



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 5, 2023 – 7:00 PM
CITY HALL – SECOND FLOOR**

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

Meeting ID: 599 786 6403

Passcode: 53538

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If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 397-9901. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Public Hearing – None**
- 4. Public Comment:** *The City Council will receive comments from City residents. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information. No action will be taken on any public comments unless the item is also elsewhere on the agenda.*
- 5. Consent Agenda:** *The Consent Agenda outlined below is hereby presented for action by the City Council. Items may be removed from the Consent Agenda on the request of any one Council member. Items not removed may be adopted by one action without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Council President.*
 - a. Review and possible action relating to the **minutes of the 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)

6. Petitions, Requests, and Communications:

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

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

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 to **appoint Robert Cassidy to the Fort Atkinson Community Foundation Board of Directors** (Houseman, City Manager)

11. Miscellaneous – None

12. Claims, Appropriations and Contract Payments:

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

13. Adjournment

Date Posted: August 31, 2023

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

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City of Fort Atkinson
City Clerk/Treasurer's Office
101 N. Main Street
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**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, AUGUST 15, 2023 – 7:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

President Johnson called the meeting to order at 7:10 pm.

2. ROLL CALL

Present: Councilmembers: Becker, Jaeckel, Lescohier, Schultz and President Johnson. Also present: City Manager, City Clerk/Treasurer, City Attorney, City Engineer, Building Inspector, Public Works Superintendent, Wastewater Superintendent, Library Director and Park & Recreation Director.

3. PUBLIC HEARINGS – NONE:

4. PUBLIC COMMENT:

Jodie Raddatz, 1245 Janette Street – wondered why there is a Police Officer present. She stated the outside of the Municipal Building looks terrible.

5. CONSENT AGENDA:

- a) *Review and possible action relating to the minutes of the August 1, 2023 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b) *Review and possible action relating to the minutes of the August 8, 2023 Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c) *Review and possible action relating to the minutes of the July 31, 2023 Police and Fire Commission (Ebbert, Clerk/Treasurer/Finance Director)*
- d) *Review and possible action relating to building, plumbing, and electrical permit report for July 2023 (Draeger, Building Inspector)*
- e) *Review and possible action relating to the City Clerk-issued License and Permit Report for July 2023 (Ebbert, Clerk/Treasurer/Finance Director)*
- f) *Review and possible action relating to City Sewer, Water, and Stormwater Utility Financial Statements as of June 31, 2023 (Ebbert, Clerk/Treasurer/Finance Director)*

Becker moved, seconded by Lescohier to approve the consent agenda as presented. Motion carried unanimously.

6. PETITIONS, REQUESTS, AND COMMUNICATIONS:

- a) *Library Summer Reading presentation (Robinson, Library Director)*

7. RESOLUTIONS AND ORDINANCES:

a) Third reading and possible action relating to an Ordinance to amend Sections 58-197 and 58-202 of the City of Fort Atkinson Municipal Code relating to curfews for minors (Bump, Police Chief)

Chief Bump stated this is the third and final reading of the Ordinance. He has not heard any comments, feedback, questions or concerns.

Lescohier moved, seconded by Jaeckel to approve the Ordinance to amend Sections 58-197 and 58-202 of the City of Fort Atkinson Municipal Code relating to curfews for minors. Motion carried unanimously.

b) Third reading and possible action relating to an Ordinance relating to hours of operation for the Municipal Building (Ebbert, Clerk/Treasurer/Finance Director)

Clerk Ebbert provided the summary of the hours of operation for the building. Staff will continue to allow extended hours when necessary.

Jaeckel moved, seconded by Schultz to approve the Ordinance relating to hours of operation for the Municipal Building of the City of Fort Atkinson Municipal Code. Motion carried unanimously.

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 related to replacement of Digester Blowers #1 and #2 Variable Frequency Drives for the Wastewater Treatment Facility (Christensen, Wastewater Superintendent)

Superintendent Christensen discussed the VFD's for blowers #1 and #2 were purchased in 1999 and 2000. The City ordered an Allen-Bradley VFD for blower #3 through LW Allen in December 2022 as an emergency purchase, with Council approval in January 2023. On July 3rd, Allen-Bradley notified LW Allen that delivery would now be February 2024. Due to the necessity of this equipment, LW Allen investigated options from other manufacturers for a quicker delivery. LW Allen found that ABB could now provide a replacement in 4-6 weeks. As such, the order was switched to an ABB ASC 580 VFD. Because of the critical nature of the aerobic digestion process and due to the age of the VFDs for blowers #1 and #2, LW Allen recommended that the City replace these VFDs at this time in case of failure. Funding will come from the Wastewater Utility Equipment Replacement funds (02-00-1001-2500).

Lescohier moved, seconded by Becker to approve the purchase and installation of 2 ABB VFDs for Digester Blowers #1 and #2 from LW Allen/Altronex for a cost not to exceed \$53,560 with Wastewater Utility equipment replacement funds. Motion carried unanimously.

b) Review and possible action relating to a contract with Trilogy Consulting LLC for consulting services relating to the Wastewater Utility, Water Utility, and Stormwater Utility (Selle, Director of Public Works)

Engineer Selle discussed our prior contract with Trilogy, a municipal utility firm that specializes in helping municipal utilities (stormwater, water, and wastewater) develop rate structures, forecast operating and CIP budget impacts on rate structures, and perform financial modeling to ensure solid fiscal forecasting. Trilogy Consulting was last engaged by the City in 2020 and helped with the successful examination of Wastewater rates to accommodate the \$13M in upgrades to the Wastewater Treatment Facility, and also aided in the successful request to the PSC for an increase in rates to provide dedicated funds for water main replacement, one of only 3 communities in the state to accomplish such. Each Utility will bear the cost of their respective portion of the Trilogy Consulting invoice. To begin, we have indicated a cap of \$7500 per utility on each of the initial questions we are investigating. Tasks may be added to this base contract in writing by the City Engineer/Public Works Director with approval from the City Manager.

Utility	Account Number	Amount
Wastewater Utility	02-82-0831-0200	\$7,500
Water Utility	03-33-0092-3000	\$7,500
Stormwater Utility	10-51-5142-0600	\$7,500

Becker moved, seconded by Schultz to authorize the City Manager to enter into a contract with Trilogy Consulting LLC for consulting services relating to the City's utilities for the scope and costs outlined in the staff report. 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)

Jaeckel moved, seconded by Becker to approve the Verified Claims presented by the Director of Finance and authorize payment. Motion carried unanimously.

13. ADJOURNMENT

Becker moved, seconded by Jaeckel to adjourn. Meeting adjourned at 7:43 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, AUGUST 22, 2023 – 4:00 PM
CITY HALL – SECOND FLOOR**

CALL MEETING TO ORDER

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

ROLL CALL

Present: Commissioner Gray, Commissioner Highfield, Commissioner Kessenich, Commissioner Schull, Councilperson Schultz, Engineer Selle and Manager Houseman. Also present: City Attorney, Building Inspector and Deputy Clerk.

REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE AUGUST 8, 2023

REGULAR PLAN COMMISSION MEETING

Commissioner Gray moved, seconded by Councilperson Schultz to approve the minutes from the August 8, 2023 Plan Commission meeting as submitted. Motion carried.

PUBLIC HEARING: CONDITIONAL USE PERMIT FOR GROUP DEVELOPMENT RELATING TO SIGNAGE FOR FORT HEALTHCARE AT 611 SHERMAN AVE. E. (CUP-2023-01) (DRAEGER)

Inspector Draeger discussed Fort Healthcare proposal to remove and replace multiple existing monument signs around the perimeter of the site facing Sherman Avenue, McMillen Street, Fourth Street, and Armenia Street. Additionally, with the approved changes to the north and southeast parking areas, new internal on-site directional signage is also proposed in each reconfigured parking area. A summary of the proposed signs includes:

- Southeast Parking Lot: two monument signs (#S1 and #S2) and one on-site directional sign (#S10)
- Southwest Property Corner: one monument sign (#S3)
- Northern Parking Lot: three monument signs (#S4, #S5, and #S9) and three on-site directional signs (#S6, #S7, and #S8)

Proposed Monument Signs and Institutional Information Sign:

- #S1, #S2, #S3, #S4, and #S5: two-sided, internally illuminated, 48 sf, 8' in height (including 2' tall brick base), 1'2" wide
- #S9: three-sided, internally illuminated, 144 sf, 8' in height (including 2' tall brick base), 2' wide

Proposed On-Site Directional Signs:

- #S6, #S7, #S8, and #S10: two-sided, non-illuminated, 5 sf, 4' in height, 6" wide

A conditional use permit and public hearing are required for a Group Development Sign Package. All required public hearing notices have been properly posted in compliance with state law.

No action required

REVIEW AND POSSIBLE ACTION RELATING TO A SITE PLAN REVIEW FOR THE KWIK TRIP PROPERTY LOCATED AT 1565 MADISON AVE. (SPR-2023-11) (DRAEGER)

Inspector Draeger presented the proposed development for Kwik Trip that includes a 1,640 square foot addition to the north end of the gas station and convenience store building, four additional gas pumps, expanded overhead canopy on the north end of the existing fuel pumping station, and doubling the size of the existing dumpster at the southeastern corner of the site. The proposed building addition will accommodate a larger food preparation area. Additionally, the entryways from Reena Avenue are planned to be reconfigured to remove both existing access points and instead have one centralized access point to the site. Other components of the Site Plan include additional landscaping, relocation and addition of parking stalls around the building, relocation of parking stalls facing Reena Avenue, and the addition of new roof-top mechanicals.

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

- Allow the applicant to exceed the maximum driveway width by 11 FT
- Require the applicant to reduce the proposed size of the canopy signage to meet the Sign Ordinance standards, subject to approval by City staff.
- Allow the required building foundation landscaping points for the proposed building expansion to be placed between the paved area and the property line on the north and east sides of the site instead of within 10 feet of the building foundation and allow those required planting points to be met with shade trees instead of ground-level plantings.
- Any other recommendations of City staff and the Plan Commission

Commissioner Kessenich moved, seconded by Commissioner Gray to approve the Site Plan for the Kwik Trip property located at 1565 Madison Avenue, subject to the conditions outlined in the staff report, along with accepting the proposed new total of 33 parking spaces. Motion carried.

REVIEW AND POSSIBLE ACTION RELATING TO A SPECIAL AREA DESIGN REVIEW AND SIGN PERMIT APPLICATIONS FROM THE FORT ATKINSON BEAUTIFICATION COUNCIL FOR COW SIGNS ON MULTIPLE PRIVATE PARCELS (SADR-2023-03) (DRAEGER)

Inspector Draeger shared the application from Fort Atkinson Beautification Council as they are seeking permission to place 7 cow replica statutes in 7 different locations around Fort Atkinson; 28 Milwaukee Ave W, 800 Madison Ave, 208 Madison Ave, 600 Jones Ave, 901 Janesville Ave, and 1550 Madison Ave. The Cow replicas are meant to promote the history of the dairy industry in the city of Fort Atkinson and advertise the National Dairy Shrine and the Hoard's

Dairyman. These replicas are considered temporary in nature, as they have a specified placement time of 3-5 years depending on the location.

The Zoning Code does not include a specific category for these structures. However, Section 15.09.03 defines a sign as “any object, device, display, structure, or part thereof, situated or visible from outdoors, which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including words, letters, figures, designs, logos, symbols, fixtures, colors, illumination, or projected images.” Staff have determined this is the most appropriate category under which to evaluate the request against the Code, specifically a monument sign.

Draeger added, the signs are part of a larger initiative to promote the history of the dairy industry in Fort Atkinson and to advertise for the various Dairy associated businesses in the city. The applicant also feels that the cows will also bring added commerce to the area’s local businesses. Each replica has a maintenance agreement between the Beautification Council and the property owner. This maintenance agreement was requested due to the uniqueness of the sign and to ensure upkeep as the signs age.

Jude Hartwick, 704 N High Street Fort Atkinson, addressed questions from the committee about the funding of the project, manufacturer of cows, artist painting of the cows, and hopeful installation date of the cows (10/14/23).

Commissioner Gray moved, seconded by Commissioner Highfield to approve the Special Area Design Review and Sign Permit Applications for the cow replica signs as outlined in the staff report with a yearly maintenance inspection to be completed by the Building Inspector to ensure conformity with Section 15.09.33 and the individual Maintenance Agreements. Motion carried.

ADJOURNMENT

Commissioner Schultz moved, seconded by Commissioner Kessenich to adjourn. Meeting adjourned at 4:29 pm.

Respectfully submitted,
Courtney Thom
Deputy Clerk



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

**LOAN REVIEW COMMITTEE MEETING
IN PERSON AND VIA ZOOM
MONDAY, AUGUST 28, 2023 – 3:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

Manager Houseman called the meeting to order at 2:00 pm.

2. ROLL CALL

Committee members: Jim Bowers, Robert Cassiday and Mark McGlynn. Also present: City Manager, City Clerk/Treasurer, Thrive ED Deb Reinbold and Phil Ostrowski.

3. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE LOAN REVIEW COMMITTEE MEETING ON JUNE 27, 2023

McGlynn moved, seconded by Bowers to approve the minutes of the Loan Review Committee meeting on June 27, 2023. Motion carried 3-0.

4. THE LOAN REVIEW COMMITTEE WILL 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 (CCRFL)

Bowers 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. Motion carried 3-0.

Jacob Gildemeister and Elena Schleusner discussed their business plan.

5. THE LOAN COMMITTEE WILL RETURN TO OPEN SESSION AND MAY MAKE A RECOMMENDATION TO THE ECONOMIC DEVELOPMENT COMMISSION RELATING TO AN APPLICATION FROM SWEET SPOT COFFEE SHOP LLC FOR THE CCRLF

McGlynn moved, seconded by Bowers to return to open session at 3:47 pm. Motion carried 3-0.

Manager Houseman summarized the possible recommendation from the Committee that the Economic Development Commission approve a 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.

Bowers moved, seconded by Cassiday to recommend to the Economic Development Commission approve the loan subject to the terms described by Manager Houseman. Motion carried 3-0.

6. **ADJOURNMENT**

McGlynn moved, seconded by Cassiday to adjourn. Meeting adjourned at 3:48 pm.

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



City of Fort Atkinson
City Clerk/Treasurer's Office
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Fort Atkinson, WI 53538

**SEX OFFENDER RESIDENCE BOARD MEETING
COUNCIL CHAMBERS, MUNICIPAL BUILDING AND VIA ZOOM
101 NORTH MAIN STREET, FORT ATKINSON, WISCONSIN
TUESDAY, AUGUST 29, 2023 – 3:00 P.M.**

1. CALL TO ORDER

Manager Houseman called the meeting to order at 3:00 pm.

2. ROLL CALL

Present: Committee Member Sachse, Council Rep Schultz, Chief Bump and Manager Houseman.
Also present: City Clerk/Treasurer, City Attorney and Captain Sachse.

3. REVIEW AND POSSIBLE ACTION RELATING TO THE SEX OFFENDER RESIDENCE APPEAL FORM FROM RUSSELL SOLEM.

Manager Houseman reminded the Board that all of the information submitted is to be kept confidential. For reference, if any matters relate to identities, treatment history or medical history, the Board may be required to go into closed sessions.

Attorney Westrick inquired on the condition for absolute sobriety, which was violated by the applicant. Mr. Solem discussed his treatment over the years, he volunteered and worked with others through similar programs. He is employed locally and resides in a nearby Town. He is requesting to reside within the City, 288 feet from a local park. The Ordinance states that offenders cannot reside within 1,500 feet of real property that supports or upon which there exists any of the following uses: facility for children, public park, public pool, library, museum, recreation trail, public playgrounds, schools, athletic fields or day care centers.

Ms. Lapp spoke and addressed the Committee as a character witness for the applicant. She has been in contact with the applicant since 2018 and can see a difference in him since treatment.

Captain Sachse provided that the application is accurate and complete. There were no errors noted. The applicant indicates he has resided in Fort Atkinson at the address he is seeking residence from 01/2019 through 04/12/2022. During this time, the sex offender residence restriction was in place and Mr. Solem was living in violation of Fort Atkinson City Ordinance 58-81 as the ordinance has been in place since 2017.

Miles Jobke, Jefferson County, stated his communications with the applicant stated he cannot locate to the City address with an appeal. His Department conducts home inspections and visual inspections of the neighborhood. Home visits are at a minimum of every six months.

Chief Bump explained a few concerns of neighboring properties including day cares, parks and

future after school care for youth.

Cm. Schultz moved, seconded by Cm. Sachse to go into closed session to discuss medical, personal or social history and treatment options of the appellants pursuant to Wisconsin Statutes Section 19.85(1)(f). Motion carried unanimously.

Cm. Schultz moved, seconded by Cm. Sachse to reconvene into open session. Reconvened at 4:01 pm.

Chief Bump moved to deny the offender's request for exemption, seconded by Cm. Schultz. Motion carried unanimously 4-0.

4. ADJOURNMENT

Chief Bump moved, seconded by Cm. Sachse to adjourn. Meeting adjourned at 4:03 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

MEMORANDUM

DATE: September 5, 2023

TO: Fort Atkinson City Council

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

RE: 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

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: Fall Fest

Date of Event: September 9, 2023 – September, 10, 2023

Hours of Event: Saturday: 4:00 PM - 9:00 PM, Sunday: 10:00 AM – 6:00 PM

Location: St Joseph Catholic Church, 1660 Endl Blvd

Contact Person: Andy Koehler, 920-222-0099

Estimated Number of Attendees: 200

The application and event information was routed to all City Departments with no concerns or comments.

Application for Temporary Class "B"/"Class B" Retailer License submitted with event. Andy Koehler is already a licensed operator. Additional operator applications provided.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Special Event: Fall Fest for Saturday September 9, 2023 from 4:00 pm to 10:00 pm and Sunday, September 10, 2023 from 10:00 am to 6:00 pm.

ATTACHMENTS

Special Event Application



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

Name of Business/Group Organizing Event: ST. JOSEPH CATHOLIC CHURCH
Contact Person for Event: ANDREW KOCHLER
Phone Number: 920.222.0099 Email: andrew.kochler@fortlook.com
Day of Event Contact Person (if different from above): N/A Phone: Email:

Special Event Details

Event Name: ST. JOSEPH FALL FESTIVAL
Event Date (mm/dd/yyyy): 09.09.2023 - 09.10.2023
Event Location: 1650 & 1660 ENCL BLVD
Estimated Number of Attendees: 200 Hours of Event: 4 PM - 9 PM - 9TH & 11 AM - 6 PM 10TH
Event Setup Time: 10 AM 09.09.2023 Event Tear Down Time: 6 PM 09.10.2023
Event Description:

ANDREW CHURCH PICNIC

Goal/Purpose of Event: BUILD COMMUNITY IN THE PARISH & NEIGHBORHOOD & GENERATE INCOME.

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
N/A
* 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
N/A
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
N/A
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
N/A
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: 10:00 AM

End Time of Music: 6:00 PM

☐ I will be closing a street(s)* N/A 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* N/A

*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: _____

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 \$ 10.00

Application Date: 8.18.2023

☐ Town ☐ Village ☒ City of FT. 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 _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☒ Church ☐ Lodge/Society
☐ Chamber of Commerce or similar Civic or Trade Organization
☐ Veteran's Organization ☐ Fair Association

(a) Name ST. JOSEPH CATHOLIC CHURCH

(b) Address 1060 ENCL BLVD FT. ATKINSON
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized 1884

(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 Arnon Koonen 312 Maple St. Ft. Atkinson, WI

Vice President Jill Buss 571 Cherokee Ln, Fort Atkinson, WI 53538

Secretary Pamela Crook 1336 Jamesway, Ft. Atkinson WI 53538

Treasurer Jan Lusk 634 W. Cramer St, Ft. Atkinson 53538

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

Arnon Koonen 312 Maple St. Fort Atkinson

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 1450 & 1460 ENCL BLVD

(b) Lot _____ Block _____

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

(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:

PARISH HALL & PARKING LOT

3. Name of Event

(a) List name of the event ST. JOSEPH Fall Festival

(b) Dates of event SEPT 9 & 10 2023

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Jan Lusk 8/18/23 (Signature/date)
Officer Pamela Crook 8/15/23 (Signature/date)
Officer ST. JOSEPH CATHOLIC CHURCH (Name of Organization)
Officer [Signature] 8/18/23 (Signature/date)
Officer Jill Buss 8/18/23 (Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



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

MEMORANDUM

DATE: September 5, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action on Special Event: Trinity Rally Day, Sunday, Sept. 10, 9 a.m. to 12 p.m. at Barrie Park

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: Trinity Rally Day

Date and Hours of Event: Saturday, September 10, 2023 9:00am – 12:00pm

Location: Barrie Park, Trinity Lutheran Church for parking

Contact Person: Madeline Burbank, pastormadeline@trinityfort.org

Estimated Number of Attendees: 225

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



FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Trinity Lutheran Church, Trinity Rally Day on Sunday September 10, 2023 from 9:00 am to 12:00 pm.

ATTACHMENTS

Special Event Application



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

Name of Business/Group Organizing Event: Trinity Lutheran Church

Contact Person for Event: Madeline Burbank

Phone Number: 262 813 6234

Email: pastormadeline@trinityfort.org

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

Phone:

Email:

Special Event Details

Event Name: Trinity Rally Day

Event Date (mm/dd/yyyy): 09/10/2023

Event Location: Barrie Park

Estimated Number of Attendees: 225

Hours of Event: 9:00 - 12:00 pm

Event Setup Time: 8:00 - 9:00 am

Event Tear Down Time: 12:00 - 1:00 pm

Event Description:

9:00 am Christian worship at Barrie Park with live music followed by carnival-style activities like facepainting and a bounce castle, all open to the community

Goal/Purpose of Event:

Gather community members to celebrate the kickoff of Trinity's programming year and raise awareness of ways to get involved or partner in service to the community

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:

typical access for band sound equipment + outlet for bounce castle
air pump (15 amp)

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

Worship music 9:00-10:00 followed by ambient music for socializing

Start Time of Music: 9:00 am

End Time of Music: 12:00 pm

☐ 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.*

Bounce Castle

*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:

Nadine Burdette

Submission Date: 08/21/2023

For Office Use Only:

Date Received: _____

Date Paid: _____

Council Approval / Denial Date: _____

Date applicant notified of Council action and any event stipulations: _____

Event Stipulations:



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

MEMORANDUM

DATE: September 5, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action on Special Event: Trunk or Treat, Tuesday, Oct. 31, 6 to 8 p.m. at Jones Park

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: Trunk or Treat

Date of Event: Tuesday, October 31, 2023

Hours of Event: Setup 4:00 pm (Event 6:00-8:00 pm) Take Down 9:00 pm

Location: Jones Park, parking lot

Contact Person: Tim Weidenfeller, tweidenfeller@bradfordsystems.com

Estimated Number of Attendees: 1500

The application and event information was routed to all City Departments with the following comments:

Public Works will provide barricades, if necessary, upon request.

Police Department will be present at 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 Special Event: Trunk or Treat for Tuesday October 31, 2023 from 4:00 pm to 9:00 pm.

ATTACHMENTS

Special Event Application



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

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

Contact Person for Event: **Tim Weidenfeller**

Phone Number: Email: **tweidenfeller@bradfordsystems.com**

Day of Event Contact Person (if different from above): Phone: 262-617-6252 Email:

Special Event Details

Event Name: **Trunk or Treat**

Event Date (mm/dd/yyyy): **10/31/2023**

Event Location: **Jones Park**

Estimated Number of Attendees: **1,500** Hours of Event: **6:00 PM to 8:00 PM**

Event Setup Time: **4:00 PM** Event Tear Down Time: **9:00 PM**

Event Description: **Similar to previous years - local groups and businesses hand out candy and other items to kids and adults in the spirit of Halloween.**

Goal/Purpose of Event: **Community event to bring people out to have fun.**

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:

Last year we did have electricity available for some of the vendors.

<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 5, 2023

TO: Fort Atkinson City Council

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

RE: 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

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: Holiday Market & Open House – Trolley & Carriage Rides

Date: Saturday, December 2, 2023

Location: Multiple downtown locations, currently confirmed: Fort Club, Municipal Building, St. Peter's Episcopal Church, and First United Methodist Church

Contact Person: Shauna Wessely, director@fortchamber.com

Hours of Event: 9:00am - 3:00pm

Set up: 7:00-9:00am

Tear down: 3:00-4:00pm

Estimated Number of Attendees: 1000

Event information was routed to Departments without any concerns provided.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Special Event for the Fort Atkinson Chamber of Commerce Holiday Market & Open House – Trolley & Carriage Rides on December 2, 2023

ATTACHMENTS

Special Event Application, Trolley Route, and Insurance.



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

Name of Business/Group Organizing Event: **Fort Atkinson Area Chamber of Commerce**

Contact Person for Event: **Dana Butson**

Phone Number:

Email: **projects@fortchamber.com**

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

Phone: 920-563-3210

Email:

Special Event Details

Event Name: **2023 Holiday Market**

Event Date (mm/dd/yyyy): **12/02/2023**

Event Location: **Various downtown locations (Fort Club, Municipal Bldg, Churches, etc.)**

Estimated Number of Attendees: **1000**

Hours of Event: **9AM-3PM**

Event Setup Time: **7AM-9AM**

Event Tear Down Time: **3PM-4PM**

Event Description: The Fort Atkinson Area Chamber of Commerce is hosting our annual Holiday Market on Sat, Dec 2, 2023. We encourage folks to come downtown to shop both seasonal vendors and those in permanent retail locations, eat in our restaurants, and have some winter fun. Local businesses usually offer specials or deals to increase foot traffic. We will be using a digital AND paper system for the "Red Box" raffle entries that patrons have come to enjoy. At this time, we have 2 venues booked (the Fort Atkinson Club and the Municipal Building); as vendor registrations roll in, we will likely need to increase the number of venues to include others like First Congregational UCC or St. Peter's Episcopal Church. Musicians will be located inside with the exception of street carolers. We intend to have a trolley available, provided by Allen Creek Rentals, who has a certificate of insurance. (Hours of operation would be 9AM-3PM.) (See attached map for proposed route.)

Goal/Purpose of Event: **To bring December holiday shoppers to frequent the wonderful businesses and vendors we have in Fort Atkinson.**

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:

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: 9AM

End Time of Music: 3PM

☐ 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: Dana Butson

Submission Date: 7/25/2023

For Office Use Only:

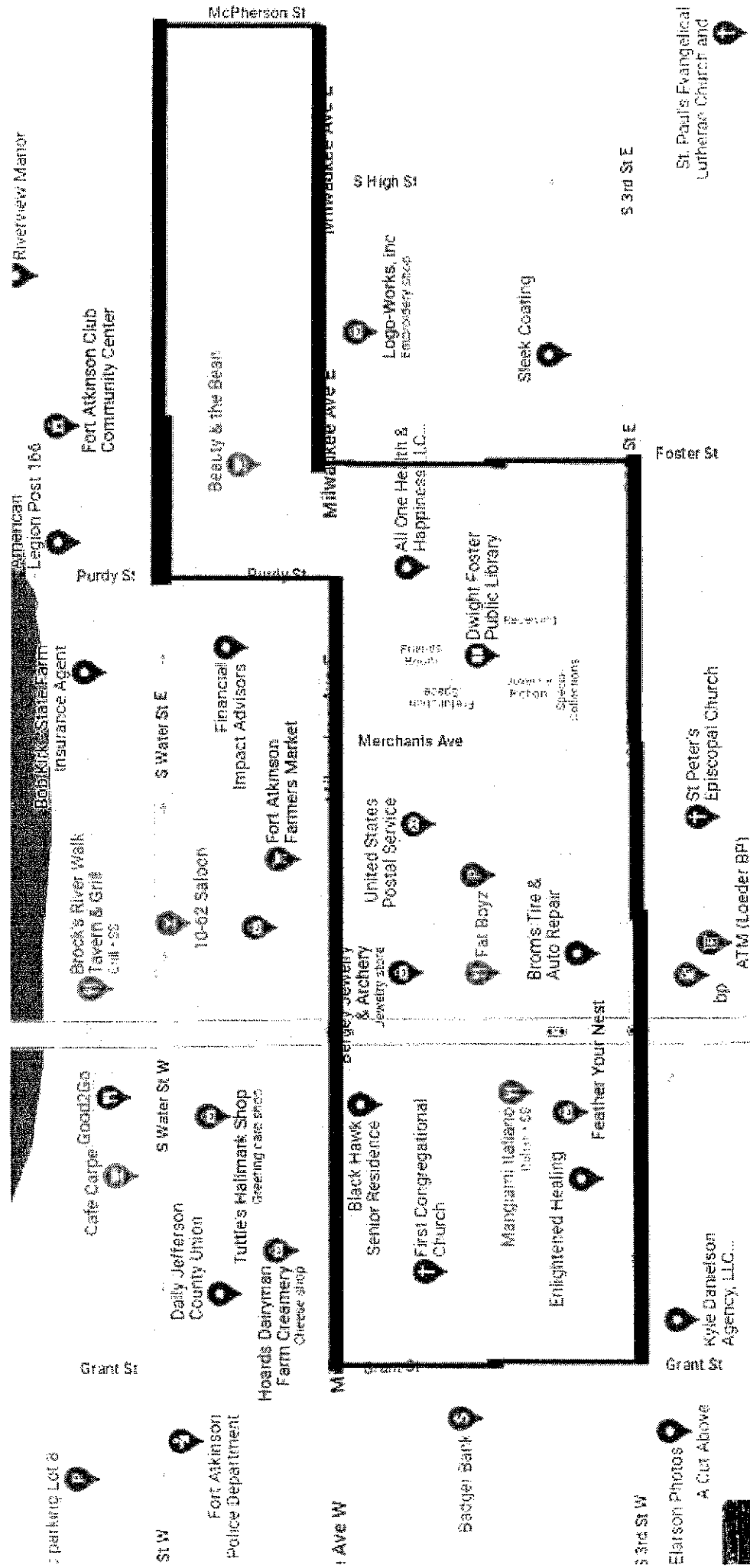
Date Received: _____

Date Paid: _____

Council Approval / Denial Date: _____

Date applicant notified of Council action and any event stipulations: _____

Event Stipulations:



Riverview Manor

Legion Post 166

Bob Kirk's State Farm Insurance Agent

Brock's River Walk Tavern & Grill

Cafe Carpe Good2Go

Grant St

Parking Lot 8

Fort Atkinson Community Center

Purdy St

Insurance Agent

Brock's River Walk Tavern & Grill

Cafe Carpe Good2Go

Grant St

Parking Lot 8

S Water St W

Daily Jefferson County Union

St W

Tuttle's Halmark Shop

Hoards Dairyman Farm Creamery

Fort Atkinson Police Department

Financial Impact Advisors

10-62 Saloon

Fort Atkinson Farmers Market

Tuttle's Halmark Shop

Hoards Dairyman Farm Creamery

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Fort Atkinson Farmers Market

Tuttle's Halmark Shop

Hoards Dairyman Farm Creamery

Fort Atkinson Police Department



ALLECRE-01

KCUADRA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/17/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Robertson Ryan - Milwaukee 330 East Kilbourn Avenue, Suite 850 Milwaukee, WI 53202	CONTACT NAME: Cassandra Pestano		
	PHONE (A/C, No, Ext): (414) 221-0325 325	FAX (A/C, No): (414) 271-0196	
	E-MAIL ADDRESS: kpestano@robertsonryan.com		
INSURED Allen Creek Enterprises LLC DBA Allen Creek Rentals N1547 Hwy 26 Fort Atkinson, WI 53538	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: NSI - National Specialty Insurance Company		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		A144695	6/10/2023	6/10/2024	EACH OCCURRENCE \$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000	
						MED EXP (Any one person) \$ 0	
						PERSONAL & ADV INJURY \$ 1,000,000	
						GENERAL AGGREGATE \$ 2,000,000	
						PRODUCTS - COMP/OP AGG \$ 2,000,000	
	<input type="checkbox"/> AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$	
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$	
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$	
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$	
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$	
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$	
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N <input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$	
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$	
						E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Fort Atkinson Area Chamber of Commerce
244 N Main St
Fort Atkinson, WI 53538

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Hugh E. Morgan



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

MEMORANDUM

DATE: September 5, 2022

TO: Fort Atkinson City Council

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

RE: Discussion and possible action relating to Temporary Class "B" Retailer's Licenses for St. Joseph's Catholic Church – St. Joseph's Fall Festival September 9-10, 2023

BACKGROUND

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

Alcohol licenses are further defined by the quotation marks used. For example, "Class A" refers to intoxicating liquor while Class "A" refers to fermented malt beverages. These licenses can also be issued together as a combination license, most common for grocery stores.

Temporary Class "B" (picnic) beer and/or wine licenses may sell fermented malt beverages to consumers at a picnic or similar gathering of limited duration. Such licenses may be issued only to bona fide clubs, chambers of commerce, county or local fair associations, agricultural societies, churches, lodges, societies, veteran's organizations that have been in existence for at least six months.

There is no limit to the number of Temporary Class "B" fermented malt beverage licenses that may be issued to an eligible organization in a calendar year. However, there is a limit of two Temporary "Class B" wine licenses that may be issued to an eligible organization in a 12-month period.

Temporary license holders must have licensed operators (bartenders) and they must purchase their products from a Distributor/Wholesaler.

The attached applications from The Fort Atkinson Club were completed and submitted in a timely manner as required by Department of Revenue form AT-315 and City of Fort Atkinson Code of Ordinance Section 6-61(b).

DISCUSSION

Organization: Church

Name: St. Joseph's Catholic Church

Street Location: 1650/1660 Endl Blvd

Manager of affair: Andy Koehler

Premises: Parish Hall, parking lot of 1650/1660 Endl Blvd

Name of Event: St. Joseph's Fall Festival

Date of Event: September 9-10, 2023

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

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that the City Council approve of the Temporary Class "B" Retailer's License to sell products at St. Joseph's Catholic Church – St. Joe's Fall Festival on September 9-10, 2023 contingent upon having licensed operators and purchasing products from a Wisconsin beverage distributor.

ATTACHMENTS

Applications for Temporary Class "B" Retailer's Licenses

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

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

FEE \$ 10.00

Application Date: 8.18.2023

☐ Town ☐ Village ☒ City of FT. 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 _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☒ Church

☐ Lodge/Society

☐ Chamber of Commerce or similar Civic or Trade Organization

☐ Veteran's Organization

☐ Fair Association

(a) Name ST. JOSEPH CATHOLIC CHURCH

(b) Address 1660 ENCL BLVD FT. ATKINSON
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized 1884

(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 Arnold Kochman 312 Maple St. Ft. Atkinson, WI

Vice President Jill Buss 571 Cherokee Ln, Fort Atkinson, WI 53538

Secretary Rachelle Crook 1336 Jamesway, Ft. Atkinson WI 53538

Treasurer Jan Lasek 634 W. Ormer St, Ft. Atkinson 53538

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

Arnold Kochman 312 Maple St. Fort Atkinson

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 1450 & 1660 ENCL BLVD

(b) Lot _____ Block _____

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

(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:

PARISH HALL & PARKING LOT

3. Name of Event

(a) List name of the event ST. JOSEPH Fair Festival

(b) Dates of event Sept 9 & 10 2023

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Jan Lasek 8/18/23
(Signature/date)

Officer Rachelle Crook 8/15/23
(Signature/date)

Date Filed with Clerk 8/18/23

Date Granted by Council _____

ST. JOSEPH CATHOLIC CHURCH
(Name of Organization)

Officer [Signature] 8/18/23
(Signature/date)

Officer Jill Buss 8/18/23
(Signature/date)

Date Reported to Council or Board 9/5/23

License No. _____



MEMORANDUM

DATE: September 5, 2023

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to a Proclamation recognizing the month of September as Suicide Prevention Month

BACKGROUND

September is known as Suicide Prevention Month, a time in which mental health advocates, individuals, prevention organizations, survivors, allies and communities around the country unite to promote suicide prevention awareness.

DISCUSSION

According to the American Psychiatric Association, more than half of people with mental illness do not receive help for their disorders. Often, people avoid or delay seeking treatment due to concerns about being treated differently or fears of losing their jobs and livelihood. Stigma, prejudice and discrimination against people with mental illness continues to be a problem. People with mental illness may be marginalized and discriminated against in various ways, but understanding what that looks like and how to address and eradicate it can help.

The City of Fort Atkinson is home to Fort HealthCare which provides quality healthcare to residents of an eight-community area and is the only hospital in Jefferson County operating clinics in six area communities. The health system offers behavioral health services.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that the City Council President sign the Proclamation and declare the month of September as Suicide Prevention Month in the City of Fort Atkinson.

ATTACHMENTS

Official Proclamation of the City of Fort Atkinson in Recognition of Suicide Prevention Month
FHC-Mental-Health-Crisis-Resources-Chart-2022-August

**OFFICIAL PROCLAMATION OF THE CITY OF FORT ATKINSON
IN RECOGNITION OF SUICIDE PREVENTION MONTH**

WHEREAS; September is recognized across the United States as Suicide Prevention Month and provides the opportunity to educate our community about the warning signs for suicide and how to reach out and connect to those experiencing an emotional crisis; and

WHEREAS, Suicide Prevention Month is a time in which mental health advocates, individuals, prevention organizations, survivors, allies and communities around the country unite to promote suicide prevention awareness; and

WHEREAS, we know that connecting, working with, and supporting one another can help prepare us for the future; and

WHEREAS, According to the American Foundation for Suicide Prevention (A.F.S.P.), suicide is the second leading cause of death among individuals between the ages 10 and 34 with more than 48,000 people dying by suicide annually in the United States; and

WHEREAS, According to Hope For The Day (H.F.T.D.), with an average of 132 suicides completed daily and each one directly impacting 100 additional people, including friends, service members, family, social media connections, and neighbors, we can safely assume everyone has been impacted by suicide; and

WHEREAS, the City of Fort Atkinson publicly places its full support behind those who work in the fields of mental health, education, and law enforcement; and

WHEREAS, there are providers in the Jefferson County area who can help those in mental health crisis including family healthcare providers, Jefferson County Human Services Intake Crisis and nationally by calling 988 Suicide and Crisis Lifeline; and

NOW, THEREFORE, I, Bruce Johnson, on behalf of the City Council hereby proclaim the month of September 2023, as National Suicide Prevention Month in the City of Fort Atkinson, and urge all residents to play a role in suicide prevention and promote mental health and wellness as we strive toward reducing suicides.

Proclaimed this 5th Day of September, 2023.

ATTEST:

Bruce Johnson, City Council President

Michelle Ebbert, City Clerk/Treasurer/Finance Director

24/7 Mental Health Crisis Resources

**JEFFERSON
COUNTY**
WISCONSIN

Jefferson County Human Services Intake–Crisis: (920) 674-3105
If you are calling after 5:30pm, weekends, or holidays please
press 7 to be connected to the crisis worker on call.



988 Suicide & Crisis Lifeline:
Call 988 (Multiple languages) **or Text 988** (English only)
or Chat at 988lifeline.org (English only)



Text “HOPELINE” to 741741
on mobile devices;



FortHealthCare.com/MentalHealth



MEMORANDUM

DATE: September 5, 2023

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action relating to a Resolution requesting exemption from the County Library Tax for the City of Fort Atkinson

BACKGROUND

The Jefferson County Board has 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.

DISCUSSION

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.

FINANCIAL ANALYSIS

The City requests this exemption annually through a similar resolution. If the City Council does not approve request for the exemption, the County would likely require the City to levy additional property taxes to contribute to the County library system.

RECOMMENDATION

Staff recommends that the City Council adopt the Resolution requesting exemption from the County Library Tax and direct the City Clerk to provide copies of the Resolution to the County Clerk and the Jefferson County Library Council Administrator.

ATTACHMENTS

August 21, 2023 Letter from the Jefferson County Finance Department; Jefferson County Library Exemption Minimum; Resolution Requesting Exemption from the County Library Tax for the City of Fort Atkinson

RESOLUTION NO. _____

**RESOLUTION REQUESTING EXEMPTION FROM THE COUNTY LIBRARY TAX
FOR THE CITY OF FORT ATKINSON**

WHEREAS, the Jefferson County Board has established a county library service and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS, Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city is exempt from the county library tax if it levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county library tax rate in the prior year multiplied by the equalized valuation of the property in the city or village for the current year, and

WHEREAS, the City of Fort Atkinson will, in 2024, appropriate and expend an amount in excess of that calculated above; and

WHEREAS, the City of Fort Atkinson's draft 2024 Operating Budget appropriates \$616,511.00 to the Dwight Foster Public Library Fund (Fund 15), which exceeds the statutory calculation in 2024 of \$306,446.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Atkinson hereby requests of the Jefferson County Board of Supervisors that the City of Fort Atkinson be exempted from the payment of any tax for the support of the County Library Service as provided in Wis. Stats. Section 43.64 (2).

BE IT FURTHER RESOLVED that the City Council direct the City Clerk to provide copies of this Resolution to the following parties:

ADMINISTRATOR

Jefferson County Library Council
Dwight Foster Public Library
209 Merchants Avenue
Fort Atkinson, WI 53538

COUNTY CLERK

320 S. Main Street, Room 109
Jefferson, WI 53549

Adopted by the City Council of the City of Fort Atkinson this 5th day of September, 2023.

ATTEST:

Bruce Johnson, Council President

Michelle Ebbert, City Clerk/Treasurer/Finance Director



Jefferson County Finance Department

311 S. Center Ave. Room 109
Jefferson, WI 53549
Telephone (920) 674-7434
Fax (920) 674-7368

Marc A. DeVries, CPA
Finance Director

Jayne Hintzmann
Donna Miller
Morgan Toutant
Tamara L. Worzalla, CPA

August 21, 2023

Municipal Libraries in Jefferson County:

This letter is a reminder to all municipal libraries in Jefferson County that your village or city must tax and appropriate a minimum amount to your library fund for 2024 expenditures in order to qualify for an exemption from the Jefferson County library tax. I have enclosed a spreadsheet that lists the **MINIMUM APPROPRIATION** for each of you to qualify for this exemption. *Note that if your municipality is situated in two counties, you must also coordinate this calculation with that other county.*

I have also summarized below how this calculation is made:

From Wisconsin Statutes 43.64

1. Divide the amount of tax levied by the county for public library service in the prior year by the equalized valuation of property in that area of the county that was subject to the county property tax levy for public library services in the prior year.
2. Multiply the amount determined above by the equalized valuation of property in the city, village, town, or school district for the current year.

Your municipal governing body must also pass a resolution annually requesting an exemption from the county library tax. Section 43.64 of the Wisconsin Statutes requires this procedure to avoid double taxation of your municipality for library purposes.

The County Clerk's office calculates the tax assessment in the middle of November. Please have your resolution acted upon and mailed to arrive by November 1st. If it is not on file when the tax assessment is calculated, your municipality will be taxed as required by Wisconsin Statutes.

An electronic copy of the sample resolution is attached.

If you have any problems or questions concerning this, please feel free to contact me at 920-674-7142.

Sincerely,

Marc A. DeVries, CPA
Finance Director
Jefferson County

Jefferson County Library Exemption Minimum

Prior year rate for Library Levy = 0.000240352
(2022 equalized value, 2023 budget) (2024 Budget Year)

	2023 EQUALIZED VALUE		MINIMUM TO EXEMPT 2024
Village of Cambridge**	9,019,300	\$	2,168
Village of Johnson Creek	539,255,900	\$	129,611
Village of Palmyra	176,027,000	\$	42,308
City of Fort Atkinson	1,274,989,400	\$	306,446
City of Jefferson	757,727,000	\$	182,121
City of Lake Mills	832,247,300	\$	200,032
City of Waterloo	331,385,100	\$	79,649
City of Watertown **	1,406,920,700	\$	338,156
City of Whitewater **	110,031,700	\$	26,446
	<u>5,437,603,400</u>		

** These municipalities have residents in multiple Counties, therefore there are additional aggregate full values that need to be added to their municipal values to determine their needed appropriations. Equalized values are TID out.



MEMORANDUM

DATE: September 5, 2023

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relation to a Resolution recognizing World Migratory Bird Day on October 14, 2023

BACKGROUND

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 14th) as World Migratory Bird Day in order to ensure the City's Bird City designation.

DISCUSSION

The fall observance of World Migratory Bird Day (WMBD) will be held on October 14, 2023 and encourages citizens celebrate the beauty of migratory birds and to support efforts to protect and conserve them and their habitats in our community.

FINANCIAL ANALYSIS

This resolution is not expected to have any financial impact on the City. However, remaining a Bird City may have positive impacts on local tourism.

RECOMMENDATION

Staff recommends that the City Council adopt the resolution take action to proclaim October 14, 2023 as World Migratory Bird Day, encouraging all citizens to support efforts to protect and conserve migratory birds and their habitats.

ATTACHMENTS

Resolution recognizing World Migratory Bird Day in the City of Fort Atkinson

RESOLUTION NO. _____

**RESOLUTION RECOGNIZING WORLD MIGRATORY BIRD DAY
IN THE CITY OF FORT ATKINSON**

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that share our communities; and

WHEREAS, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring; and

WHEREAS, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; and

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes; and

WHEREAS, public awareness and concern are crucial components of migratory bird conservation; and

WHEREAS, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining health bird populations; and

WHEREAS, since 1993 World Migratory Bird Day (formerly International Migratory Bird Day) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S.; and

WHEREAS, hundreds of thousands of people will observe WMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, act to conserve them, and simply to have fun; and

WHEREAS, while WMBD officially is held each year on the second Saturday in May and also in October, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants; and

WHEREAS, WMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fort Atkinson that October 14, 2023, be declared as **World Migratory Bird Day** in the City of Fort Atkinson; and

BE IT FURTHER RESOLVED that the City Council urges all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

Adopted by the City Council of the City of Fort Atkinson this 5th day of September, 2023.

Bruce Johnson, City Council President

Attest:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: September 5, 2023

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action to appoint Robert Cassiday to the Fort Atkinson Community Foundation Board of Directors

BACKGROUND

The Fort Atkinson Community Foundation was organized in 1973 as a result of a \$25,000 gift by a local citizen who wanted the money to benefit a future Fort Atkinson community, whatever that community might look like and need. Since its inception, the Foundation has made grants totaling over \$24 million through June 30, 2023.

The Foundation's Mission is "improving the quality of life in Fort Atkinson by inspiring and supporting enduring philanthropy."

DISCUSSION

The Foundation's Board of Directors has five members who volunteer their time. Each member is appointed on a staggered basis for a five-year term by the following organizations:

- School District of Fort Atkinson
- Trustee of the Foundation, currently PremierBank
- Fort Atkinson Area Chamber of Commerce
- Fort Atkinson Historical Society
- Fort Atkinson City Council

The City Council last appointed Sue Johnson to the Board of Directors in 2018. Ms. Johnson has been an excellent Board member and this year, is serving as Chairperson of the Foundation. Her financial expertise as well as her extensive community involvement as President of the Fort Community Credit Union has made her a valuable Board member and Chairperson. Ms. Johnson's term ends in October 2023, and the City Council and staff appreciate her service. The Foundation has requested that the City Council appoint a new Board member for the next five-year term.

After discussing the appointment with Council President Johnson, staff reached out to Robert Cassiday to understand if he would be interested. Mr. Cassiday currently serves as a member of the Parks and Recreation Advisory Board and a member of the Loan Review Committee.

Mr. Cassiday has a leadership role with Johnson Bank and is a resident of the City. To this role on the Foundation's Board, Mr. Cassiday brings a wealth of experience in both business management and community involvement. His engagement in various community initiatives, including his active participation in local charities, demonstrates his dedication to enhancing the well-being of the Fort Atkinson community. Furthermore, his background in finance equips him with a solid foundation to contribute to the Foundation's financial management, investment strategies, and future staff recruitment.

Staff met with Mr. Cassiday on August 30th, and he confirmed his interest in working with the Community Foundation to pursue its vision, mission, and values for the next five years.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that the City Council appoint Robert Cassiday to a five-year term on the Fort Atkinson Community Foundation Board of Directors, beginning in October 2023.

ATTACHMENTS

None