer to the standards for approval on the reverse side of this application.
6. Town Board decision.
7. Other pertinent information such as proposed road access, extraterritorial plat review, etc.

REZONING HEARING FEE IS \$300, PRELIMINARY CSM REVIEW FEE IS \$50, and ADMINISTRATIVE FEE FOR REZONING OUT OF THE A-1 DISTRICT IS \$100. Soils Report by Certified Soil Tester and a Final Certified Survey Map May be Required Following Approval. *Keep a copy of the application and attachments to give to the Town.*

PETITIONERS/OWNERS UNDERSTAND THAT NOTICE OF PUBLIC HEARING WILL BE SENT TO THEM, TO TOWNSHIP OFFICIALS, COUNTY BOARD SUPERVISOR FOR THE AREA OF REZONING, AND PROPERTY OWNERS ACCORDING TO SEC. 11.15 OF THE ZONING ORDINANCE.

AS PETITIONER/OWNER, I UNDERSTAND THAT I MUST CONTACT TOWNSHIP OFFICIALS AND ATTEND A TOWN BOARD/ TOWN PLAN COMMISSION MEETING(S) ON THIS MATTER PRIOR TO THE COUNTY'S PUBLIC HEARING; I UNDERSTAND THAT I MUST ALSO ATTEND THE COUNTY'S PUBLIC HEARING OR SEND AN AGENT TO REPRESENT ME.

Mark E. Aselle AGENT
(Signature of OWNER)

12-19-21
(Date)

(Address, if Different From Above)

(Signature of PETITIONER)

(Date)

(Address, if Different From Above)

Extraterritorial _____
County Board Supervisor _____

Decision Sheet Sent to Town on _____ 21-18

JEFFERSON COUNTY
PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A division of land located in Government Lot 3 of Section 24, Town 5 N, Range 13 E, Town of Koshkonong,
Jefferson County, Wisconsin, on Parcel Number(s) 016-0513-2434-026

Date Submitted: December 19, 2021

Revised: _____

Owner: Andrew R. & Robynn N. Selle

Address: W7526 Koshkonong Mounds Road

City, ST Zip: Fort Atkinson, WI 53538

Phone: 425-218-8370

Surveyor: Anderson Land Surveying LLC

Address: W6141 Star School Road

City, ST Zip: Fort Atkinson, WI 53538

Phone: 920-563-8162



Rezoning



Allowed Division within an existing Zoning District



Survey of Existing Parcel

Note to be placed on final CSM

Petition # _____ Zoning _____

Check for subsequent zoning changes with Jefferson
County Planning and Zoning Department.

In addition to the info required by Section 236.34 of State statutes, Sec.
15.04(f) of the Jefferson County Land division/Subdivision Ordinance
requires that the following be shown:

- Existing buildings, watercourses, drainage ditches and other features pertinent to the proper division.
- Location of access to a public road, approved by the agency having jurisdiction over the road.
- All lands reserved for future public acquisition.
- Date of the map
- Graphic Scale

Intent and Description of Parcel to be Divided: Create 2 R-2 residential building sites of approximately 1 acre and 0.9 acres.

SEE SHEET 2

NOTE: Areas and dimensions on this Preliminary are approximate only and in most cases will vary from the Final survey data.

Town Board Approval _____ Date _____
(Includes Access approval if applicable)

County Highway Approval _____ Date _____
(If applicable)

Extraterritorial Approval _____ Date _____
(If applicable)

County Surveyor Approval _____ Date _____

Zoning Office Approval _____ Date _____

Please submit four copies to Jefferson County Planning & Zoning, 311 S Center Ave. Room 201, Jefferson, WI 53549

21-18

REMAINDER ± 6.8 AC.

C.S.M. #237

34-26
120'

2
 ± 0.9 AC.

150'
1
 ± 1.0 AC.

150.07'
C.S.M. #5619
66'

290'

290'

290'

120'
216.91'S

150'

66'

150.07'

W7526

W7480

W7476










KOSH KONONG ROAD

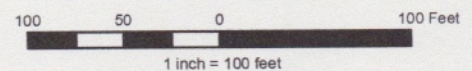
PROP. DRIVE
S 1/4 COR. SEC. 24-5-13

341.95' C.S.M. #2537
W7529

664.52'

N

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





MEMORANDUM

DATE: June 7, 2022

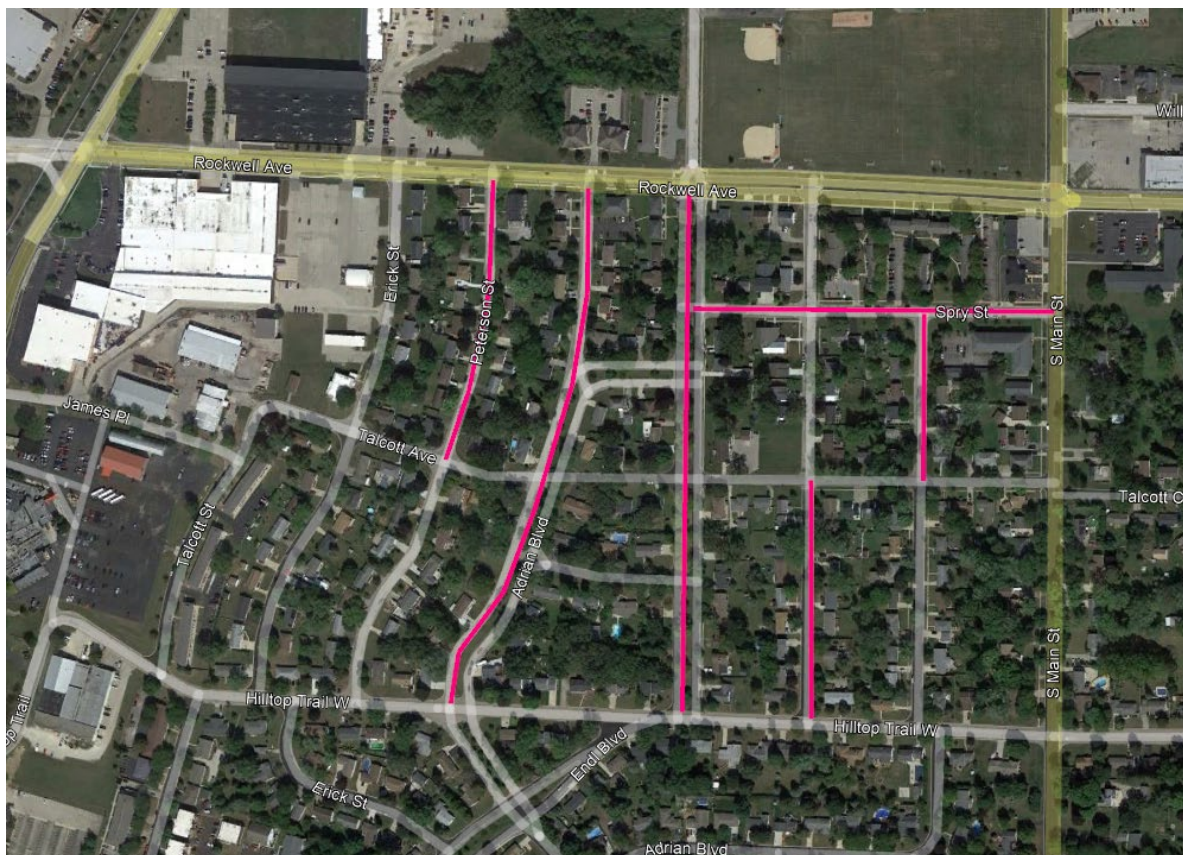
TO: Fort Atkinson City Council

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

RE: Review and possible action relating to a Construction Oversight Amendment to an existing design contract for the 2022 Water Main and Street Rehabilitation Program with Ruekert and Mielke for an amount not to exceed \$104,848

BACKGROUND

The City will replace all water main, make sanitary and stormwater improvements and repave approximately 1.2 miles within the south central part of the City, noted below and previously approved by the City Council. Work is slated to begin in late June 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

The contract amendment attached is for Ruekert and Mielke to provide Construction Oversight on the project. The original contract was for the design of this project and was approved by the City Council on August 17, 2021.

During the expected time of construction, beginning in late June and ending in early October, Ruekert and Mielke will have a representative on-site each day documenting the work progress, managing questions, and troubleshooting inevitable issues that come up in the field. The cost for this is significant, but given the expected service life of this main (hopefully 100 years) the investment in quality assurance is warranted. Further the capacity of City staff at present to provide any assistance on this project is very limited. Staff expects the final cost of oversight to be less than shown as they will bill only for the time they are on site.

As Council may recall, the project bids came in over budget. Sidewalk was included on Peterson Street given that road is a complete reconstruction and will be built. Remaining streets had sidewalk bid as “optional.” Staff intended to shorten the project, such that all elements (road, water main, sewer improvements, and installation of sidewalks) could be accomplished in a slightly reduced project area. This was not possible due to restrictions in the federal grant funding (CDBG Grant) that required water main to be replaced for 50% of the population within the census district. Staff reached out to WisDOT to see about the project accessing funds from the recently approved Bipartisan Infrastructure Law and was told the timing would not allow this option. Staff had sincerely hoped to provide better pedestrian access to our residents in this area, but was unable to do so with this project. Staff will continue to pursue funding through the BIL funds in the Transportation Alternatives Program (TAP) for sidewalk in-fill. Those funds have been significantly increased through 2026.

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. The table attached to this memo on page 4 provides a detailed breakdown of the construction costs and associated revenues. Each line item of the Construction, Design, and Construction Oversight (this contract – highlighted in yellow) has been broken down among five accounts, Road, Water - Main replacement (funded by the increase in rates), Water - hydrants and services, Stormwater and Wastewater.

Staff will provide a more detailed explanation of this table at the meeting so that Council, residents, and the public are able to understand these funding sources and how they are being used to pay for the construction of improvements. Of note with respect to sidewalks discussed above, the cost to add sidewalks to all work areas was \$447,500.00. Sidewalks are funded in our road account, that is projected to show a positive balance (highlighted in green in the table) of

\$155,175. This difference, \$292,325.00, was the additional funding for which staff was unable to find a funding source.

RECOMMENDATION

Staff recommends Council approve the Construction Oversight Contract with Ruekert and Mielke for an amount not to exceed \$104,848 in support of the 2022 Water Main and Street Rehabilitation Program.

ATTACHMENTS

Funding Table; Amendment 5 – Construction Administration

			ACCOUNTS					
CONSTRUCTION EXPENSES			SAN ACCT	WATER MAIN	WATER HYD/SERV	STORM ACCT	ROAD ACCT	GRAND TOTALS
BASE CONSTRUCTION TOTAL			\$116,341.90	\$ 1,035,873.02	\$ 334,652.00	\$ 225,615.33	\$ 974,630.55	\$ 2,687,112.80
BASE PLUS SIDEWALK OPTION TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CONTINGENCY 5%			\$ 5,817.10	\$ 51,793.65	\$ 16,732.60	\$ 11,280.77	\$ 48,731.53	\$ 134,355.64
DESIGN			\$ 22,250.00	\$ 22,250.00		\$ 22,250.00	\$ 22,250.00	\$ 89,000.00
CONSTRUCTION OVERSIGHT			\$ 26,212.00	\$ 26,212.00		\$ 26,212.00	\$ 26,212.00	\$ 104,848.00
TOTAL			\$170,621.00	\$ 1,136,128.67	\$ 351,384.60	\$ 285,358.10	\$ 1,071,824.08	\$ 3,015,316.44
AVAILABLE FUNDS								
Transportation Fund (2022)							\$ 500,000.00	\$ 500,000.00
Vehicle Registration Fee (2022 Estimated)							\$ 210,000.00	\$ 210,000.00
CDBG Grant - City & County				\$ 271,683.00	\$ 90,561.00			\$ 362,244.00
Water Utility - Main Replacement Funds				\$ 1,053,750.00				\$ 1,053,750.00
Water Utility - Hydrants and Services Funds					\$ 225,000.00			\$ 225,000.00
Wastewater Utility			\$175,000.00					\$ 175,000.00
Stormwater Utility						\$ 280,000.00		\$ 280,000.00
Borrowing - Roads							\$ 517,000.00	\$ 517,000.00
Borrowing - Water					\$ 250,000.00			\$ 250,000.00
TOTAL			\$175,000.00	\$ 1,325,433.00	\$ 565,561.00	\$ 280,000.00	\$ 1,227,000.00	\$ 3,572,994.00
BALANCE			\$4,379.00	\$189,304.33	\$214,176.40	(\$5,358.10)	\$155,175.92	\$557,677.56

City of Fort Atkinson
Road Rehabilitation and Water Main Relay Project
Engineer's Manhour Estimate
Amendment 5 - Construction Administration

2022 Rates

SCOPE OF SERVICES	CATEGORY OF PERSONNEL																	TOTAL HOURS	TOTAL LABOR COST			
	\$212	\$182	\$172	\$162	\$142	\$133	\$114	\$131	\$118	\$108	\$84	\$150	\$136	\$99	\$83	\$83						
	E8	E6	E5	E4	E3	E2	E1	T3	T2	T1	ADMIN	RLS	S2	SURVEY	INTERN							
	PM	PM	ENG	ENG/PILOT	ENG	ENG	ENG	TECH	TECH	TECH	ASSIST	SUR	Crew Chief	TECH	CRT 1	CRT1						
DESIGN FEES	0	42	0	0	0	86	0	0	0	0	9	17	65	65	744	0	1028	\$104,848				
PHASE 1 - CONSTRUCTION ADMINISTRATION																		\$81,590				
Facilitate Contract Execution, Issue Notice to Proceed		1									2						3	\$350.00				
Prepare Precon Agenda, Facilitate Meeting, Prepare Precon Meeting Minutes		4				2					2						8	\$1,162.00				
Shop Drawing and Submittal Review (Approx. 30)		2				10											12	\$1,694.00				
Water and Roadway Construction Review-Full Time (Assume 50 hours per week; First 13 weeks)*															650		650	\$53,950.00				
Roadway Construction Review-Part Time (Assume 8 hours per week; Remaining 11 weeks)**															88		88	\$7,304.00				
Weekly Onsite Progress Meetings (Assume 1/Week or 24 Total)		18				54											72	\$10,458.00				
Monthly Pay Quantity Coordination, Prepare Pay Request and Recommendation (Assume 6 pay requests)		2				6					2				6		16	\$1,828.00				
Technical Support, Administration, and Coordination with City		8				2											10	\$1,722.00				
Substantial Completion Inspection		4				4											8	\$1,260.00				
Develop Punchlist and Facilitate Completion with Contractor						4					1						5	\$616.00				
Final Completion Inspection		2															2	\$364.00				
Project Closeout Documentation		1				4					2						7	\$882.00				
TOTAL HOURS	0	42	0	0	0	86	0	0	0	0	9	0	0	0	744	0	881					
PHASE 2 - CONSTRUCTION STAKING																		\$17,825				
Prepare Construction Stakeout Data and Upload to Data Collector(s)												16					16	\$2,400.00				
Stake Water Main and Fittings (All Streets, Approx. 5,900 lf)													32	32			64	\$7,520.00				
Stake Curb and Gutter (Peterson Street, Approx. 1,600 lf)													12	12			24	\$2,820.00				
Stake Road Centerline Grades (Peterson Street, Approx. 800 lf)													12	12			24	\$2,820.00				
Stake ROW for Sidewalk Installation (All Streets)											1	9	9				19	\$2,265.00				
TOTAL HOURS	0	0	0	0	0	0	0	0	0	0	0	17	65	65	0	0	147					
CONSTRUCTION REIMBURSABLE																		\$5,433				
REPRODUCTION OF PROJECT MANUALS	2 SETS		400 SHEETS/SET												\$0.15 PER PAGE					\$120.00		
MILEAGE - ENGINEERS	1625 MILEAGE														\$0.56 PER MILE					\$910.00		
MILEAGE - SURVEY	455 MILEAGE														\$0.77 PER MILE					\$350.35		
MILEAGE - CONSTRUCTION REVIEW TECHNICIAN	5655 MILEAGE														\$0.60 PER MILE					\$3,393.00		
SURVEY EQUIPMENT - GPS									0 DAYS								\$132 PER DAY					\$0.00
SURVEY EQUIPMENT - ROBOT									5 DAYS								\$132 PER DAY					\$660.00
DRONE EQUIPMENT									0 DAYS								\$500 PER DAY					\$0.00

* Estimated hours for construction observation are based on an assumed installation efficiency by the contractor ~~975~~ linear feet of water main per day and ~~175~~ linear feet of water services per day. This number may be higher or lower depending on actual efficiency of the utility contractor. At this production rate it will take approximately 13 weeks to complete water work. Construction representative would also observe road construction taking place.

** Estimated hours for construction observation are based on an assumed production rates by the contractor which could be highly variable, both positive and negative. This number may be higher or lower depending on contractor's actual efficiency and approach, weather or site conditions. Once water work is complete, presence of construction representative could be reduced for remainder of project.



MEMORANDUM

DATE: June 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 applications for the licensing period of July 1, 2022 to June 30, 2023

BACKGROUND

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

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

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

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

- The "Class A" liquor license application is for sales limited to cider products only.
- The application for a "Class A" liquor license holds a Class "A" beer license for the same premises.

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

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

Table 2: Combination of Licenses

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

Table 3: License fees

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

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

Table 4: Existing Quotas

<u>License</u>	<u>Quota</u>	<u>Licenses Issued</u>	<u>Licenses Available</u>
“Class A” Intoxicating Liquor	16 - 1 per 750 residents	14	2*
Class “A” Fermented Malt	17 - 1 per 750 residents	12	5
“Class B” Intoxicating Liquor	25 - 1 per 500 residents	25	0
RESERVE “Class B” Intoxicating Liquor	3 - \$10,000 one-time fee	3	0

*The City Council adopted Ordinance 799 on May 18, 2021 increasing the number of “Class A” licenses.

DISCUSSION

We have 43 applications submitted to renew Alcohol Licenses. Pizza Hut has chosen to not renew their license for the sale of beer and wine for on-site consumption. Loeder Oil Co, dba Loeder BP Fort Atkinson is in the process of being sold and the new owner will provide an Original application.

The Police Department conducts compliance checks at each location allowing a positive interaction while confirming appropriate posting of licenses.

The licensing period of all alcohol licenses is July 1st to June 30th. Licensed establishments require employees that serve or sell alcohol to obtain an Operator (Bartender) License.

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

Sec. 6.33. Licenses

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

FINANCIAL ANALYSIS

Alcohol license fees for the upcoming licensing period of July 1, 2022 to June 30, 2023 is \$23,900. Revenue increased following the additional “Class A” Intoxicating Liquor licenses applied for following the City Council’s adoption of Ordinance #799. Applicants are also invoiced for a publication fee of \$25.00 which covers the cost of the annual publication.

RECOMMENDATION

The Licensing Committee reviewed the applications and recommended approval by the City Council at their May 31, 2022 meeting.

Staff recommends that the City Council approval of the Renewal Alcohol License Applications for the licensing period of July 1, 2022 to June 30, 2023 contingent upon all monies owed to the City are paid prior to license issuance by the City Clerk.

ATTACHMENTS

Alcohol License Listing, Premise Description

<u>License Type</u>	<u>D/B/A Business Name</u>	<u>Premise Description</u>
Class A Liquor	Blodgett Garden Center	Storefront and retail space with additional storage in the back of the main 72 x 72 retail store and enclosed outdoor garden area.
Class A Liquor	Humphrey Floral & Gifts	Downtown Fort Atkinson retail floral and gift shop with wine and alcohol display/sales cabinet. A Main Street retail establishment with one apartment one business loft on second level. Wine and alcohol stored in basement.
Class A Liquor	The Cheese Loft	Single story liquor store, rehearsal hall and costume shop.
Class A Liquor Class A Beer	Casey's General Store #3712	One story prestructured building with liquor sales restricted to behind the counter.
Class A Liquor Class A Beer	FA Gas	Gas station and convenience store with cooler.
Class A Liquor Class A Beer	Nk Gas & Food, LLC	Single story building, gas station, convenience store, walk in cooler to store beer.
Class A Liquor Class A Beer	K P Mart	One story building with back room and walk-in coolers.
Class A Liquor Class A Beer	Kwik Trip #439	One-story frame construction with storage in lockable walk-in cooler and cabinets and behind sales counter.
Class A Liquor Class A Beer	Stop-N-Go #1502	One-story frame construction with storage in lockable coolers and cabinets and behind sales counter.
Class A Liquor Class A Beer	Kwik Trip #1506	One-story frame construction with storage in lockable walk-in cooler and cabinets and behind sales counter.
Class A Liquor Class A Beer	La Tienda Mexicana	Grocery Store.
Class A Liquor Class A Beer	Lions Quick Mart	Framed, block building, three rooms and coolers located in a mini-mall with no internal access.
Class A Liquor Class A Beer	Festival Foods	One story cement building with separate liquor storage and designated parking stalls for online pickup.
Class A Liquor Class A Beer	Pick 'N Save #396	Single story retail grocery, liquor, deli, meat, office and rear storage; including the exterior parking stalls specifically designated for the online merchandise order and pickup service and the pathway utilized to access the parking stalls.
Class A Liquor Class A Beer	Walgreens #01976	Retail drug store with sundries in a one-story building of 13,924 square feet.
Class B Beer Class C Wine	Carla's Catering	Entire first floor of building.
Class B Beer Class C Wine	Beauty and the Bean	Alcohol beverages will be sold in the 'coffee shop' portion of Beauty and the Bean only. No alcohol will be served or consumed in the salon. It will be stored in the basement with the coffee shop's supplies, and beverages will be served at the coffee shop counter. Records will be kept in the basement in the owner's office. Consumption will be in the coffee shop dining area, as well as in the fenced in portion of the patio and enclosed porch.
Class B Beer Class C Wine	Mr Brews Taphouse	Bar, bathrooms, patio, dining room, records stored in office
Class B Liquor Class B Beer	10-62 Saloon	Bar area for service and storage of liquor, beer and wine and outdoor enclosed area. Basement storage.
Class B Liquor Class B Beer	Tavern on Rock	Bar, basement, drive thru liquor store, parking lot, kitchen, walk in cooler, office, restrooms, outdoor patio.
Class B Liquor Class B Beer	99 Sushi	Small area by dining.
Class B Liquor Class B Beer	Bienfang's Bar	Two store building, top floor apt, main floor bar/restaurant, basement, private parking lot, deck.
Class B Liquor Class B Beer	Market Collective on Main	Building located at 225-227 S Main Street including back garage area, enclosed back patio area, records stored on-site, alcohol stored on-site including basement.
Class B Liquor Class B Beer	Bridge	Event Space with upper and lower dining area. Kitchen and 2nd bar in basement. Outdoor patio.
Class B Liquor Class B Beer	Cafe Carpe	Two story building, basement and screened porch, fenced backyard, basement and upstairs storage.
Class B Liquor Class B Beer	Creamery 201	Second floor of 201 N. Main Street and outdoor enclosed area. Private section on the 4th floor if the property that includes a kitchen and event space.
Class B Liquor Class B Beer	Fat Boyz	Brick building, main bar on street level, small room with bar on second level, bar is basement limited to 50 customers.

Class B Liquor Class B Beer	Fort 88 Smokehouse & Bar	Bar, dining room, outdoor patio, kitchen, storage area.
Class B Liquor Class B Beer	Country Inn & Suites	Guest rooms, banquet space and bar area.
Class B Liquor Class B Beer	Brock's Riverwalk Tavern & Grill	Patio, bar, coolers, and liquor storage room.
Class B Liquor Class B Beer	El Patron	Kitchen, restrooms, indoor access to outdoor patio, unfinished storage, storage room, dining room, and bar.
Class B Liquor Class B Beer	Mangiami Italiano	Dining room, bar, chef's room, dry storage, office, and basement.
Class B Liquor Class B Beer	Rock River Lanes	Lanes, back bar, concourse, mini golf, back lot grass area and banquet hall.
Class B Liquor Class B Beer	Soup's On	Bar, kitchen, stock room and dining room.
Class B Liquor Class B Beer	American Legion Dugout	Bar area, cooler, outdoor patio, storage room and hall area.
Class B Liquor Class B Beer	Jansen's Hall	One building, two separate banquet rooms, kitchen, bar, restrooms, storage, dance hall, outdoor fenced in courtyard.
Class B Liquor Class B Beer	Riverfront Café	Dry storage area, kitchen, front wait staff stations, dining room and bathrooms.
Class B Liquor Class B Beer	Salamones Italian Pizzeria	Restaurant, dining room, kitchen, bar, liquor room, cooler, bar area, outdoor dining.
Class B Liquor Class B Beer	Brickhouse Pizza	Dining room, bar area and basement.
Class B Liquor Class B Beer	The Fireside	One story frame building, dining area, kitchen, bakery, gift shop and theatre.
Class B Liquor Class B Beer RESERVE	Paddy Coughlin's	Bar area and dining room, 'snug' area and bears cave for storage and service of alcoholic beverages, seasonal service at outdoor bar, basement for storage of alcohol.
Class B Liquor Class B Beer RESERVE	Riverstone Event Center	Beer, liquor, and wine stored behind main bar in coolers, bar shelves, and bar rails. Liquor is locked in a steel cabinet, kegs in a large cooler. Overstock is stored in a locked room located in the kitchen. Alcoholic beverages will be sold in the main bar, located across from the main bathrooms. Two temporary bars may be set up for a day, one in the banquet room and another in the lounge room. Also outdoor patio when weather permits.
Class B Liquor Class B Beer RESERVE	La Cabana 2, LLC	First floor.

<u>License Type</u>	<u>Fee</u>	<u>Trade Name</u>	<u>Individ/Partner/Corporation/Home Address if other</u>	<u>D/B/A Business Name</u>
Class A Liquor	\$ 500.00	Blodgett Milling Co Inc	1222 Janesville Avenue	Blodgett Garden Center
Class A Liquor	\$ 500.00	Roger T. Humphrey	215 S. High Street	Humphrey Floral & Gifts
Class A Liquor	\$ 500.00	The Fireside, Inc	1131 Janesville Avenue	The Cheese Loft
Class A Liquor Class A Beer	\$ 600.00	Casey's Marketing Company	One SE Convenience Blvd, Ankeny IA, 50021	Casey's General Store #3712
Class A Liquor Class A Beer	\$ 600.00	Green Way Holdings, Inc	4967 Highwood Cir, Middleton WI 53562	FA Gas
Class A Liquor Class A Beer	\$ 600.00	NK Gas & Foods LLC	1012 Whitewater Avenue	Nk Gas & Food, LLC
Class A Liquor Class A Beer	\$ 600.00	J & R Petro LLC	415 Janesville Ave	K P Mart
Class A Liquor Class A Beer	\$ 600.00	Kwik Trip Inc	PO Box 2107, LaCrosse WI 54602-2107	Kwik Trip #439
Class A Liquor Class A Beer	\$ 600.00	Kwik Trip Inc	PO Box 2107, LaCrosse WI 54602-2107	Stop-N-Go #1502
Class A Liquor Class A Beer	\$ 600.00	Kwik Trip Inc	PO Box 2107, LaCrosse WI 54602-2107	Kwik Trip #1506
Class A Liquor Class A Beer	\$ 600.00	La Tienda Mexicana, Inc	809 S Main Street	La Tienda Mexicana
Class A Liquor Class A Beer	\$ 600.00	Lions Quick Marts Inc	PO Box 2108 Janesville WI 53547-2108	Lions Quick Mart
Class A Liquor Class A Beer	\$ 600.00	Skogen's Foodliner, Inc	3800 Emerald Dr E, Onalaska WI 54650	Festival Foods
Class A Liquor Class A Beer	\$ 600.00	Ultra Mart Foods LLC	Kroger BL, PO Box 305103, Nashville, TN 37230	Pick 'N Save #396
Class A Liquor Class A Beer	\$ 600.00	Walgreen Co.	PO Box 901, Deerfield IL 60015-0901	Walgreens #01976
Class B Beer Class C Wine	\$ 200.00	Carla J Robinson Stewart	N942 Old 26 Rd, Fort Atkinson, WI 53538	Carla's Catering
Class B Beer Class C Wine	\$ 200.00	CS Ventures LLC	207 Milwaukee Ave East, Fort Atkinson, WI 53538	Beauty and the Bean
Class B Beer Class C Wine	\$ 200.00	Mr. Brews Taphouse VIII, LLC	N9059 Riverview Rd Birnamwood WI 54414	Mr Brews Taphouse
Class B Liquor Class B Beer	\$ 600.00	10-62 Saloon, LLC	12 S Water St E	10-62 Saloon
Class B Liquor Class B Beer	\$ 600.00	29 Sherman Ave W LLC	29 W Sherman Avenue	Tavern on Rock
Class B Liquor Class B Beer	\$ 600.00	99 Sushi, Inc	99 N Main Street	99 Sushi
Class B Liquor Class B Beer	\$ 600.00	Bienfang's Bar Inc.	28 N. Water St.	Bienfang's Bar
Class B Liquor Class B Beer	\$ 600.00	Big Bluestem Market Collective, LLC	225 S. Main Street	Market Collective on Main
Class B Liquor Class B Beer	\$ 600.00	Bridge at River & Main LLC	88 S. Main Street	Bridge
Class B Liquor Class B Beer	\$ 600.00	Café Carpe	18 S Water Street West	Cafe Carpe
Class B Liquor Class B Beer	\$ 600.00	Creamery 201, LLC	201 N. Main Street	Creamery 201
Class B Liquor Class B Beer	\$ 600.00	Fat Boyz Inc	219 S Main Street	Fat Boyz

Class B Liquor Class B Beer	\$	600.00	Fort Investments, LLC	855 Lexington Blvd	Fort 88 Smokehouse & Bar
Class B Liquor Class B Beer	\$	600.00	Ft Atkinson Hotel Group 2 LLC	PO Box 417 DeForest WI 53532	Country Inn & Suites
Class B Liquor Class B Beer	\$	600.00	J&J Wisconsin Ventures, LLC	99 S. Main St	Brock's Riverwalk Tavern & Grill
Class B Liquor Class B Beer	\$	600.00	Jorge Alvarado	51 Rockwell Avenue	El Patron
Class B Liquor Class B Beer	\$	600.00	Mangiami Italiano LLC	226 S. Main Street	Mangiami Italiano
Class B Liquor Class B Beer	\$	600.00	NAP Enterprises, LLC	1010 Larsen Road	Rock River Lanes
Class B Liquor Class B Beer	\$	600.00	Patrick Beach	N1594 Groeler Road	Soup's On
Class B Liquor Class B Beer	\$	600.00	Paul Frank Florine Post No. 166 of the American Legion	201 S Water Street East	American Legion Dugout
Class B Liquor Class B Beer	\$	600.00	Remmington's LLC	1245 Whitewater Avenue	Jansen's Hall
Class B Liquor Class B Beer	\$	600.00	Riverfront Café LLC	N1661 Pleasant Rd	Riverfront Café
Class B Liquor Class B Beer	\$	600.00	Salamone Pizza Inc	1245 Madison Avenue	Salamones Italian Pizzeria
Class B Liquor Class B Beer	\$	600.00	Scuzzi's Pizza Bar LLC	1501 Janesville Avenue	Brickhouse Pizza
Class B Liquor Class B Beer	\$	600.00	The Fireside, Inc	1131 Janesville Avenue	The Fireside
Class B Liquor Class B Beer RESERVE	\$	600.00	Didley's LLC	1505 Stacy Lane	Paddy Coughlin's
Class B Liquor Class B Beer RESERVE	\$	600.00	LTree Cuisine, LLC	1905 Central Coast Lane	Riverstone Event Center
Class B Liquor Class B Beer RESERVE	\$	600.00	La Cabana 2, LLC	213 Washington St.	La Cabana 2, LLC



MEMORANDUM

DATE: June 7, 2022

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Cigarette and Tobacco Products Retail License applications for the licensing period of July 1, 2022 to June 30, 2023.

BACKGROUND

The State of Wisconsin regulates cigarette and tobacco product licensing for local governments through Chapter 139.

139.34 Permits required.

(1)(a) No person may manufacture cigarettes in this state or sell cigarettes in this state as a distributor, jobber, vending machine operator or multiple retailer and no person may operate a warehouse in this state for the storage of cigarettes for another person without first filing an application for and obtaining the proper permit to perform such operations from the municipality.

- The local governing body has the authority to issue licenses to those selling cigarette and tobacco related products over the counter.
- Licensed premises may be inspected by law enforcement officers during all reasonable hours, including all business hours.
- No retailer may sell or give away cigarettes or tobacco products to minors; no retailer may sell individual cigarettes.

DISCUSSION

The Police Department conducts compliance checks at each location allowing a positive interaction while confirming appropriate posting of licenses.

The licensing period of all alcohol licenses is July 1st to June 30th.

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

Sec. 6.33. Licenses

(b) No license shall be granted for any premises unless the applicant for the license shall provide to the city evidence of ownership or leasehold interest in the premises for the term of the licenses.

Table 1: Submitted Cigarette and Tobacco Product applications

Legal Name	Trade Name	Trade Address 1
BLADCO, LLC	X-Treme Smoke & Vapor 6	1642 Madison Avenue
Casey's Marketing Company	Casey's General Store #3712	342 Whitewater Avenue
Creamery 201, LLC	Creamery 201	201 N Main Street
Family Dollar Stores of Wisconsin LLC	Family Dollar Store #26250	1517 Madison Avenue #A
Green Way Holdings, Inc	FA GAS	1285 Madison Avenue
J&R Petro, LLC	K P Mart	415 Janesville Avenue
Kwik Trip, Inc	Kwik Trip #1506	1680 Janesville Avenue
Kwik Trip, Inc	Kwik Trip #439	1565 Madison Avenue
Kwik Trip, Inc	Stop-N-Go #1502	313 Madison Avenue
Lions Quick Marts, Inc	Lions Quick Mart	1220 Janesville Avenue
NK Gas & Food, LLC	Shell Handy Pantry	1012 Whitewater Avenue
Skogen's Foodliner, Inc	Festival Foods	328 Washington Street
Tobacco Land, Inc	Tobacco Land	211 Washington Street
Ultra Mart Foods, LLC	Pick 'N Save #396	1505 Madison Avenue
Walgreen Co.	Walgreen's #01976	300 N. Main Street

FINANCIAL ANALYSIS

Cigarette and Tobacco Products license fee for the licensing period of July 1, 2022 to June 30, 2023 is \$100, a total revenue of \$1,500.00. Publication of the applications is not required.

RECOMMENDATION

The Licensing Committee reviewed the applications and recommended approval by the City Council at their May 31, 2022 meeting.

Staff recommends that the City Council approve the Cigarette and Tobacco Products Retail License Applications for the licensing period of July 1, 2022 to June 30, 2023 contingent upon all monies owed to the City are paid prior to license issuance by the City Clerk.

ATTACHMENTS

None



MEMORANDUM

DATE: June 7, 2022

TO: Fort Atkinson City Council

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

RE: Discussion and possible action relating to a vehicle damage claim against the City of Fort Atkinson from an incident on May 13, 2022

BACKGROUND

In July 2021, the League of Wisconsin Municipalities Mutual Insurance (LWMMI) became the City's insurance carrier for property, liability and worker's compensation insurance. LWMMI represents us when claims are filed against the city for various actions. LWMMI will perform an investigation and obtain facts regarding the claim, which can include interviewing employees and on-site investigation. A final determination is then made and provided to Staff.

DISCUSSION

On May 20th, staff received a claim from Norma Navarro for damage to her vehicle that occurred on Friday May 13, 2022. She stated her vehicle sustained damage when it ran over loose blacktop in Lions Park on Janesville Avenue. She provided appropriate documentation which was turned over to LWMMI for review.

On Friday May 13th, the Public Works Department responded to the incident and repaired the blacktop as they had hot mix readily available. Photos were taken by Public Works Supervisor Nick Rueth before and after the repair. These photos were also provided to LWMMI.

Statewide Services, Inc administers the claims for LWMMI and following review, have recommended the denial of the claim based on the fact that the investigation revealed no liability on behalf of the City. Both the Public Works Department and the Parks Department maintain they were unaware of the parking lot entrance conditions prior to May 13, 2022.

FINANCIAL ANALYSIS

There is no financial impact to the City to disallow the claim.

RECOMMENDATION

Staff recommends the City Council disallow the claim against the City of Fort Atkinson from Norma Navarro for damage to her vehicle on May 13, 2022 pursuant to Wisconsin Statute 893.80(1g).

ATTACHMENTS

Loss Reporting Form – Redacted; Before and After Pictures from PW; Disallowance
Recommendation – Statewide; Draft Disallowance of claim from Statewide Services, Inc

LOSS REPORTING FORM

MUNICIPAL PROPERTY INSURANCE COMPANY

9701 BRADER WAY, SUITE 301

MIDDLETON, WI 53562

CONTACT: LEE INGRASSIA

PHONE: (612) 766-3809

FAX: (612) 766-3099

EMAIL: CLAIMS@MPICWI.COM

Instructions: Complete this form online or email or mail to MPIC. If available, attach a copy of the police report. This form may be reproduced.

Major losses should be reported by phone. Call MPIC at:

Phone: (612) 766-3809

Complete this section:

Policy Number:		Name as it Appears on Policy: NORMA Navarro	
Contact Person (for this claim): NORMA Navarro		Phone Number: [REDACTED]	
Fax Number:		Email Address: [REDACTED]	
Address: [REDACTED]		City: Fort Atkinson	State: WI
		Zip Code: 53538	
Date of Loss (if unsure, use date discovered): 5/13/2022	Time of Loss: 9:35	Estimated Amount of Loss (attach copy of estimate if available): See Attached estimate	
Kind of Loss (check one): <input type="checkbox"/> Fire <input type="checkbox"/> Lightning <input type="checkbox"/> Wind <input type="checkbox"/> Hail <input type="checkbox"/> Glass Breakage <input type="checkbox"/> Vandalism (Other than Glass) <input type="checkbox"/> Water Damage <input type="checkbox"/> Damage by Vehicle <input type="checkbox"/> Collision - Vehicle <input checked="" type="checkbox"/> Comprehensive - Vehicle <input type="checkbox"/> Other - Describe		Type of Property: <input type="checkbox"/> Building <input type="checkbox"/> Contents <input type="checkbox"/> Contractors Equipment <input type="checkbox"/> Other - Describe <input type="checkbox"/> Property in the Open <input type="checkbox"/> Money <input type="checkbox"/> Vehicle	
Location of Loss: Entrance to Lions Park Parking lot Fort Atkinson WI			
Description of Loss and Damage: Lower Panel Left side rocker Molding			
Remarks:			
Print Name: Norma Navarro		Title:	
Signature: Norma Navarro		Date: 5/20/2022	











Statewide Services, Inc.

Claim Division

1241 John Q. Hammons Dr.
P.O. Box 5555
Madison, WI 53705-0555
877-204-9712

May 27, 2022

City of Fort Atkinson
Attn: Michelle Ebbert
101 North Main St.
Fort Atkinson, WI 53538

Program: League of Wisconsin Municipalities Mutual Insurance
Our Insured: City of Fort Atkinson
Date of loss: 5/13/2022
Our Claim # WM000282260006
Claimant: Norma Navarro
525 S. Main St.
Fort Atkinson, WI 53538

Dear Michelle,

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which insures the City of Fort Atkinson. We are in receipt of the claim submitted by Norma Navarro for vehicle damage allegedly sustained at the Lions Park parking lot entrance.

We have reviewed the matter and recommend that the City of Fort Atkinson deny this claim pursuant to the Wisconsin statute for disallowance of claim 893.80(1g). The disallowance will shorten the statute of limitations period to six (6) months.

Our denial is based on the fact that the investigation revealed no liability on behalf of the City. Both the Public Works Department and the Parks Department maintain that they were unaware of the parking lot entrance condition prior to 5/13/22.

Please submit the disallowance directly to the claimant at the above address. The disallowance should be sent certified or registered mail and must be received by the claimant within 120 days after you receive Notice of Claim. Please send a copy of the disallowance to Statewide Services Inc. Claims, for our records.

Thank you,

Sarah Bourgeois, AIC, AINS

Claims Rep. II

Statewide Services Inc.

PO Box 5555

Madison, WI 53705-0555

608-828-5439 Phone

800-854-1537 Fax

sbourgeois@statewidesvcs.com

CC: R&R Insurance Services

CLERK/TREASURER/FINANCE DIRECTOR
Michelle Ebbert
miebbert@fortatkinsonwi.net

**NOTICE OF DISALLOWANCE OF CLAIMS
AGAINST CITY OF FORT ATKINSON**

June 8, 2022

Norma Navarro
525 S. Main Street
Fort Atkinson WI 53538

Certified Mail
Return Receipt Requested
Restricted Delivery

Date of Loss: May 13, 2022
Claim: WM000282260006

Dear Ms Navarro,

The City of Fort Atkinson ("City") received your Notice of Claim dated May 20, 2022 ("the Claim"). Pursuant to Wis. Stat. § 893.80(1g), the City is hereby giving you notice that your Claim is disallowed.

No action on a claim under Wis. Stat. § 893.80 may be brought after six months from the date of service of this notice of disallowance.

Sincerely,

Michelle A Ebbert
City Clerk/Treasurer/Finance Director

Electronic mail

CC: Statewide Services, Inc, Sarah Bourgeois
R&R Insurance Services, Karlie Davis