



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, SEPTEMBER 19, 2023 – 7:00 PM  
CITY HALL – SECOND FLOOR**

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

Meeting ID: 599 786 6403

Passcode: 53538

Dial by Location

+1 312 626 6799

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**AMENDED 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 September 5, 2023 regular City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to the **minutes of the September 5, 2023 Economic Development Commission** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the **minutes of the September 12, 2023 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action relating to the **minutes of the September 13, 2023 Finance Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- e. Review and possible action relating to **building, plumbing, and electrical permit report for August 2023** (Draeger, Building Inspector)
- f. Review and possible action relating to the City Clerk-issued **License and Permit Report for August 2023** (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of August 31, 2023 (Ebbert, Clerk/Treasurer/Finance Director)
- h. Review and possible action relating to the **appointment of Richelle Rottmann to the Sex Offender Residence Board** (Houseman, City Manager)
- i. Review and possible action relating to **Special Event: Haunted Hike**, Friday, October 20 and Saturday, October 21 from 6 p.m. to 9 p.m. at Haumerson's Pond Warming House (Ebbert, Clerk/Treasurer/Finance Director)
- j. Review and possible action relating to **Special Event: Fort Atkinson Holiday Light Display-Fort Polar Path** November 5, 2023-January 5, 2024 located at Janesville Avenue Bike Path in front of Jones Dairy Farm heading north to Rotary Depot Pavilion (Ebbert, Clerk/Treasurer/Finance Director)
- k. Review and possible action relating to **Special Event: Magic on Janesville Avenue** Friday, December 1, 2023 from 3-6:30 p.m., located at Janesville Avenue Bike Path in front of Jones Dairy Farm heading north to Rotary Depot Pavilion (Ebbert, Clerk/Treasurer/Finance Director)
- l. Review and possible action relating to Special Event: **Rotary Club Wine Walk** Friday, October 13, 2023 from 4:30-8:30 p.m. located downtown at various locations (Ebbert, Clerk/Treasurer/Finance Director)
- m. Review and possible action relating to **Temporary Class "B" Retailer's Licenses for Rotary Club Wine Walk** Friday, October 13, 2023 (Ebbert, Clerk/Treasurer/Finance Director)

**6. Petitions, Requests, and Communications: – None**

**7. Resolutions and Ordinances:**

- a. Review and possible action relating to an Existing Employer Option Resolution for **Wisconsin Public Employers' Group Health Insurance Program** (Ebbert, Clerk/Treasurer/Finance Director)
- b. Review and possible action relating to a Resolution for Inclusion Under the **Income Continuation Insurance Plan** (Ebbert, Clerk/Treasurer/Finance Director)
- c. First reading of an Ordinance to amend Sections 15.03.28, 15.06.06(12), 15.06.06(19), 15.06.06(21), and 15.06.06 (22) of the Zoning Ordinance relating to **parking and surface standards** (Draeger, Building/Zoning Administrator)
- d. First reading of an Ordinance to amend Section 94-432 of the Municipal Code relating to **vehicle and trailer parking** (Draeger, Building/Zoning Administrator)
- e. First reading of an Ordinance to repeal Section 94-434 of the Municipal Code relating to **taxicab parking** (Draeger, Building/Zoning Administrator)

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

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

**9. Unfinished Business – None**

**10. New Business:**

- a. Review and possible action relating to the **2024 Recycling Grant Application** to the Wisconsin Department of Natural Resources (Houseman, City Manager)
- b. Review and possible action relating to the **purchase of a Roll-off Leaf Vacuum Collection System** from MacQueen Equipment for \$113,790 (Williamson, Superintendent of Public Works)

**11. Miscellaneous – None**

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

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

**13.** The City Council may adjourn into closed session per Wis. Stat. §19.85(1)(e) to deliberate or negotiate the terms of a draft Project Development Agreement and/or the extension of the Master Development Agreement between the City of Fort Atkinson, Hoffman Development Group, LLC, and CedarPrise, LLC relating to the **City-owned property along Banker Road**

**14.** The City Council may return to open session and may take action on an extension of the **Master Development Agreement** between the City of Fort Atkinson, Hoffman Development Group, LLC, and CedarPrise, LLC (Houseman, City Manager)

**15. Adjournment**

*Date, Amended and Posted: September 18, 2023*

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

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**CITY COUNCIL MEETING  
IN PERSON AND VIA ZOOM  
TUESDAY, SEPTEMBER 5, 2023 – 7:00 PM  
CITY HALL – SECOND FLOOR**

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**1. CALL MEETING TO ORDER**

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

**2. ROLL CALL**

Present: Councilpersons Becker, Jaeckel, Lescohier, Schultz and President Johnson. Also present: City Manager, City Clerk/Treasurer, City Attorney, City Engineer and Park & Recreation Director.

**3. PUBLIC HEARING – NONE**

**4. PUBLIC COMMENT**

Michael Ingalls, 1255 Whitewater Avenue – he stated he is an independent journalist and interviews the Police Departments. He states he was denied public records from the Police Department. He stated he follows Police Officers when they are on duty.

John Hausz, 104 Jefferson Street – he would like the public aware of a Special Deer Hunt for Disabled Hunters, Veterans and have offered up his property for the event October 7 thru October 15.

Jodie Raddatz, 1245 Janette Street – She inquired why a Police Officer was present at the City Council meeting.

Karole Yonker, 615 Short Street – She referenced a City park at 300 block of Wilcox Street.

**5. CONSENT AGENDA:**

- a) *Review and possible action relating to the minutes of the August 15, 2023 regular Fort Atkinson City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)***
- b) *Review and possible action relating to the minutes of the August 22, 2023 regular Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)***
- c) *Review and possible action relating to the minutes of the August 28, 2023 Loan Review Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)***
- d) *Review and possible action relating to the minutes of the August 29, 2023 Sex Offender Residence Board meeting (Ebbert, Clerk/Treasurer/Finance Director)***



- e) Review and possible action on Special Event: St. Joseph Fall Festival Saturday, Sept. 9, 4 p.m. to 9 p.m. and Sunday, Sept. 10, 10 a.m. to 6 p.m. at St. Joseph Catholic Church (Ebbert, Clerk/Treasurer/Finance Director)*
- f) Review and possible action on Special Event: Trinity Rally Day, Sunday, Sept. 10, 9 a.m. to 12 p.m. at Barrie Park (Ebbert, Clerk/Treasurer/Finance Director)*
- g) Review and possible action on Special Event: Trunk or Treat, Tuesday, Oct. 31, 6 to 8 p.m. at Jones Park (Ebbert, Clerk/Treasurer/Finance Director)*
- h) Review and possible action on Special Event: Holiday Market, Open House, Trolley and Carriage rides, Saturday, Dec. 2, 9 a.m. to 3 p.m. downtown locations (Ebbert, Clerk/Treasurer/Finance Director)*
- i) Review and possible action relating to Temporary Class "B" Retailer's Licenses for St. Joseph's Catholic Church – St. Joseph's Fall Festival September 9-10, 2023 (Ebbert, Clerk/Treasurer/Finance Director)*

Becker moved, seconded by Jaeckel to approve the Consent Agenda items 5.a. to 5.i. Motion carried unanimously.

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

- a) Proclamation recognizing Suicide Prevention Month (Houseman, City Manager)*

Lescohier moved, seconded by Schultz to approve the Proclamation recognizing September as Suicide Prevention Month in the City of Fort Atkinson Motion carried unanimously.

## **7. RESOLUTIONS AND ORDINANCES:**

- a) Review and possible action relating to a Resolution Requesting exemption from the County Library Tax for the City of Fort Atkinson (Houseman, City Manager)*

Manager Houseman discussed that the Jefferson County Board had established a County Library Service and levies a County Library Tax. State Statutes provide that a municipality is exempt from this County Library Tax if the municipality levies a minimum amount for public library services. Annually in September, the County calculates the minimum levy for municipalities to qualify for this exemption. In August, the City received the attached letter from the Jefferson County Finance Department reminding the City of the minimum appropriation to the Dwight Foster Public Library in order to be exempt from paying the County Library Tax. Per the attached documentation and statutory calculation, the City is required to appropriate at least \$306,446 to the Dwight Foster Public Library to be exempt from the tax. The City is proposing to levy \$616,511 in property taxes to fund Library operations in 2024. This amount exceeds the minimum appropriation for exemption from the County Library Tax.

Lescohier moved, seconded by Becker to approve the resolution requesting exemption from the County Library Tax for the City of Fort Atkinson. Motion carried unanimously.

- b) Review and possible action relation to a Resolution recognizing World Migratory Bird Day on October 14, 2023 (Houseman, City Manager)*

Manager Houseman discussed that annually since 2016, the City of Fort Atkinson has recognized the second Saturday in May as World Migratory Bird Day as part of the City's "Bird City" designation. This year staff is recommending that the City also recognize the second

Saturday in October (October 14<sup>th</sup>) as World Migratory Bird Day in order to ensure the City's Bird City designation. The fall observance of World Migratory Bird Day (WMBD) will be held on October 14, 2023 and encourages citizens to celebrate the beauty of migratory birds and to support efforts to protect and conserve them and their habitats in our community.

Becker moved, seconded by Schultz to approve the resolution recognizing World Migratory Bird Day on October 14, 2023. Motion carried unanimously.

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

*a) City Manager's Report (Houseman, City Manager)*

No action required.

**9. UNFINISHED BUSINESS – NONE**

**10. NEW BUSINESS:**

*a) Review and possible action to appoint Robert Cassiday to the Fort Atkinson Community Foundation Board of Directors (Houseman, City Manager)*

Becker moved, seconded by Lescohier to appoint Robert Cassiday to the Fort Atkinson Community Foundation Board of Directors for a five-year term. Motion carried unanimously.

**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)*

Lescohier moved, seconded by Jaeckel to approve the list of Verified Claims and authorize payment. Motion carried unanimously.

**13. ADJOURNMENT**

Schultz moved, seconded by Jaeckel to adjourn. Meeting adjourned at 7:30 pm.

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director



City of Fort Atkinson  
City Manager's Office  
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**ECONOMIC DEVELOPMENT COMMISSION  
TUESDAY, SEPTEMBER 5, 2023 – 4:00 PM  
CITY HALL – SECOND FLOOR**

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**AGENDA**

**1. CALL MEETING TO ORDER**

Council Representative Lescohier called the meeting to order at 4:04 pm.

**2. ROLL CALL**

Present: Commissioners Camplin, Donohue, McGlynn, Nelson, Paulson Weston, Ralston and Council Rep Lescohier. Also present: Ex-Officio City Manager, Clerk/Treasurer and Thrive ED JCEDC representative.

**3. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE JUNE 28, 2023  
ECONOMIC DEVELOPMENT COMMISSION MEETING**

Camplin moved, seconded by Donohue to approve the minutes of the June 28, 2023 Economic Development Commission meeting. Motion carried unanimously.

**4. THE ECONOMIC DEVELOPMENT COMMISSION MAY ADJOURN INTO CLOSED SESSION  
PER WIS. STAT. §19.85(1)(F) TO CONSIDER FINANCIAL AND PERSONAL INFORMATION  
OF AN APPLICANT FOR THE CITY OF FORT ATKINSON'S CAPITAL CATALYST REVOLVING  
LOAN FUND (CCRLF) FROM SWEET SPOT COFFEE SHOP LLC**

**5. THE ECONOMIC DEVELOPMENT COMMISSION MAY CONTINUE IN CLOSED SESSION  
PER WIS. STAT. §19.85(1)(E) TO DELIBERATE OR NEGOTIATE THE TERMS OF A DRAFT  
PROJECT DEVELOPMENT AGREEMENT BETWEEN THE CITY OF FORT ATKINSON,  
HOFFMAN DEVELOPMENT GROUP, LLC, AND CEDARPRISE. LLC RELATING TO THE  
BANKER ROAD MULTIFAMILY DEVELOPMENT PROJECT**

Donohue moved, seconded by McGlynn to adjourn into closed session per. Wis. Stat §19.85(1)(f) to consider financial and personal information of an applicant for the City of Fort Atkinson's Capital Catalyst Revolving Loan Fund (CCRLF) from Sweet Spot Coffee Shop LLC and §19.85(1)(e) to deliberate or negotiate the terms of a draft project development agreement between the City of Fort Atkinson, Hoffman Development Group, LLC, and Cedarprise, LLC relating to the Banker Road multifamily development project. Motion carried unanimously.

Commissioner Nelson left the meeting at 5:15 pm.

**6. THE ECONOMIC DEVELOPMENT COMMISSION MAY RETURN TO OPEN SESSION FOR  
THE PURPOSES:**

Camplin moved, seconded by McGlynn to reconvene into open session. Motion carried unanimously.

*a) Review and possible action relating to an application from Sweet Spot Coffee Shop, LLC for a Capital Catalyst Revolving Loan Fund Loan.*

Ralston moved, seconded by Paulson Weston to authorize the loan from the CCRLF for \$82,000 with a 2% fixed interest rate over 15 years collateralized with a second mortgage on the building located at 225/227 S Main Street, Fort Atkinson, Wisconsin and personal guaranties from Jacob Gildemeister and Elena Schleusner. Motion carried unanimously.

*b) Review and possible recommendation to the City Council relating to the Project Development Agreement between the City of Fort Atkinson, Hoffman Development Group, LLC, and CedarPrise. LLC relating to the Banker Road Multifamily Development Project.*

McGlynn moved, seconded by Donohue to recommend the City Council approval of the project development agreement between the City of Fort Atkinson Hoffman Development Group, LLC, and CedarPrise, LLC relating to the Banker Road Multifamily Development Project subject to final legal and staff review. Motion carried unanimously.

## **7. ADJOURNMENT**

Camplin moved, seconded by McGlynn to adjourn the meeting. Meeting adjourned at 5:20 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, SEPTEMBER 12, 2023 – 4:00 PM  
CITY HALL – SECOND FLOOR**

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**1. CALL MEETING TO ORDER**

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

**2. ROLL CALL**

Present: Commissioner Gray, Kessenich, Shull, Councilperson Schultz, Engineer Selle and Manager Houseman. Also present: City Attorney, Building Inspector, Public Works Superintendent and Clerk/Treasurer.

Excused absence: Highfield.

**3. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE AUGUST 22, 2023  
REGULAR PLAN COMMISSION MEETING**

Gray moved, seconded by Kessenich to approve the minutes of the August 22, 2023 regular Plan Commission meeting. Motion carried unanimously.

**4. REVIEW AND POSSIBLE ACTION RELATING TO THE CONDITIONAL USE PERMIT FOR GROUP  
DEVELOPMENT RELATING TO SIGNAGE FOR FORT HEALTHCARE AT 611 SHERMAN AVE. E.  
(CUP-2023-01) (DRAEGER)**

Building Inspector Draeger address the request regarding the parcel located within the Healthcare Center Planning Area and is identified as Medical Campus within the Plan. The opportunities indicated on the Plan include healthcare expansion balanced with neighborhood preservation and access and wayfinding improvements. The hospital campus parcel is also shown as Health Facilities on the Future Land Use Map. This designation includes a range of small to large-scale buildings for hospitals, specialty facilities, clinics, campuses, and other related quasi-public uses. The four existing single-family home parcels are shown as Community Facilities on the Future Land Use Map. This designation includes Larger-scale public buildings, power substations, schools, churches, and similar public and quasi-public uses. The Comprehensive Plan includes recommendations for a full rewrite of the Sign Ordinance to enhance and improve community character, limit overcrowding of signage along major roadways, and incorporate performance standards for the appearance, size, and configuration of signs in the community. The Sign Ordinance was rewritten in 2020 as part of the City's full Zoning Ordinance rewrite to include the components listed above.

Staff recommends approval of this Conditional Use Permit for a Group Development Sign Package, subject to the following conditions:

- The Plan Commission accepts the findings for the Conditional Use Permit as stated above, which may be amended after the Public Hearing.
- Require all monument and institutional information signs to be incorporated into the landscaping plans for the site with landscaping placed around all sides of the base of each proposed sign, subject to approval by City staff.
- Allow all the proposed monument signs and institutional information sign to have a non-opaque cabinet field (proposed to be blue).
- Any other recommendations of City staff and the Plan Commission.

Gray moved, seconded by Schultz to approve the Conditional Use Permit for Group Development relating to signage for Fort Healthcare at 611 E Sherman Avenue subject to conditions listed in the Staff Report. Motion carried unanimously.

5. **REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL ON ZONING TEXT AMENDMENTS RELATING TO ON AND OFF-STREET PARKING AND HOME OCCUPATIONS (DRAEGER)**

Building Inspector Draeger stated that over the last three years, several minor changes have been identified to improve overall consistency of applying the code's standards. City staff has also worked with Vandewalle & Associates (the consultant who assisted the City in writing the new Zoning Ordinance) to strategically identify the changes needed and how they work best within the framework of the overall ordinance. The proposed Zoning Amendments are a result of the collaboration of multiple city departments, residents, and other members of the community. The focus of the amendments is to address concerns regarding on-street trailer and commercial equipment parking. The proposed amendments do further restrict the on-street parking of trailers and equipment. However, the proposed amendments also relax off-street parking of trailers and equipment to accommodate those changes. The City's Management Team has reviewed the application and all comments have been included within this document. Overall, the proposed amendments will improve the application of the ordinance and reflect consistency with adopted plans and community goals.

Gray moved, seconded by Schultz to recommend the City Council the 5 proposed Zoning Text Amendments and 1 Chapter 94 – Traffic and Vehicles Text Amendment as outlined in the attached summary subject to the following conditions:

- Any other recommendations of City staff, the Plan Commission, and City Council;
- And Staff review of the violation section in accordance with fines or forfeitures. Motion carried unanimously.

6. **ADJOURNMENT**

Kessenich moved, seconded by Gray to adjourn the meeting. Meeting adjourned at 4:28 pm.

Respectfully submitted,  
Michelle Ebbert  
City Clerk/Treasurer



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

**FINANCE COMMITTEE MEETING  
WEDNESDAY, SEPTEMBER 13, 2023 – 5:00 PM  
CITY HALL – SECOND FLOOR CONFERENCE ROOM**

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**1. CALL MEETING TO ORDER**

President Johnson called the meeting to order at 5:00 pm.

**2. ROLL CALL**

Present: Cm. Becker, Cm. Lescohier and President Johnson. Also present: City Manager and City Clerk/Treasurer.

**3. REVIEW OF DOCUMENTATION ASSOCIATED WITH UPDATES TO THE 2023 NON-REPRESENTED PAY PLAN, EFFECTIVE SEPTEMBER 17, 2023**

Manager Houseman reviewed the Pay Structure Appendix in the Handbook as it outlines the City's pay structure, pay ranges, and general compensation strategy for non-represented employees. The Handbook indicates that decisions relating to the pay structure are the responsibility of the City Manager. However, it also indicates that the role of determining the annual pay structure increases, typically called "cost of living adjustments" or "COLA" are the responsibility of the Finance Committee and City Council. The changes to the 2023 Non-Represented Pay Plan stem from the retirement of the former Fire Chief, an updated Position Description, and adjustments to pay grades and ranges due to recruitment and compression.

These changes will be made under the authority of the City Manager per the Employee Handbook and will be effective starting on September 17, 2023

**4. REVIEW OF PROPOSED 2024 FULL TIME, PART TIME, AND SEASONAL WAGES TO BE INCLUDED IN THE 2024 CITY OF FORT ATKINSON OPERATING BUDGET**

Manager Houseman presented the wages tables for 2024 that include a COLA adjustment for full time, part time and seasonal employees.

**5. REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO THE PROPOSED 2024 FEE SCHEDULE RESOLUTION**

Manager Houseman reviewed the draft fee resolution that will be finalized and approved by the City Council with the 2024 Budget.

Becker moved, seconded by Lescohier to recommend to the City Council the Fee Resolution subject to adjustments to animal license late fees and direct seller fee. Motion carried unanimously.

**6. REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO WISCONSIN EMPLOYEE TRUST FUND (ETF) BENEFIT CHANGES:**

*a) Proposed changes to the Dental Insurance benefit for full time City employees*

Manager Houseman discussed the dental insurance coverage for full-time City employees. The City currently pays 100% of the premium for this insurance coverage, which is administered by Tricor Insurance. Current dental insurance is through Delta Dental as of May 1, 2023. Rates are guaranteed through April 30, 2025. The City's estimated cost of premiums for employees in 2024 is \$117,600. The estimated expense for the current Delta Dental coverage through Tricor Insurance for 2024 is \$117,000. If the City moves to UDB through the group health insurance program, the estimated expense to the City for 2024 is \$77,132.64, which results in a savings of \$40,467.36 across all funds and utilities. Staff will meet with all employees over the next month to inform them of the potential changes to the dental benefit.

Lescohier moved, seconded by Becker recommend the City Council adopt the Resolution for Deductible HMO-Standard PPO with Dental, P04. Motion carried unanimously.

*b) Proposed Income Continuation Insurance for full time City employees*

The Income Continuation Insurance (ICI) is a voluntary income replacement program available to eligible full-time employees through the State of Wisconsin Employee Trust Funds (ETF). The benefit can cover employees with short- and long-term disabilities. Benefits can provide up to 75% of your average monthly earnings based on the previous calendar year earnings.

The local ICI program has been under a premium holiday for several years. The premium holiday covers standard and supplement coverage. It is unknown when the premium holiday will expire. During this time, enrollees have the benefit available upon a qualifying claim without being charged a premium. The holiday applies to the employer also, therefore allowing employee enrollment without employer expense.

Lescohier moved, seconded by Becker to recommend the City Council adopt Resolution for Inclusion Under the Income Continuation Insurance Plan effective January 1, 2024. Motion carried unanimously.

**7. REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO CHANGES TO THE EMPLOYEE HANDBOOK RELATING TO AN INCREASE IN THE BOOT ALLOWANCE FOR ELIGIBLE EMPLOYEES FROM \$100.00 ANNUALLY TO \$175.00 ANNUALLY**

Lescohier moved, seconded by Becker to recommend the City Council increase the boot allowance for eligible employees from \$100.00 annually to \$175.00 annually. Motion carried unanimously.

**8. ADJOURNMENT**

Becker moved, seconded by Lescohier to adjourn. Meeting adjourned 6:03 pm.

Respectfully submitted,  
Michelle Ebbert  
City Clerk/Treasurer





# Permit Report

08/01/2023 - 08/31/2023

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

8/29/2023	23537	1000 Madison Ave	LSM Chiropractic	Add/Alter Commercial	Adding Offices to the lower level.	9,500	\$585.80
8/28/2023	23531	825 Lexington Blvd	Johnson & Hellekson Real Estate LLC - Landlord	Add/Alter Commercial	T-Mobile Tenant Improvement	129,000	\$949.90
8/8/2023	23474	1559 Madison Ave	Kwik Trip, Inc	Add/Alter Commercial	Store addition and remodel for added kitchen space. See State Approved Drawings	2,000,000	\$3,146.00
							<b>\$4,681.70</b>

Group Total: 3

## Group: Deck

8/29/2023	23539	314 S High St	Bill Hirschfeld	Deck	New Deck 8x16	11,000	\$93.50
8/29/2023	23536	1213 Comanche Ct	Mark Gustin	Deck	remove old deck and replace with covered porch	33,000	\$99.00
							<b>\$192.50</b>

Group Total: 2

## Group: Demo/Raze

8/22/2023	23518	315 Garfield	Bill Pazurek	Demo/Raze	Taking down garage damaged by tree	0	\$85.00
							<b>\$85.00</b>

Group Total: 1

## Group: detached garage

8/30/2023	23541	Waterford Condos	Waterford Condo Association	detached garage	New 4 Car Garage to be separated for individual ownership	128,000	\$410.00
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							<b>\$410.00</b>
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**Group Total: 1**

**Group: Electrical**

8/30/2023	23540	208 Barrie St	Emily Ashland	Electrical	New 200 amp UG service	3,000	\$70.00
8/29/2023	23538	210 Highland Ave	Herb Blasing	Electrical	New Generator Installation	11,500	\$80.00
8/28/2023	23532	1205 Industrial Dr.	Salamone Entrprises	Electrical	NEW STORAGE BUILDING	10,000	\$168.00
8/22/2023	23521	409 Milo St	David Frigo	Electrical	kitchen remodel	5,270	\$77.75
8/17/2023	23513	615 Roosevelt St	DAVID & TERESE BLOCK	Electrical	BASEMENT REMODEL	1,500	\$44.50
8/10/2023	23501	1200 Industrial Dr.	OSI INDUSTRIES LLC	Electrical	LV CAT6 Outdoor Rated cabling (16) , install cameras and mounts (13), install (4) Network devices- install (13) cooler penetrations and food rated conduit drops	32,385	\$135.00
8/9/2023	23483	1409 Greene St	Ben Dauck	Electrical	New Swimming Pool	5,000	\$85.00
8/4/2023	23462	406 Wilcox St	Jonathan Hering	Electrical	remodeling kitchen and bathroom	10,000	\$39.50
							<b>\$699.75</b>

**Group Total: 8**

**Group: Fence**

8/21/2023	23517	711 W Blackhawk Dr.	Aaron Westphal	Fence	Fencing in the rear of the home.	10,000	
8/16/2023	23512	317 Grant St	Kevin and Chris Sawyer	Fence	Wood privacy on north, east, West. Chainlink on South side yard	5,000	\$85.00
8/11/2023	23505		Lavonne Wegner	Fence	Replace old metal fence with wooden privacy fence	3,000	\$85.00
							<b>\$170.00</b>

Group Total: 3

Group: Fireplace

8/30/2023	23542	1122 N High St	BETH BULL	Fireplace	LIGHT CONSTRUCTION, FIREPLACE INSTALLATION, ELECTRICAL FOR FIREPLACE	18,752	\$70.00
							\$70.00

Group Total: 1

Group: HVAC

8/22/2023	23520	827 Banker Rd	Madison Area Technical College	HVAC	VAV and Exhaust Fan	49,190	\$73.80
8/21/2023	23516	655 Cherokee LN	Amber Ramirez	HVAC	Replace Furnace and AC	11,000	\$105.00
8/9/2023	23498	329 Edward St	JASON LEWIS	HVAC	REPLACE FURNACE, 70,000 BTU	0	\$70.00
8/9/2023	23497	301 Cherokee	JILL MALLIN	HVAC	REPLACE CENTRAL AIR, 2.5 TON	0	\$70.00
8/9/2023	23496	1245 Madison Ave	SAMONE'S ITALIAN PIZZERIA	HVAC	AIR HANDLER FOR BAR AREA, FURNACE AND CENTRAL AIR FOR KITCHEN AREA, 5 TON, 12.5 TON	0	\$165.00
8/9/2023	23494	1317 Erick St	TOM ZIMMERMAN	HVAC	REPLACE CENTRAL AIR, 2 TON	0	\$70.00
8/9/2023	23493	1511 Stacy Ln	MASON BECKER	HVAC	REPLACE FURNACE AND CENTRAL AIR, 70,000 BTU AND 2.5 TON	0	\$105.00
8/9/2023	23492	1117 Peterson St	ANGELA NELSON	HVAC	REPLACE CENTRAL AIR CONDITIONER, 2 TON	0	\$70.00
8/9/2023	23491	914 Dempster St	STEVE BOWAR	HVAC	REPLACE FURNACE AND CENTRAL AIR, 45,000 BTU AND 1.5 TON	0	\$105.00

8/9/2023	23490	916 Grove St	COLLEEN MCGINN	HVAC	REPLACE FURNACE AND CENTRAL AIR, 70,000 BTU AND 2 TON	0	\$105.00
8/9/2023	23489	1209 Greene St	JANICE MADSON	HVAC	REPLACE CENTRAL AIR, 2 TON	0	\$70.00
8/9/2023	23488	509 Oak St. #2	ELI CLOUTE/CLOUTE INC	HVAC	MAGIC PAK UNIT	0	\$70.00
8/9/2023	23487	1200 Adrian Blvd	SUE HAMERSMEIER	HVAC	REPLACE CENTRAL AIR, 2 TON	0	\$70.00
8/9/2023	23486	214 W Cramer St	RICH GLAB	HVAC	REPLACE CENTRAL AIR, 2 TON	0	\$70.00
8/9/2023	23485	1001 Sauk Tr	KATHY RUSCH	HVAC	FURNACE AND CENTRAL AIR REPLACEMENT, 70,000 BTU AND 2 ton	0	\$105.00
8/8/2023	23482	1312 Erick St	NICK REUTH	HVAC	REPLACE CENTRAL AIR CONDITIONER, 2.5 TON	0	\$70.00
8/8/2023	23481	1506 Dommo Dr	BOB ABEL	HVAC	REPLACE CENTRAL AIR CONDITIONER, 2 TON	0	\$70.00
8/8/2023	23480	217 Frederick Ave	MARGE NOVAK	HVAC	REPLACE CENTRAL AIR CONDITIONER, 2 TON	0	\$70.00
8/8/2023	23479	1007 W Cramer St	NANCY HUCKE	HVAC	REPLACE CENTRAL AIR CONDITIONER, 2 TON	0	\$70.00
8/8/2023	23478	413 East St	JULIE NELSON	HVAC	REPLACE FURNACE AND CENTRAL AIR CONDITIONER, 70,000 BTU INPUT AND 2.5 TON	0	\$105.00
8/8/2023	23477	615 Short St	CAROL YONKER	HVAC	REPLACE FURNACE AND CENTRAL AIR CONDITIONER,	0	\$105.00

					70,000 BTU AND 2 TON		
8/8/2023	23476	216 Roosevelt St	MARY RINDEN	HVAC	REPLACE CENTRAL AIR CONDITIONER, 2.5 TON	0	\$70.00
8/8/2023	23475	518 Washington St	KEVIN SCHECKEL	HVAC	REPLACE CENTRAL AIR CONDITIONER, 2.5 TON	0	\$70.00
8/8/2023	23473	521 Reena Ave	TYLER HARRISON	HVAC	REPLACE CENTRAL AIR CONDITIONER, 2 TON	0	\$70.00
8/8/2023	23472	505 Milwaukee Ave E	DICK MEIER	HVAC	REPLACE CENTRAL AIR CONDITIONER, 3 TON	0	\$70.00
8/8/2023	23471	1002 Jefferson St	DONNA MILLER	HVAC	CENTRAL AIR REPLACEMENT, 1.5 TON	0	\$70.00
8/8/2023	23470	630 Grants St	JOE SALAMONE	HVAC	FURNACE AND CENTRAL AIR REPLACEMENT, 45,000 BTU AND 1.5 TON	0	\$105.00
8/8/2023	23469	411 Taft St	JANE SCHWEIGER	HVAC	FURNACE AND CENTRAL AIR REPLACEMENT, 70,000 BTU AND 2.5 TON	0	\$105.00
8/8/2023	23468	729 Lexington Blvd	DARRYL REUHL	HVAC	FURNACE AND CENTRAL AIR CONDITIONER, 70,000 BTU AND 2.5 TON	0	\$105.00
8/8/2023	23467	439 Whitewater Ave	SHAWNA SCHWAB	HVAC	FURNACE AND CENTRAL AIR REPLACEMENT, 70,000 BTU AND 2 TON	0	\$105.00
8/8/2023	23466	100 N. Main St	PAUL REDENIUS	HVAC	FURNACE REPLACEMENT	0	\$70.00
8/3/2023	23452	211 Foster	Nick Nelson	HVAC	Replace Ac and Furnace	0	\$105.00
8/3/2023	23444	1100 Charles St.	Susan Huss	HVAC	Replace furnace and A/C	9,500	\$105.00
							<b>\$2,863.80</b>

Group Total: 33

Group: New Single Family

8/29/2023	23535	716 Messmer St.	Ryan Foust	New Single Family	New Single Family	250,000	\$1,151.50
8/29/2023	23534	720 Messmer St.	Ryan Foust	New Single Family	New Single Family	250,000	\$1,151.50
8/29/2023	23529	726 Messmer St.	Ryan Foust	New Single Family	New Single Family	250,000	\$2,651.50
8/3/2023	23448	1639 Montclair	Roxolid Creations	New Single Family	New single Family	360,000	\$2,466.75
							<b>\$7,421.25</b>

Group Total: 4

Group: Plumbing

8/31/2023	23543	1220 W Cramer St	Kennedy Yang	Plumbing	Replace water htr, and 2 hose bibs	0	\$53.00
8/29/2023	23533	111 Frederick Ave	David & Michelle Vasquez	Plumbing	Replacing a existing tub with a new shower same size and location	1,025	\$41.00
8/23/2023	23527	212 Barrie St.	Melody Martin	Plumbing	Move location of 1st floor washer and dryer, Move location of kitchen sink and dishwasher, Run new PVC DWV and water lines to fixtures.	3,000	\$65.00
8/22/2023	23519	409 Milo St	Dave Frigo	Plumbing	Kitchen Remodel	1,100	\$65.00
8/18/2023	23514	209 E Hilltop Tr	Sims, Nichole	Plumbing	Bathtub and surround being replaced with a walkin shower and surround, including the mixing valve and trap	10,050	\$47.00
8/14/2023	23511	510 Grant St	Thomas Nowak	Plumbing	Water softener install	0	\$41.00
8/10/2023	23500	1639 Montclair Pl	Todd Weilman	Plumbing	new house	0	\$113.00
8/8/2023	23465	413 Edward St	Peter Ramirez	Plumbing	Master Bath	0	\$53.00

8/4/2023	23461	406 Wilcox St	Jonathan Hering	Plumbing	remodeling kitchen and bathroom	10,000	\$59.00
8/4/2023	23459	Lot 5 Fort Healthcare Expansion	FHC	Plumbing	Underfloor Plumbing, Existing house being moved from 403 McMillen St	0	\$77.00
8/4/2023	23457	75 Lucile St	Lee Heinz	Plumbing	Sewer Lateral	0	\$235.00
8/3/2023	23456	Lot 4 Fort Healthcare Expansion	FHC	Plumbing	Underfloor Plumbing, Existing house being moved from 615 N. Fourth St	0	\$77.00
8/3/2023	23455	Lot 3 Fort Healthcare Expansion,	FHC	Plumbing	underfloor plumbing and future basement bathExisting house being moved from 603 N. Fourth St,	0	\$77.00
8/4/2023	23447	Lot 2 Fort Healthcare expansion	FHC	Plumbing	basement under ground w/ future bathroom, hook up plumbing Existing house being moved from 609 N. Fourth St	10	\$77.00
8/2/2023	23442	916 Hillcrest	Sue Guld	Plumbing	Bathtub and surround being replaced with a walkin shower and surround, including the mixing valve and trap	5,441	\$41.00
							<b>\$1,121.00</b>

**Group Total: 15**

**Group: Right of Way Opening Permit**

8/11/2023	23504	509 Hillcrest Dr		Right of Way Opening Permit	ROW - Service Renewal, WR - 4814467	0	\$50.00
8/9/2023	23484	215 Foster St		Right of Way Opening Permit	ROW - Sidewalk Repair	0	\$50.00

8/7/2023	23463	48 Wilsoin Ave	Aiza Heidel	Right of Way Opening Permit	Widening Approach and sidewalk	0	\$50.00
8/4/2023	23458	1000 Erick St	NA	Right of Way Opening Permit	ROW - Gas Service Retirement, WR - 4897372	0	\$50.00
8/3/2023	23454	331 Foster St	NA	Right of Way Opening Permit	ROW - Gas Service Replacement, WR - 4897733	50	\$50.00
8/3/2023	23453	509 Milo St	NA	Right of Way Opening Permit	ROW - System Improvement, WR - 4901667	50	\$50.00
8/3/2023	23451	923 Peterson St	NA	Right of Way Opening Permit	ROW - Service Renewal, Jack and Bore, WR - 4845096	50	\$50.00
8/3/2023	23450	1300 Endl Blvd	NA	Right of Way Opening Permit	ROW - Jack and Bore WR - 4838909	50	\$50.00
8/3/2023	23446	1201 Industrial Drive + 1131 Janesville Ave	NA	Right of Way Opening Permit	ROW - Replacing Damaged Telephone Pedestals	50	\$50.00
8/3/2023	23445	317 Grant St	Kevin Sawyer	Right of Way Opening Permit	replacing sidewalk and apron	0	\$50.00
8/2/2023	23443	1531 S Main St	NA	Right of Way Opening Permit	ROW - Telephone Pole Replacement	50	\$50.00
8/1/2023	23441	413 Wilcox St	NA	Right of Way Opening Permit	Electrical Work - WR4886324	50	\$50.00
							<b>\$600.00</b>

**Group Total: 12**

**Group: Shed**

8/9/2023	23499	260 W Milwaukee Ave.	Tim & Jill Schlittler	Shed	Fence and Shed	5,000	\$117.00
							<b>\$117.00</b>

**Group Total: 1**

**Group: Sign**

8/23/2023	23528	1551 Madison Ave	Culvers	Sign	Installation of 2nd drive thru	60,000	\$255.00
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					signs and order receivers		
8/21/2023	23515	825 Lexington Blvd, East Unit	Becker Trust	Sign	2 new building signs and 1 group sign	0	\$200.00
							<b>\$455.00</b>

**Group Total: 2**

**Group: Single Family Alteration/Addition**

8/25/2023	23530	1116 Harriette St	Richard Hogan	Single Family Alteration/Addition	28'x18' addition to back of existing home, includes 1 full bath, full basement with outside access. Back porch with steps to driveway about 4'x10'	140,000	\$246.00
8/23/2023	23526	516 Lexington Blvd	Deborah J. Vose	Single Family Alteration/Addition	Addition of 4 season sun room off back of existing structure.	45,000	\$170.00
8/11/2023	23502	323 Merchants Ave	Gregory Albert	Single Family Alteration/Addition	Kitchen Remodel	75,000	\$84.00
8/7/2023	23464	1437 Endl Blvd	Cristine Trieloff	Single Family Alteration/Addition	roof mounted solar array	43,430	\$465.00
8/4/2023	23460	406 Wilcox St	Jonathan Hering	Single Family Alteration/Addition	remodeling kitchen and bathroom	10,000	\$85.00
							<b>\$1,050.00</b>

**Group Total: 5**

**Group: Zoning**

8/31/2023	23544	731 Zaffke	Randall Clark	Zoning	Replace existing retaining wall with segmental retaining wall on same footprint.	40,000	\$25.00
8/22/2023	23525	1550 Madison Ave	CBF Investment Co LLC	Zoning	Cow Replica	5,600	\$25.00
8/22/2023	23524	700 Jones Ave	Jones Dairy Farm	Zoning	Cow Replica	5,600	\$25.00

8/22/2023	23523	28 W Milwaukee Ave	WD Hoard & Sons Co	Zoning	Cow Replica	5,600	\$25.00
8/14/2023	23509	800 Madison Ave	FCCU	Zoning	Cow Replica	5,600	\$25.00
8/14/2023	23508	208 Madison Ave	Frostie Freeze	Zoning	Cow Replica	5,600	\$25.00
8/14/2023	23507	244 N Main St.	Fort Atkinson Chamber	Zoning	Cow Replica	5,600	\$25.00
8/14/2023	23506	901 Janesville Ave	Nasco	Zoning	Cow Replica	5,600	\$25.00
8/3/2023	23449	1639 Montclair	Roxolid Creations	Zoning	New single Family	360,000	\$100.00
							<b>\$300.00</b>

**Group Total: 9**

							<b>\$20,237.00</b>
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**Total Records: 100**

**9/1/2023**



Jedidiah Draeger  
Building Inspector/Zoning Administrator



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

## MEMORANDUM

**DATE:** September 19, 2023

**TO:** Fort Atkinson City Council

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

**RE:** Review and possible action relating to the City Clerk-issued License and Permit Report for August 2023

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The following is a list of the Licenses and Permits issued by the City Clerk for the period of August 22, 2023 through September 19, 2023 per the City of Fort Atkinson Municipal Code of Ordinances. No action is necessary by City Council, as these licenses and permits have already been issued. This report is for informational purposes only.

### BEEKEEPING

None

### OPERATOR

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

Applicant	Place of Employment	Recommended Approval by Fort Atkinson Police Department
Salynne Pendergrass	Walgreens	Y
James Holland	Fort 88 Smokehouse	Y
Gina Elmore	Fort Atkinson Club	Y
Singh Karandeep	Fort Atkinson BP	Y
Destiny Schultz	Soup's On	Y
Cheyenne Pharr	Walgreens	Y
Gursewak Singh	Sunny's Quick Mart	Y
Dusti Schilling	Bridge	Y

### MOBILE MERCHANT

None

### DOOR-TO-DOOR RESIDENTIAL / DIRECT SELLER

Matthew Blasco	A+ Home Improvement	Y
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City of Fort Atkinson  
City Manager's Office  
101 N. Main Street  
Fort Atkinson, WI 53538

CITIZEN SERVICE INFORMATION FORM

Name (Print): Rottmann Richelle Date: 09-06-23  
Last First Middle

Home Address: 1121 W Blackhawk Dr

Business Name/Address: \_\_\_\_\_

Telephone (Home): 920-723-8332 (Work): 920-563-7828

Email Address: rottmannr@fortschools.org

How long have you lived in the City of Fort Atkinson? 41 years

Which Boards, Commissions and/or Committees interest you? Sex Offender Residence Board

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

I have a Bachelor's degree in Psychology (minor in criminal justice - internship w/probation & parole in Milwaukee w/sex offender case load in 2002) and a Master's degree in counseling. I am currently the school counselor at Luther elementary. I have 3 children who attend Fort Atkinson Schools.

References:

1. Dave Geiger Phone: 920-563-7828

2. Lisa Hollenberger Phone: 920-563-7804

  
Signature

Return this form to:  
City Manager's Office  
101 North Main Street  
Fort Atkinson WI 53538  
sweiher@fortatkinsonwi.gov



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

## MEMORANDUM

**DATE:** September 19, 2023

**TO:** Fort Atkinson City Council

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

**RE:** Review and possible action relating to Special Event: Haunted Hike, Friday, October 20 and Saturday, October 21 from 6 p.m. to 9 p.m. at Haumerson's Pond Warming House

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### BACKGROUND

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

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

### DISCUSSION

**Event:** Haunted Hike

**Dates and Hours of Event:**

Setup: Friday October 20, 1:00 pm

Event: Friday October 20 and Saturday, October 21 from 6:00 pm to 9:00 pm

**Locations:** Haumerson's Pond Warming House

**Contact Person:** Josie Kincaid, [josie7001@gmail.com](mailto:josie7001@gmail.com)

**Estimated Number of Attendees:** 2000

Event information was routed to Departments with the following comments without concerns.

Police Department will provide increased patrols for the event and neighborhood area.

Parks will mow a path as requested from the event coordinator, provide six barricades, and place no parking signs for the event.



#### **FINANCIAL ANALYSIS**

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

#### **RECOMMENDATION**

Staff recommends that City Council approve the Friends of Haumerson's Pond Haunted Hike for Friday October 20 to Saturday October 21, 2023

#### **ATTACHMENTS**

Special Event Application, Event Map



**CITY OF FORT ATKINSON**  
**Special Event Application**  
Fee: \$25.00

Name of Business/Group Organizing Event: **Friends of Haumerson's Pond**

Contact Person for Event: **Josie Kincaid**

Phone Number:

Email: **josie7001@gmail.com**

Day of Event Contact Person (if different from above):

Phone: **920-723-7001**

Email:

**Special Event Details**

Event Name: **Haunted Hike**

Event Date (mm/dd/yyyy): **Friday October 20 and Saturday October 21**

Event Location: **Hamerson's Pond Warming House, 550 South 4th St. East**

Estimated Number of Attendees: **2000**

Hours of Event: **6pm-9pm**

Event Setup Time: **Friday 10-20, 1 pm**

Event Tear Down Time: **Sunday 10-22, 10 am**

Event Description: **This is our annual Haunted Hike event coordinated by the Friends of Haumerson's Pond volunteers. There will be a haunted trail, a kid friendly trail, food and drinks for purchase. There may be a fortune teller and possible briefly live music.**

Goal/Purpose of Event: **The purpose of this event is to raise awareness for Haumerson's Pond, to provide a family friendly budget friendly local event, and of course to raise funds to continue the improvement of the Park.**

Attach a map of the event including:

Designated parking areas and available number of spaces\*, directional signage for events (i.e. parking guidance), pedestrian street crossing locations, location of any traffic control barricades or personnel to ensure safe coordination of vehicles and pedestrians

*\* If limited parking available, provide proof of permission from neighboring businesses/property to utilize their parking*

Check all applicable boxes:

☒ I am renting a city park

Attach copy of paid park rental from Parks & Recreation Department. Equipment rentals are reservable through the Parks & Recreation office 920-397-9910. You are responsible for picking up, setting up, tearing down, and return of equipment. Each park is equipped with picnic tables and garbage/recycling receptacles, and additional are available upon request. If additional cans are requested, the event coordinator will need to pick up additional can liners from Park & Recreation office. The event coordinator is responsible for trash and recycling disposal. If there is no dumpster on site, a dumpster may be required and is the responsibility of the event coordinator.

☐ I am renting city equipment

Please secure and submit payment for requested equipment prior to submitting Special Event Application.  
\*Attach a map with a location for drop off of equipment with this application.

8' white plastic table (43 available; \$4.50/each)

Qty \_\_\_\_

Metal folding chair (190 available; \$0.75/each)

Qty \_\_\_\_

Additional Picnic Table (\$15/each; includes delivery & pick up)\*

Qty \_\_\_\_

Additional Garbage/Recycling Can\*

Qty \_\_\_\_

Barricades\*

Qty 6

Traffic Cones\*

Qty \_\_\_\_

☐ Electrical Access

*The City Electrician may reach out to you to address any needs/concerns.*

Please specify if you have any requests or requirements beyond current access:

Continued



☐ I will be having music (Per City Ordinance 17.03) no person shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed

Start Time of Music: 6pm

End Time of Music: 9pm

☐ I will be closing a street(s)\* Barricades can be provided by Public Works upon request

*\* Provide proof of permission from neighboring businesses/properties if street closure impacts daily activity*

☐ I will be selling beer and/or wine\* Alcohol license and licensed bartender(s) required. Contact City Clerk (920) 397-9901 prior to submitting this application.

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

☐ I will be erecting a tent, canopy or other temporary structure.\*

*\*Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511*

☐ I am having a walk/race\* *\*See map instructions above. In addition to the previously listed map requirements, clearly mark your walk/race route on the map.*

**By signing, I agree to the following statements:**

I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I understand that I may need to contact multiple Departments to arrange for assistance. I understand I am responsible for timely clean up after the event. I understand that additional charges may apply and that I can be billed after my event.

Responsible Party Signature: Josie Kincaid

Submission Date: 08-28-2023

**For Office Use Only:**

Date Received: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Council Approval / Denial Date: \_\_\_\_\_

Date applicant notified of Council action and any event stipulations: \_\_\_\_\_

Event Stipulations:



## Friends of Haumerson's Pond

### Event Parking Plan

1. See attached aerial for location of Barricades (Provided by the City), No Parking Allowed signage (provided by City) Identified by a red line.
2. Parking is allowed in the main parking lot for attendants of the event. Indicated on the attached sheet by orange lines. If it is a bigger event it is recommended to try to allow parking in this lot for those with mobility issues and young children.
3. Parking for Committee members and actors at the event is in the overflow area indicated by a blue square on the diagram. All those using this space for parking are informed to park with their lights facing away from the single family homes on Zida St. If it doesn't pose a danger, please use only parking lights in the lot when exiting.
4. Parking attendants are located at the corner of Fourth St and Zida St to monitor traffic. If warranted, another attendant should be placed at the parking lot entrance at Zida St to monitor open parking spaces.
5. Over flow parking can be directed to the School District parking lot on Fourth St by the water tower. Make prior arrangements with the School District for permission to use that space in case they have a simultaneous event.
6. All attendants are required to wear reflective vests and possess a flashlight.



# Jefferson County Land Information

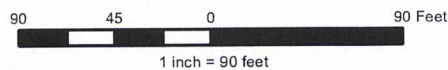


-  Municipal Boundaries
  -  Property Boundary
  -  Old Lot/Meander Lines
  -  Rail Right of Ways
  -  Tax Parcel Information
  -  Section Lines
  -  Surface Water
  -  Map Hooks
  -  Right of Ways

*Handwritten notes:*  
 Blue Box - Comm  
 Gold line - on s  
 Blue line - NO  
 3rd line - Br

Blue Box - Committee  $\neq$  Actor Parking  
Gold line - on site visitor parking  
Blue line - NO Parking Signage  
Red Line - Barricade  
Red Dot - Attendants.

90 45 0 90 Feet  
1 inch = 90 feet  
Printed on: August 23, 2023



Printed on: August 23, 2023

Author: Public User

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





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

## MEMORANDUM

**DATE:** September 19, 2023

**TO:** Fort Atkinson City Council

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

**RE:** Review and possible action relating to Special Event: Fort Atkinson Holiday Light Display-Fort Polar Path November 5, 2023-January 5, 2024 located at Janesville Avenue Bike Path in front of Jones Dairy Farm heading north to Rotary Depot Pavilion

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### BACKGROUND

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

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### DISCUSSION

**Event:** Fort Atkinson Animated Holiday Light Display – Fort Polar Path

**Dates and Hours of Event:** November 5, 2023 through January 5, 2024

**Locations:** Janesville Ave Bike Path in front of Jones Dairy Farm heading north to the Rotary Depot Pavilion

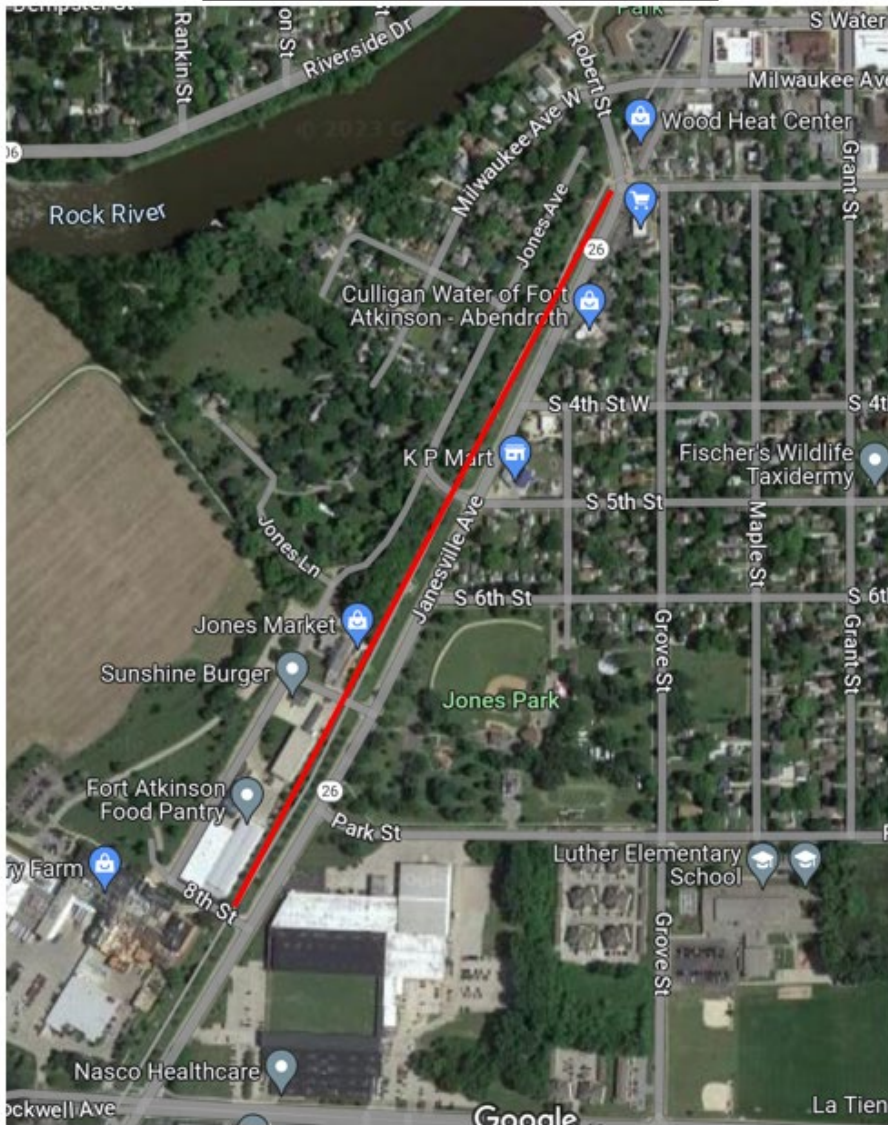
**Contact Person:** Mariah Hadler

**Estimated Number of Attendees:** 5000+ - open to community, outdoor light display

Event information was routed to Departments with the following comments without concerns:

Electrical set up performed by Nick Armstrong. No additional walk through or permits required.

**2023 Polar Path**  
**Janesville Ave from South 3<sup>rd</sup> Street E to 8<sup>th</sup> Street**



**FINANCIAL ANALYSIS**

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

**RECOMMENDATION**

Staff recommends that City Council approve the Fort Atkinson Animated Holiday Light Display from November 5 2023 through January 5, 2024.

**ATTACHMENTS**

Special Event Application



CITY OF FORT ATKINSON  
Special Event Application  
Fee: \$25.00

Name of Business/Group Organizing Event:		
Contact Person for Event:		
Phone Number:	Email:	
Day of Event Contact Person (if different from above):	Phone:	Email:
Special Event Details		
Event Name:		
Event Date (mm/dd/yyyy):		
Event Location:		
Estimated Number of Attendees:	Hours of Event:	
Event Setup Time:	Event Tear Down Time:	
Event Description:		
Goal/Purpose of Event:		
Attach a map of the event including:	Designated parking areas and available number of spaces*, directional signage for events (i.e. parking guidance), pedestrian street crossing locations, location of any traffic control barricades or personnel to ensure safe coordination of vehicles and pedestrians  <i>* If limited parking available, provide proof of permission from neighboring businesses/property to utilize their parking</i>	
Check all applicable boxes:		
<input type="checkbox"/> I am renting a city park	Attach copy of paid park rental from Parks & Recreation Department. Equipment rentals are reservable through the Parks & Recreation office 920-397-9910. You are responsible for picking up, setting up, tearing down, and return of equipment. Each park is equipped with picnic tables and garbage/recycling receptacles, and additional are available upon request. If additional cans are requested, the event coordinator will need to pick up additional can liners from Park & Recreation office. The event coordinator is responsible for trash and recycling disposal. If there is no dumpster on site, a dumpster may be required and is the responsibility of the event coordinator.	
<input type="checkbox"/> I am renting city equipment	Please secure and submit payment for requested equipment prior to submitting Special Event Application. *Attach a map with a location for drop off of equipment with this application.  8' white plastic table (43 available; \$4.50/each) Qty ____ Metal folding chair (190 available; \$0.75/each) Qty ____ Additional Picnic Table (\$15/each; includes delivery & pick up)* Qty ____ Additional Garbage/Recycling Can* Qty ____ Barricades* Qty ____ Traffic Cones* Qty ____	
<input type="checkbox"/> Electrical Access	The City Electrician may reach out to you to address any needs/concerns.  Please specify if you have any requests or requirements beyond current access:	

<input type="checkbox"/> I will be having music	(Per City Ordinance 17.03) no person shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed  Start Time of Music: _____ End Time of Music: _____
<input type="checkbox"/> I will be closing a street(s)*	Barricades can be provided by Public Works upon request  <i>* Provide proof of permission from neighboring businesses/properties if street closure impacts daily activity</i>
<input type="checkbox"/> I will be selling beer and/or wine*	Alcohol license and licensed bartender(s) required. Contact City Clerk (920) 397-9901 prior to submitting this application.  <i>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</i>
<input type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.*	  <i>*Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511</i>
<input type="checkbox"/> I am having a walk/race*	<i>*See map instructions above. In addition to the previously listed map requirements, clearly mark your walk/race route on the map.</i>

**By signing, I agree to the following statements:**

I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I understand that I may need to contact multiple Departments to arrange for assistance. I understand I am responsible for timely clean up after the event. I understand that additional charges may apply and that I can be billed after my event.

Responsible Party Signature: \_\_\_\_\_

Submission Date: \_\_\_\_\_

**For Office Use Only:**

Date Received:	_____
Date Paid:	_____
Council Approval / Denial Date:	_____
Date applicant notified of Council action and any event stipulations:	_____
Event Stipulations:	



PO Box 819  
Appleton, WI 54912-0819  
(920) 739-3161

SECURA Insurance Company  
**COMMERCIAL PROTECTION POLICY**  
**Common Policy**  
GENERAL CHANGE ENDORSEMENT

**POLICY NO.20-CP-003375415-0 END: 001**

**ACCOUNT NUMBER: 5008366**

**NAMED INSURED AND MAILING ADDRESS**

FORT ATKINSON BEAUTIFICATION COUNCIL INC  
704 N MAIN ST  
FORT ATKINSON, WI 53538

**AGENCY AND MAILING ADDRESS**

**484447**

DAY & JOHNSON LLC  
904 MADISON AVE  
FORT ATKINSON, WI 53538  
  
(920) 563-5872

**POLICY PERIOD:** FROM 10/13/2022 TO 10/13/2023 AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

Effective 08/25/2023 this policy is amended as shown.

Adding additional interest Frostie Freeze Fort LLC

Adding inland marine as shown

**This is not a bill - Invoice to follow.**

ANNUALIZED EFFECT OF ENDORSEMENT \$

**638**

ADDITIONAL COMMERCIAL PROPERTY PREMIUM	\$	Not Covered
ADDITIONAL COMMERCIAL GENERAL LIABILITY PREMIUM	\$	7.00
ADDITIONAL CRIME AND FIDELITY PREMIUM	\$	Not Covered
ADDITIONAL COMMERCIAL INLAND MARINE PREMIUM	\$	84.00
ADDITIONAL EMPLOYMENT PRACTICES LIABILITY PREMIUM	\$	Not Covered
ADDITIONAL CYBER SECURITY PREMIUM	\$	0
TOTAL ADDITIONAL TRANSACTION PREMIUM	\$	91.00

ADDITIONAL TRANSACTION TOTAL \$

**91.00**

SECURA Insurance Company  
**COMMERCIAL PROTECTION POLICY**  
**Common Policy**  
GENERAL CHANGE ENDORSEMENT

**POLICY NO.** 20-CP-003375415-0 **END:** 001  
**INSURED:** FORT ATKINSON BEAUTIFICATION  
COUNCIL INC

**EFFECTIVE DATE:** 10/13/2022  
**AGENCY:** DAY & JOHNSON LLC

THESE DECLARATIONS, IF APPLICABLE, TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE FORM(S) AND ENDORSEMENTS, AND SUPPLEMENTAL FORM DECLARATION(S), IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.





PO Box 819  
Appleton, WI 54912-0819  
(920) 739-3161

SECURA Insurance Company  
**COMMERCIAL PROTECTION POLICY**  
**Commercial General Liability Coverage Part**  
GENERAL CHANGE ENDORSEMENT

**POLICY NO.20-CP-003375415-0 END: 001**

**ACCOUNT NUMBER: 5008366**

**NAMED INSURED AND MAILING ADDRESS**

FORT ATKINSON BEAUTIFICATION COUNCIL INC  
704 N MAIN ST  
FORT ATKINSON, WI 53538

**AGENCY AND MAILING ADDRESS**

**484447**

DAY & JOHNSON LLC  
904 MADISON AVE  
FORT ATKINSON, WI 53538  
  
(920) 563-5872

**POLICY PERIOD:** FROM 10/13/2022 TO 10/13/2023 AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

ANNUALIZED EFFECT OF ENDORSEMENT	\$	50
TERRORISM COVERAGE IS <b>ACCEPTED</b>	ANNUAL CHARGE IS \$	1
ADDITIONAL COMMERCIAL GENERAL LIABILITY ADVANCE PREMIUM	\$	7
ADDITIONAL COMMERCIAL GENERAL LIABILITY ADVANCE TOTAL	\$	7.00

POLICY OPTIONAL COVERAGES		
COVERAGE	LIMIT	FORM
Additional Insured - Designated Person Or Organization	View Form	CG2026

SECURA Insurance Company  
**COMMERCIAL PROTECTION POLICY**  
**Commercial General Liability Coverage Part**  
GENERAL CHANGE ENDORSEMENT

**POLICY NO.** 20-CP-003375415-0 **END:** 001  
**INSURED:** FORT ATKINSON BEAUTIFICATION  
COUNCIL INC

**EFFECTIVE DATE:** 10/13/2022  
**AGENCY:** DAY & JOHNSON LLC

THESE DECLARATIONS AND THE COMMON POLICY DECLARATIONS, IF APPLICABLE, TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE FORM(S) AND ENDORSEMENTS, AND SUPPLEMENTAL FORM DECLARATION(S), IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

SECURA Insurance Company  
**COMMERCIAL PROTECTION POLICY**  
**Commercial Inland Marine Coverage Part**  
GENERAL CHANGE ENDORSEMENT**POLICY NO. 20-CP-003375415-0 END: 001****ACCOUNT NUMBER: 5008366****NAMED INSURED AND MAILING ADDRESS**FORT ATKINSON BEAUTIFICATION COUNCIL INC  
704 N MAIN ST  
FORT ATKINSON, WI 53538**AGENCY AND MAILING ADDRESS****484447**DAY & JOHNSON LLC  
904 MADISON AVE  
FORT ATKINSON, WI 53538  
  
(920) 563-5872**POLICY PERIOD:** FROM 10/13/2022 TO 10/13/2023 AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.ANNUALIZED EFFECT OF ENDORSEMENT \$ **588**TERRORISM COVERAGE IS **ACCEPTED** ANNUAL CHARGE IS \$ **12**ADDITIONAL COMMERCIAL INLAND MARINE PREMIUM \$ **84**ADDITIONAL COMMERCIAL INLAND MARINE TOTAL \$ **84.00****SCHEDULED PROPERTY**

COVERAGE	LIMIT	FORM
Schedule of Coverages - Scheduled Property Floater	View Form	IM7506

TOTAL SCHEDULED PROPERTY FLOATER PREMIUM \$ **77.00****THESE DECLARATIONS, IF APPLICABLE, TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE FORM(S) AND ENDORSEMENTS, AND SUPPLEMENTAL FORM DECLARATION(S), IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY**



PO Box 819  
Appleton, WI 54912-0819  
(920) 739-3161

SECURA Insurance Company  
**COMMERCIAL PROTECTION POLICY**  
FORM SCHEDULE

**POLICY NO. 20-CP-003375415-0 END: 001**

**ACCOUNT NUMBER: 5008366**

**NAMED INSURED AND MAILING ADDRESS**

FORT ATKINSON BEAUTIFICATION COUNCIL INC  
704 N MAIN ST  
FORT ATKINSON, WI 53538

**AGENCY AND MAILING ADDRESS**

**484447**

DAY & JOHNSON LLC  
904 MADISON AVE  
FORT ATKINSON, WI 53538  
  
(920) 563-5872

**POLICY PERIOD:** FROM 10/13/2022 TO 10/13/2023 AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

**NOTE: IF NO ENTRY APPEARS ON THE FOLLOWING ENDORSEMENTS, INFORMATION REQUIRED TO COMPLETE THE FORM WILL BE SHOWN ON THE SUPPLEMENTAL FORM DECLARATION IMMEDIATELY FOLLOWING THE APPLICABLE ENDORSEMENT**

**COMMERCIAL GENERAL LIABILITY FORMS**

CG2026 0704	Additional Insured - Designated Person Or Organization
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**COMMERCIAL INLAND MARINE FORMS**

IM7506 0112	Schedule of Coverages - Scheduled Property Floater
-------------	--

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

## SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Frostie Freeze Fort, LLC Frostie Freeze Fort Land, LLC
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A.** In the performance of your ongoing operations; or
- B.** In connection with your premises owned by or rented to you.



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## SCHEDULE OF COVERAGES SCHEDULED PROPERTY FLOATER

(The entries required to complete this schedule  
will be shown below or on the "schedule of coverages".)

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### COVERED PROPERTY

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Item No.	DESCRIBED PROPERTY	"Limit"
		\$
		\$
		\$
		\$

### COVERAGE EXTENSIONS

Additional Debris Removal Expenses	\$
------------------------------------	----

### SUPPLEMENTAL COVERAGES

Newly Acquired Property	\$
Pollutant Cleanup And Removal	\$

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## DEDUCTIBLE AND COINSURANCE

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### DEDUCTIBLE

Deductible Amount      Refer to Described Property Description

### COINSURANCE

☐ Not Applicable

☐ 80%      ☐ 90%      ☐ 100%      ☐ Other \_\_\_\_\_%

### ADDITIONAL INFORMATION

**SUPPLEMENTAL FORM DECLARATION FOR IM 7506 01 12****SCHEDULE OF COVERAGES  
SCHEDULED PROPERTY FLOATER**

Endorsement Effective: 10/13/2022

Named Insured: Fort Atkinson Beautification Council Inc

**COVERED PROPERTY**

Item No.	DESCRIBED PROPERTY	"Limit"	
1	Miscellaneous Tools and Equipment - Ded.\$500	\$	30,000
2	Ayrshire Cow - Ded.\$1,000	\$	5,700
3	Jersey Cow - Ded.\$1,000	\$	5,700
4	Milking Shorthorn Cow - Ded.\$1,000	\$	5,700
5	Red & White Cow - Ded.\$1,000	\$	5,700
6	Guernsey Cow - Ded.\$1,000	\$	5,700
7	Holstein Cow - Ded.\$1,000	\$	5,700
8	Brown Swiss Cow - Ded.\$1,000	\$	5,700

**COVERAGE EXTENSIONS**

Additional Debris Removal Expenses	\$5,000
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**SUPPLEMENTAL COVERAGES**

Newly Acquired Property	\$15,000
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Pollutant Cleanup And Removal	\$10,000
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**DEDUCTIBLE AND COINSURANCE****DEDUCTIBLE**

Deductible Amount	Refer to Described Property Description
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**SUPPLEMENTAL FORM DECLARATION FOR IM 7506 01 12**

**SCHEDULE OF COVERAGES  
SCHEDULED PROPERTY FLOATER**

**COINSURANCE**

☐ Not Applicable

☐ 80%      ☐ 90%      ☒ 100%      ☐ Other \_\_\_\_\_%

**ADDITIONAL INFORMATION**



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

## MEMORANDUM

**DATE:** September 19, 2023

**TO:** Fort Atkinson City Council

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

**RE:** Review and possible action relating to Special Event: Magic on Janesville Avenue Friday, December 1, 2023 from 3-6:30 p.m., located at Janesville Avenue Bike Path in front of Jones Dairy Farm heading north to Rotary Depot Pavilion

---

### BACKGROUND

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

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

### DISCUSSION

**Event:** Fort Atkinson Animated Holiday Light Display – Magic on Janesville Avenue

**Dates and Hours of Event:** Friday, December 1, 2023 3:00 pm – 6:00 pm

**Locations:** Janesville Ave Bike Path in front of Jones Dairy Farm heading north to Rotary Depot Pavilion

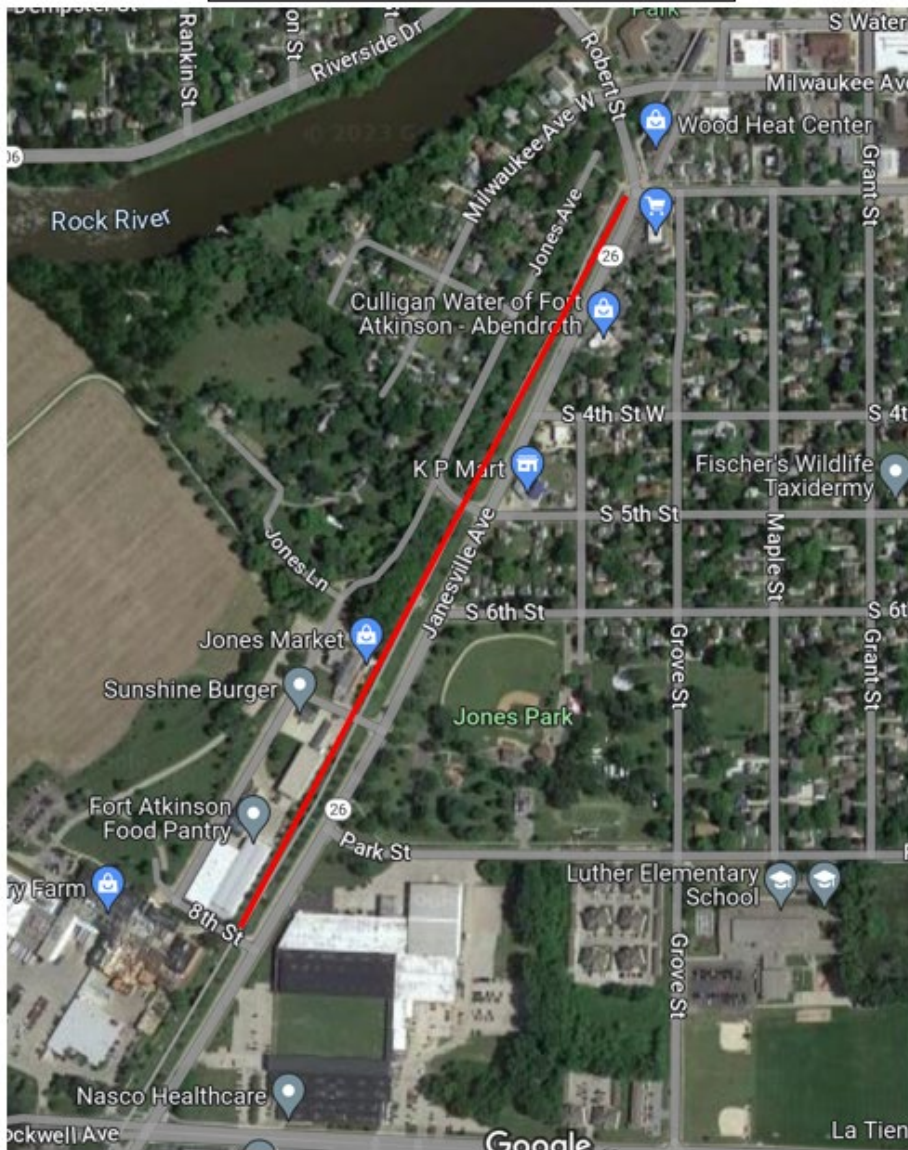
**Contact Person:** Mariah Hadler

**Estimated Number of Attendees:** 300-800

Event information was routed to Departments with the following comments and concerns:

Chief Bump is concerned about citizens parking at Jones Park and crossing Janseville Avenue safely to the event. Communications with the event coordinator and Chief Bump about adding crossing guards to the event is ongoing.

**2023 Polar Path**  
**Janesville Ave from South 3<sup>rd</sup> Street E to 8<sup>th</sup> Street**



## FINANCIAL ANALYSIS

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

## RECOMMENDATION

Staff recommends that City Council approve the Fort Atkinson Animated Holiday Light Display – Magic on Janesville Ave from December 1, 2023

**ATTACHMENTS**

Special Event Application, Insurance



CITY OF FORT ATKINSON  
Special Event Application  
Fee: \$25.00

Name of Business/Group Organizing Event:		
Contact Person for Event:		
Phone Number:	Email:	
Day of Event Contact Person (if different from above):	Phone:	Email:
Special Event Details		
Event Name:		
Event Date (mm/dd/yyyy):		
Event Location:		
Estimated Number of Attendees:	Hours of Event:	
Event Setup Time:	Event Tear Down Time:	
Event Description:		
Goal/Purpose of Event:		
Attach a map of the event including:	Designated parking areas and available number of spaces*, directional signage for events (i.e. parking guidance), pedestrian street crossing locations, location of any traffic control barricades or personnel to ensure safe coordination of vehicles and pedestrians  <i>* If limited parking available, provide proof of permission from neighboring businesses/property to utilize their parking</i>	
Check all applicable boxes:		
<input type="checkbox"/> I am renting a city park	Attach copy of paid park rental from Parks & Recreation Department. Equipment rentals are reservable through the Parks & Recreation office 920-397-9910. You are responsible for picking up, setting up, tearing down, and return of equipment. Each park is equipped with picnic tables and garbage/recycling receptacles, and additional are available upon request. If additional cans are requested, the event coordinator will need to pick up additional can liners from Park & Recreation office. The event coordinator is responsible for trash and recycling disposal. If there is no dumpster on site, a dumpster may be required and is the responsibility of the event coordinator.	
<input type="checkbox"/> I am renting city equipment	Please secure and submit payment for requested equipment prior to submitting Special Event Application. *Attach a map with a location for drop off of equipment with this application.  8' white plastic table (43 available; \$4.50/each) Qty ____ Metal folding chair (190 available; \$0.75/each) Qty ____ Additional Picnic Table (\$15/each; includes delivery & pick up)* Qty ____ Additional Garbage/Recycling Can* Qty ____ Barricades* Qty ____ Traffic Cones* Qty ____	
<input type="checkbox"/> Electrical Access	The City Electrician may reach out to you to address any needs/concerns.  Please specify if you have any requests or requirements beyond current access:	

<input type="checkbox"/> I will be having music	(Per City Ordinance 17.03) no person shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed  Start Time of Music: _____ End Time of Music: _____
<input type="checkbox"/> I will be closing a street(s)*	Barricades can be provided by Public Works upon request  <i>* Provide proof of permission from neighboring businesses/properties if street closure impacts daily activity</i>
<input type="checkbox"/> I will be selling beer and/or wine*	Alcohol license and licensed bartender(s) required. Contact City Clerk (920) 397-9901 prior to submitting this application.  <i>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</i>
<input type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.*	  <i>*Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511</i>
<input type="checkbox"/> I am having a walk/race*	<i>*See map instructions above. In addition to the previously listed map requirements, clearly mark your walk/race route on the map.</i>

**By signing, I agree to the following statements:**

I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I understand that I may need to contact multiple Departments to arrange for assistance. I understand I am responsible for timely clean up after the event. I understand that additional charges may apply and that I can be billed after my event.

Responsible Party Signature: \_\_\_\_\_

Submission Date: \_\_\_\_\_

**For Office Use Only:**

Date Received:	_____
Date Paid:	_____
Council Approval / Denial Date:	_____
Date applicant notified of Council action and any event stipulations:	_____
Event Stipulations:	



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

## MEMORANDUM

**DATE:** September 19, 2023

**TO:** Fort Atkinson City Council

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

**RE:** Review and possible action relating to Special Event: Rotary Club Wine Walk  
Friday, October 13, 2023 from 4:30-8:30 p.m. located downtown at various

---

### BACKGROUND

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

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

### DISCUSSION

**Event:** Rotary Club Wine Walk

**Dates and Hours of Event:** Friday, October 13<sup>th</sup>, 2023, 4:30-8:30 pm

**Locations:** Various locations on or around Main Street.

**Contact Person:** Margaret Bare, mbare@forttaxservice.com

**Estimated Number of Attendees:** 350

Event information was routed to Departments without concerns.

### FINANCIAL ANALYSIS

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

**RECOMMENDATION**

Staff recommends that City Council approve the Rotary Club Wine Walk on October 13, 2023 from 4:30 pm - 8:30 pm.

**ATTACHMENTS**

Special Event Application





**CITY OF FORT ATKINSON**  
**Special Event Application**  
Fee: \$25.00

Name of Business/Group Organizing Event: **Rotary Club of Fort Atkinson**

Contact Person for Event: **Margaret Bare**

Phone Number:

Email: **mbare@forttaxservice.com**

Day of Event Contact Person (if different from above):

Phone: 815-671-2056

Email:

**Special Event Details**

Event Name: **Wine Walk of Fort Atkinson**

Event Date (mm/dd/yyyy): **Friday October 13, 2023**

Event Location: **Main St Fort Atkinson**

Estimated Number of Attendees: **350**

Hours of Event: **4:30-8:30**

Event Setup Time: **4:00 pm**

Event Tear Down Time: **8:30pm**

Event Description: Local businesses on Main Street will host a wine tasting at their offices. Registration is only online thru Eventbrite. Premier Bank has once again offered to be the starting point for the event. Attendees will be given a map with participating locations and will walk from place to place. Each attendee is allowed one 2oz sample at each venue. Multiple different wines will be selected by a committee so that each location offers a different wine. Designated Driver tickets are also being sold at a discounted price. A swag bag will be provided to all attendees. In 2022, there were 20 local businesses that participated. We are hoping for approximately the same number again for 2023.

Goal/Purpose of Event: Rotary will be using this event as a fundraiser for their upcoming projects in Fort Atkinson. Continuing with the Holiday Lights on Janesville Ave, playground at Luther School, Support of BASE building, etc.  
In addition, based on last years event, the attendees will visit musitple locations that they did not know were on Main St or did not know what the business actually did.

Attach a map of the event including: Designated parking areas and available number of spaces\*, directional signage for events (i.e. parking guidance), pedestrian street crossing locations, location of any traffic control barricades or personnel to ensure safe coordination of vehicles and pedestrians

*\* If limited parking available, provide proof of permission from neighboring businesses/property to utilize their parking*

**Check all applicable boxes:**

☐ I am renting a city park

Attach copy of paid park rental from Parks & Recreation Department. Equipment rentals are reservable through the Parks & Recreation office 920-397-9910. You are responsible for picking up, setting up, tearing down, and return of equipment. Each park is equipped with picnic tables and garbage/recycling receptacles, and additional are available upon request. If additional cans are requested, the event coordinator will need to pick up additional can liners from Park & Recreation office. The event coordinator is responsible for trash and recycling disposal. If there is no dumpster on site, a dumpster may be required and is the responsibility of the event coordinator.

☐ I am renting city equipment

Please secure and submit payment for requested equipment prior to submitting Special Event Application.  
\*Attach a map with a location for drop off of equipment with this application.

8' white plastic table (43 available; \$4.50/each) Qty \_\_\_\_

Metal folding chair (190 available; \$0.75/each) Qty \_\_\_\_

Additional Picnic Table (\$15/each; includes delivery & pick up)\* Qty \_\_\_\_

Additional Garbage/Recycling Can\* Qty \_\_\_\_

Barricades\* Qty \_\_\_\_

Traffic Cones\* Qty \_\_\_\_

☐ Electrical Access

*The City Electrician may reach out to you to address any needs/concerns.*

Please specify if you have any requests or requirements beyond current access:

☐ I will be having music  
(Per City Ordinance 17.03) no person shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed

Start Time of Music: \_\_\_\_\_ End Time of Music: \_\_\_\_\_

☐ I will be closing a street(s)\*  
Barricades can be provided by Public Works upon request  
*\* Provide proof of permission from neighboring businesses/properties if street closure impacts daily activity*

☒ I will be selling beer and/or wine\*  
Alcohol license and licensed bartender(s) required. Contact City Clerk (920) 397-9901 prior to submitting this application.  
*\*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.*

☐ I will be erecting a tent, canopy or other temporary structure.\*  
*\*Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511*

☐ I am having a walk/race\*  
*\*See map instructions above. In addition to the previously listed map requirements, clearly mark your walk/race route on the map.*

**By signing, I agree to the following statements:**

I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I understand that I may need to contact multiple Departments to arrange for assistance. I understand I am responsible for timely clean up after the event. I understand that additional charges may apply and that I can be billed after my event.

Responsible Party Signature:

*Margaret Osborn*

Submission Date:

**For Office Use Only:**

Date Received: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Council Approval / Denial Date: \_\_\_\_\_

Date applicant notified of Council action and any event stipulations: \_\_\_\_\_

Event Stipulations:

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

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

FEE \$ \_\_\_\_\_

Application Date: \_\_\_\_\_

☐ Town ☐ Village ☒ City of FORT ATKINSON

County of JEFFERSON

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

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

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 10/13/2023 and ending 10/13/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

☒ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name ROTARY CLUB OF FORT ATKINSON

(b) Address PO BOX 345, FORT ATKINSON, WI 53538

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 1937

(d) If corporation, give date of incorporation \_\_\_\_\_

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

(f) Names and addresses of all officers:

President JILL KESSENICH 301 Memorial Dr. Fort

Vice President LISA TUTTLE WOODS 105 E. Third St W, Fort

Secretary CARL STRAYER 803 Dorian Place, Fort

Treasurer MARGARET BARE 213 Sherman Ave E, Fort

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

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

(a) Street number Various location on or around Main St.

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

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

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

### 3. Name of Event

(a) List name of the event WINE WALK OF FORT ATKINSON

(b) Dates of event 08/28/2023

### DECLARATION

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

Officer Margaret Bare  
(Signature / Date)

Rotary Club of Fort Atkinson  
(Name of Organization)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

## Additional Information

**May be Granted and Issued only to** (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

### Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

#### Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

#### "Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

**Fee:** Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

**Duration:** The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

### Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)



**CITY OF FORT ATKINSON  
JEFFERSON COUNTY  
WISCONSIN**

**TEMPORARY "CLASS B" RETAILER'S LICENSE For the Sale of Wine for on-site consumption**

WHEREAS, the local governing body of the City of Fort Atkinson, Jefferson County, Wisconsin, has upon application duly made, granted and authorized the issuance of a Temporary Retailer's License to sell Wine as defined by and pursuant to Section 125.51(10) of the Statutes of the State of Wisconsin and Local Ordinances and,

WHEREAS, the said applicant has paid to the Treasurer the sum of \$10.00 for such Temporary "Class B" Retailer's License to sell Wine as required by local ordinances.

LICENSES ARE HEREBY ISSUED to said applicant to sell, deal and traffic in, at retail, Wine.

Rotary Club of Fort Atkinson See Locations Fort Atkinson, WI 53538 Person in Charge of Affair: Margaret Bare	Fort Atkinson Wine Walk
Prestige Bank, 70 N. Main Street Tuttle's Hardware Shop, 104 S. Main Street Hometown Hardware, 102 S. Main Street Fort Tax Service Inc, 124 S. Main Street Handipity Sales LLC, 174 S. Main Street Salty Buffalo Trading Co, 126 N. Main Street Five Star Antiques & Vintage, 125 N. Main Street	

This license is subject to the surrender provisions as provided in  
Chapter 6, Alcohol Beverage Licensing of the Municipal Code  
of the City of Fort Atkinson for the period of 10/13/2023 to 10/13/2023.



Given under my hand and seal of the  
City of Fort Atkinson, County of Jefferson,  
State of Wisconsin on the 19th day of September, 2023.

\_\_\_\_\_  
Michelle A Ebbert, City Clerk/Treasurer

This license must be FRAMED and POSTED in a conspicuous place in the room where Wine is sold or served.

License Number: **TEMP-10132023**

Fee: **\$10.00**





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

## MEMORANDUM

**DATE:** September 19, 2023

**TO:** Fort Atkinson City Council

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

**RE:** Discussion and possible action relating to proposed changes to the Dental Insurance Benefit for full-time City employees

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### BACKGROUND

The City currently provides Dental Insurance coverage for full-time City employees. The City currently pays 100% of the premium for this insurance coverage, which is administered by Tricor Insurance. Current dental insurance is through Delta Dental as of May 1, 2023. Rates are guaranteed through April 30, 2025. The City's estimated cost of premiums for employees in 2024 is \$117,600.

### DISCUSSION

The Wisconsin Employee Trust Fund (ETF) provides local governments with the option of health insurance and dental insurance through the Group Health Insurance Program. Currently, the City uses ETF for group health insurance, but dental insurance is administered by Tricor Insurance.

Staff has reviewed the differences in cost if the City changes to ETF for dental insurance. EFT's Uniform Dental Benefit (UDB) is intended to provide dental coverage for preventive, basic and diagnostic services. Since 2016, Delta Dental of Wisconsin has served as the administrator of the Uniform Dental Benefit Program. Local government active employees and local retirees are only eligible for the UDB if their local employer enrolls in the State of Wisconsin Group Health Insurance Program and chooses to offer the UDB. Employees' cost associated with UDB coverage mirrors that of health insurance. If an employee selects family health insurance, he or she would be enrolled in family dental coverage. If an employee selects individual health insurance, he or she would be enrolled in individual dental coverage.

Coverage under UDB is different than the current coverage, even though Delta Dental provides for both insurance plans. Please see the attached 2024 Dental coverage comparison document. The state plan does not have a deductible, but the maximum benefit is \$1,000 per person per year. There are other differences, and overall, staff opines that the UDB coverage is slightly less favorable to employees than the current coverage.

## **FINANCIAL ANALYSIS**

The estimated expense for the current Delta Dental coverage through Tricor Insurance for 2024 is \$117,000. If the City moves to UDB through the group health insurance program, the estimated expense to the City for 2024 is \$77,132.64, which results in a savings of **\$40,467.36** across all funds and utilities.

The savings are found from two sources: 1) less expensive dental insurance plan overall; and 2) employees pay 12% of dental insurance premium cost. The impact on an employee with a single plan is \$3.84 per month (\$1.92 per pay check); and the impact on an employee with a family plan is \$9.62 per month (\$4.81 per pay check).

While the change in dental insurance does represent an additional cost to employees, staff is also proposing a 3% cost of living adjustment for all full and part-time employees with the 2024 budget. Changing the dental benefit from an independent administrator to the group health insurance program has the following benefits:

- Rates are more stable because the pool of participants is much greater;
- Fewer administrative costs and less staff time will be dedicated to requesting new proposals from independent dental insurance providers every 2-5 years; and
- Roughly \$40,500 in savings to the City.

## **RECOMMENDATION**

The Finance Committee reviewed this at the meeting on September 13, 2023, and recommended that the City Council adopt the resolution. Staff also recommends that the City Council adopt the Resolution changing the City's group health plan to the Deductible HMO-Standard PPO with Dental, P04. Staff has scheduled meetings with all employees over the next two weeks to inform them of this benefit change. The deadline to submit the resolution to ETF so that this change is effective on January 1, 2024, is October 1, 2023.

## **ATTACHMENTS**

Existing Employer Option Resolution – Wisconsin Public Employers' Group Health Insurance Program; Dental Benefits for Local Employees and Retirees; Current Dental Benefits document; Dental Coverage Comparison



# Existing Employer Option Resolution Wisconsin Public Employers' Group Health Insurance Program

Wisconsin Department  
of Employee Trust Funds  
PO Box 7931  
Madison WI 53707-7931  
1-877-533-5020 (toll free)  
Fax 608-267-4549  
etf.wi.gov

RESOLVED, by the City Council of the City of Fort Atkinson  
(Governing Body) (Employer Legal Name)

that pursuant to the provisions of Wis. Stat. § 40.51 (7) hereby determines to offer the Wisconsin Public Employers (WPE) Group Health Insurance program to eligible personnel through the program of the State of Wisconsin Group Insurance Board (Board), and agrees to abide by the terms of the program as set forth in the *Local Employer Health Insurance Standards, Guidelines and Administration Manual* (ET-1144).

All participants in the WPE Group Health Insurance program will need to be enrolled in a program option. An employer may elect participation in program options listed below, **with each program option to be offered to different employee classifications (pursuant to collective bargaining). Individual employees cannot choose between program options.**

We choose to participate in the: (check applicable options)

- ☐ Traditional HMO-Standard PPO W/Dental, P02
- ☒ Deductible HMO-Standard PPO W/ Dental, P04
- ☐ Coinsurance HMO-Standard PPO W/ Dental, P06
- ☐ High Deductible Health Plan HMO-Standard HDHP PPO W/ Dental, P07
- ☐ Traditional HMO-Standard PPO W/O Dental, P12
- ☐ Deductible HMO-Standard PPO W/O Dental, P14
- ☐ Coinsurance HMO-Standard PPO W/O Dental, P16
- ☐ High Deductible Health Plan HMO-Standard HDHP PPO, P17

Send resolution(s) to:  
Department of Employee Trust Funds  
Division of Insurance Services  
PO Box 7931  
Madison WI 53707-7931  
or  
[ETFSMBESSNewEmployer@etf.wi.gov](mailto:ETFSMBESSNewEmployer@etf.wi.gov)

The resolution must be received by the Department of Employee Trust Funds no later than October 1 for coverage to be effective the following January 1. The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the Board to provide such Group Health Insurance.

## Certification

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_ and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_.

I understand that Wis. Stat. § 943.395 provides criminal penalties for knowingly making false or fraudulent statements, and hereby certify that, to the best of my knowledge and belief, the above information is true and correct.

39-6005451  
Federal tax identification number (FEIN/TIN)

69-036-0980-000  
ETF employer identification number

Number of eligible employees 96  
Jefferson County  
Employer county

mebbert@fortatkinsonwi.gov  
Employer benefit contact email address

Authorized employer representative signature

Michelle Ebbert  
Authorized employer representative printed name

Clerk/Treasurer/Finance Dir  
Authorized representative title

101 N Main St

Fort Atkinson WI 53538  
Mailing address

For ETF use only  
EFFECTIVE DATE OF COVERAGE ENTERED BY ETF:





# DENTAL BENEFITS FOR LOCAL EMPLOYEES AND RETIREES

If you are already enrolled in dental benefits, your coverage will automatically continue. Plans and rates can be found on page 4. If you would like to enroll in a new plan or make changes to your current coverage, see page 7 for details.

Comprehensive dental insurance is a great way to support your oral health and your overall well-being. This guide answers some common questions about supplemental dental plans and provides a few considerations when choosing a plan.







## Why You Need Comprehensive Dental Insurance

The unexpected can happen. If you need dental work you didn't plan on, a supplemental plan (preventive or major) can help reduce the amount you pay out of pocket. It can also be a wise investment when you're considering more extensive treatments or procedures like braces or dentures.

### Find the right dental plan(s) for you

Dental plans and which procedures they cover can vary. The Uniform Dental Benefit (UDB) Plan and the Delta Dental PPO Plus Premier™ – Preventive Plan help cover the cost of basic preventive care and minor restorations like fillings. Major supplemental plans, like the Delta Dental PPO™ – Select Plan and Delta Dental PPO Plus Premier™ – Select Plus Plan help cover the costs of more expensive treatments like crowns or root canals. So how do you know which plans to choose? Consider:



#### Your oral health

Is your mouth healthy, or are you overdue for a check-up or dental work?



#### Your budget

Do you have savings or a financial plan for unexpected dental work?



#### Your family

Consider the oral health of everyone who will be covered by your plan.



#### Your dentist

Do they participate in one or both Delta Dental networks?\*

# How to Choose the Right Dental Plans

Thinking about dental needs by age group may help you evaluate plan choices.



## Age 0-18

Help your children establish good oral health habits from the start by focusing on preventive dental care early. Cleanings, exams, fluoride treatments, sealants, and braces are all common needs in this age range.



## Age 19-39

At this age, you may be less likely to have oral health problems – but will still need regular visits to the dentist for preventive care. You may have the occasional dental emergency like a cracked or chipped tooth. If you've started a family, be sure to include the additional needs of your dependents as well.



## Age 40-59

As you age, so do your teeth. Consider coverage options for restorative procedures such as root canals and crowns. You may want to select a plan with a higher annual maximum to help manage out-of-pocket costs.



## Age 60+

Chronic conditions are more likely to occur after age 60. In addition to preventive care, look for a plan that helps manage expenses related to issues like gum disease or associated medical conditions like heart disease, diabetes, and side effects from cancer therapy. Bridges, dentures, and implants may also be on your radar. Consider a plan with a higher annual maximum.

# Dental Plan Options

**REMINDER:** If you are enrolled in the UDB or Preventive Plan AND a major supplemental plan (Select or Select Plus) and had a qualified preventive service (cleaning/exam) in 2022, your deductible on the major supplemental plan will be waived in 2023. Individuals must be enrolled in both plans (UDB or Preventive Plan AND Select or Select Plus Plans) in 2022 and 2023 to be eligible. In addition, if you continue coverage and have your preventive visit in 2023, your 2024 deductible will also be waived.

Summaries do not cover all plan details. Please refer to the Summary Plan Description or Handbook.		UDB or Delta Dental PPO Plus Premier™ – Preventive Plan	Delta Dental PPO™ – Select Plan	Delta Dental PPO Plus Premier™ – Select Plus Plan
<b>In-Network Providers</b> (No out-of-network coverage)		Delta Dental PPO and Delta Dental Premier	Delta Dental PPO ONLY	Delta Dental PPO and Delta Dental Premier
<b>Annual Deductible</b>		None	\$100 / person	\$25 / person
<b>Annual Maximum</b>		\$1,000 / person	\$1,000 / person	\$2,500 / person
<b>Routine evaluations, dental cleanings, sealants<sup>1</sup>, X-rays, fluoride treatments<sup>1</sup></b>		100%	No coverage	No coverage
<b>Fillings</b> White (composite) fillings covered at 100% for back teeth		100%	No coverage	No coverage
<b>Periodontal Maintenance</b>		100%	No coverage	No coverage
<b>Crowns, bridges, dentures, implants</b>		No coverage	50%	60%
<b>Surgical extraction, root canal (endodontics), periodontics (except maintenance), oral surgery</b>		No coverage	50%	80%
<b>Non-surgical extractions (above gumline)</b>		90%	No coverage	No coverage
<b>Orthodontics Coverage</b>		50% (under age 19)	No coverage	50% (Regardless of age)
<b>Orthodontics Lifetime Maximum</b>		\$1,500	No coverage	\$1,500*

<sup>1</sup>For children to age 19

\*In addition to UDB or Preventive Plan

Monthly Premium	Uniform Dental Benefit Plan (UDB)		Delta Dental PPO Plus Premier™ – Preventive Plan		Delta Dental PPO™ – Select Plan		Delta Dental PPO Plus Premier™ – Select Plus Plan	
	Active Employee	Retiree	Active Employee	Retiree	Active Employee	Retiree	Active Employee	Retiree
Individual	\$31.16	\$31.16	\$34.72	\$34.72	\$9.76	\$16.22	\$20.98	\$31.12
Individual + Spouse	--	--	--	--	\$19.52	\$32.96	\$41.96	\$62.24
Individual + Child(ren)	--	--	--	--	\$13.16	\$22.26	\$38.96	\$57.58
Family	\$77.90	\$77.90**	\$86.80	\$86.80	\$23.40	\$39.56	\$64.28	\$94.94

\*\*Medicare Some and Medicare All recipients pay a family rate of \$62.32 for UDB




# Choose Your Provider

The UDB Plan and supplemental dental plans can help you and your family save money every time you see the dentist, whether for preventive checkups and cleanings, or unexpected expenses like fillings or crowns.

You can also save more money depending on which provider you choose. Delta Dental offers two dental networks: Delta Dental PPO and Delta Dental Premier.


Providers who belong to the Delta Dental PPO network offer the greatest discounts. Dentists who belong to the Delta Dental Premier network also agree to discounts – just not as deep.

## Know Your Networks



**Delta Dental Premier®**


- Additional dentists to choose from\*
- Smaller discounts, but still saves you money



**Delta Dental PPO™**

- Large network of providers
- Biggest discounts, saving you the most money

**Out-of-Network**



- No coverage
- No protections or guarantees

## See which dentists are covered

	Delta Dental PPO™ Fewer providers, better value	Delta Dental Premier® Broader network, smaller discounts
UDB Plan	✓	✓
Preventive Plan	✓	✓
Delta Dental PPO – Select Plan	✓	
Delta Dental PPO Plus Premier – Select Plus Plan	✓	✓

# Member Protections

No matter which network provider you choose, you can count on the following member protections:



### Treatment guarantees

Providers agree to repair or replace dental restorations should they fail within 24 months.



### No balance-billing

Providers agree to a maximum fee – if their normal charge is higher than the maximum fee, they can't pass the balance on to you.



### Claims processing

Providers file claims on your behalf. Payments go directly to the dentist. No work for you!

\*Please note the network(s) available for your plan type (i.e. Delta Dental PPO™ – Select Plan participants can ONLY see a PPO dentist).

# How Dental Plans Work Together

See how the UDB or Preventive Plan works together with a major supplemental plan to help cover the cost of more extensive (and expensive) treatment.

	Full Crown	Root Canal (molar)	Braces (child)
Cost without Insurance*	\$1,342.06	\$1,359.67	\$6,556.58
Cost when seeing a network** provider	\$868.67	\$956.12	\$5,106.25

## Preventive Dental Plan Pays

UDB or Delta Dental PPO Plus Premier™ – Preventive Plan	None	None	\$1,500.00
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## Major Supplemental Plan Pays

Delta Dental PPO™ – Select Plan	50%	50%	None
Procedure cost after insurance	\$434.34 <sup>1,2</sup>	\$478.06 <sup>1,2</sup>	\$3,606.25 (Includes UDB or Preventive Plan Benefit)
Delta Dental PPO Plus Premier™ – Select Plus Plan	60%	80%	Additional \$1,500***
Procedure cost after insurance	\$347.47 <sup>1,2</sup>	\$191.22 <sup>1,2</sup>	\$2,106.25 (Includes UDB or Preventive Plan Benefit)

See the difference!

\*Costs represent average dental fees across Wisconsin. To estimate costs in your area visit [www.deltadentalwi.com/s/estimate-procedure-costs](http://www.deltadentalwi.com/s/estimate-procedure-costs). Fees can vary by location, dentist, and date of service.

\*\*Delta Dental PPO average cost.

\*\*\*\$3,000 total when combined with UDB or Preventive Plan.

<sup>1</sup> Assumes annual deductible has been met

<sup>2</sup> Subject to annual maximum



# LEARN HOW TO ENROLL:

[www.deltadentalwi.com/  
state-of-wi/enroll](http://www.deltadentalwi.com/state-of-wi/enroll)

## So What Does This All Mean?

### Basic Coverage

Basic coverage usually provides for preventive benefits like exams, X-rays, cleanings, and simple restorations like fillings. You will have basic coverage if you are enrolled in the UDB dental coverage under the State of Wisconsin Group Health Insurance Program.

**If you don't have basic coverage through the UDB or another dental plan**, you may want to enroll in the Delta Dental PPO Plus Premier – Preventive Plan\*. This plan matches the UDB benefit feature for feature.

### Add More Coverage

Two additional supplemental plans are offered to help with out-of-pocket expenses for major services like crowns and root canals: **Delta Dental PPO – Select Plan** and **Delta Dental PPO Plus Premier – Select Plus Plan**. These plans have different copay levels, orthodontia coverage, and network availability.

### Enrollment

If you already have the UDB or Preventive Plan and/or a major supplemental plan through Delta Dental of Wisconsin, you will automatically be re-enrolled and don't need to do anything.

However, if you will be enrolling in a NEW plan or need to make changes to your current enrollment information for 2023, visit [www.deltadentalwi.com/state-of-wi/enroll](http://www.deltadentalwi.com/state-of-wi/enroll) to verify eligibility and coverage. You will receive a new ID card if you are a new subscriber to a plan.

Enroll or make changes during open enrollment, September 26 – October 21, 2022.

### Questions?

If you have questions during *It's Your Choice* open enrollment, or any time, feel free to call Delta Dental at **844-337-8383** or visit [www.deltadentalwi.com/state-of-wi](http://www.deltadentalwi.com/state-of-wi) to chat with a Customer Experience Specialist.

\*Supplemental plans are available for State employees, State and Local retirees, and Local employees if their employer chooses to provide them.



If you have any questions, please contact a Customer Experience Specialist or visit our website.

**844-337-8383 | [www.deltadentalwi.com/state-of-wi](http://www.deltadentalwi.com/state-of-wi)**

Delta Dental complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. This information is available in different formats. Please contact Delta Dental via phone or email if you would like to request information in an alternate format.

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 844-337-8383.  
LUS CEEV: Yog tias koj hais lus Hmoob, cov kev pab txog lus, muaj kev pab dawb rau koj. Hu rau 844-337-8383.





# Your Dental Benefits

## Specially Prepared for the Employees of City of Fort Atkinson Effective May 1, 2023

The summary below does not cover all plan details. Further information can be found in the summary plan description or dental benefit handbook. That document provides a thorough explanation of your dental plan, including any limitations or exclusions that might apply. If there are any discrepancies between information found here and the group contract, the group contract shall govern.

Benefit Plan Design		Delta Dental PPO© When you see a Delta Dental PPO provider	Delta Dental Premier When you see a Delta Dental Premier or any other provider*
Individual Annual Maximum		\$1,750	\$1,750
Deductible	Individual	\$25	\$25
	Family	\$75	\$75
<b>Dependent Eligibility</b> Dependents are eligible to age 26; except as noted for orthodontics			
<b>Diagnostic &amp; Preventive Services</b>			
Exams		100%	100%
Cleanings		100%	100%
Fluoride treatments^		100%	100%
X-rays		100%	100%
Sealants^		100%	100%
Space maintainers		100%	100%
Deductible applies		No	No
<b>Basic &amp; Major Services</b>			
Emergency treatment to relieve pain		80%	80%
Fillings		80%	80%
Endodontics – nonsurgical		50%	50%
Endodontics – surgical		50%	50%
Periodontics – nonsurgical		50%	50%
Periodontics – surgical		50%	50%
Extractions – nonsurgical		80%	80%
Extractions – surgical and other oral surgery		50%	50%
Crowns, inlays, onlays		50%	50%
Bridges and dentures		50%	50%
Repairs and adjustments to bridges and dentures		50%	50%
Implants		50%	50%
Deductible applies		Yes	Yes
<b>Orthodontic Services</b>			
Coverage copayment		50%	50%
Individual lifetime maximum		\$1,500	\$1,500
Dependents eligible to age		19	19
Full-time students eligible to age		19	19
Adult ortho		No	No
Deductible applies		No	No
<b>Special Plan Provisions (see following pages for more information)</b>			
Evidence-Based Integrated Care Plan		Yes	Yes

Regardless of the provider you see, you will be responsible for your plan's deductible, coinsurance, and fees for services that are not covered benefits under your plan.

\*If you visit an out-of-network provider, you will be responsible for the difference between the provider's charges and the amount your Delta Dental plan pays.

^Age limitations may apply.



## Confirming Your Coverage

If you are not sure of the effective date of your coverage, please call Delta Dental at 800-236-3712 before you have any dental work done.

Also, before scheduling appointments for extensive dental care, you may ask your provider to send the treatment plan to Delta Dental. The plan will be reviewed by Delta Dental and you and your provider will receive a **Predetermination of Benefits** form. You and your provider may then discuss the treatment and your out-of-pocket costs. Delta Dental encourages you to be informed about your dental care.

## Delta Dental's Website

[www.deltadentalwi.com](http://www.deltadentalwi.com) has a lot to offer. You can use it to obtain coverage information under your plan, check the status of a claim, find a network provider, evaluate your oral health and learn ways to improve and protect it.

Visit [www.deltadentalwi.com](http://www.deltadentalwi.com) for eligibility, claims or provider information.

We are also available every weekday from 7:30 a.m. to 5 p.m. (Central Time) to answer your questions. Call us at 800-236-3712. We look forward to talking with you!

## ***Specially prepared for the employees of City of Fort Atkinson***

### **Special Plan Provisions**

Your group dental plan from Delta Dental of Wisconsin includes one or more special features designed to encourage good oral health and promote overall health. Details of these provision(s) are addressed in the policy amendments provided with your dental plan handbook. Below is a brief summary.

#### ***Evidence-Based Integrated Care Plan: Expanded benefits for persons with medical conditions that have oral health implications***

- Delta Dental of Wisconsin's Evidence-Based Integrated Care Plan (EBICP) option is included in your plan. It provides additional benefits for persons with medical conditions that have oral-health implications. Conditions include:
  - Diabetes
  - Pregnancy
  - High risk cardiac conditions
  - Kidney disease
  - Weakened immune system
  - Cancer therapy
  - Periodontal disease
- EBICP's unique enrollment mechanism requires no medical claims be filed.
- EBICP requires self-enrollment by the patient or his/her provider at [www.deltadentalwi.com](http://www.deltadentalwi.com), or by calling 800-236-3712.

2024 Dental	State Uniform Dental (Combined with State Group Health Ins.)	Delta Dental Preventive Plan (Not Enrolled in State Health Insurance)	State Select Plan	State Select Plus Plan		City of Fort Atkinson Delta Dental		
Network	Delta Dental PPO and Delta Dental Premier provider networks		Delta Dental PPO	Delta Dental PPO	Delta Dental Premier	Delta Dental PPO	Delta Dental Premier	Non-Contracted
2024 Premium Rates (monthly)	2024	2024						
Employee	TBD (\$31.16 in 2023)	\$36.10	\$9.08	\$21.60		\$36.78		
Employee + Spouse	n/a	n/a	\$18.16	\$43.22		\$75.42		
Employee + Child(ren)	n/a	n/a	\$12.24	\$40.12		\$88.88		
Family	TBD (\$77.90 in 2023)	\$90.28**	\$21.76	\$66.20		\$137.19		
Provider Network	In-Network ONLY		In-network ONLY	In-Network ONLY		Delta Dental PPO	Delta Dental Premier	Non-Contracted
Deductible (must be met before benefits are covered)	\$0		\$100/person	\$25/person		\$25 Individual/\$75 Family		
Calendar Benefit Max	Per person		Per person	Per person		Per person		
Maximum amount the benefit will pay in a plan year	\$1,000		\$1,000	\$2,500		\$1,750		
Diagnostic & Preventive	100%		Not covered	Not covered		100%	100%	100%
Routine Evals	2 per year		Not covered	Not covered		2 per year		
Cleanings	2 per year		Not covered	Not covered		2 per year		
Bitewing X-rays	1 set per year		Not covered	Not covered		1 set per year		
Panoramic X-rays	Once every 5 years		Not covered	Not covered		Once every 5 years		
Fluoride	2 per year up to age 19		Not covered	Not covered		2 per year up to age 19		
Basic	See specific services		See specific services	See specific services		See specific services		
Fillings	100%		Not covered	Not covered		80%	80%	80%
Extractions (non-surgical)	90%		Not covered	Not covered		80%	80%	80%
Emergency Palliative Care	80%		Not covered	Not covered		80%	80%	80%
X-rays (limited)	100%		Not covered	Not covered		100%	100%	100%
Oral Surgery	Not covered, but may be covered under medical plan		50%	80%		50%	50%	50%
Major/Restorative	See specific services		See specific services	See specific services		See specific services		
Implants	Not covered		50%	60%		50%	50%	50%
Crowns			50%	60%		50%	50%	50%
Bridges			50%	60%		50%	50%	50%
Dentures			50%	60%		50%	50%	50%
Endodontic			50%	80%		50%	50%	50%
Periodontic	100% Limited to Periodontal Maintenance		50% Does not apply to Periodontal Maintenance which is covered under the Uniform benefit or Preventive Plan	80% Does not apply to Periodontal Maintenance which is covered under the Uniform benefit or Preventive Plan		50%	50%	50%
Dental Waiting Period	None		None	None		None	None	None
Claim Filing Timeline	15 months		15 months	15 months		15 months		
Orthodontia	50% (under 19 only)		Not covered	50% (Regardless of age)		50% (under 19 only)	50% (under 19 only)	50% (under 19 only)
Ortho Lifetime Max	\$1,500		Not covered	\$1,500 (in addition to Uniform Dental)		\$1,500	\$1,500	\$1,500
Ortho Waiting Period	None		Not covered	None		None	None	None
Website	deltadentalwi.com/state-of-wi		deltadentalwi.com/state-of-wi	deltadentalwi.com/state-of-wi		deltadentalwi.com		



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

## MEMORANDUM

**DATE:** September 19, 2023

**TO:** Fort Atkinson City Council

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

**RE:** Discussion and possible action relating to adopting Resolution for inclusion in the Income Continuation Insurance program through Department of Employee Trust Funds

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### BACKGROUND

The Income Continuation Insurance (ICI) is a voluntary income replacement program available to eligible full-time employees through the State of Wisconsin Employee Trust Funds (ETF). The benefit can cover employees with short- and long-term disabilities. Benefits can provide up to 75% of your average monthly earnings based on the previous calendar year earnings.

The ICI plan is funded by employer and employee premium contributions. ICI benefits will not duplicate benefits available from other Wisconsin Retirement System (WRS) programs, the Social Security Administration, workers' compensation, unemployment compensation or certain other sources.

### DISCUSSION

Eligible full-time employees are offered the following insurance: health, dental, life, accident and vision. ICI insurance is a new benefit staff is seeking to offer employees. Employees interested in enrolling would be eligible for Standard coverage and would select their elimination or waiting period. The employee must be completely off of work during the elimination period before benefits begin. Elimination or waiting period options include 30, 60, 90, 120 or 180 days.

#### Standard Coverage

- Replaces up to 75% of a subscriber's annual WRS earnings up to \$64,000.
- The employer pays the premium for employees who select the 180-calendar-day elimination period. Employees who choose a shorter elimination period will pay an additional premium. Employers may choose to pay up to 100% of the premium regardless of the elimination period.

#### Supplemental Coverage

- Allows subscribers whose annual salary exceeds \$64,000 the option to purchase additional supplemental coverage.

- Subscribers electing supplemental coverage must insure their entire salary above \$64,000, up to a maximum of \$120,000; there is no partial supplemental coverage.
- Subscribers with supplemental coverage must pay 100% of the premium for supplemental coverage.

The employer contribution is based on a percentage of the employee's average monthly earnings in the preceding calendar year and the employee's selected elimination period. For supplemental coverage, the employee pays the entire premium; there is no employer share.

The local ICI program has been under a premium holiday for several years. The premium holiday covers standard and supplement coverage. It is unknown when the premium holiday will expire. During this time, enrollees have the benefit available upon a qualifying claim without being charged a premium. The holiday applies to the employer also, therefore allowing employee enrollment without employer expense.

Once the premium holiday terminates, the City of Fort Atkinson will reserve the right to terminate participation in the program based upon non-budgeted benefit expense. Employer contribution is a minimum 25% based on prior year's average monthly earnings for employees under \$64,000 prior year earnings. Staff performed a test based on employees' prior year earnings and the 25% minimum expense which resulted in an estimated cost to the City of \$635.00 per month.

#### **FINANCIAL ANALYSIS**

As the local ICI program is under a 'premium holiday', there is no cost for participation in the benefit program. The estimated \$635.00 per month referenced above would be the City's potential expense if the premium holiday ended.

#### **RECOMMENDATION**

The Finance Committee reviewed this at the meeting on September 13, 2023, and recommended that the City Council adopt the resolution. Staff also recommends that City Council adopt Resolution for Inclusion Under the Income Continuation Insurance Plan effective January 1, 2024. Staff has scheduled meetings with all employees over the next two weeks to inform them of this benefit change.

#### **ATTACHMENT**

Resolution for Inclusion Under the Income Continuation Insurance Plan



## Resolution for Inclusion Under the Income Continuation Insurance Plan

Wisconsin Department  
of Employee Trust Funds  
PO Box 7931  
Madison WI 53707-7931  
1-877-533-5020 (toll free)  
Fax 608-267-4549  
etf.wi.gov

RESOLVED, by the City Council of the  
(Governing Body)  
City of Fort Atkinson  
(Employer Legal Name)

that pursuant to the provisions of Section 40.61 of the Wisconsin Statutes,

City Council hereby determines to offer the Income Continuation Insurance Plan  
(Governing Body)

to eligible personnel through the program of the State of Wisconsin Group Insurance Board, and agrees to abide by the terms of the plan as set forth in the contract between the Group Insurance Board and the Administrator.

The resolution shall be effective on the later of the 1<sup>st</sup> of the month on or after 90 days following its receipt at the Department of Employee Trust Funds, or

January 1, 2024; and  
(specify a later effective date, 1<sup>st</sup> of month only)

The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the State of Wisconsin Group Insurance Board to provide such Income Continuation Insurance.

### Certification

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

39-1005451  
Federal tax identification number (FEIN/TIN)

69-036-0980-000  
ETF employer identification number

Number of eligible employees 96

Jefferson County  
Employer county

mebbert@fortatkinsonwi.gov  
Employer benefit contact email address

Authorized employer representative signature

Michelle Ebbert

Authorized employer representative printed name

Clerk/Treasurer/Finance Dir

Authorized representative title

101 N Main St

Fort Atkinson WI 53538  
Mailing address

Submit completed form to ETF at [ETFSMBESSNewEmployer@etf.wi.gov](mailto:ETFSMBESSNewEmployer@etf.wi.gov) or fax to 608-267-4549.

For ETF use only - EFFECTIVE DATE OF COVERAGE ENTERED BY ETF:





## MEMORANDUM

**DATE:** September 19, 2023

**TO:** Fort Atkinson City Council

**FROM:** Jedidiah Draeger, Building Inspector/Zoning Administrator

**RE:** First reading of an Ordinance to amend Sections 15.03.28, 15.06.06(12), 15.06.06(19), 15.06.06(21), and 15.06.06 (22) of the Zoning Ordinance relating to **parking and surface standards**; an Ordinance to amend Section 94-432 of the Municipal Code relating to **vehicle and trailer parking**; and an Ordinance to repeal Section 94-434 relating to **taxi parking**

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### BACKGROUND

Over the last several months, staff has proposed changes and corrections to the Zoning Ordinance after about three years of applying it to circumstances within the community. 16 of those amendments were adopted by the City Council and become effective.

Several of the proposed amendments required additional consideration by the City Council, staff, and the public. The City Council held a workshop on August 15<sup>th</sup> to review these changes to Section 94-432 of the Municipal Code and to Sections 15.03.28, 15.06.06(12), 15.06.06(19), 15.06.06(21), and 15.06.06 (22) of the Zoning Ordinance. At that meeting, the Council directed staff to prepare these ordinance amendments for review by the Plan Commission and formal readings by the City Council. Also at that meeting, the Council directed staff to include a repeal of Section 94-434 relating to taxi parking.

The Plan Commission reviewed the proposed amendments at the meeting on September 12<sup>th</sup> and recommended that they move forward to the City Council for consideration.

### RECOMMENDATION

Staff recommends that the City Council offer a first reading of the proposed amendments to Sections 94-432 and 94-434 of the Municipal Code and to Sections 15.03.28, 15.06.06(12), 15.06.06(19), 15.06.06(21), and 15.06.06 (22) of the Zoning Ordinance relating to vehicle and trailer parking; surface standards; and taxi parking and direct the City Manager to prepare them for a second reading at the meeting on October 3, 2023.

### ATTACHMENTS

PC Staff Report Packet; Draft Ordinance Amendments





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

## **ZONING TEXT AMENDMENTS REPORT TO THE PLAN COMMISSION**

**DATE:** September 12, 2023

**FILE NUMBER:** ZTA-2023-02

**PROPERTY ADDRESSES:** Not Applicable

**EXISTING ZONING:** Not Applicable

**PARCEL NUMBER:** Not Applicable

**PROPOSED ZONING:** Not Applicable

**OWNER:** Not Applicable

**EXISTING LAND USE:** Not Applicable

**APPLICANT:** City of Fort Atkinson

**REQUESTED USES:** Not Applicable

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### **BACKGROUND ON ZONING TEXT AMENDMENT REVIEW:**

The City of Fort Atkinson Zoning Ordinance Section 15.10.30 outlines the process for Zoning Text Amendments that reflects Wisconsin State Statutes Section 62.23(7)(d). Initiation of the request for amendments can come from a member of the public, Plan Commission, City Council, or City staff. This process requires an application (the proposed amendments), a public hearing before the Plan Commission, and action by both the Plan Commission and City Council.

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### **REQUEST OVERVIEW:**

The City completed a full Zoning Ordinance rewrite in 2020. Since that time, City staff have been applying the new ordinance to all relevant projects and processes. City staff believes that the ordinance is working well in accomplishing many of the community's goals, implementing the Comprehensive Plan, and providing the direction, guidance, and procedural steps needed in response to individual applications. However, similar to any plan or ordinance, overtime there are minor tweaks needed.

City staff has prepared the attached summary of 5 proposed Zoning Text Amendments and 1 proposed Amendment to Section 94-432 Parking restrictions. The proposed amendments address a few different sections of our ordinances with an overall theme of on and off-street parking. The proposed amendments do make some minor policy changes regarding Home Occupations regarding on street parking, however there are other proposed amendments that are relaxed to help accommodate those changes.

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### **COMPREHENSIVE PLAN CONSISTENCY REVIEW:**

Any proposed zoning amendment must be consistent with the City's Comprehensive Plan. The plan recommends a full rewrite of the City's Zoning Ordinance and Land Division Ordinance, which were completed in 2020 and 2022. Additionally, several specific recommendations for individual land use categories call for detailed plans associated with new development. Finally, the plan recommends

that the zoning ordinance be consistently applied in relationship to the plan's goals, recommendations, and policies. City staff believes that the proposed Zoning Text Amendments are in concert with the City's Comprehensive Plan.

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**PUBLIC NOTICE:**

A public hearing is required for Zoning Text Amendment review and action. All required public hearing notices have been properly posted in compliance with state law.

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**DISCUSSION:**

As City staff have worked with the new ordinance over the past three years, several minor changes have been identified to improve overall consistency of applying the code's standards. City staff has also worked with Vandewalle & Associates (the consultant who assisted the City in writing the new Zoning Ordinance) to strategically identify the changes needed and how they work best within the framework of the overall ordinance.

The proposed Zoning Amendments are a result of the collaboration of multiple city departments, residents, and other members of the community. The focus of the amendments is to address concerns regarding on-street trailer and commercial equipment parking. The proposed amendments do further restrict the on-street parking of trailers and equipment. However, the proposed amendments also relax off-street parking of trailers and equipment to accommodate those changes. The City's Management Team has reviewed the application and all comments have been included within this document.

Overall, the proposed amendments will improve the application of the ordinance and reflect consistency with adopted plans and community goals.

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**RECOMMENDATION:**

City staff recommends approval of the 5 proposed Zoning Text Amendments and 1 Chapter 94 – Traffic and Vehicles Text Amendment as outlined in the attached summary subject to the following conditions:

- Any other recommendations of City staff, the Plan Commission, and City Council.

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**ATTACHMENTS:**

- City of Fort Atkinson Proposed Zoning Ordinance Amendments

ORDINANCE NO. \_\_\_\_

AN ORDINANCE TO AMEND THE CITY OF FORT ATKINSON ZONING CODE,  
CHAPTER 15 OF THE CODE OF GENERAL ORDINANCES,  
RELATING TO HOME OCCUPATIONS AND OFF STREET PARKING

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

**Section 1.** Section 15.03.28(4)(i) of the City of Fort Atkinson Zoning Ordinance is hereby amended to read as follows:

**Section 15.03.28(4)(i) Home Occupation Accessory Land Uses: Clarifying permitted parking locations for vehicle permitted through a Home Occupation**

(i) No vehicle larger than one-ton capacity truck or van that is used in conjunction with a home occupation shall be stored on the premises ~~or parked on adjacent residential streets.~~ This prohibition shall also include specialized mobile equipment. ~~Trailers will be allowed to park on the residential street provided that a home occupation permit is approved, the trailer is registered, and a fee paid, and the trailer is safely parked adjacent to the permitted property.~~ Vehicles and/or trailers permitted in conjunction with a Home Occupation Permit must be parked on private property in a legal parking space per Sections 15.06.03 and 15.06.06 and must not encroach on the number of off-street parking spaces required in Figure 15.06.06(a).

**Section 2.** Section 15.06.06(12)(a)3.c.i. of the City of Fort Atkinson Zoning Ordinance is hereby amended to read as follows:

**Section 15.06.06(12)(a)3.c.i. Off-Street Parking and Circulation: Clarifying permitted location and screening for recreational equipment storage (not located in driveways)**

i. Paved pads surfaced with concrete, asphalt, and/or gravel may be used for recreation equipment trailer storage and/or residential utility trailer storage in any ~~provided interior side yard or rear yard, provided the pad is not connected to the driveway and screened from view per the requirements of Section 15.06.06(9).~~

**Section 3.** Section 15.06.06(19) of the City of Fort Atkinson Zoning Ordinance is hereby amended to read as follows:

**Section 15.06.06(19) Off-Street Parking and Circulation: Clarifying Surfacing Standards**

- (a) All off-street parking, loading, and traffic circulation areas outside of the right of way shall be graded and surfaced so as to be dust-free and properly drained and shall be paved with a hard, all-weather or other surface to the satisfaction of the City Engineer. Acceptable

pavement types include asphalt (4" minimum) or concrete (4" minimum), except that single and two-family residentially zoned and used properties may use asphalt that is 3 inches thick outside of the right-of-way. All ~~driveways~~ driveway approaches and parking areas located within the right of way shall be surfaced with a minimum thickness of ~~8 inches of base over 4 inches of asphaltic concrete, or~~ 6 inches of base under 6 inches of concrete. Subbase conditions may require the use of geotextiles, drainage, or additional base to ensure longevity of the asphalt or concrete surface course.

- (b) The following shall be exempt from these surfacing requirements:
1. Driveways in the RH-35 district shall be exempt except for the first 20 feet of the driveway closest to the right-of-way, which shall be asphalt or concrete.
  2. All agricultural land uses (Section 15.03.26).
  3. Enclosed and screened outdoor storage areas. When such uses are discontinued, the area(s) shall comply with the surfacing requirements of Subsection (a), above, or shall be returned to vegetative ground cover.
- (c) All new and replacement approaches ~~driveway installation and driveway maintenance, including replacement of driveway pavement,~~ shall install the required public sidewalk through the street terrace upon surfacing and follow all requirements in subsection (a) above.

**Section 4.** Section 15.06.06(21)(c) of the City of Fort Atkinson Zoning Ordinance is hereby amended to read as follows:

**Section 15.06.06(21)(c) Limitations on Uses of All Off-Street Parking Areas: Clarifying Vehicle Parking Prohibited in Residential Areas**

- (c) Vehicles or equipment not normally associated with a residential use shall not be parked or stored outdoors on a residential property unless a Hhome Ooccupatationney Ppermit has been issued (See Section 15.03.28(4)). On a nonresidential property, such vehicles or equipment shall not be parked or stored outdoors, except in areas identified on an approved site plan for the purpose of heavy vehicle parking or an Outdoor Storage land use. Such vehicles or equipment include but are not limited to:
1. Construction equipment such as bulldozers, backhoes, skid steers, and forklifts
  2. Dump and stake body style trucks
  3. Cube type vans and trucks, longer than 21 feet
  4. Landscaping business equipment such as tractors, tree spades, graders, and scrapers
  5. Semi trailers ~~and tractors~~
  6. Concession, vending, and catering trailers
  7. Commercial/industrial equipment trailers and lifts
  8. Tow trucks, wreckers, or car carriers except for 1 light-duty tow truck (not a roll back, flat bed, or carrier type) with a gross vehicle weight not exceeding 12,000 pounds, may be parked on a residential lot when on call, operating under the rotating call list established and kept by the City of Fort Atkinson Police Department
  9. Amusement rides and similar vehicles

**Section 5.** Section 15.06.06(22) of the City of Fort Atkinson Zoning Ordinance is hereby amended to read as follows:

**Section 15.06.06(22) Relaxing the limitations of storage of commercial vehicles on residentially-zoned private property**

- (22) Limitations on Uses of Residential Off-Street Parking Areas. In residential districts and on lots associated residential uses, accessory off-street parking facilities shall be solely for the parking of passenger vehicles, which shall be regulated as follows:
- (a) A maximum of one commercial vehicle per dwelling unit may be parked outdoors on residential property provided that the vehicle is used by a resident of the dwelling unit, has a manufacturer's gross vehicle weight of ~~2810~~,000 pounds or less, and is less than 21 feet in length.
  - (b) No person shall park any motor truck, truck trailer, trailer, semitrailer or any other vehicle or combination of vehicles weighing more than ~~2810~~,000 pounds, except recreational vehicles or motor homes are permitted if parked in a paved driveway or other legal off-street parking space.
  - (c) A recreational vehicle (RV) associated with and customary to residential uses may be parked as if a passenger vehicle but shall not be utilized for human occupation, the storage of goods, materials, or equipment other than which is considered part of the RV or essential to its function.

**Section 6.** This ordinance shall take effect starting 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 \_\_\_\_\_, 2023.

**Fort Atkinson City Council**

\_\_\_\_\_  
**Bruce Johnson, President**

ATTEST:

\_\_\_\_\_  
Michelle Ebbert, City Clerk/Treasurer/Finance Director

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## Sec. 94-432. Parking restrictions.

- (a) No person shall park, stop or leave standing any unattended vehicle when any part of the vehicle is nearer than ten feet to the centerline of the roadway. However, this provision shall not apply to narrow streets where the parking is restricted to one side only.
- (b) No person shall park, stop or leave standing any vehicle, whether attended or unattended, upon any street or municipal parking lot that has stalls marked thereon in such a manner so as to partially occupy more than one parking stall. However, this provision shall not apply to vehicles that due to their length exceed the parking markings.
- (c) No personnel shall park, stop or leave standing any unattended vehicle on the north side of West Milwaukee Avenue, from the intersection of Lumber Street to a point 55 feet east, unless said person is a current City of Fort Atkinson Fire Department personnel.
- (d) Vehicle and Trailer Parking. No person shall park, stop, or leave standing more than one vehicle and trailer combination in any public parking lot or on any City street, avenue, or alley adjacent to a residential property owned or rented by the owner or renter of the vehicle and trailer combination, except construction vehicles and trailers parking on the street adjacent to the side that is currently being worked at with an active building permit. The location of such on-street parking must be able to safely accommodate the specified trailer and vehicle parked without causing any safety concerns, view obstructions, or other roadway obstructions.
- (e) Trailer parking. The purpose of this subsection is to prevent the use of city streets, avenues, alleys or public parking lots for storage of trailers.
  - (1) It shall be unlawful for the owner or operator of a trailer to cause or permit such trailer to be parked, on any street, avenue, alley or public parking lot within the city, except construction company trailers that are parked on the street adjacent to the site that is currently being worked at, and boat trailers in the municipal lots on the west side of Mechanic Street, the east side of Mechanic Street (weekends only), and the east side of North High Street.
  - (2) Trailers shall be permitted to temporarily park on the street to load, unload, or for emergency repairs if the police department is contacted prior to parking the trailer. The trailer shall be parked adjacent to the property owned by the person making the request.
  - ~~(3) Utility/business trailers shall be allowed to park on residential streets provided that:~~
    - ~~a. The business owner/trailer user obtains a home occupation permit for the business;~~
    - ~~b. The business trailer is registered with the police department (registration fee of \$25.00/year);~~
    - ~~c. The business trailer can only be parked on the street adjacent to the residence having the home occupation permit;~~
    - ~~d. The business trailer will be governed by the 48-hour parking requirement (section 94-431).~~
  - ~~(34)~~ Motorhomes shall be governed by the current 48-hour parking requirements for motor vehicles (section 94-431). The motorhome shall be parked adjacent to the property of the motorhome owner, or the property/people being visited.
  - ~~(54)~~ Semi-trailers parking on all streets, alleys and avenues is prohibited.
  - ~~(65)~~ The fine for violating this subsection shall be not less than \$10.00, nor more than \$25.00 for each occurrence, and each day such violation continues shall constitute a separate offense.

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(ef) Definitions.

*Camping trailer* means a vehicle with a collapsible or folding structure designed for human habitation and towed upon a highway by a motor vehicle.

*Mobile home* means a vehicle designed to be towed as a single unit or in sections upon a highway by a motor vehicle and equipped and used or intended to be used, primarily for human habitation, with walls of rigid uncollapsible construction.

*Motorhome* means a motor vehicle designed to be operated upon a highway for use as a temporary or recreational dwelling and having the same internal characteristics and equipment as a mobile home.

*Semi-trailer* means a vehicle of the trailer type so designed and used in conjunction with a motor vehicle that some part of its own weight and that of its own load rests upon or is carried by another vehicle, but does not include a mobile home. A vehicle used with a ready-mix motor truck to spread the load is considered a semi-trailer.

*Trailer* means a vehicle without motive power designed for carrying property or passengers wholly on its own structure and for being drawn by a motor vehicle, but does not include a mobile home.

(Code 1969, § 20.08; Ord. No. 569, 11-21-00; Ord. No. 577, 9-18-02; Ord. No. 586, 12-4-01; Ord. No. 593, 8-6-02; Ord. No. 628, 3-15-05; Ord. No. 687, 9-15-09; Ord. No. 747, 3-15-16; Ord. No. 772, 11-8-18)

**Sec. 94-434. ~~Taxicab parking.~~ Reserved.**

~~The first parking stall on the west side of North Main Street north of North Water Street West in front of the Municipal Building (101 North Main Street) shall be designated for taxicab parking only.~~

(Ord. No. 778, 5-7-19)





## MEMORANDUM

**DATE:** September 19, 2023

**TO:** Fort Atkinson City Council

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

**RE:** Review and possible action relating to the 2024 Recycling Grant Application to the Wisconsin Department of Natural Resources

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### BACKGROUND

The 2024 Recycling Grant Application has been completed and is attached for reference.

### DISCUSSION

This is an annual grant program through the Wisconsin Department of Natural Resources. The grant award supplements the cost of both recycling and composting for the City. The City's estimated recycling expenditures in 2024 is \$229,696.80, as outlined in the table on page 2 of this memo. The total represents an estimated increase of 2% over estimated 2023 recycling expenditures. The WDNR has provided around \$35,000 in grant funds over the last several years. In 2024 WDNR is expected to provide a similar amount.

### FINANCIAL ANALYSIS

If the application is approved, staff will budget a similar amount of revenue in the State Recycling revenue account (01-42-0042-6600) in the 2024 budget.

### RECOMMENDATION

Staff recommends that the City Council approve the 2024 Recycling Grant and authorize staff to sign and submit the application to the Wisconsin Department of Natural Resources.

### ATTACHMENT

2024 Recycling Grant Application

Recycling Expenditures UCA #53565 (including yard waste & waste tires)	A. Education	B. Collection (Curbside &/or Drop-off)	C. Processing & Marketing	D. Compliance & Enforcement	E. Estimated Total Costs
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1. Salaries/Wages & Employee Benefits	0.00	47,081.30	0.00	0.00	47,081.30
2. Consulting & Professional Services	425.00	0.00	0.00	0.00	425.00
3. Utility Services	0.00	0.00	0.00	0.00	0.00
4. Purchased Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00
5. Purchased Services Printing & Advertising	0.00	0.00	0.00	900.00	900.00
6. Purchased Services Other(contractual svcs)	0.00	179,085.50	0.00	0.00	179,085.50
7. Office Supplies	0.00	0.00	0.00	0.00	0.00
8. Subscriptions & Dues	360.00	0.00	0.00	0.00	360.00
9. Employee Travel & Training	325.00	600.00	0.00	0.00	925.00
10. Operating Supplies & Expenses	320.00	0.00	0.00	0.00	320.00
11. Repair & Maintenance Supplies	0.00	600.00	0.00	0.00	600.00
12. Insurance	0.00	0.00	0.00	0.00	0.00
13. Rents & Leases	0.00	0.00	0.00	0.00	0.00
14. Depreciation(Total depreciation costs in Row 14 Column E)	0.00	0.00	0.00	0.00	0.00
15. Hourly Equipment Use Charges(Total hourly use charges in Row 15 Column E)	0.00	0.00	0.00	0.00	0.00
16. Cost Allocations	0.00	0.00	0.00	0.00	0.00
17. Cost Allocations Other (not #53635)	0.00	0.00	0.00	0.00	0.00
Total	1,430.00	227,366.80	0.00	900.00	229,696.80

19. Costs - Recycling of banned items s. 287.07(1m), Wis. Stats. (Lead Acid Batteries, Electronics, Major Appliances and Oil)	0.00
20. Revenue - Sale of Recyclables	0.00
21. Total Ineligible Costs & Revenues (total of lines 19 and 20)	0.00
22. Total Eligible Recycling Costs (line 18 minus line 21)	229,696.80
Summary of Costs	
Total costs of recycling program (Worksheet Line 18, Column E)	229,696.80
Total ineligible costs and revenue (Worksheet Line 21, Column E)	0.00
Total eligible recycling costs (Worksheet Line 22, Column E)	229,696.80

# 2024 Recycling Grants to Responsible Units Application Form

Form 8700-2220 Rev. 6-16  
State of Wisconsin Dept. of Natural Resources

Submit By: October 2, 2023\*

Responsible Unit (RU)  
City of Fort Atkinson  
Muni Code: 28226  
County: Jefferson  
Population: 12583  
RU Category: Single

DNR Contact Information  
Bureau of Community Financial Assistance - CF/2  
Wendy Soleska  
wendy.soleska@wisconsin.gov  
608-852-1358

For instructions, please click

**\*NOTICE:** This form is authorized by Chapter 287, Wis. Stats., and Chapter NR 542, Wis. Adm. Code. To be eligible to receive a grant, completion of this form is mandatory. Failure to submit the completed form to the department by October 2, 2023 will result in denial or reduction of grant funds for 2024. Personally identifiable information on this form is intended to be used by the Department for recycling program purposes, but may be made available to requesters as required by Wisconsin's Open Records law (ss.19.31-19.39, Wis. Stats.).

## SECTION 1: CONTACT INFORMATION

Note: You are not able to add or update any authorized representative or contact information on the application this year. If you have changes, please contact Rachel Stark by email at [DNRWAFacilityContactRegistry@wisconsin.gov](mailto:DNRWAFacilityContactRegistry@wisconsin.gov) or by phone at 920-650-4064.

### A. Authorized Representative

The DNR central office has the responsible unit's authorizing resolution on file. According to our records, the authorizing resolution names the position of City Manager as the authorizing representative.

Rebecca Houseman LeMire  
101 N Main St  
Fort Atkinson WI 53538-1861  
City Manager  
920-397-9901 -  
[rlemire@fortatkinsonwi.gov](mailto:rlemire@fortatkinsonwi.gov)

### B. Primary Contact

Andy Selle  
101 N Main St  
Fort Atkinson WI 53538-1861  
920-397-9901  
[aselle@fortatkinsonwi.gov](mailto:aselle@fortatkinsonwi.gov)

## Section 2: RU PROGRAM INFORMATION

### A. Multiple Member Information

As a single member RU, this section does not apply.

Does the RU plan to add or remove members (municipalities, counties, or tribes) in 2024? ☐ Yes ☒ No

If any of the above information is incorrect or if the join date or join type need to be modified, please contact [DNRRecycling@wisconsin.gov](mailto:DNRRecycling@wisconsin.gov).

### B. Cooperative Agreement Information

If the responsible unit signed a cooperative agreement with at least one other responsible unit for the purpose of implementing efficiencies related to conducting one or more effective recycling program activities, add and complete the information requested.

## Section 3: ELIGIBLE PROGRAM COSTS AND ESTIMATED COLLECTION TONNAGE

Fill in estimated recyclables collection in tons. Eligible program costs are determined by completing the estimated costs worksheet. Please remember that grant assistance is provided only for the single family and 2-4 unit residential portion of your recycling program. To print a blank estimated costs worksheet to work from before entering the final amounts into the online form, select the following link. [Blank Estimated Costs Worksheet](#)

Estimated collection in tons

1,100

2024 - Estimated Budget Spreadsheet  
Form 8700-222B (Rev. 2-10)

Enter all anticipated 2024 recycling and yard waste program expenses by breaking them down by column and row. Costs should be entered in whole dollar amounts only. The expenses listed in the rows correspond to the Uniform Chart of Accounts (UCA) object codes. Scroll down to view entire list.

Recycling Expenditures UCA #53565 (including yard waste & waste tires)	A. Education	B. Collection (Curbside &/or Drop-off)	C. Processing & Marketing	D. Compliance & Enforcement	E. Estimated Total Costs
---	--------------	--	------------------------------	-----------------------------------	-----------------------------

1. Salaries/Wages & Employee Benefits	0.00	47,081.30	0.00	0.00	47,081.30
2. Consulting & Professional Services	425.00	0.00	0.00	0.00	425.00
3. Utility Services	0.00	0.00	0.00	0.00	0.00
4. Purchased Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00
5. Purchased Services Printing & Advertising	0.00	0.00	0.00	900.00	900.00
6. Purchased Services Other(contractual svcs)	0.00	179,085.50	0.00	0.00	179,085.50
7. Office Supplies	0.00	0.00	0.00	0.00	0.00
8. Subscriptions & Dues	360.00	0.00	0.00	0.00	360.00
9. Employee Travel & Training	325.00	600.00	0.00	0.00	925.00
10. Operating Supplies & Expenses	320.00	0.00	0.00	0.00	320.00
11. Repair & Maintenance Supplies	0.00	600.00	0.00	0.00	600.00
12. Insurance	0.00	0.00	0.00	0.00	0.00
13. Rents & Leases	0.00	0.00	0.00	0.00	0.00
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15. Hourly Equipment Use Charges(Total hourly use charges in Row 15 Column E)	0.00	0.00	0.00	0.00	0.00
16. Cost Allocations	0.00	0.00	0.00	0.00	0.00
17. Cost Allocations Other (not #53635)	0.00	0.00	0.00	0.00	0.00
Total	1,430.00	227,366.80	0.00	900.00	229,696.80

19. Costs - Recycling of banned items s. 287.07(1m), Wis. Stats. (Lead Acid Batteries, Electronics, Major Appliances and Oil)	0.00
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Summary of Costs	
Total costs of recycling program (Worksheet Line 18, Column E)	229,696.80
Total ineligible costs and revenue (Worksheet Line 21, Column E)	0.00
Total eligible recycling costs (Worksheet Line 22, Column E)	229,696.80

SECTION 4: CERTIFICATION

RU Name : City of Fort AtkinsonMunicipal Code : 28226

This section must only be completed by your responsible unit's authorized representative or authorized representative's designee.

Authorized Representative

This application is not complete unless it is signed by the authorized representative or authorized representative's designee as appointed by the Responsible Unit in an authorizing resolution properly adopted by the Responsible Unit and on file with the DNR. We recommend that position title, rather than names of individuals, appear on the authorizing resolution. Doing so minimizes the need to revise the authorizing resolution when staff changes occur. Authorizing resolutions remain in effect until modified by the Responsible Unit and submitted to the DNR.

Certification

I hereby acknowledge that an Annual Report of Recycling Program Accomplishments and Actual Costs for 2024 will be due by April, 30 2025 and that failure to submit this report could cause my 2024 grant to be delayed and/or withheld.

I hereby certify that to the best of my knowledge, the information contained in this application and application attachments is correct and true. I understand and agree that any grant monies awarded as a result of this application shall be used in compliance with ch. 287, Wis. Stats., and chs. NR 542 and NR 544, Wis. Adm. Code.



By typing my name below and clicking submit, I certify on behalf of City of Fort Atkinson that the information entered in this Responsible Unit Basic and Consolidation Grant form is true and complete. Note: As of January 1, 2022, this online certification submittal is replacing the submittal of a printed signature page. Remember to save or print your report. An automated confirmation will be emailed to contacts.



## Signature

Authorized  
Representative:

Rebecca, Houseman LeMire

Submit Date:

Submitted By:

Sarah Weihert

Confirmation #:



## MEMORANDUM

**DATE:** September 19, 2023

**TO:** Fort Atkinson City Council

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

**RE:** Review and possible action relating to the purchase of a Roll-off Leaf Vacuum Collection System from MacQueen Equipment for \$113,790

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### BACKGROUND

The Department of Public Works performs fall leaf collection every year from the end of October to the end of November depending on the weather conditions. Leaf collection is an essential part of meeting the City's stormwater permitting through the WI DNR.

Department staff, along with the assistance of a contracted hauler, collect leaves from the terrace areas (grass space between the sidewalk and curb) of City property owners to help reduce harmful pollutants finding their way into our river system. This collection process has taken place in the same manner for many years, utilizing two skid steers with broom attachments pushing material into a rear-load garbage truck supplied by GFL with a driver, a 1980's towable City-owned small vacuum system with a collection box on a one-ton pickup truck, and the street sweeper. The current operation requires a substantial yearly financial investment for the contracted services and City staff to complete the process (see table 1 below).

### DISCUSSION

Several years ago, staff began the process of researching other options for providing this necessary leaf collection service. Staff started budgeting in the Capital Improvements Plan (CIP) for a truck-mounted leaf collection system to eliminate the need for, and reduce the yearly cost of, a rear-load garbage truck and driver for mass leaf pickup in the fall. In the fall of 2018, staff determined that a leaf collection system could be utilized with a hook style tandem axle truck. This truck could effectively replace one of the older plow/haul trucks and eliminate the need to add another specialized vehicle, saving the Department funds in the future.

The City Council approved the purchase of the tandem axle, hook style, plow, and salt truck from Lakeside International on April 20, 2021. The purpose for this style truck, and current setup, has been to facilitate the use of many different attachments, such as a brine tank and spray applicator system (for the liquid application of brine to control winter icing conditions), a medium duty crane grapple (for picking up logs and trunks from removed trees), a water tank system (for dust control), and a self-contained leaf collection system (for fall leaf removal).

These attachments eliminate the need to purchase specialized trucks for each of these uses. Due to the economic slowdown, supply chain issues, and manufacturer inability to complete our order as prescribed, the Public Works Department just recently took delivery of this truck on March 29, 2023.

In 2018 the first leaf collection system estimate was prepared, and a CIP budget was set at \$83,490.00. Over the last several years this CIP budget has been carried forward and once again appears in the approved 2023 CIP Funds from other sources table, on page 225, of the city budget document shown below.

SECTION Q - 2022 CAPITAL IMPROVEMENTS PROJECT BUDGET - OTHER FUNDING SOURCES TABLE  
City of Fort Atkinson  
2023 Capital Improvements Projects Budget  
Other Funding Sources Table

BUDGET LINE ITEM		2023	ARPA	PROCEEDS	LIBRARY	MUSEUM	WATER	WASTEWATER	STORMWATER
		PROJECTS -		FROM FUTURE	TRUST	TRUST	UTILITY	UTILITY	UTILITY
DEPARTMENT	PROJECT	OTHER FUNDING		BORROWING					
2023 CAPITAL IMPROVEMENTS PROJECTS BUDGET									
CLERK/TREASURER	ACCOUNTS PAYABLE WORKFLOW	\$ 7,900.00	\$ 7,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
POLICE DEPARTMENT	SQUAD CARS	\$ 12,000.00	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PUBLIC WORKS - OPERATIONS	NEW PUBLIC WORKS FACILITY CAMPUS DESIGN	\$ 200,000.00	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
MUSEUM	FRONT DOOR SIDEWALK PROJECT	\$ 17,000.00	\$ -	\$ -	\$ -	\$ 17,000.00	\$ -	\$ -	\$ -
LIBRARY	UPGRADE OF HVAC CONTROL SYSTEM FOR BUILDING	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -
LIBRARY	COMPUTER REPLACEMENT - EARLY LITERACY	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -
LIBRARY	COMPUTER REPLACEMENT	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
WASTEWATER	FRONT END LOADER	\$ 165,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165,000.00	\$ -
WASTEWATER	LAWN MOWER	\$ 17,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,000.00	\$ -
WATER	5/8" WATER METERS	\$ 63,000.00	\$ -	\$ -	\$ -	\$ -	\$ 63,000.00	\$ -	\$ -
WATER	1-12" WATER METERS	\$ 38,000.00	\$ -	\$ -	\$ -	\$ -	\$ 38,000.00	\$ -	\$ -
WATER	MCC PANELS	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -
WATER	TRUCK	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00	\$ -	\$ -
WATER	WELL SECURITY AND ALARM UPGRADE	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ -
WATER	HYDRANTS AND SERVICES	\$ 123,600.00	\$ -	\$ -	\$ -	\$ -	\$ 123,600.00	\$ -	\$ -
WATER	WELL 203 UPGRADE (MAIN STATION)	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -	\$ -
WATER	MAIN STATION ROOF REPLACEMENT	\$ 55,000.00	\$ -	\$ -	\$ -	\$ -	\$ 55,000.00	\$ -	\$ -
WATER	LEAD SERVICE EXPOSURE (LATERALS)	\$ 48,000.00	\$ -	\$ -	\$ -	\$ -	\$ 48,000.00	\$ -	\$ -
WATER	MAIN REPLACEMENT	\$ 843,000.00	\$ -	\$ -	\$ -	\$ -	\$ 843,000.00	\$ -	\$ -
STORMWATER	TRUCK-MOUNTED LEAF VACUUM	\$ 83,490.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,490.00
STORMWATER	TMDL COMPLIANCE PROJECTS	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
TAXI	NEW TAXI VEHICLE	\$ 13,000.00	\$ 13,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CIP OTHER FUNDING - TOTAL		\$ 1,824,490	\$ 32,900	\$ 200,000	\$ 16,500	\$ 17,000	\$ 1,282,600	\$ 182,000	\$ 93,490

## FINANCIAL ANALYSIS

The Department understands that this is a major investment for the Stormwater Utility and has provided a table demonstrating the average yearly investment of funds for the collection of leaves for the approximate 4 weeks, every year, in the fall. Table 1 includes the contracted expense and staff investment for seasonal leaf collection at roughly \$28,500 annually as well as the cost with the proposed leaf vacuum and roll-off leave collection system at roughly \$4,000 annually.



While the upfront cost to purchase the equipment is great, the City will save money over time by not contracting with GFL for the truck and staff, as well as saving staff time. The proposed system only requires two operations, as opposed to the current staff and contracted service model, which requires 3-5 City staff.

Table 1: Comparison between Leaf Collection Options

2023 Leaf Collection System Fact Sheet												
Wednesday, April 12, 2023												
Method	Est. / In Use	City Staff Required	Duration	Ave. Hourly W/B	Yr Labor Cost @ 5 Wks / 4 guys	Contract Staff	6 Yr Ave Contract Cost per Yr	City Equipment	Yearly Maintenance Requirement	Reg Maintenance	Yr. Maintenance Investment	Ave City Investment Yr
Combination of City Staff with Contracted Rear Load Garbage Truck and Driver	15 Years +	3 to 5	4-6 Weeks	\$ 40.00	\$ 6,400.00	2	\$ 16,928.02	Two Skid Steers with Leaf Brooms	2 - Sets Tires, 3 - Sets of Brooms and Regular Oil, Grease and belts	\$ 5,270.60	\$ 5,270.60	\$ 28,598.62
City Staff with Roll-Off Leaf Collection System	Proposed	2	4-6 Weeks	\$ 40.00	\$ 3,200.00	0	\$ -	Leaf Collection Truck and Spotter Truck	Regular Oil, Grease and belts	\$ 680.60	\$ 680.60	\$ 3,880.60

After receipt of the new hook truck at the end of March, staff requested updated cost proposals for the purchase of a leaf vacuum system from three (3) Wisconsin vendors. After five years of inflation, the current bids submitted range from \$113,790.00 to \$155,958.22, which are all well above the \$83,490 in the CIP.

Table 2: Equipment Proposal Tabulation

Hook-Lift Leaf Vacuum System Bid Tabulation			
Bid Item	MacQueen Equipment	MacQueen Equipment	RNOW
Bid Item	Titan Olympic Leaf Collector	ODB Leaf Collector	ARC - ALC HL Hooklift Leaf Collector
Hook-Lift Leaf Vacuum System	\$ 109,940.00	\$ 145,637.66	\$ 155,958.22
Hydraulic Rear Lift Door	\$ 3,850.00	Included	No Option Available
Manufacturer Location	Dixon Illinois	Richmond Virginia	Richmond Virginia
Total Investment	\$ 113,790.00	\$ 145,637.66	\$ 155,958.22

Staff proposes to fund the equipment from MacQueen Equipment using storm water utility funds as shown in Table 3. Note that a used sewer camera was purchased earlier in 2023 using operating funds in the Wastewater Utility, so the funds set aside for the camera are proposed to be used for the leaf vacuum. The final account shown in Table 3 is the sewer cleaning supplies account, which is typically used to pay GFL for the contracted leaf collection service.

Table 3: Proposed Funding Sources

Account Number	Account Name	Leaf Vac Cost	Estimated remaining budgeted funds
10-60-0064-4501	Leaf Vac 2023 budget	\$ 83,490.00	\$ -
10-60-0064-4502	Sewer Camera 2023 budget	\$ 23,065.00	\$ -
10-54-5434-0600	Street Cleaning Supplies	\$ 7,235.00	\$ 21,590.00
	<b>Total:</b>	<b>\$ 113,790.00</b>	

### RECOMMENDATION

Staff recommends the City Council approve the purchase of a Titan Olympian Leaf Vacuum System from MacQueen Equipment, in the amount not to exceed \$113,790.00 to be funded through the Storm Water Utility as outlined in Table 3.

March 6, 2023

Mr. Tom Williamson  
City of Fort Atkinson  
700 James Pl.  
Fort Atkinson, WI 53538

I appreciate the opportunity to quote you on one (1) 25-yard, hook lift mounted leaf collector from Old Dominion Brush Company. Pricing based on Sourcwell contract #031121-ODB for member ID #177492 is as follows:

**Standard Options Include:**

25 Yard Capacity ODB Leaf Collector  
John Deere Diesel, 74HP Tier 4 Final Engine  
40 Gallon Polyethylene Tank  
13" Clutch Assembly  
Boxed Perforated Radiator Screen  
Hydraulic Rear Door Latches w/ In-Cab Controls  
Light Bar on Hopper  
LED DOT Lights  
2 Oval LED Flashers at Rear

**Sourcwell Price**

\$133,434.20

**Selected Options:**

Fluid Drive Coupler in lieu of Standard Clutch	\$6,416.26
Engine Remote Oil Drain	\$460.39
Operator Training	\$750.00

**Equipment Total:**

**\$141,060.85**

**Options for Consideration:**

DCL Bottom Exhaust	\$9,379.66
Top Hinge Chipper Door	\$4,576.81
Two (2) Surface Mounted LED Flashers in Front Bumper	\$1,228.95





The City of Fort Atkinson has the option to let MacQueen handle the freight, which would be added to the equipment total, or transport/set up a driveway service in-house. Old Dominion Brush Company is located in Richmond, VA for reference.

Please review the proposal and sign below in agreement to the specifications, pricing, and terms of sale. Receipt of this signed agreement and Purchase Order will initiate purchase of the machine.

District Sales Representative  
MacQueen Equipment

3/6/23

Date

Authorized Signature  
City of Fort Atkinson, WI

Date



March 6, 2023

Mr. Tom Williamson  
City of Fort Atkinson  
700 James Pl.  
Fort Atkinson, WI 53538

I appreciate the opportunity to quote you on one (1) 23-yard, hook lift mounted leaf collector from Titan Leaf Solutions. Pricing based on Sourcewell contract #093021-GEP for member ID #177492 is as follows:

**Standard Unit Includes:**

23 Yard Capacity Titan Olympian Leaf Collector  
74 HP Kubota V3800 Tier 4 Diesel Engine  
40 Gallon Aluminum Tank  
Transfluid Coupler  
6-Axis Proportional Boom w/ 180 Degree Swing  
Service Platform  
Roof Exhaust  
Removeable Radiator Screen  
Amber LED Flashers (Front and Rear Facing)  
In-Cab Joystick Controls

**Sourcewell Price**

\$106,489.00

**Selected Options:**

Rear Directional Light Bar	\$1,348.00
Clean-Out Door	\$753.00
Chipper Rear Door in lieu of Standard Rear Door	\$600.00
Operator Training	\$750.00

**Equipment Total:**

**\$109,940.00**

**Options for Consideration:**

Hydraulic Rear Door	\$3,850.00
Straight Rear Exhaust	\$4,966.00
Down Draft Tailgate Exhaust	\$6,510.00





The City of Fort Atkinson has the option to either let MacQueen handle the freight, which would be added to the equipment total, or transport/set up a driveway service in-house. Titan Leaf Solutions is located in Dixon, IL for reference.

Please review the proposal and sign below in agreement to the specifications, pricing, and terms of sale. Receipt of this signed agreement and Purchase Order will initiate purchase of the machine.

District Sales Representative  
MacQueen Equipment

3/6/23

Date

Authorized Signature  
City of Fort Atkinson, WI

Date



## ALC HL Hooklift

### Electronic Build Sheet (EBS)

Effective	Quote good until 5/13/2023
Print Date	4/12/2023
PO Number	
Dealer Name	RNOW
Dealer Address	8636R West National Ave.
Dealer Contact Name	Jeff Shesler
Dealer Contact Phone	414-331-9850
Customer Name	City of Fort Atkinson
Customer Address	700 James Place Fort Atkinson, WI 53538
Customer Contact Name	Tom Williamson
Customer Contact Phone	920-563-7760

ARM Sourcewell contract is between ARM and the end user. All Sourcewell deals must include a copy of the Sourcewell calculator, and a quotation must be provided by DuCo LLC. Any use of the Sourcewell contract for sales out of dealer stock or authorized dealer direct sales utilizing the Sourcewell contract must be accompanied by an authorization letter provided during the quotation process for the single transaction. All sales of dealer stock under the Sourcewell contract by a dealer must be reported to ARM by the 3rd day of each month. To get your Sourcewell Quote and Calculator, send the EBS to: your ARM RSM, and sara@ducolc.com & mjdubois@ducolc.com.

- ☐ Sourcewell  
☒ Not Sourcewell  
☐ Stock Unit

#### Hook Lift Mount Standard Features

- 6 way remote boom with engine driven hydraulics and in cab joystick controller (w/ 6 way boom)
- Logan auto engage clutch (Standard w/ 6 way boom)
- Over center clutch (Standard with 2 way boom)
- In cab engine stop/start and gauges
- No dump cylinder - use hooklift/roll-off to dump
- 10 foot x 16 inch diameter urethane intake hose

- Hose quick disconnect (w/ 6 way boom)
- 30" diameter, 6 blade fan (w/ 6 way boom)
- LED lighting with rotating rear beacon mounted to door
- Conspicuity tape, rear mount ICC bumper
- For customer supplied chassis, complete chassis layout must be submitted for approval by ARM engineering.

Qty	Whole Good - Choose One	PN	
1	ALC-25 YD Hooklift Frame Leaf Collector, 6 Way Boom	ALC-25-HL	STD.
Qty	Engine - Choose One	PN	
1	Kohler Engine - 74HP Diesel, Electronic Throttle and Gauges	LFP-00000077	STD.
Qty	Rear Door - Choose One	PN	
1	Rear Chipper Door and Pintle Plate with D Rings – Top Hinge Door Only	LFM-A0000098	STD.
Qty	Strobe Lighting	PN	
1	Warning Light Arrow Stick Mounted on Rear Door- top hinged only	LFM-A0000097	STD.
1	Dual Amber Front Strobes in Chassis Grill	LFM-A0000095	STD.
1	Dual top and bottom mounted LED strobes	LFM-A0000080	STD.
Qty	Miscellaneous Options	PN	Options Add:
option	Paint other than white enamel	LFM-P001	\$ 1,468.51
option	18" x18" x 24" Diamond Treadplate Toolbox	LFM-A0000099	\$ 931.95
option	Top mounted hood air deflector - 25 YD	LFM-A0000056	\$ 5,309.25
Qty	Decking Fee - Choose One	PN	
1	Customer Supplied Chassis -New	1242XZ	Customer



Qty	Freight Options - Choose One		
1	Supplied by Customer to manufacturer		Customer
1	Dealer R.N.O.W.,Inc to pickup completed unit and delivery to Customer		STD.

Ship to Name: City of Fort Atkinson

Ship to Address: 700 James Place

Ship to Phone: 920-397-9909

Shipping Terms - Choose One: ☐ ExWorks: Richmond, VA ☒ FOB: Richmond, VA

Qty	Additional Items/Special Option Requests	PN	
	<b>Meets Bid Spec with the following deviations:</b>		
	30 Gallon fuel tank supplied (40 gallon specified)		Exception
	No removeable radiator screen (Not needed by design, pusher fan)		Exception
	Hydraulic Door Latches (Spec requires hydraulic door, not recommended)		Exception
1	Fluid Coupler (remove LFP-A0000010 add ->) is Included	LFP-A0000019	Included
1	Service Platform, and Cleanout Door is Included	ODBSOR22	Included
1	Roof Exhaust is standard		Included
1	Joy stick installed on right side is included		Included
1	Operator and mechanic training included.		Included

#### Terms

<input type="checkbox"/>	Net 10
<input type="checkbox"/>	Net 30
<input checked="" type="checkbox"/>	Due on Delivery

**Total** \$155,958.22

I understand this document is a binding purchase order and is a contract for the purchase of goods. This purchase order can not be amended except in writing by both parties. This agreement constitutes the entire agreement between both parties and there are no other understandings other than those incorporated within.

#### Authorized Customer Representative Submitting Purchase Order

Date

Make note of the following: All prices are subject to change without notice. All pricing is quoted and to be paid in U.S. funds. Payment required before release of MSO. Warranties on chassis and auxiliary engine (if required) are provided by their manufacturer and are not covered by ARM. Dealers are responsible for reviewing, and verifying, all quotes prior to submission in regards to the customers' bid requirements. Write-in options are subject to final approval concerning both structure and price by ARM management. This Electronic Build sheet (EBS) is a communication tool between ARM and its Dealers. This EBS is proprietary to ARM and may not be modified or used for any other purpose without the written consent of ODB. Dealer Net pricing should not be shared with end customer by ARM or its Dealers.

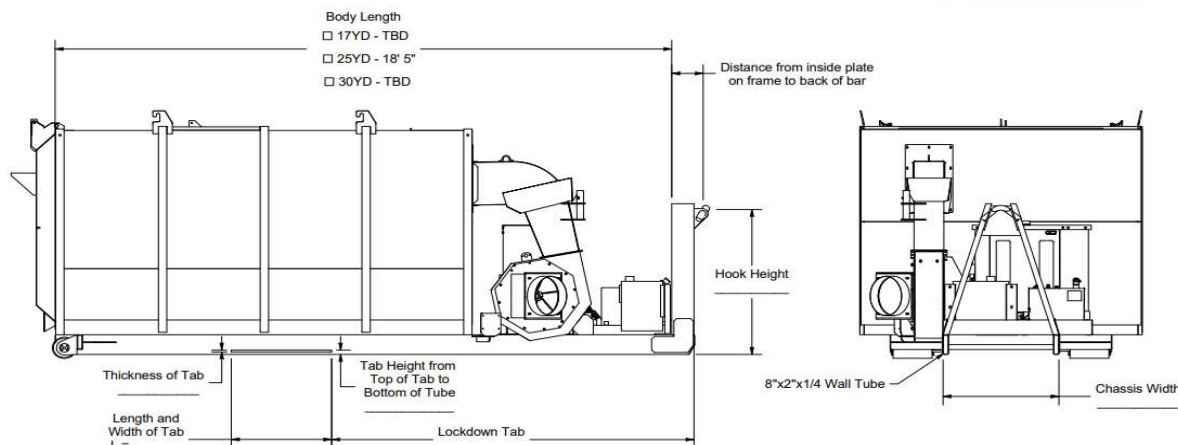
#### ARM Hooklift

Hooklift Model: \_\_\_\_\_

Customer Name (Print): \_\_\_\_\_

Customer Signature \_\_\_\_\_

Date: \_\_\_\_\_



W = \_\_\_\_\_

All Hook Heights, Widths and Lockdown Tabs are determined by the model of the hooklift. ARM upgrades the chassis rails and frame tube size to 8" compared to the standard 6" tube size for hooklifts.

# FORT ATKINSON, WISCONSIN

## MASTER DEVELOPMENT AND PROFESSIONAL SERVICES AGREEMENT

### BANKER ROAD NEIGHBORHOOD DEVELOPMENT

This MASTER DEVELOPMENT AND PROFESSIONAL SERVICES AGREEMENT (this "Agreement"), with an original date of September 20, 2022, by and among the City of Fort Atkinson, a Wisconsin municipal corporation (hereinafter referred to as "Fort Atkinson"), and Hoffman Development Group, LLC, a Wisconsin limited liability company (hereinafter referred to as "HDG"), and CedarPrise, LLC, a Wisconsin limited liability company (hereinafter referred to as "CP" and together with HDG, "HDG/CP"). Fort Atkinson and HDG/CP are hereinafter together referred to as the "Parties".

#### RECITALS

WHEREAS, Fort Atkinson has designated several contiguous parcels of unimproved land (the "Property") within the city limits of the City of Fort Atkinson for residential development hereinafter referred to as the "Banker Road Development" whose boundaries are shown in the attached Exhibit A; and

WHEREAS, HDG/CP responded to a RFI issued by Fort Atkinson and is prepared to act as the master developer and professional services provider for the Property comprising the Banker Road Development area; and

WHEREAS, HDG/CP and their affiliates, Hoffman Planning, Design & Construction, Inc. and Cedar Corporation (together the "Affiliates"), have trained staff who are experienced in the evaluation, assessment of feasibility, and development of residential projects composed of various housing types and styles, as well as their infrastructure needs; and

WHEREAS, HDG/CP and the Affiliates, individually and separately, are responsible for their respective services, and each of the Affiliates shall be engaged by HDG/CP to provide such services; and

WHEREAS, Fort Atkinson, as the current owner of the Property, desires to engage the services of HDG/CP to assist in the preliminary analysis of the development of the Property comprising the Banker Road Development area; and

WHEREAS, Fort Atkinson, as the current owner of the Property, agrees to transfer the Property to a newly formed entity (hereafter "NewCo") at a price not less than \$1 per parcel or at a price not greater than the fair market value of the unimproved land value per acre of the Property or applicable portion thereof as determined by an appraisal of such Property or portion thereof obtained by Fort Atkinson from a qualified independent appraiser, at the close of financing, with the terms and conditions of such transfer to be outlined in the future pursuant to one or more development agreements to be entered into by and between the Parties with respect to development of the Property or a portion thereof (each an "Area Development Agreement" and collectively the "Area Development Agreements"), which will be entered into by

and between the Parties, if so agreed upon, as the details of development of each area of the Property (each an "Area" and collectively the "Areas") is developed; and

**WHEREAS**, Fort Atkinson intends to utilize Tax Incremental Financing and other public funding sources to assist in the financing and development of the Property comprising the Banker Road Development area; and

**WHEREAS**, Fort Atkinson will retain site control of the Property comprising the Banker Road Development area during the term of this Agreement, and until the Property is transferred to the NewCo; and

**WHEREAS**, HDG/CP is willing to provide significant professional consulting services with regard to planning, design, budgeting, construction, feasibility, timing, preliminary platting, and marketing of the Banker Road Development; and

**WHEREAS**, Fort Atkinson is willing to engage HDG/CP as the master developer for the term of this agreement for the Banker Road Development as outlined in **Exhibit A**; provided that after the expiration of this Agreement other developers may be considered. In the event this Agreement expires, and the HDG/CP work materials are shared with another developer, Fort Atkinson will indemnify and hold harmless HDG/CP from any claims or damages resulting from the use of the work product.

**THEREFORE, IN CONSIDERATION OF THE ABOVE RECITAL STATEMENTS, WHICH ARE A MATERIAL PART OF THIS AGREEMENT, AND OF THE OTHER MUTUAL PROMISES CONTAINED HEREIN, IT IS HEREBY AGREED THAT:**

1. Fort Atkinson will pay for a housing and commercial market study performed by an independent third party to assess the overall real estate and commercial market demand for the Banker Road Development.
2. HDG/CP will provide to Fort Atkinson professional development services for the Banker Road Development. These services shall initially include the following listed items, which are necessary to provide the Parties with the information to assess overall development feasibility including the creation of project costs and financial proformas, phasing, and timelines. These services are being contracted through this Agreement and include the following:
  - a. A review of the third-party housing and commercial market study.
  - b. Wetland Delineation for the entire Property comprising the Banker Road Development area.
  - c. Endangered Species Evaluation
  - d. Assist the City of Fort Atkinson with their investigation into the options as they relate to Regional Geothermal options
  - e. Environmental Phase I report to include all Property comprising the Banker Road Development area.
  - f. Survey map of the Property comprising Banker Road Development.
  - g. Planning level cost estimates and recommendations for phasing public

infrastructure associated with the full build out of Banker Road Development.

HDG/CP and the Affiliates and their subconsultants shall preform the scope of work stated above for a time and materials fee not to exceed \$35,000. All costs and administrative expenses greater than the \$35,000 incurred in the performance of the scope of work stated above and not identified in a separate agreement shall be the sole responsibility of HDG/CP. The scope of services listed above and the deadlines for completion of such services may be modified by agreement of the parties during the term of this Agreement, documented by a written amendment executed by each of the Parties and appended hereto. Fort Atkinson will furnish to HDG/CP upon request, at no cost to HDG/CP, all information, surveys, reports, and other relevant materials in the possession of Fort Atkinson and relating to the Property.

3. The professional services to be provided under this Agreement shall focus on the Conceptual Site Plan for Banker Road Development in its entirety.
4. Fort Atkinson and HDG/CP will provide in a timely manner all services necessary to complete their respective obligations for all aspects of the pre-development of the Banker Road Development as well as Area 1 based upon a Predevelopment Responsibility Matrix attached herein as **Exhibit B**, with the timing of such funding based upon the Predevelopment Calendar Timeline attached as **Exhibit C**, which, Predevelopment Calendar Timeline is subject to reasonable adjustment by HDG/CP.
5. Nothing in this Agreement shall require Fort Atkinson to grant variances, exceptions or conditional use permits or to grant any other approval of the individual site plans nor any amendments that are not in compliance with all applicable municipal zoning and building ordinances or state or federal standards where they apply.
6. As the work to create the Conceptual Site Plan described above is completed, and the Parties enter into new Area Development Agreements for each stand-alone Area in series, HDG/CP will develop additional development information and materials for each of the staged Area developments attached herein as **Exhibit D**, and HDG/CP will provide those to Fort Atkinson and/or its designees, for review and comment by Fort Atkinson. The work necessary to develop each future Area so identified will be incorporated within a stand-alone Area Development Agreement.
7. Notwithstanding Section 5 above, Fort Atkinson will provide and/or utilize to the maximum extent practicable and proper its municipal authority to assist in the analysis, structuring, and development of the Areas within the Banker Road Development by HDG/CP including, but not limited to, zoning, land use

requirements, assistance with permitting and facilitating the formation of a Mixed-Use Tax Incremental Financing District.

#### **TERM**

8. The term of the Agreement shall be for a period not to exceed twelve (12) months from the effective date this Agreement. The Parties shall extend this Agreement beyond the initial twelve (12) months with the execution of subsequent Area Development Agreements. These Area Development Agreements will include, at a minimum, deliverables and timelines associated with the corresponding Area developments. Subsequent Area Development Agreements shall be contingent upon the Parties' approval of mutually acceptable terms. In the event of typical Force Majeure events such as natural causes (fire, storms, floods), governmental or societal actions (war, invasion, civil unrest, labor strikes), infrastructure failures (transportation, energy), etc., performance deadlines may be extended.

#### **FEES**

9. Fort Atkinson shall pay HDG/CP for professional services as identified within this Agreement. Any additional services and fees identified and agreed to during the term of this Agreement and associated with the Property comprising the Banker Road Development area will be negotiated between the Parties and based upon estimates prepared by HDG/CP and approved by Fort Atkinson. Any feasibility studies developed by HDG/CP during the initial 12-month term hereof related to Area 1 shall be at its own expense and will not be reimbursed by Fort Atkinson. As such, any feasibility studies developed by HDG/CP shall be and remain the property of HDG/CP.

#### **TERMINATION**

10. This Agreement shall terminate at the end of the initial twelve (12) month period, unless extended through the execution by the Parties of one or more Area Development Agreements as detailed in Section 8 titled "TERM", or upon the election of either party following substantial breach of the terms and conditions of the Agreement by the other Party. If a Party believes that a substantial breach has occurred, that Party must provide written notice to the other Party of the alleged breach and the alleged breaching Party shall have a period of thirty (30) days (or such additional time as is reasonably required to effect such cure, as long as the breaching Party promptly commences such cure and diligently pursues it to completion) in which to correct the alleged breach. Causes of early termination attributable to either Party includes material or repeated failure to perform the obligations of the Party beyond the applicable cure period, and also include early termination if the Banker Road Development is deemed to not be feasible for development for any reason. The Parties shall have the rights and remedies

available under applicable law for a default under this Agreement; provided, however, that both parties hereby release any and all claims for incidental and consequential damages. This Agreement may also be terminated or extended by a written agreement of the Parties. If any part of this Agreement is unenforceable, the remainder of the Agreement shall remain in full force.

#### COMMUNICATION & NOTICES

11. The Parties agree to communicate with each other on a regular basis. HDG/CP shall provide at least monthly updates to Fort Atkinson as to the progress of the Banker Road Development project. HDG/CP shall, in accordance with this provision, establish a timeline, which shall be an estimate, but shall serve as a tool by which the Parties may gauge the progress of the Banker Road Development project, understanding that modification may be necessary due to changing market conditions, weather or other related matters that may interfere with the established timeline.

Counterparts/Electronic Signatures – this agreement may be executed in different counterparts and may be signed electronically. Any and all notices required or permitted by this Agreement shall be sent to the Parties at the following addresses:

If to Fort Atkinson:

(to be completed)

Rebecca Hausman Lettice, City Manager  
101 W. Main Street  
Fort Atkinson, WI 53538

If to HDG:

(to be completed)

Sam Statz  
122 East College Ave, Suite 1G  
Appleton, WI 54911

If to CP:

(to be completed)

Dean Zanon, P.E.  
1695 Bellevue Street  
Green Bay, WI 54311

Copy to:

(to be completed)



## **CONFIDENTIALITY AND NON- DISCLOSURE**

12. The Parties acknowledge the confidential and proprietary nature of the information and contacts provided by HDG/CP and the Affiliates in pursuit of the development and financing of Banker Road Development as well as projects associated with future Area Development Agreements that will be determined at a later date and agree to hold and keep such information confidential and not use it for their own purpose or to circumvent the engagement of HDG/CP. Each Party's efforts to keep the information and contacts confidential shall be those employed by a reasonably prudent person to protect its most confidential information, or the same degree of care employed by the Party to protect its own confidential information. Notwithstanding the confidentiality and non- disclosure provision of this Agreement, HDG/CP acknowledges that all documents presented to Fort Atkinson may be subject to disclosure by law related to Wisconsin open public record. If Fort Atkinson receives a request for disclosure that is reasonably likely to incorporate information that might be considered confidential by HDG/CP, the City will provide HDG/CP with notice of that request, which, notwithstanding the notice provisions of Section 11 above, shall be deemed given when sent by Fort Atkinson within an email and acknowledged as received by HDG/CP. Within five (5) business days of receipt of the Fort Atkinson notice, HDG/CP will inform Fort Atkinson via email of any objection to the disclosure of the requested information and an indication of which, if any, portion of the requested information may be disclosed without objection. Each of HDG/CP and Fort Atkinson shall hold harmless the other Party from any claims, actions, lawsuits, or any other controversy or remedy, in whatever form, that arises from the failure to comply with the request of information and the laws pertaining to public record.

## **COOPERATION**

13. The Parties agree to cooperate and support each other's efforts to satisfy the requirements of this Agreement as it related to the Banker Road Development, and to negotiate in good faith with respect to the terms of the Area Development Agreements. The Area Development Agreements will incorporate specific language regarding the Parties' obligations to cooperate and provide support and will include limitations such that neither Party is unduly burdened by the other Parties' obligations.

## **MODIFICATION**

14. This Agreement and the documents related hereto may be modified by written agreement of the Parties. Any modifications in the documents shall be a part if the

terms of this Agreement. All such document shall be attached to the Agreement as a modification of the Agreement with a signed execution page, indicating that the Parties have reviewed and agreed to the changes.

#### HOLD HARMLESS

15. Each Party shall indemnify and hold the other Party harmless from and against all claims, damages, losses, liabilities, or expenses whatsoever to the extent arising out of such Party's negligent acts, errors, or omissions; provided, however, that neither of the Parties shall be responsible to the other for incidental or consequential damages. HDG/CP understands that all terms and conditions within subsequent Area Development Agreements will be subject to the approval of the Fort Atkinson City Council.

#### AGREEMENT

16. This Agreement shall be governed by the laws of the State of Wisconsin. This Agreement shall be binding upon, and inure to the benefit of, the Parties hereto, their heirs, successors, and assigns. This Agreement represents the entire agreement between the parties, and may be executed in different counterparts and may be signed electronically.

This Agreement is effective as of the date first above written.

City of Fort Atkinson

By: 

Rebecca Houseman LeMire, City Manager

Hoffman Development Group, LLC

By: 

Sam Statz  
2022.09.28  
15:40:28-05'00'

Samuel Statz, Co-Founder, Manager

By: 

Steven Roark, Co-Founder, Manager

CedarPrise, LLC

By: 

Dean Zanon, Manager

## **Amendment to**

### **MASTER DEVELOPMENT AND PROFESSIONAL SERVICES AGREEMENT**

The Agreement between Hoffman Development Group, LLC and CedarPrise, LLC ("HDG/CP") and the City of Fort Atkinson ("Fort Atkinson") dated September 20, 2022 ("Agreement") is modified this 19<sup>th</sup> day of September 2023 by this Amendment as follows:

Article 8 TERM is hereby amended to state that the term of the Agreement is not to exceed 16 months from the effective date of this Agreement.

All other references within the Agreement shall be modified to reflect this change in the Term.

All other terms of the Agreement remain unchanged.

The persons signing this Amendment on behalf of the Fort Atkinson and HDG/CP certify that they have been granted the authority to execute this Amendment by their respective organizations.

#### **City of Fort Atkinson**

By: \_\_\_\_\_

Print Name: Rebecca Houseman

Print Title: City Manager

Date: \_\_\_\_\_

#### **Hoffman Development Group, LLC**

By: \_\_\_\_\_

Print Name: Sam Statz

Print Title: Co-Founder, Member

Date: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: Steven Roark

Print Title: Co-Founder, Member

Date: \_\_\_\_\_

#### **CedarPrise, LLC**

By: \_\_\_\_\_

Print Name: Dean Zanon

Print Title: Manager

Date: \_\_\_\_\_