



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

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MAY 16, 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

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.

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 May 2, 2023 regular City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to the **minutes of the May 9, 2023 Joint Plan Commission and City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the **minutes of the May 4, 2023 Airport Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action relating to **building, plumbing, and electrical permit report for April 2023** (Draeger, Building Inspector)
- e. Review and possible action relating to the City Clerk-issued **License and Permit Report for March 2023** (Ebbert, Clerk/Treasurer/Finance Director)
- f. Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of April 30, 2023 (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action relating to **Citizen Appointments** to Committees, Commissions, and Boards (Houseman, City Manager)
- h. Review and possible action relating to a Special Event: **Special Event: American Legion Post 166 Fishing Derby** located at 201 S Water St E & Purdy Street (North of Water St. E.), Saturday, June 3, 2023, 5 a.m. to 3:30 p.m. (Ebbert, Clerk/Treasurer/Finance Director)
- i. Review and possible action relating to a Special Event: **Special Event: Dairy Day at the MOOseum** located at Hoard Historical Museum Grounds, Foster Street and Whitewater Avenue, Friday, June 16, 2023 6-8 p.m. and Saturday, June 17, 2023, 11 a.m. to 2 p.m. (Ebbert, Clerk/Treasurer/Finance Director)
- j. Review and possible action relating to a Special Event: **Special Event: WWII USO Dance** located at Hoard Historical Museum Grounds, Foster Street and Whitewater Avenue, Saturday, June 24, 2023 3-9:15 p.m. p.m. (Ebbert, Clerk/Treasurer/Finance Director)
- k. Review and possible action relating to a Special Event: **Special Event: Lions and Fat Boyz Motorcycle Raffle** located in the Fat Boyz back parking lot, Saturday, June 24, 2023 3-9:15 p.m. (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications

- a. Presentation from **Jefferson County Economic Development Consortium (JCEDC)/Thrive ED** Executive Director Deb Reinbold
- b. Review and possible action relating to proclamation recognizing **May 4, 2023 as International Firefighters Day** (Houseman, City Manager)
- c. Review and possible action relating to proclamation recognizing **May 21-27, 2023 as Emergency Medical Services Week** (Houseman, City Manager)
- d. Review and possible action relating to proclamation recognizing **May 14-20, 2023 as National Police Week** (Houseman, City Manager)
- e. Review and possible action relating to proclamation recognizing **May 21-27, 2023 as National Public Works Week** (Houseman, City Manager)

7. Resolutions and Ordinances:

- a. Second and possible third/final reading of an Ordinance to amend the **Official Zoning Map of the City of Fort Atkinson** to change the zoning from Single-Family Residential (SR-2) to Multi-Family Residential (MRH-30) for a portion of the City-owned property located along Banker Road (Selle, City Engineer/Director of Public Works)
- b. Second reading of an **Ordinance to adopt Amendments to the City of Fort Atkinson Comprehensive Plan** (Selle, City Engineer/Director of Public Works)

8. Reports of Officers, Boards, and Committees:

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

9. Unfinished Business:

- a. Review and possible action relating to the **Appointment of an Applicant to fill the vacant City Council seat for the term of May 17, 2023, through April 16, 2024**, including the following action items:
 - i. City Council **Applicant Introductions and Council Questions** (5 minutes each):
 - 1. Jordan Lamb
 - 2. James Garthwait
 - 3. Gary Held
 - 4. John Donohue
 - 5. Mary Kay Paulson Weston
 - 6. Paul Brady
 - 7. Davin Lescohier
 - 8. Diana Shull
 - ii. Review and possible action by the City Council to determine the **top three Applicants for further discussion and debate** (Johnson, Council President)
 - iii. Review and possible action by the City Council to **appoint an Applicant to a position on the City Council from May 17, 2023 through April 16, 2024** (Johnson, Council President)

10. New Business:

- a. Review and possible action relating to the implementation of **Airport Improvement projects and funding in 2023** (Selle, City Engineer/Director of Public Works)

11. Miscellaneous – None

12. Claims, Appropriations and Contract Payments:

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

13. Adjournment

Date Posted: May 15, 2023

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

Visit us online! City news and information can be found at www.fortatkinsonwi.gov, and be sure to follow us on Facebook @FortAtkinsonWI.

Note the City's new .gov domain name and new phone numbers. Visit our website for more information.



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

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MAY 2, 2023 – 7:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

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

2. ROLL CALL

Present: Cm. Becker, Cm. Jaeckel, Cm. Schultz and President Johnson. Also present: City Manager, City Attorney, City Engineer, City Clerk/Treasurer, Public Works Superintendent and Building Inspector.

3. PUBLIC HEARING – NONE

4. PUBLIC COMMENT:

Nathan Friedl, 430 N High Street – he submitted an application for the City Council vacancy and introduced himself to the Council.

5. CONSENT AGENDA:

- a) Review and possible action relating to the minutes of the April 18, 2023 regular Fort Atkinson City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b) Review and possible action relating to the minutes of the April 25, 2023 regular Fort Atkinson Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c) Review and possible action Special Event: River Run and Rhapsody on Saturday, Aug. 26, 2023 from 8 a.m. to 9 p.m. at various locations (Ebbert, Clerk/Treasurer/Finance Director)*
- d) Review and possible action relating to Citizen Appointments to Committees, Commissions, and Boards (Houseman, City Manager)*

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

6. PETITIONS, REQUESTS, AND COMMUNICATIONS – NONE

7. RESOLUTIONS AND ORDINANCES

- a) First reading of an Ordinance to amend the Official Zoning Map of the City of Fort Atkinson to change the zoning from Single-Family Residential (SR-2) to Multi-Family Residential (MRH-30) for a portion of the City-owned property located along Banker Road (Selle, City Engineer/Director of Public Works)*

Engineer Selle reviewed the request as part of the first phase of the implementation of the Banker Road Neighborhood Plan, adopted in 2021. In total, the Neighborhood Plan covers 75.62 acres located within 3 parcels on the east and west sides of Banker Road, from Campus Drive to Hoard Road. The City of Fort Atkinson owns all 3 parcels within the planning area. The proposed Rezoning includes only a portion of the southernmost property (parcel number: 226-0614-3323-000) from SR-2 to MRH-30. Today, the applicant has submitted plans for formal review of rezoning of the new property to MRH-30, Multi-Family Residential.

Cm. Becker moved, seconded by Cm. Schultz to direct the City Manager to prepare this ordinance for a second reading at the May 16, 2023 City Council meeting. Motion carried.

b) First reading of an Ordinance to amend the Official Zoning Map of the City of Fort Atkinson to change the zoning from Single Family Residential (SR-5) to Duplex (DR-8) for the property located at 426 McMillan St. (Selle, City Engineer/Director of Public Works)

Engineer Selle reviewed Section 70.05.02 and 70.06.01 of the City of Fort Atkinson Land Division and Development Ordinance outlines the requirements a Preliminary Plat review and approval by the Plan Commission and City Council for conformance with all ordinances, plans, and document requirements. Section 15.10.31 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for a Zoning Map Amendment process. This requires a public hearing, review, and approval by the Plan Commission and the City Council on the consistency of the proposal with adopted plans. The proposed project includes the relocation of 4 existing single-family homes from 603, 609, and 615 N. Fourth Street and 403 McMillen Street to Lots 2-5, the new construction of one new duplex on Lot 1, and supporting road, sidewalk, sewer, water, and stormwater infrastructure. The existing home relocation is planned to occur in late 2023 to make way for the planned Fourth Street right-of-way vacation and Fort Healthcare north parking lot project. The new duplex is planned for construction in 2024. Fort Healthcare has been working with the City throughout 2022-2023 to consolidate its services and parking within the hospital campus site to make way for an ambitious mixed-use development north of Florence Street on the east side of McMillen Street. This would include a mix of single-family, two-family, and multi-family residential, in addition to some office, clinic, and supporting services. There will be many opportunities for public engagement.

Cm. Schultz moved, seconded by Cm. Becker to direct the City Manager to prepare this ordinance for a second reading at the May 9, 2023 Joint City Council/Plan Commission meeting. Motion carried.

8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

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

No action required.

9. UNFINISHED BUSINESS

a) Election of President Pro Tem for the term of May 2, 2023 – April 16, 2024 (Houseman, City Manager)

The City Council President will call for nominations from the Council for the President Pro Tem.

Cm. Becker moved to nominate Cm. Schultz to the position of City Council President Pro Tem for the 2023-2024 year. Seconded by Cm. Jaeckel. Motion carried.

10. NEW BUSINESS:

a) Review and possible action related to moving the date of the July 4, 2023 Council meeting to July 6, 2023 due to 4th of July Holiday (Ebbert, Clerk/Treasurer/Finance Director)

Cm. Schultz moved, seconded by Cm. Jaeckel to approve changing the date of the July 4th City Council meeting to July 6, 2023, due to the 4th of July holiday. Motion carried.

b) Review and possible action related to the 2023 Water Main Replacement and Road Construction Project (Selle, City/Engineer Director of Public Works)

Engineer Selle reviewed the 2023 street and water main replacement work that will occur on Rogers St (N High to Jefferson), Florence St (Sherman Ave to McMillan), Wilcox St (N High St to N 4th St), Glenview Court, and Curtis Circle. Water main and services, curb and gutter, driveway aprons, and new asphalt will be added. Wilcox and Florence St will have sidewalk completed on both streets. Rogers St, Glenview Ct and Curtis Circle will not. Two bids were received for this work, one from Forest Construction and a second from EN Hughes. Forest Construction was the low bid. Staff bid the project with a number of additional items to allow reduction in scope if necessary to match funding. At present, Staff intends to award the project activating all additional items, though the Wilcox storm sewer repair may be reduced or eliminated if the existing sewer proves to be in better shape than expected.

CONSTRUCTION EXPENSES	ACCOUNTS					GRAND TOTALS
	SAN ACCT	WATER MAIN	WATER HYD/SERV	STORM ACCT	ROAD ACCT	
BASE CONSTRUCTION TOTAL	\$ 261,602.50	\$ 663,995.83	\$ 293,460.00	\$ 138,579.50	\$ 788,985.67	\$ 2,146,623.50
ADD A-B TOTAL	\$ 20,280.00	\$ 101,733.67	\$ 50,000.00	\$ 31,725.00	\$ 164,563.83	\$ 368,302.50
ADD C-E TOTAL	\$ -	\$ -	\$ -	\$ 77,740.00	\$ 76,072.00	\$ 153,812.00
CONTINGENCY 10%	\$ 28,188.25	\$ 76,572.95	\$ 34,346.00	\$ 24,804.45	\$ 102,962.15	\$ 266,873.80
TOTAL	\$ 310,070.75	\$ 842,302.45	\$ 377,806.00	\$ 272,848.95	\$ 1,132,583.65	\$ 2,935,611.80

Cm. Becker moved, seconded by Cm. Schultz to approve a contract with Forest Construction for the 2023 Water Main Replacement and Road Construction Project in an amount not to exceed \$2,668,738.00 and authorize the Director of Public Works to manage a 10% contingency fund in the amount of \$266,873 with oversight of the City Manager. Motion carried.

c) Review and possible action relating to a Certified Survey Map for a portion of the City-owned property located along Banker Road (Selle, Director of Public Works)

Engineer Selle presented the request seeking approval of a Certified Survey Map within the 75 acres of land the City owns. The parcel will be the first project in developing the Neighborhood Plan approved by Plan Commission and City Council. The CSM includes dedication of new public right of way for a road, named Trillium Dr. along the north edge of the parcel, as well as Right of Way for the relocated Banker Rd, proposed in the overall plan.

Cm. Schultz moved, seconded by Cm. Becker to approve a one-lot Certified Survey Map for a portion of the City-owned property located along Banker Road. Motion carried.

11. MISCELLANEOUS – NONE

12. CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS:

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

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

13. ADJOURNMENT

Cm. Schultz moved, seconded by Cm. Jaeckel to adjourn. Meeting adjourned at 7:35 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

**JOINT MEETING OF THE PLAN COMMISSION AND CITY COUNCIL
IN PERSON AND VIA ZOOM
TUESDAY, MAY 9, 2023 – 4:00 PM
CITY HALL – SECOND FLOOR**

**1. CALL TO ORDER – JOINT MEETING OF THE CITY COUNCIL AND PLAN COMMISSION
(PRESIDENT JOHNSON AND CHAIRPERSON HOUSEMAN)**

President Johnson called the Joint Meeting of the City Council and Plan Commission to order at 4:00 pm. Manager Houseman called the Joint Meeting of the Plan Commission and City Council to order at 4:00 pm.

2. ROLL CALL – CITY COUNCIL (PRESIDENT JOHNSON)

Present: Cm. Becker, Cm. Jaeckel, Cm. Schultz and President Johnson.

Also present: City Manager, City Attorney, City Engineer, City Clerk/Treasurer, Public Works Superintendent and Building Inspector.

3. ROLL CALL – PLAN COMMISSION (CHAIRPERSON HOUSEMAN)

Present: Manager Houseman, Engineer Selle, Council Rep Schultz, Commissioners: Highfield, Lescohier, Kessenich and Gray.

**4. VERIFICATION OF PROPER LEGAL NOTICE (CLERK/TREASURER/FINANCE DIRECTOR
EBBERT)**

Clerk/Treasurer Ebbert confirmed the appropriate meeting notices were posted on the City of Fort Atkinson website and published in the official local newspaper Daily Union

**5. PRESENTATION OF THE CITY OF FORT ATKINSON PROPOSED COMPREHENSIVE PLAN
AMENDMENTS (BEN ROHR, VANDEWALLE & ASSOCIATES)**

Ben Rohr presented the proposed Comprehensive Plan Amendments for area that is mostly shown on the Future Land Use Map as Health Facilities, outside of the property between McMillen Street and N. High Street which is shown as Multi-Family and Environmental Corridor. These land use categories are defined as:

- **Health Facility:** Intended to include a range of small to large-scale buildings that includes hospitals, specialty medical-care facilities, clinics, campuses, and other related quasi-public uses.
- **Multi-Family:** Intended to accommodate a variety of residential units, including apartment complexes, townhouses, and some single and two-family residences, all served by sanitary sewer.

- **Environmental Corridor:** Intended for existing continuous open space systems comprised of known sensitive natural resources and/or characterized by limitations for development such as floodplains, wetlands, slopes of 12 percent or greater, wildlife areas, and riparian buffers.

The proposed amendments are a request to change the Future Land Use Map designation to a combination of Planned Neighborhood and Planned Mixed Use. These land use categories are defined as:

- **Planned Neighborhood:** Intended to provide for a variety of housing choices and a carefully planned mix of non-residential uses consistent with the mainly residential character of the area. Planned Neighborhoods are a collection of different future land use categories, often mixed on the same lots and sometimes in the same buildings. Specifically, the Planned Neighborhood future land use category includes a mix of Single Family Residential—Urban, Two-Family/Townhouse Residential, Multi-Family Residential (including senior housing), Neighborhood Commercial, Community Facilities, and Parks and Environmental Corridor Land Uses.
- **Planned Mixed Use:** Intended for a mix of commercial and residential uses on public sewer, public water, and other urban services and infrastructure. Planned Mixed Use areas are intended to be vibrant urban places that should function as community focal points and gathering spots. This category is designed to facilitate a blend of land uses in the following categories: Community Commercial, Multi-Family Residential, Community Facilities, and Parks and Environmental Corridor.

Any rezoning must be consistent with the Comprehensive Plan's Future Land Use Map. If the amendments are approved, this would enable the property owners to have greater flexibility in implementation of the neighborhood plan through a combination of mixed residential, mixed-use buildings, office, and clinic uses.

The amendments are just the first step in the process and before anything occurs on any of the sites, property owners will be required to go through the rezoning, land division, and site plan processes. This provides City staff, the Plan Commission and City Council, and the public with multiple additional opportunities to provide feedback on proposed changes to each parcel before any development takes place in the future.

The proposed project includes the relocation of 4 existing single-family homes from 603, 609, and 615 N. Fourth Street and 403 McMillen Street to Lots 2-5, the new construction of one new duplex on Lot 1, and supporting road, sidewalk, sewer, water, and stormwater infrastructure. The existing home relocation is planned to occur in late 2023 to make way for the planned Fourth Street right-of-way vacation and Fort Healthcare north parking lot project. The new duplex is planned for construction in 2024.

Fort Healthcare has been working with the City throughout 2022-2023 to consolidate its services and necessary parking within the hospital campus site to make way for an ambitious mixed-use development north of Florence Street on the east side of McMillen Street. This

would include a mix of single-family, two-family, and multi-family residential, in addition to some office, clinic, and supporting services.

a) Public Hearing relating to the City of Fort Atkinson Comprehensive Plan Amendments (President Johnson)

President Johnson opened the Public Hearing.

Peter Olson, 703 Florence Street – he asked if a layout is available of the houses that will be relocated to the said area. He added there is currently a row of trees as a divider that are located on the hospital property and asked if they will remain if multi-story residential units are built.

After three calls, President Johnson closed the Public Hearing.

b) Review, discussion, and possible action by the Plan Commission to adopt a Resolution Recommending Amendments to the City of Fort Atkinson Comprehensive Plan (Chairperson Houseman)

Manager Houseman shared the list of the proposed 2023 City of Fort Atkinson Comprehensive Plan Map 7 and 8 Amendments. Each are identified to match the Proposed Amendments Map.

1. Change the Future Land Use designation for two parcels at 426 McMillen Street (parcel numbers: 226-0614-3434-024 and 226-0614-3443-016) from “Health Facilities” to “Planned Neighborhood.”
2. Change the Future Land Use designation for five parcels at 500, 550, 650, and 660 McMillen Street (parcel numbers: 226-0614-3434-038, 226-0614-3443-018, 226-0614-3434-045, 226-0614-3434-042, and 226-0614-3434-044) from “Health Facilities” to “Planned Mixed Use.”
3. Change the Future Land Use designation for one parcel at 601 Handyside Lane (parcel number: 226-0614-3434-021) from “Health Facilities” to “Planned Mixed Use.”
4. Change the Future Land Use designation for two parcels with no assigned address bounded by High Street and McMillen Street (parcel numbers: 226-0614-3434-046 and 226-0614-3434-041) from “Multi-Family Residential” to “Planned Neighborhood.”

Council Rep Commissioner Schultz questioned the lot on McMillen, High and Handyside as it appears to be in the 100 year flood zone, is that any concern should these lots be sold for future development. Engineer Selle confirmed the owners of the parcel have put forward a detailed study and submitted it to FEMA for review.

Commissioner Gray moved, seconded by Commission Highfield to adopt a resolution recommending amendments to the City of Fort Atkinson Comprehensive Plan as outlined in the staff report and presentation. Motion carried unanimously by the Plan Commission.

c) First reading of Ordinance by the City of Fort Atkinson City Council to adopt Amendments to the City of Fort Atkinson Comprehensive Plan (President Johnson)

Councilperson Jaeckel moved, seconded by Councilperson Becker to direct the City Manager to prepare this ordinance for a second reading at the May 16, 2023 City Council meeting. Motion carried unanimously by the City Council.

6. **PLAN COMMISSION: REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO A PRELIMINARY PLAT FOR THE PROPERTY FORMERLY ADDRESSED 426 MCMILLEN ST. (CHAIRPERSON HOUSEMAN)**

Engineer Selle discussed the Land Division and Development Ordinance (LDDO) that requires the Preliminary Plat be reviewed by the Plan Commission for consistency with all other ordinances, laws, rules, regulations, and plans. A Preliminary Plat is required to subdivide land into five or more new parcels. Following the review and approval of the Preliminary Plat by the City, it will be reviewed by the State and County. A Final Plat, inclusive of any requested changes of any reviewing party, is then brought before the Plan Commission and City Council for action. This two-step process ensures that all requirements are met prior to the land division being recorded. Prior to the Final Plat approvals, the details of the public improvements (detailed design), development agreement, and financial surety will be in place and approved by Plan Commission and City Council.

Standards for this are provided within the Land Division and Development Ordinance (LDDO). The City Engineer has reviewed the Preliminary Plat in comparison to the applicable requirements of the LDDO and determined the following:

- Section 70.05.02 - *Preliminary Plat Review* – All items of this section have been met.
- Section 70.08.07 – *Preparation, Dedication and Construction of Public Streets and Road* – this section requires the dedication of 60' of Right of Way for local streets, which is met.

As noted- details related to cross sections, pedestrian accommodations, utility design etc will come before Plan Commission and City Council for approvals prior to the Final Plat approvals.

Commissioner Highfield moved, seconded by Council Rep Commissioner Schultz to recommend the City Council approve the five-lot Preliminary Plat for the property formerly addressed at 426 McMillen St. Motion carried unanimously by the Plan Commission.

7. **PLAN COMMISSION: PUBLIC HEARING RELATING TO A PROPOSED ZONING MAP AMENDMENT TO CHANGE THE ZONING OF THE PROPERTY FORMERLY ADDRESSED 426 MCMILLEN ST. (226-0614-3434-024, 226-0614-3443-016, AND 226-0614-3443-018) FROM INSTITUTIONAL (I) DISTRICT TO SINGLE-FAMILY RESIDENTIAL (SR-5) AND DUPLEX RESIDENTIAL (DR-8) TO ACCOMMODATE FUTURE HOUSING DEVELOPMENT (ZMA-2023-03) (SELLE)**

Manager Houseman opened the Public Hearing. After three calls and no comments, the Public Hearing was closed.

8. **PLAN COMMISSION: REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO A REQUEST FOR A ZONING MAP AMENDMENT TO CHANGE THE ZONING FOR THE PROPERTY FORMERLY ADDRESSED 426 MCMILLEN STREET (226-0614-3434-024, 226-0614-3443-016, AND 226-0614-3443-018) FROM INSTITUTIONAL (I) DISTRICT TO SINGLE-FAMILY RESIDENTIAL (SR-5) AND DUPLEX RESIDENTIAL (DR-8) TO ACCOMMODATE FUTURE HOUSING DEVELOPMENT (ZMA-2023-03) (SELLE)**

Commission Kessenich asked for confirmation on planned mixed use definition. The said section is to change the area to a planned neighborhood zoning to allow for future rezoning to residential.

Commissioner Gray moved, seconded by Commissioner Lescohier to recommend the City Council approve of a Zoning Map Amendment to change the zoning of the property formerly addressed 426 McMillen St. from Institutional (I) District to Single-family Residential (SR-5) and Duplex Residential (DR-8) to accommodate future housing development. Motion carried unanimously by the Plan Commission.

9. **CITY COUNCIL: SECOND READING OF AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF FORT ATKINSON TO CHANGE THE ZONING OF THE PROPERTY FORMERLY ADDRESSED 426 MCMILLEN STREET (226-0614-3434-024, 226-0614-3443-016, AND 226-0614-3443-018) FROM INSTITUTIONAL (I) DISTRICT TO SINGLE-FAMILY RESIDENTIAL (SR-5) AND DUPLEX RESIDENTIAL (DR-8) TO ACCOMMODATE FUTURE HOUSING DEVELOPMENT (ZMA-2023-03) (SELLE)**

Councilperson Becker moved, seconded by Councilperson Schultz to direct the City Manager to prepare this ordinance for a third and final reading at the May 16, 2023 City Council meeting. Motion carried unanimously by City Council.

10. **ADJOURNMENT OF PLAN COMMISSION AND CITY COUNCIL**

Councilperson Becker moved, seconded by Councilperson Jaeckel to adjourn the Joint Meeting of the City Council.

Commissioner Highfield moved, seconded by Commissioner Gray to adjourn the Joint Meeting of the Plan Commission.

The joint meeting was adjourned at 4:31 pm.

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



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

**AIRPORT COMMITTEE MEETING
IN PERSON AND VIA ZOOM
THURSDAY, MAY 4, 2023 – 10 AM, CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

- a. Selle called the meeting to order at 1:04 p.m.

2. Roll call

Members present: Chip Day, Ardell Wiederhoeft, Tom Williamson, Rebecca Houseman, Andy Selle and Bruce Johnson

3. Approval of Minutes of 12.6.22 Meeting

Not enough members to approve minutes. The item will appear on the next agenda.

4. Consideration to appropriate City funds for 2023 airport projects through the Wisconsin Bureau of Aeronautics

Selle discussed the projects for support by the City. The projects moving forward include:

1. Acquire new snow removal equipment.
2. 5. Conduct airport master plan and update airport layout plan.
3. 12. Crack fill and seal coat airfield pavement.

Local match is \$9,750 for project. The City Council has the final OK on the project.

Chip Day asked about the bidding process with Selle indicating the State takes care of it.

Johnson asked if the snow plow will be dedicated to the airport. Selle indicated the truck would be used for the City and the Airport.

The estimated local match of \$9,750 will be disbursed from the previously described CARES act reimbursement account, leaving \$65,250 available for future local matching amounts.

Wiederhoeft asked about clearing snow from the LED lights and land acquisition for expanding the runway.

Day said the items listed could be included in the new master plan process.

Houseman asked about the master planning process. Selle indicated the process would include data collection and could take over a year. Selle said the federal government has indicated the City will not be able to get grants without a master plan.

Wiederhoeft made a motion to appropriate City funds for the 2023 airport projects through the Wisconsin Bureau of Aeronautics and forward the item to the City Council. Second by Day. Passed unanimously.

5. Adjournment

- a. Day made a motion to adjourn Wiederhoeft seconded. The meeting was adjourned at 10:17 a.m.



Permit Report

04/01/2023 - 04/30/2023

Permit Date	Permit #	Permit Location	Owner Name	Permit Type	Permit Description	Estimated Project Cost	Total Fees
-------------	----------	-----------------	------------	-------------	--------------------	------------------------	------------

Group: Add/Alter Commercial

4/13/2023	23194	1750 Janesville Ave	Verizon	Add/Alter Commercial	New Equipment on tower	25,000	\$285.00
							\$285.00

Group Total: 1

Group: Deck

4/26/2023	23215	425 memorial Dr	Mike Hansen	Deck	10 x 14 attached deck on back side of home	4,000	\$25.00
4/24/2023	23208	425 memorial Dr	Mike Hansen	Deck	10 x 14 attached deck on back side of home	4,000	\$70.00
4/21/2023	23206	1501 Stacy Ln	Paul Johnsen and Sarah	Deck	Replacing decking and moving stairs	500	\$35.00
4/5/2023	23152	343 Grant St	Elita Talamantes. Dale Talamantes	Deck	Replacing deck and adding new	5,000	\$102.00
							\$232.00

Group Total: 4

Group: Demo/Raze

4/28/2023	23226	1400 Janesville Ave	Builders FirstSource-leasee	Demo/Raze	Demolishing 2 existing warehouses- highlighted in yellow on plan	10,000	\$100.00
							\$100.00

Group Total: 1

Group: Electrical

4/27/2023	23216	105 N Third St	Justin Sponem	Electrical	AIR CONDITIONER	500	\$45.00
4/21/2023	23207	420 S Sixth St	RANDY LUEDER	Electrical	SERVICE UPGRADE TO 100	3,000	\$70.00

					AMP SERVICE- OVERHEAD		
4/19/2023	23202	533 Jackson St	Donna Ingrahm	Electrical	Car Charging Outlet	3,200	\$40.00
4/19/2023	23201	715 W Sherman Ave	Bill Brulla	Electrical	Outlet for radon system	0	\$35.75
4/12/2023	23193	1521 Ridge Dr	Baker Glass	Electrical	Remodel of Office Area/ Electrical Service Upgrade	54,000	\$277.25
4/11/2023	23192	213 E Sherman Ave	Margaret Bare	Electrical	Remodel upstairs bathroom/laundry	5,000	\$50.25
4/5/2023	23191	330 Zida St	Russel Toeller	Electrical	Detached Garage Electrical wiring and subpanel	9,000	\$85.00
4/5/2023	23189	212 Barrie St	Melody Brady	Electrical	Rewire of Residence	25,000	\$152.50
4/13/2023	23062	726 W Sherman Ave	Kristin Halverson	Electrical	Flush to roof solar electric system mounted upon home	0	\$70.00
							\$825.75

Group Total: 9

Group: Fence

4/28/2023	23225	630 Washington	Jenny Lescohier	Fence	Wood Privacy Fence	5,000	\$85.00
4/25/2023	23212	411 Memorial Dr.	Wendy Taylor	Fence	vinyl privacy fence and storage shed on concrete	23,000	\$80.00
4/20/2023	23204	328 N High St	Christine Dempski	Fence	32' of vinyl Privacy Fence on south	1,800	\$60.00
4/19/2023	23199	1400 Janesville Ave	BFS Operations LLC	Fence	New Chain link fence in side and rear yard	24,590	\$60.00
4/19/2023	23197	1013 Monroe	Sharon smith cerny	Fence	New fence in the back and side yard	500	\$60.00
4/5/2023	23188	1215 S Main St	Amelia Adsit	Fence	New coated chain link fence	7,255	\$60.00
							\$405.00

Group Total: 6

Group: HVAC

4/20/2023	23203	309 W Rockwell Ave	Redenius Rental Properties	HVAC	remodel/update of 8 apartments	0	\$435.00
							\$435.00

Group Total: 1

Group: Plumbing

4/27/2023	23221	208 Barrie St.	Emily Ashland	Plumbing	replacing plumbing and updating fixtures	0	\$71.00
							\$71.00

Group Total: 1

Group: Right of Way Opening Permit

4/27/2023	23218	326 Foster	Phillip Wesa Trust	Right of Way Opening Permit	Replace Sidewalk	0	\$50.00
4/27/2023	23217	350 S Main St	Donna McDonough	Right of Way Opening Permit	Sidewalk Repair	0	
4/4/2023	23186	1260 Janette St	WE Energies	Right of Way Opening Permit	Replace Gas Service	0	\$50.00
							\$100.00

Group Total: 3

Group: Single Family Alteration/Addition

4/27/2023	23220	620 Washington St	Melissa Overdahl	Single Family Alteration/Addition	Basement Waterproofing	17,000	\$76.75
4/27/2023	23219	413 Edward St.	PETER RAMIREZ	Single Family Alteration/Addition	basement water proofing	11,000	\$76.75
4/26/2023	23214	636 Jackson St.	Henri Kinson	Single Family Alteration/Addition	Full house remodel	90,000	\$285.00
4/16/2023	23196	64 Jackson St	Jake Brock	Single Family Alteration/Addition	converting existing open porch to 3 season porch	12,000	\$47.50
4/12/2023	23072	726 W Sherman Ave	Kristin Halverson	Single Family Alteration/Addition	Flush to roof solar electric system mounted upon home	10,800	\$135.00
							\$621.00

Group Total: 5

Group: Zoning

4/26/2023	23213	411 Memorial Dr.	Wendy Taylor	Zoning	vinyl privacy fence and storage shed on concrete	23,000	\$25.00
-----------	-------	------------------	--------------	--------	--	--------	---------

4/20/2023	23205	328 N High St	Christine Dempski	Zoning	32' of vinyl Privacy Fence on south	1,800	\$25.00
4/19/2023	23200	1400 Janesville Ave	BFS Operations LLC	Zoning	New Chain link fence in side and rear yard	0	\$100.00
4/19/2023	23198	1013 Monroe	Sharon smith cerny	Zoning	New fence in the back and side yard	500	\$25.00
4/13/2023	23195	1750 Janesville Ave	Verizon	Zoning	New Equipment on tower	25,000	\$100.00
4/5/2023	23190	1215 S Main St	Amelia Adsit	Zoning	New coated chain link fence	0	\$25.00
4/5/2023	23187	343 Grant St	Elita Talamantes. Dale Talamantes	Zoning	Replacing deck and adding new	0	\$25.00
							\$325.00

Group Total: 7

							\$3,399.75
--	--	--	--	--	--	--	-------------------

Total Records: 38

5/2/2023



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: May 16, 2023

TO: Fort Atkinson City Council

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

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

The following is a list of the Licenses and Permits issued by the City Clerk for the period of April 18th, 2023 through May 16th, 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
Monica Conn	Beauty & the Bean	Y
Rene Wieloch	Fat Boyz	Y
Kristine Spalliero	Fat Boyz	Y
Scott Fritsche	The Fireside	Y
Caleb Schiel	Kwik Trip #439	Y
Elijah Erdman	The Fireside	Y
Korin Knight	Stop N Go #1502	Y
Tammy Wells	Soup's On	Y
Telsa Sigmund	Proof Waterfront Restaurant Group	Y
Madison Ebbert	Proof Waterfront Restaurant Group	Y
Hope Heagney	Proof Waterfront Restaurant Group	Y
Lindsey Zeisler	Country Inn and Suites	Y

MOBILE MERCHANT

None

DOOR-TO-DOOR RESIDENTIAL / DIRECT SELLER

Joshua Stormer	Everlight Solar	Y
Logan Collien	Everlight Solar	Y
Hunter Radloff	Everlight Solar	Y
Hannah Parrish	Everlight Solar	Y



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

MEMORANDUM

DATE: May 16, 2023

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to Citizen Appointments to Committees, Commissions, and Boards

BACKGROUND

The City has a wide variety of Committees, Commissions, and Boards made up of citizens, staff, and elected officials. Some of these groups are outlined in the City's Ordinances. Most often, the City Manager is responsible for appointing citizen members, subject to approval by the City Council. Similarly, in most cases, the Council President is responsible for appointing Council members to these groups.

DISCUSSION

The following citizen members are eligible for appointment or reappointment to the Committees, Commissions, and Boards below for the terms indicated:

- 1. Library Board:**
 - a. Leslie LaMuro for a three-year term ending in 2026
- 2. Plan Commission:**
 - a. Jill Kessenich for a three-year term ending in 2026 (reappointment)
- 3. Tourism Commission**
 - a. Mariah Hadler for a one year term ending in 2024

Note the following vacancies for citizens on City Commissions, Committees, and Boards:

- Board of Zoning Appeals (four seats)
- Cable Television Committee (one seat)
- Economic Development Commission (two seats)
- Parks and Recreation Advisory Board (one seat)
- Tourism Commission (one seat)

Staff continues to work on filing these vacancies and encourages members of the public to submit an [application](#) to serve if interested.

FINANCIAL ANALYSIS

The appointments of citizens to these Committees, Commissions, and Boards is not expected to impact the City financially.

RECOMMENDATION

Staff recommends that the City Council confirm the appointments listed in this memo through the Consent Agenda.

ATTACHMENTS

None



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

MEMORANDUM

DATE: May 16, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event: American Legion Post 166 Fishing Derby

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: Fishing Derby

Date: Saturday, June 3rd, 2023

Location: 201 S Water St E & Purdy Street (North of Water St E)

Contact Person: Don Krebs

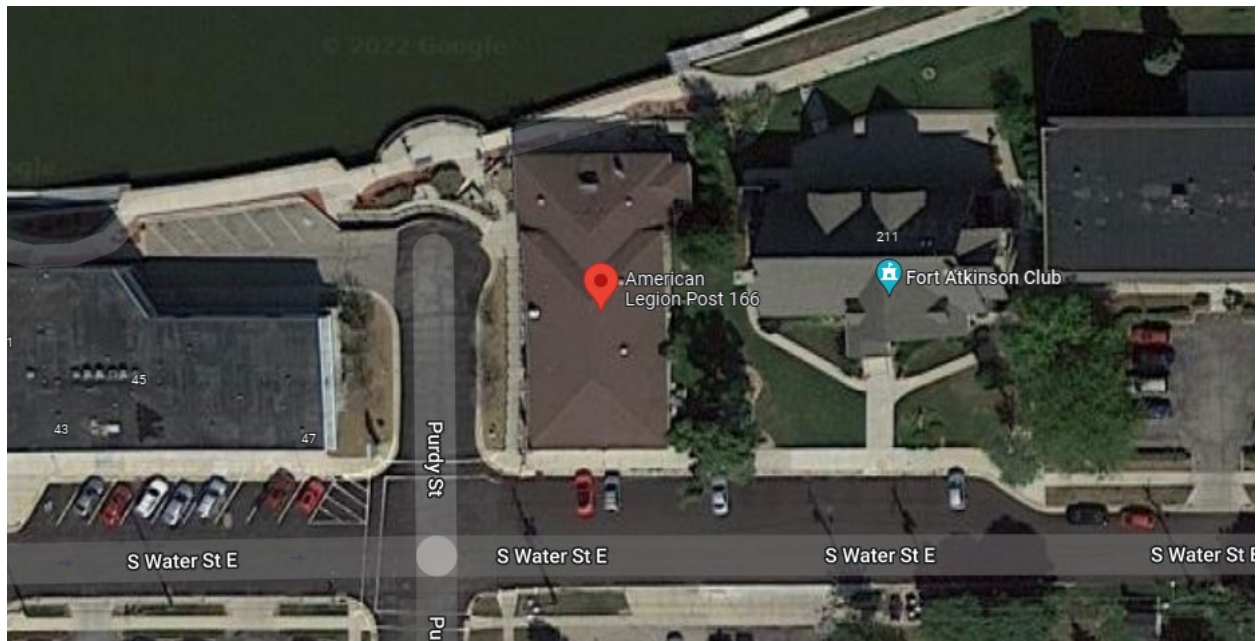
Hours of Event: 5:00 am to 3:30 pm

Estimated Number of Attendees: 275

Event information was routed to Departments without any concerns provided. Public Works will assist with street closure barricades.

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 American Legion Post 166 – Fishing Derby on Saturday, June 3, 2023 and street closures as noted.

ATTACHMENTS

Special Event Application

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

Name of Business/Group Organizing Event: Annual Fort Youth Fishing Derby, LLC

Contact Person for Event: Don Krebs

Phone Number:

Email: dckrebs17@yahoo.com

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

Phone: (608) 548-4448

Email:

Special Event Details

Event Name: Annual Fort Youth Fishing Derby

Event Date (mm/dd/yyyy): 06/03/2023

Event Location: American Legion Post 166, 201 S Water St. E, Fort Atkinson, WI 53538

Estimated Number of Attendees: 275

Hours of Event: 5:00 AM - 3:30 PM

Event Setup Time: 4:30 AM

Event Tear Down Time: 4:00 PM

Event Description: The Annual Fort Youth Fishing derby is an event in which we hope to bring people out for a day of camaraderie, sportsmanship and fun. Proceeds from this event are distributed to local youth organizations and groups that promote outdoor activities as well as our local fish hatchery which provides sustained angling opportunities in our river system. Our event includes a day of fishing followed by a catered meal, raffles, guest speakers, presentation of earnings to angling class winners, and a door prize to each child participant

Goal/Purpose of Event: Our goal is to involve the youth from our communities and to instill a desire in them to spend a good deal of their free time in the outdoors enjoying what nature has provided us.

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: _____ 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: _____

Submission Date: 4.27.2023

For Office Use Only:

Date Received: _____

Date Paid: _____

Council Approval / Denial Date: _____

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

Event Stipulations:

Rock River		
Surgical Associates	Purdy St	American Legion Post 166
	Barricade	
S Water St. E		



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

MEMORANDUM

DATE: May 16, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event: Hoard Historical Museum Dairy Day at the MOOseum

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: Dairy Day at the MOOseum

Date & Hours of Event: Friday June 16, 2023 6:00-8:00PM & Saturday June 17, 2023 11:00AM–2:00PM

Location: Hoard Historical Museum Grounds, Foster Street / Whitewater Avenue

Contact Person: Merrilee Lee

Estimated Number of Attendees: 600-800

Event information was routed to Departments without any concerns provided.

Public Works will provide appropriate barricades for traffic flow and closure of Foster Street from 4th St to Whitewater Ave.

FINANCIAL ANALYSIS

There is no financial impact to the City of Fort Atkinson for the event. Departments will assist with proper street closure barricades.

RECOMMENDATION

Staff recommends that City Council approve the Special Event for Hoard Historical Museum – Dairy Day at the MOOseum on Friday June 16, 2023 and Saturday June 17, 2023 and approve street closures as requested.

ATTACHMENTS

Special Event Application, Event Summary with Noted Street Closures and Site Plan

April 22, 2023

Michelle Ebbert
City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538

Dear Ms. Ebbert:

Attached is our special event application for the museum's annual "Dairy Day at the MOOseum." The 9th annual "Dairy Day" is scheduled for Saturday, June 17 from 11 a.m.- 2 p.m. at the Hoard Historical Museum. This year's event will be held on the museum's grounds. The event features cows, activities, games, and dairy treats. The event is free to attend.

We are asking permission to close the 400 block of Foster Street from 10:00 am-3:00 pm during the event to ensure public safety and for the safe unloading/loading of the cows and calves. Museum staff and volunteers would place the street-closing barricades at the appropriate time. Museum staff will also notify the neighbors affected by the street closure and invite them to the event.

New this year, the museum will be adding a trivia night to the weekend's festivities. Held indoors on Friday, June 16 from 6:00 pm-8:00 pm, the trivia night will be open to the public and since we are planning on selling beer and wine, included in this application is our temporary class "b" application. No cows will be present at the trivia night but there will likely be dairy-themed trivia questions.

We are happy to work with city personnel in the organization of this event, and would appreciate the opportunity to answer any questions the council may have.

Sincerely,



Merrilee Lee
Museum Director
Hoard Historical Museum



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

Name of Business/Group Organizing Event: **Hoard Historical Museum**

Contact Person for Event: **Merrilee Lee**

Phone Number: **920-397-9914**

Email: **mlee@hoardmuseum.org**

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

Phone: 815-990-0401

Email:

Special Event Details

Event Name: **Dairy Day at the MOOseum**

Event Date (mm/dd/yyyy): **06/16/2023-06/17/2023**

Event Location: **Hoard Historical Museum, 401 Whitewater Ave**

Estimated Number of Attendees: **600-800 people; 10-15 cows**

Hours of Event: **6/16/2023 6:00-8:00pm; 6/17/2023 11:00 am-2:00 pm**

Event Setup Time: **6/17/2023: 9:00 am**

Event Tear Down Time: **6/17/2023 2:30 p.m.**

Event Description:

Our annual event celebrating all things dairy! The museum will be hosting a trivia night on Friday, 6/16 and Dairy Day at the MOOseum on Saturday, 6/17. We are requesting a temporary class b license for 6/16 and a "no parking"/street closure for 6/17 to help with the loading and unloading of the cows. Trivia contest does require a registration fee; Dairy Day is free to attend.

Goal/Purpose of Event:

To celebrate dairy, our dairy heritage, and to provide a free community activity for Fort Atkinson and the surrounding areas.

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 3

Barricades*

Qty 4

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: _____ 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.

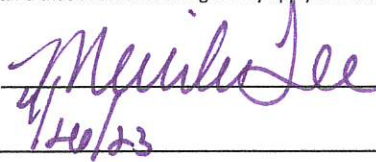
☒ I will be erecting a tent, canopy or other temporary structure.*
*Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511

☐ 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:


4/14/23

Submission Date:

For Office Use Only:

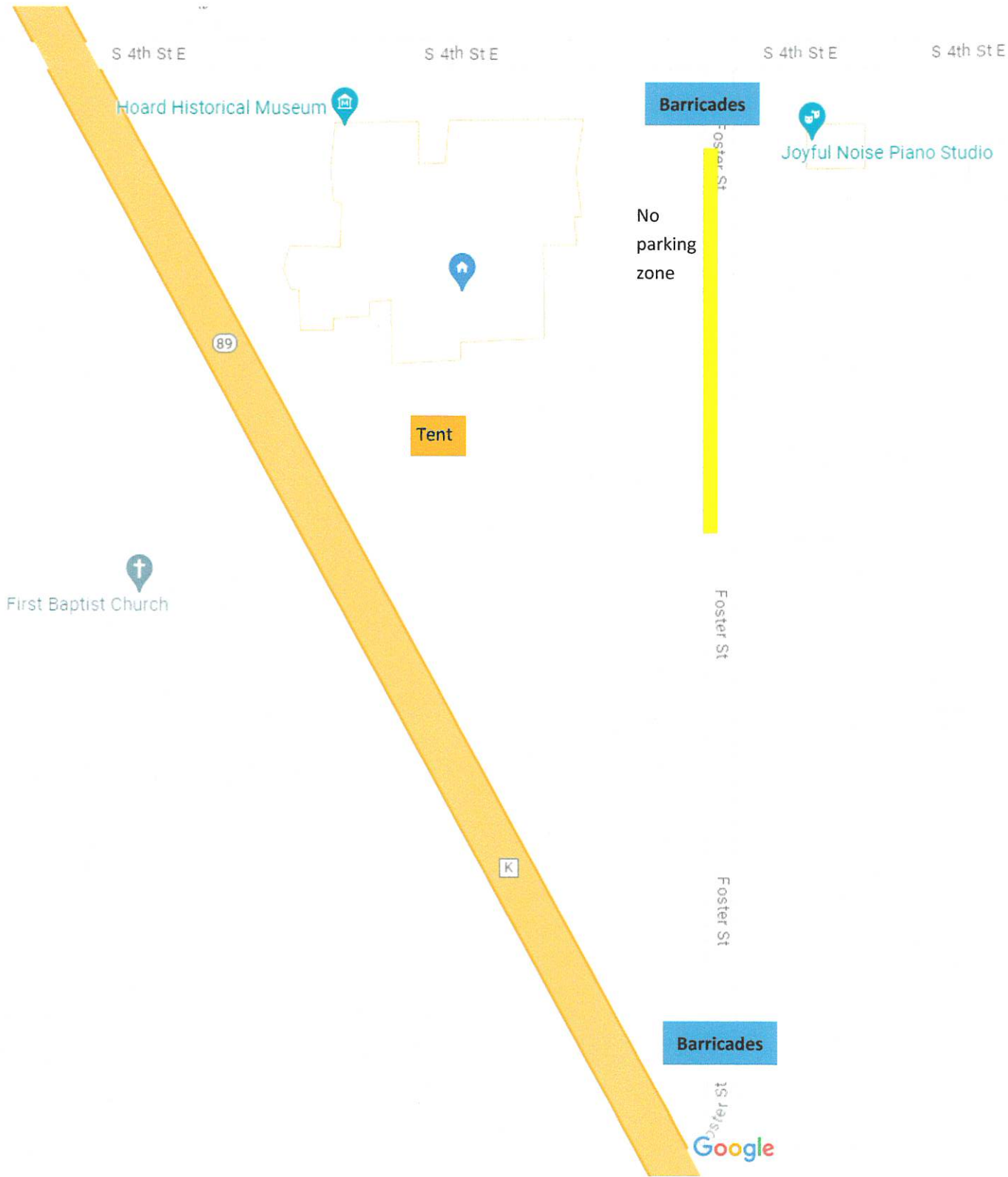
Date Received: _____

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: 04/21/2023

☐ Town ☐ Village ☐ City of Fort Atkinson

County of Jefferson

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

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

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

at the premises described below during a special event beginning 06/16/2023 and ending 06/16/2023 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 Fort Atkinson Historical Society

(b) Address 401 Whitewater Ave

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 11/01/1939

(d) If corporation, give date of incorporation 11/01/1939

(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 Bill Camplin

Vice President Jenny Kalvaitis

Secretary Karen Gomez

Treasurer Josh Kline

(g) Name and address of manager or person in charge of affair: Merrilee Lee, 401 Whitewater Ave., Fort Atkinson, WI

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 401 Whitewater Ave

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event Trivia Night

(b) Dates of event 06/16/2023

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

William M. G. [Signature]
(Signature / Date)

Fort Atkinson Historical Society
(Name of Organization)

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: May 16, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event: Hoard Historical Museum WWII USO Dance

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: Hoard Historical Museum WWII USO Dance

Date: Saturday, June 24, 2023

Location: Hoard Historical Museum Grounds, Foster Street / Whitewater Avenue

Hours of Event: 3:00 – 9:15 PM

Contact Person: Merrilee Lee

Estimated Number of Attendees: 600-800

Event information was routed to Departments with the following concerns noted:

To prevent underage drinking, a wristband will be provided to patrons after ID check.

FINANCIAL ANALYSIS

There is no financial impact to the City of Fort Atkinson for the event. Departments will assist with proper street closure barricades.

RECOMMENDATION

Staff recommends that City Council approve the Special Event for Hoard Historical Museum – WWII USO Dance on Saturday June 24th, 2023.

ATTACHMENTS

Special Event Application, Letter, and Map.

April 22, 2023

Michelle Ebbert
City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538

Dear Ms. Ebbert:

Attached is our special event application for a new museum program for Saturday, June 24. The WWII USO dance will be held outside on the museum's grounds from 4:00 p.m.-8 p.m. The event will include concert from "The Vintage Swing Band," a Big Band/Swing era band, dancing, a Rosie-the-Riveter lookalike contest, food, and children's activities. The event is free to attend. The live music will be from 6:00 pm-7:30 pm.

We are asking permission to close the 400 block of Foster Street from 3:30 pm-8:30 pm during the event to ensure public safety and to utilize a portion of Foster Street as a dance floor during the event. Museum staff and volunteers would place the street-closing barricades at the appropriate time. Museum staff will also notify the neighbors affected by the street closure and invite them to the event.

As part of the food, the museum and it's organizing partner, the Johnson Creek Historical Society, will be selling beer and wine. Included in this application is our temporary class "b" application.

We are happy to work with city personnel in the organization of this event, and would appreciate the opportunity to answer any questions the council may have.

Sincerely,



Merrilee Lee
Museum Director
Hoard Historical Museum



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

Name of Business/Group Organizing Event: **Hoard Historical Museum**

Contact Person for Event: **Merrilee Lee**

Phone Number: **920-397-9914**

Email: **mlee@hoardmuseum.org**

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

Phone: 815-990-0401

Email:

Special Event Details

Event Name: **WWII USO Dance**

Event Date (mm/dd/yyyy): **06/24/2023**

Event Location: **Hoard Historical Museum, 401 Whitewater Ave**

Estimated Number of Attendees: **300-500**

Hours of Event: **4:00 pm-9:00pm**

Event Setup Time: **3:00 pm**

Event Tear Down Time: **9:15pm**

Event Description: In conjunction with the Johnson Creek Historical Society, the Hoard Museum will be hosting a WWII USO-style dance. Music will be provided by "The Vintage Swing Band." Other activities include food/drink, children's activities, a Rosie-the-Riveter lookalike contest, vintage military vehicles and more. Event will be free to the public and will be for a general audience.

Goal/Purpose of Event: To continue to commemorate the 80th anniversary of WWII.

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 **4**

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: 6:00 pm

End Time of Music: 7:30 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.*
*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:

Marilyn Lee

Submission Date:

4/26/23

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: 04/21/2023

☐ Town ☐ Village ☐ City of Fort Atkinson

County of Jefferson

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

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

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

at the premises described below during a special event beginning 06/24/2023 and ending 06/24/2023 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 Fort Atkinson Historical Society

(b) Address 401 Whitewater Ave

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 11/01/1939

(d) If corporation, give date of incorporation 11/01/1939

(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 Bill Camplin

Vice President Jenny Kalvaitis

Secretary Karen Gomez

Treasurer Josh Kline

(g) Name and address of manager or person in charge of affair: Merrilee Lee, 401 Whitewater Ave., Fort Atkinson, WI

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 401 Whitewater Ave

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event WWII USO Dance

(b) Dates of event 06/24/2023

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

[Signature]
(Signature / Date)

Fort Atkinson Historical Society
(Name of Organization)

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: May 16, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event:
Lions & Fat Boyz Motorcycle Raffle

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: Lions & Fat Boyz Motorcycle Raffle

Date and Hours of Event: Saturday June 24, 2023 5:00 pm – 9:00 pm

Location: Fat Boyz, 201-235 S. Main Street and rear parking lot

Contact Person: John Dawson, johndawson78@gmail.com, 920-563-3051

Estimated Number of Attendees: 600

Mr. Dawson has requested to close off the alley behind the businesses at 201-235 S Main Street from 5:00 pm to 9:00 pm.

Event information was routed to Departments with the following comments:

Clerk/Treasurer:

The applicant has requested to extend the premise description of their alcohol license to cover the alley behind the property and neighboring businesses. This request is consistent with past practice.

Police Department:

We support this event and recommend the City Council approve the request as long as the extended venue aligns with the same areas used in past years.

As in years past we also request that Fat Boyz take the necessary precautions to ensure that patrons taking advantage of the outside area are properly and safely contained within the designated area. We believe an assigned employee or security person present to ensure patrons do not leave the designated area with open intoxicants will help make the event safe.

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 Fat Boyz 16th Anniversary Bike Raffle on June 24, 2023 and allow the expansion of the premise description to include the use of the back alley and parking stalls from 5:00 pm to 9:00 pm.

ATTACHMENTS

Special Event Application and Map

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

Fee: \$25.00

Name of Business/Group Organizing Event:

Fat Boyz

Contact Person for Event:

John Dawson

Phone Number:

920-728-3415

Email:

johndawson78@gmail.com

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

Phone:

Email:

Special Event Details

Event Name:

Lions & Fat Boyz Motorcycle Rattle

Event Date (mm/dd/yyyy):

JUNE 24 2023

Event Location:

Fat Boyz Back Parking Lot

Estimated Number of Attendees:

600

Hours of Event:

5:00 pm 9:00 pm

Event Setup Time:

5:00 pm

Event Tear Down Time:

9:00 pm

Event Description:

Rattle starts at 7:00 to 8:45. Tables and chairs in parking spot

Goal/Purpose of Event:

It's Fat Boyz Anniversary

To give a 2023 Harley Away And make a little money for Lions

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 Dept. 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 (most) equipment. Each park is equipped with picnic tables and garbage/recycling receptacles, and additional are available upon request. 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 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

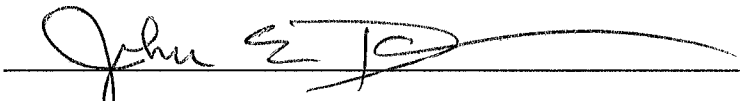
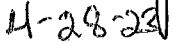
Qty ____

Barricades

Qty ____

Traffic Cones

Qty ____

<input type="checkbox"/> Electrical Access	<p><i>The City Electrician may reach out to you to address any needs/concerns.</i></p> <p>Please specify if you have any requests or requirements beyond current access:</p>
<input type="checkbox"/> I will be having music	<p>(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</p> <p style="text-align: right;">Start Time of Music: _____ End Time of Music: _____</p>
<input type="checkbox"/> I will be closing a street(s)*	<p>Barricades can be provided by Public Works upon request</p> <p><i>* Provide proof of permission from neighboring businesses/properties if street closure impacts daily activity</i></p>
<input checked="" type="checkbox"/> I will be selling beer and/or wine*	<p>Alcohol license and licensed bartender(s) required. Contact City Clerk (920) 397-9901 prior to submitting this application.</p> <p><i>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</i></p>
<input type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.*	<p><i>*Event coordinator is responsible for ensuring that the temporary structure is safely installed. You are required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511</i></p>
<input type="checkbox"/> I am having a walk/race*	<p><i>*See map instructions above. In addition to the map requirements clearly mark your route on the map. Please include how intend to mark the route.</i></p>
<p>By signing, I agree to the following statements:</p> <p>I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I 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.</p>	
Responsible Party Signature:	
Submission Date:	
<p>For Office Use Only:</p> <p>Date Received: _____</p> <p>Date Paid: _____</p> <p>Council Approval / Denial Date: _____</p> <p>Date applicant notified of Council action and any event stipulations: _____</p> <p>Event Stipulations:</p>	

Post office

mail Boxes

Parking

Clear Area for Mailbox use

Entrance

Exit

Tree
+
Flowers

Tables + chairs

Pole

Pole

**PROCLAMATION
RECOGNIZING INTERNATIONAL FIREFIGHTERS' DAY
IN THE CITY OF FORT ATKINSON**

WHEREAS; Firefighters dedicate their lives to the protection of life and property; and sometimes that dedication is in the form of countless hours volunteered over many years, in others it is many selfless years working in the industry; in all cases it risks the ultimate sacrifice of a firefighter's life; and

WHEREAS; International Firefighters' Day is observed each year on the 4th of May on where we remember the past firefighters who have died while serving our community or dedicated their lives to protecting the safety of us all; and show our support and appreciation to the firefighters worldwide who continue to protect us so well throughout the year; and

WHEREAS; hailing from all walks of life, they are our mothers, fathers, brothers, sisters, aunts, uncles, grandparents, neighbors and friends. They protect us without wanting of recognition or reward. In our time of need they are there with courage, compassion and loyalty. They are the essence of the true meaning of community.

NOW, THEREFORE, I, Bruce Johnson, as City Council President of the City of Fort Atkinson, do hereby declare May 4th, 2023 as International Firefighter's day in the City of Fort Atkinson.

Proclaimed this 16th day of May in the year 2023.

Bruce Johnson, City Council President

Attest:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

**OFFICIAL PROCLAMATION OF
THE CITY OF FORT ATKINSON
HONORING EMERGENCY MEDICAL SERVICES WEEK**

WHEREAS; emergency medical services are a vital public service to the people and City of Fort Atkinson; and

WHEREAS, access to quality emergency care significantly improves the survival and recovery rate of those who experience sudden illness or serious injury; and

WHEREAS, the City of Fort Atkinson and the Fort Atkinson Fire Department strive to continually improve the emergency medical and trauma care systems to ensure that all citizens receive the highest standards of emergency medical care; and

WHEREAS, the emergency medical service providers including first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers, whether volunteers or paid personnel, complete thousands of hours of specialized training and education to enhance their lifesaving skills; and

WHEREAS, members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours per day, seven days per week; and

WHEREAS, people in the City of Fort Atkinson benefit daily from the knowledge and skills of these highly trained individuals and their unselfish dedication to Fort Atkinson's residents and visitors.

NOW, THEREFORE, I, Bruce Johnson, as City Council President of the City of Fort Atkinson, do hereby proclaim May 21-27, 2023 as Emergency Medical Services Week in the City of Fort Atkinson, and commend this observance to all our citizens.

Proclaimed and signed this 16th day of May in the year 2023.

Bruce Johnson, City Council President

Attest:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

**PROCLAMATION
RECOGNIZING NATIONAL POLICE WEEK
IN THE CITY OF FORT ATKINSON**

WHEREAS; there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the City of Fort Atkinson Police Department and area agencies; and

WHEREAS; the members of law enforcement in the City of Fort Atkinson and the surrounding area play an essential role in safeguarding the rights and freedoms of the City of Fort Atkinson; and

WHEREAS; it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agencies and that members of our law enforcement agencies recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, since the first recorded death in 1786, more than 23,785 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, and the names of these dedicated public servants are engraved on the wall of the National Law Enforcement Officers Memorial in Washington, D.C; and

WHEREAS, 556 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial in 2023, including 224 officers killed in 2022 and 332 officers killed in previous years.

NOW, THEREFORE, I, Bruce Johnson, as City Council President of the City of Fort Atkinson, do hereby declare May 14-20, 2023 as National Police Week in the City of Fort Atkinson.

Proclaimed this 16th day of May in the year 2023.

Bruce Johnson, City Council President

Attest:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

**PROCLAMATION
RECOGNIZING NATIONAL PUBLIC WORKS WEEK
IN THE CITY OF FORT ATKINSON**

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Fort Atkinson; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are responsible for rebuilding, improving, and protecting our City's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the City of Fort Atkinson to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the year 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, I, Bruce Johnson, as City Council President of the City of Fort Atkinson do hereby declare May 21-27, 2023 as National Public Works Week in the City of Fort Atkinson.

Proclaimed this 16th day of May in the year 2023.

Bruce Johnson, City Council President

Attest:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: May 16, 2023

TO: Fort Atkinson City Council

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

RE: Second and possible third/final reading of an Ordinance to amend the Official Zoning Map of the City of Fort Atkinson to change the zoning from Single-Family Residential (SR-2) to Multi-Family Residential (MRH-30) for a portion of the City-owned property located along Banker Road

BACKGROUND

This request is part of the first phase of the implementation of the Banker Road Neighborhood Plan, adopted in 2021. In total, the Neighborhood Plan covers 75.62 acres located within 3 parcels on the east and west sides of Banker Road, from Campus Drive to Hoard Road. The City of Fort Atkinson owns all 3 parcels within the planning area.

The proposed Rezoning includes only a portion of the southernmost property (parcel number: 226-0614-3323-000) from SR-2 to MRH-30. Today, the applicant has submitted plans for formal review of rezoning of the new property to MRH-30, Multi-Family Residential.

The existing property is adjacent to the High School campus on the west, Campus Drive Apartment project and remnant Town of Koshkonong parcels to the south, existing City of Fort Atkinson neighborhoods to the east, and City-owned farmland to the north. Banker Road currently splits the parcel in half north to south.

The new proposed parcel is a total of 8.32 acres (Lot 1) with an 80-foot-wide right-of-way on the north and east sides of it. Lot 1 is proposed to be rezoned from SR-2 to MRH-30 to facilitate a planned multi-family development. Together, the new parcel, right-of-way, and rezoning align with the Banker Road Neighborhood Plan. The remnant portion of the existing parcel will remain in an agricultural use on the east side of Banker Road until future phases of the plan are implemented.

City water and sewer are planned to be extended to the site to serve the property and future neighborhood as it develops. Additionally, a wetland delineation was completed for the property in 2023 and has been reflected in the submitted plans.

DISCUSSION

The property is currently zoned SR-2 Single-Family Residential. This zoning district allows for and is oriented to large-lot single-family homes and neighborhoods. However, the property is shown on the City of Fort Atkinson's 2019 Comprehensive Plan Future Land Use Map as Planned Neighborhood because it was envisioned that this area would transition overtime to become an extension of residential neighborhoods served by public sewer and water.

The SR-2 zoning district's land uses, setbacks, and lot area do permit the type of project envisioned for this site. The MRH-30 zoning district is much better suited to accomplish the City's goals in this area and the Banker Road Neighborhood Plan. In terms of land uses, the MRH-30 zoning district permits a principal Apartment land uses by-right, which is not permitted in the SR-2 zoning district. Finally, if the proposed CSM is approved, the new parcel will meet the MRH-30 lot configuration requirements as shown below:

Bulk Regulation	MRH-30 Standard	Proposed New Parcel
Minimum Lot Area	20,000 square feet	362,445 square feet
Minimum Lot Width	100 feet	544 feet
Minimum Lot Depth	120 feet	579 feet
Minimum Lot Frontage at ROW	50 feet	500+ feet

A Zoning Map Amendment must be reviewed per the requirements of Section 15.10.31(4)(b) of the Zoning Ordinance. City Staff is required to provide a written report regarding this review to assist the Plan Commission and Common Council in reviewing the proposed amendment.

1. Does the proposed Zoning Map Amendment advance the purposes of the Zoning Ordinance as outlined in Section 15.01.03? Yes. The proposed zoning map amendment advances community-wide goals and provides new housing opportunities within an identified growth area, which will serve as a component of the larger neighborhood plan in this area.
2. Is the proposed Zoning Map Amendment in harmony with the Comprehensive Plan? Yes. The proposed zoning map amendment helps accomplish many of the community's goals as identified in the Comprehensive Plan and is consistent with the Planned Neighborhood designation on the Future Land Use and the Banker Road Neighborhood Plan.
3. Does the proposed Zoning Map Amendment maintain the desired consistency of land uses, land use intensities, and land use impacts within the pertinent Zoning District? Yes. The proposed zoning map amendment is consistent with the Comprehensive Plan and the Banker Road Neighborhood Plan. This site is the first phase in the implementation of the larger plan for the area that calls for a diversity of housing types including multi-family.
4. Does the proposed Zoning Map Amendment address any of factors that are not accomplished on the current Zoning Map? Yes. The proposed zoning map amendment addresses factors that have changed in respect to the growth patterns of this area. The City has identified this area for future residential growth for many years and has been working to make that happen through purchase of the property, annexation, and adoption of Banker Road Neighborhood Plan. This has created a situation in which the subject property is more appropriate for a different zoning district.

5. A public hearing is required for Rezoning review and action. All required Class 2 public hearing notices have been properly posted in compliance with state law. The public hearing was held at the Plan Commission meeting on April 25, 2023. No residents spoke at the public hearing.

FINANCIAL ANALYSIS

The change in zoning from single-family to multi-family to accommodate a multi-family residential project is expected to bring additional value to the City and additional housing units, both of which will benefit the City.

RECOMMENDATION

At the meeting on April 25, 2023, the Plan Commission reviewed this matter and recommended that the City Council adopt an Ordinance changing the zoning of the property. The City Council performed the first reading of this Ordinance at the meeting on May 2, 2023. At that time, staff indicated that, if there were no public comments, staff would request that the Council suspend the rules and offer a third reading at the May 16th City Council meeting. There have been no comments from the public on this matter.

Staff recommends that the City Council perform the second reading of this Ordinance, suspend the rules to offer a third/final reading, and enact the Ordinance changing the zoning of subject property from SR-2 to MRH-30.

ATTACHMENTS

PC Staff Report Packet; Ordinance Amending the Official Zoning Map



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

ZONING MAP AMENDMENT REVIEW REPORT TO THE PLAN COMMISSION

DATE: April 25, 2023

FILE NUMBER: ZMA-2023-1

PROPERTY ADDRESSES: No Address

EXISTING ZONING: SR-2, Single-Family Residential

PARCEL NUMBER: 226-0614-3323-000

PROPOSED ZONING: MRH-30, Multi-Family Residential

OWNER: City of Fort Atkinson

EXISTING LAND USE: Vacant/Agriculture

APPLICANT: City of Fort Atkinson

REQUESTED USES: Multi-Family Residential Apartments

BACKGROUND ON CSM AND REZONING REVIEW:

Section 15.10.31 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for a Zoning Map Amendment process. This requires a public hearing, review, and approval by the Plan Commission and the City Council on the consistency of the proposal with adopted plans.

REQUEST OVERVIEW:

This request is part of the first phase of the implementation of the Banker Road Neighborhood Plan, adopted in 2021. In total, the Neighborhood Plan covers 75.62 acres located within 3 parcels on the east and west sides of Banker Road, from Campus Drive to Hoard Road. The City of Fort Atkinson owns all 3 parcels within the planning area.

The proposed Rezoning includes only the southernmost property (parcel number: 226-0614-3323-000). Today, the applicant has submitted plans for formal review of rezoning of the new property to MRH-30, Multi-Family Residential.

The existing property is adjacent to the High School campus on the west, Campus Drive Apartment project and remnant Town of Koshkonong parcels to the south, existing City of Fort Atkinson neighborhoods to the east, and City-owned farmland to the north. Banker Road currently splits the parcel in half north to south.

The new proposed parcel is a total of 8.32 acres (Lot 1) with an 80-foot-wide right-of-way on the north and east sides of it. Lot 1 is proposed to be rezoned from SR-2 to MRH-30 to facilitate a planned multi-family development. Together, the new parcel, right-of-way, and rezoning align with the Banker Road Neighborhood Plan. The remnant portion of the existing parcel will remain in an agricultural use on the east side of Banker Road until future phases of the plan are implemented.

City water and sewer are planned to be extended to the site to serve the property and future neighborhood as it develops. Additionally, a wetland delineation was completed for the property in 2023 and has been reflected in the submitted plans.

REZONING REVIEW:

The property is currently zoned SR-2 Single-Family Residential. This zoning district allows for and is oriented to large-lot single-family homes and neighborhoods. However, the property is shown on the City of Fort Atkinson's 2019 Comprehensive Plan Future Land Use Map as Planned Neighborhood because it was envisioned that this area would transition overtime to become an extension of residential neighborhoods served by public sewer and water.

The SR-2 zoning district's land uses, setbacks, and lot area do permit the type of project envisioned for this site. The MRH-30 zoning district is much better suited to accomplish the City's goals in this area and the Banker Road Neighborhood Plan. In terms of land uses, the MRH-30 zoning district permits a principal Apartment land uses by-right, which is not permitted in the SR-2 zoning district. Finally, if the proposed CSM is approved, the new parcel will meet the MRH-30 lot configuration requirements as shown below:

Bulk Regulation	MRH-30 Standard	Proposed New Parcel
Minimum Lot Area	20,000 square feet	362,445 square feet
Minimum Lot Width	100 feet	544 feet
Minimum Lot Depth	120 feet	579 feet
Minimum Lot Frontage at ROW	50 feet	500+ feet

ZONING MAP AMENDMENT CRITERIA:

A Zoning Map Amendment must be reviewed per the requirements of Section 15.10.31(4)(b) of the Zoning Ordinance. City Staff is required to provide a written report regarding this review to assist the Plan Commission and Common Council in reviewing the proposed amendment.

1. Does the proposed Zoning Map Amendment advance the purposes of the Zoning Ordinance as outlined in Section 15.01.03? Yes. The proposed zoning map amendment advances community-wide goals and provides new housing opportunities within an identified growth area, which will serve as a component of the larger neighborhood plan in this area.
2. Is the proposed Zoning Map Amendment in harmony with the Comprehensive Plan? Yes. The proposed zoning map amendment helps accomplish many of the community's goals as identified in the Comprehensive Plan and is consistent with the Planned Neighborhood designation on the Future Land Use and the Banker Road Neighborhood Plan.
3. Does the proposed Zoning Map Amendment maintain the desired consistency of land uses, land use intensities, and land use impacts within the pertinent Zoning District? Yes. The proposed zoning map amendment is consistent with the Comprehensive Plan and the Banker Road Neighborhood Plan. This site is the first phase in the implementation of the larger plan for the area that calls for a diversity of housing types including multi-family.

4. Does the proposed Zoning Map Amendment address any of factors that are not accomplished on the current Zoning Map? Yes. The proposed zoning map amendment addresses factors that have changed in respect to the growth patterns of this area. The City has identified this area for future residential growth for many years and has been working to make that happen through purchase of the property, annexation, and adoption of Banker Road Neighborhood Plan. This has created a situation in which the subject property is more appropriate for a different zoning district.

PUBLIC NOTICE:

A public hearing is required for Rezoning review and action. All required Class 2 public hearing notices have been properly posted in compliance with state law.

COMPREHENSIVE LAND USE PLAN (2019):

NORTHWEST QUADRANT PLANNING AREA

FIGURE: 2.1

CITY OF FORT ATKINS
FUTURES OPEN HOUSE



The subject property is located within the Northwest Quadrant Planning Area (see attachments) and is identified as Neighborhood Area on the plan. The opportunities indicated on the plan include traditional neighborhood and sustainable design, in addition to capitalizing on the proximity to existing businesses and schools.

The subject property is also shown as Planned Neighborhood on the Future Land Use Map. This designation includes a mix of Single Family, Two-Family, Multi-Family, Neighborhood Commercial, Community Facilities, Parks, and Environmental Corridors in a carefully designed, integrated, and interconnected neighborhood. While the Planned Neighborhood designation is intended to provide a mixture of housing types across a large area, the subject property is only proposed to include Multi-Family Residential. However, in viewing this entire area together through the lens of the Banker Road Neighborhood Plan, this designation aligns with the proposed land uses on the subject property. Staff believes the proposal is in concert with the Comprehensive Plan.

Housing Studies

The City of Fort Atkinson and Jefferson County conducted three different Housing Studies in 2019-2021. Each study found that there is existing demand for new housing of various formats (rental, owner, senior, etc.) and a shortage of supply for each of those formats. There was also a consensus among the studies that if communities didn't lead the effort to reverse these trends, that the situation would only get worse across the county. This project and the Banker Road Neighborhood Plan are in direct response to these studies and are consistent with their findings.

DISCUSSION:

The proposed steps today are another phase in the implementation of the Banker Road Neighborhood Plan. The rezoning and creation of a new parcel enables the opportunity for future development to take place in alignment with adopted community plans and goals. Any proposed project on the property will require review and approval by the City prior to seeking building permits. The City is actively working with a developer on this site and conceptual plans will be brought before the Plan Commission as a next step in the process.

The City's Management Team has reviewed the application and all comments have been included within this document.

RECOMMENDATION:

City staff recommends approval of the Rezoning from SR-2 to MRH-30, subject to the following conditions:

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

ATTACHMENTS:

- Rezoning and Application
- Banker Road Neighborhood Plan



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

April 6, 2023

NOTICE TO THE PUBLIC

The City of Fort Atkinson Plan Commission will hold a public hearing on **Tuesday, April 25, 2023 at 4 p.m.**, or as soon thereafter as the matter can be heard, to review and make a recommendation to the City Council on a request for a Zoning Map Amendment and a Conditional Use Permit for a Group Development to accommodate a multi-family residential development project located on the southern end of the City-owned property west of Banker Road in the City of Fort Atkinson (parcel number 226-0614-3323-000). The public hearing and Plan Commission meeting will take place both in-person at 101 N. Main Street, Fort Atkinson and via Zoom:

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFVzb0E2TUNTbnZlZz09>

Meeting ID: 822 1486 0406

Passcode: 53538

Dial by your location

+1 312 626 6799

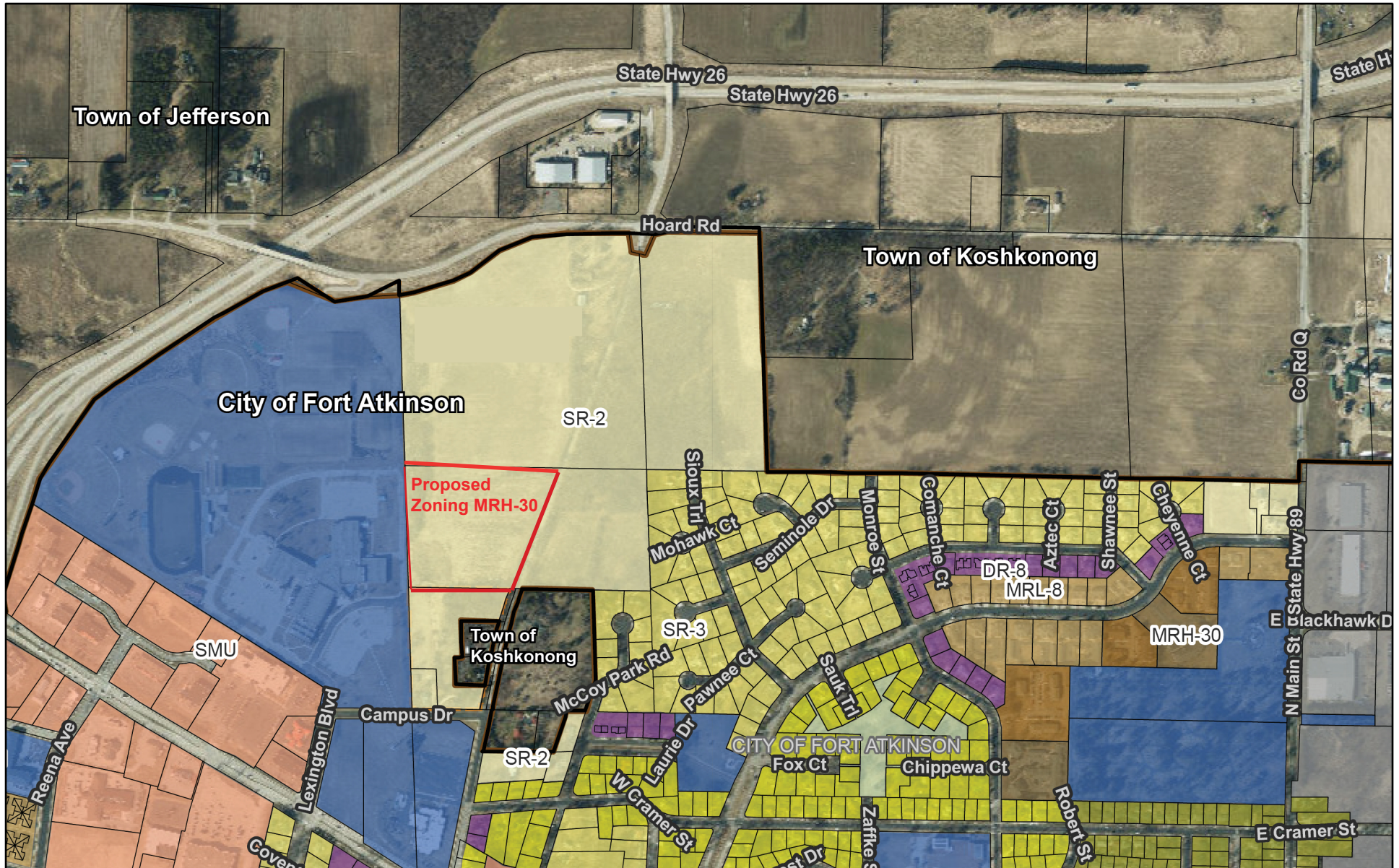
The Zoning Map Amendment and the Conditional Use Permit for a Group Development have been requested to accommodate the construction of three buildings with 141 total residential units. The requested **Zoning Map Amendment** is to change the zoning from Single-Family Residential (SR-2) to Multi-Family Residential (MRH-30). The requested **Conditional Use Permit** is for a Group Development to allow three buildings on one parcel. The Certified Survey Map creating the subject parcel will also be on the agenda for consideration.

The Plan Commission and City Council are seeking input from the public. For more information, please contact City Engineer Andy Selle at aselle@fortatkinsonwi.gov or (920) 397-9901. You may attend the public hearing in-person, via Zoom or submit a letter or email expressing your thoughts to City Engineer Selle.

Andy Selle, P.E.
City Engineer/Dir. of Public Works

AS/sw

Zoning Map Amendment and Conditional Use Permit for City-owned property West of Banker Road



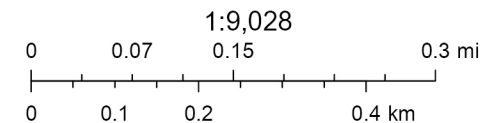
3/14/2023, 11:03:59 AM

- CITY OF FORT ATKINSON
- City of Fort Atkinson Municipal Boundary 2022

City of Fort Atkinson Base Zoning

- SR-2 - Single Family Residential - 15,000sf
- SR-3 - Single Family Residential - 10,000sf
- SR-5 - Single Family Residential - 8,000sf
- SMU - Suburban Mixed Use

- I - Institutional
- DR-8 - Duplex Residential - 10,000sf
- MRL-8 - Multi-Family Residential
- MRM-12 - Multi-Family Residential



ORDINANCE NO. ____

**AN ORDINANCE
TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF FORT ATKINSON**

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

Section 1. Section 15.02.03 of the City of Fort Atkinson Zoning Ordinance, adopting the Map of Standard Zoning Districts, is hereby amended to change the zoning classification of the following described property from **SR-2, Single-family Residential District**, to **MRH-30, Multi-family Residential District**.

A part of the Southwest quarter of the Northwest quarter, Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin, being more particularly described as follows:

Commencing at the West quarter corner of said Section 33, Thence N00°50'52"W 659 30 feet along the West line of the Northwest quarter of said Section 33 to the point of beginning, Thence N00°50'52"W 68318 feet along said West line, Thence Southeasterly 3813 feet along the arc of a 25 00 foot radius curve concave Northeasterly whose chord bears S44 °32'11"E 34.54 feet to the North line of said Southwest quarter of the Northwest quarter; Thence S88°13'31"E 70349 feet along said North line, Thence Southerly 228 00 feet along the arc of a 358.00 foot radius curve concave Easterly whose chord bears S02°14'19"E 224 17 feet, Thence Southerly 19384 feet along the arc of a 265 00 foot radius curve concave Westerly whose chord bears S00°28'17"W 189 55 feet, Thence S21°25'36"W 26145 feet to the South line of the North half of said Southwest quarter of the Northwest quarter, Thence N88°09'29"W 629 27 feet along said South line to the point of beginning. Said parcel contains 468,160 square feet (10 75 acres) more or less, including rights-of-way.

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

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

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, this _____ day of _____, 2023.

Bruce Johnson, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: May 16, 2023

TO: Fort Atkinson City Council

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

RE: Second reading of an Ordinance to adopt Amendments to the City of Fort Atkinson Comprehensive Plan

BACKGROUND

Wisconsin State Statutes (66.1001) outlines the process for municipal Comprehensive Plan updates or amendments. This requires a 30-day notice, a public hearing before the City Council, and action by both the Plan Commission and City Council.

DISCUSSION

The applicant has worked with City staff over the last two years in developing the neighborhood plan and preparing for the first phase of its implementation. Additionally, the applicant presented the project conceptually before the Plan Commission in April. The City's Management Team has reviewed the application and all comments have been included within this document.

The proposed amendments and neighborhood plan aim to relocate existing Fort Healthcare services and parking onto its main campus and foster new mixed-use redevelopment and infill development opportunities on existing underutilized sites.

Overall, the proposed amendments could provide new tax base, housing units, and local economic benefits in the community.

FINANCIAL ANALYSIS

The change to the Comprehensive Plan is expected to bring additional value to the City and additional housing units, both of which will benefit the City.

RECOMMENDATION

At the Joint City Council and Plan Commission meeting on May 9, 2023, the Plan Commission reviewed this matter and recommended that the City Council adopt the attached ordinance amending the Comprehensive Plan. The City Council performed the first reading of this ordinance on May 9, 2023.

Staff recommends that the City Council perform the second reading and direct the City Manager to prepare it for a third and final reading on June 6, 2023.

ATTACHMENTS

PC Staff Report Packet; Ordinance



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

COMPREHENSIVE PLAN AMENDMENT REPORT TO THE PLAN COMMISSION AND CITY COUNCIL

DATE: May 9, 2023

PROPERTY ADDRESSES: 426, 500, 550, 650, and 660 McMillen Street, 601 Handyside Lane, and Unaddressed Property (further described below)

PARCEL NUMBER: 226-0614-3434-024, 226-0614-3443-016, 226-0614-3434-038, 226-0614-3443-018, 226-0614-3434-045, 226-0614-3434-042, 226-0614-3434-044, 226-0614-3434-021, 226-0614-3434-046 and 226-0614-3434-041

OWNER: Fort Healthcare, Inc. and Tamike Investments, LLC

APPLICANTS: Jim Nelson, Fort Healthcare and Mike Forester, Tamike Investments

FILE NUMBER: N/A

EXISTING ZONING: I, Institutional, SR-2 Residential, and MRL-8 Multi-Family

PROPOSED ZONING: TBD

EXISTING LAND USE: Clinics, Day Care, Parking, and Vacant

REQUESTED USES: Planned Neighborhood and Planned Mixed Use

BACKGROUND ON COMPREHENSIVE PLAN AMENDMENT REVIEW:

Wisconsin State Statutes (66.1001) outlines the process for municipal Comprehensive Plan updates or amendments. This requires a 30-day notice, a public hearing before the City Council, and action by both the Plan Commission and City Council.

REQUEST OVERVIEW:

Fort Healthcare and Mike Forester have been working with the City throughout 2022-2023 to develop a new neighborhood plan for the area generally defined as north of Florence Street on the east and west sides of McMillen Street (north of the main hospital campus).

The neighborhood plan aims to relocate existing Fort Healthcare services and parking onto its main campus and foster new mixed-use redevelopment and infill development opportunities on existing or future underutilized sites. The proposed plan will be completed in phases over time. The first phase includes the proposed parking lot expansion on the southeast side of the hospital campus site, the proposed parking lot expansion across the vacated Fourth Street right-of-way on the northeast side of the hospital campus site, and the relocation of four existing homes from Fourth Street to 426 McMillen Street.

Other future phases of the plan include new residential development between N. High Street and McMillen Street and the potential mixed-use redevelopment of the existing clinic buildings on the east side of McMillen Street and existing remote hospital staff parking lot east of McMillen Street.

The following is a list of the proposed 2023 City of Fort Atkinson Comprehensive Plan Map 7 and 8 Amendments. Each are identified to match the Proposed Amendments Map.

1. Change the Future Land Use designation for two parcels at 426 McMillen Street (parcel numbers: 226-0614-3434-024 and 226-0614-3443-016) from “Health Facilities” to “Planned Neighborhood.”
2. Change the Future Land Use designation for five parcels at 500, 550, 650, and 660 McMillen Street (parcel numbers: 226-0614-3434-038, 226-0614-3443-018, 226-0614-3434-045, 226-0614-3434-042, and 226-0614-3434-044) from “Health Facilities” to “Planned Mixed Use.”
3. Change the Future Land Use designation for one parcel at 601 Handyside Lane (parcel number: 226-0614-3434-021) from “Health Facilities” to “Planned Mixed Use.”
4. Change the Future Land Use designation for two parcels with no assigned address bounded by High Street and McMillen Street (parcel numbers: 226-0614-3434-046 and 226-0614-3434-041) from “Multi-Family Residential” to “Planned Neighborhood.”

A map of the proposed Future Land Use Map Amendments is available in your meeting packet. In this map, parcels proposed to be amended are outlined in red.

COMPREHENSIVE PLAN AMENDMENT REVIEW:

Today, the proposed amendment area is mostly shown on the Future Land Use Map as Health Facilities, outside of the property between McMillen Street and N. High Street which is shown as Multi-Family and Environmental Corridor. These land use categories are defined as:

- **Health Facility:** Intended to include a range of small to large-scale buildings that includes hospitals, specialty medical-care facilities, clinics, campuses, and other related quasi-public uses.
- **Multi-Family:** Intended to accommodate a variety of residential units, including apartment complexes, townhouses, and some single and two-family residences, all served by sanitary sewer.
- **Environmental Corridor:** Intended for existing continuous open space systems comprised of known sensitive natural resources and/or characterized by limitations for development such as floodplains, wetlands, slopes of 12 percent or greater, wildlife areas, and riparian buffers.

The proposed amendments are a request to change the Future Land Use Map designation to a combination of Planned Neighborhood and Planned Mixed Use. These land use categories are defined as:

- **Planned Neighborhood:** Intended to provide for a variety of housing choices and a carefully planned mix of non-residential uses consistent with the mainly residential character of the area. Planned Neighborhoods are a collection of different future land use categories, often mixed on the same lots and sometimes in the same buildings. Specifically, the Planned Neighborhood future land use category includes a mix of Single Family Residential—Urban, Two-Family/Townhouse Residential, Multi-Family Residential (including senior housing), Neighborhood Commercial, Community Facilities, and Parks and Environmental Corridor Land Uses.
-

- **Planned Mixed Use:** Intended for a mix of commercial and residential uses on public sewer, public water, and other urban services and infrastructure. Planned Mixed Use areas are intended to be vibrant urban places that should function as community focal points and gathering spots. This category is designed to facilitate a blend of land uses in the following categories: Community Commercial, Multi-Family Residential, Community Facilities, and Parks and Environmental Corridor.

Any rezoning must be consistent with the Comprehensive Plan's Future Land Use Map. If the amendments are approved, this would enable the property owners to have greater flexibility in implementation of the neighborhood plan through a combination of mixed residential, mixed-use buildings, office, and clinic uses.

The amendments are just the first step in the process and before anything occurs on any of the sites, property owners will be required to go through the rezoning, land division, and site plan processes. This provides City staff, the Plan Commission and City Council, and the public with multiple additional opportunities to provide feedback on proposed changes to each parcel before any development takes place in the future.

PUBLIC NOTICE:

A public hearing is required for Comprehensive Plan amendment review and action. All required public hearing notices have been properly posted in compliance with state law.

HOUSING STUDIES

The City of Fort Atkinson, Jefferson County, and Fort Healthcare conducted four different Housing Studies in 2017-2021. Each study found that there is existing demand for new housing of various formats (rental, owner, senior, etc.) and a shortage of supply for each of those formats. There was also a consensus among the studies that if communities didn't lead the effort to reverse these trends, that the situation would only get worse. This proposed amendment and the neighborhood plan are in direct response to these studies and are consistent with their findings.

DISCUSSION:

The applicant has worked with City staff over the last two years in developing the neighborhood plan and preparing for the first phase of its implementation. Additionally, the applicant presented the project conceptually before the Plan Commission in April. The City's Management Team has reviewed the application and all comments have been included within this document.

The proposed amendments and neighborhood plan aim to relocate existing Fort Healthcare services and parking onto its main campus and foster new mixed-use redevelopment and infill development opportunities on existing underutilized sites.

Overall, the proposed amendments could provide new tax base, housing units, and local economic benefits in the community.

RECOMMENDATION:

City staff recommends that the Plan Commission adopt the attached resolution recommending that the City Council approve the following:

- Comprehensive Plan Amendment for 426 McMillen Street (#1 listed above), subject to the following conditions:
 - Any other recommendations of City staff, the Plan Commission, and City Council.
- Comprehensive Plan Amendment for 500, 550, 650, and 660 McMillen Street (#2 listed above), subject to the following conditions:
 - Any other recommendations of City staff, the Plan Commission, and City Council.
- Comprehensive Plan Amendment for 601 Handyside Lane (#3 listed above), subject to the following conditions:
 - Any other recommendations of City staff, the Plan Commission, and City Council.
- Comprehensive Plan Amendment for two parcels with no assigned address bounded by High Street and McMillen Street (#4 listed above), subject to the following conditions:
 - Any other recommendations of City staff, the Plan Commission, and City Council.

Staff further recommends that; after the public hearing, input from the Plan Commission, and three readings; the City Council adopt the Ordinance amending the Comprehensive Plan as outlined above and in said Ordinance.






ATTACHMENTS:

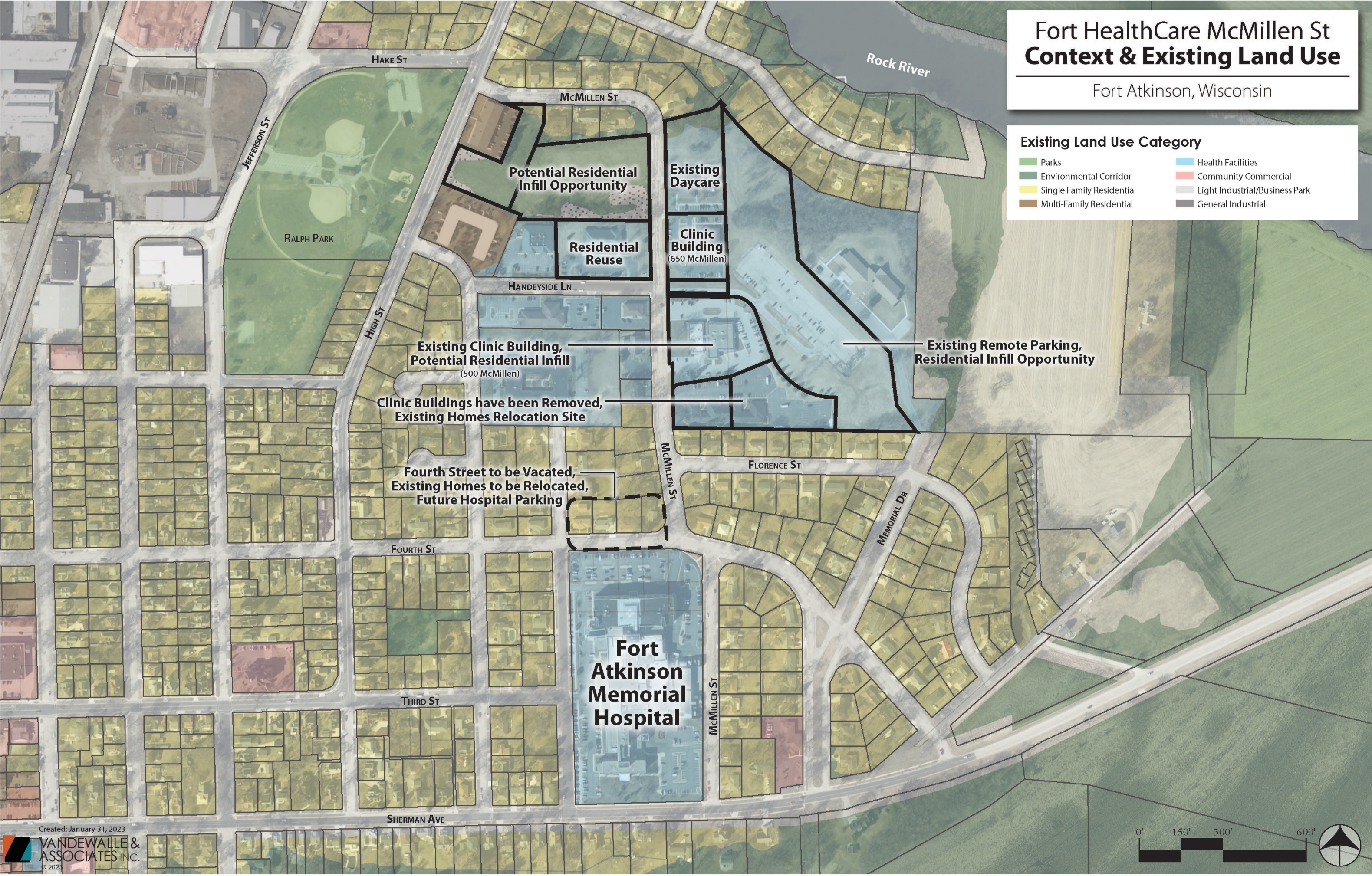
- Comprehensive Plan Amendment Exhibits (3.29.23)
- Proposed Amendments Map 7 – Future Land Use City View
- Public Hearing Notice
- Plan Commission Recommending Resolution 5.9.23
- City Council Adopting Ordinance (draft)

Fort HealthCare McMillen St Context & Existing Land Use

Fort Atkinson, Wisconsin

Existing Land Use Category

- | | |
|---|--|
|  Parks |  Health Facilities |
|  Environmental Corridor |  Community Commercial |
|  Single Family Residential |  Light Industrial/Business Park |
|  Multi-Family Residential |  General Industrial |




















Fort HealthCare McMillen St Comprehensive Plan Amendment Parcels for Consideration

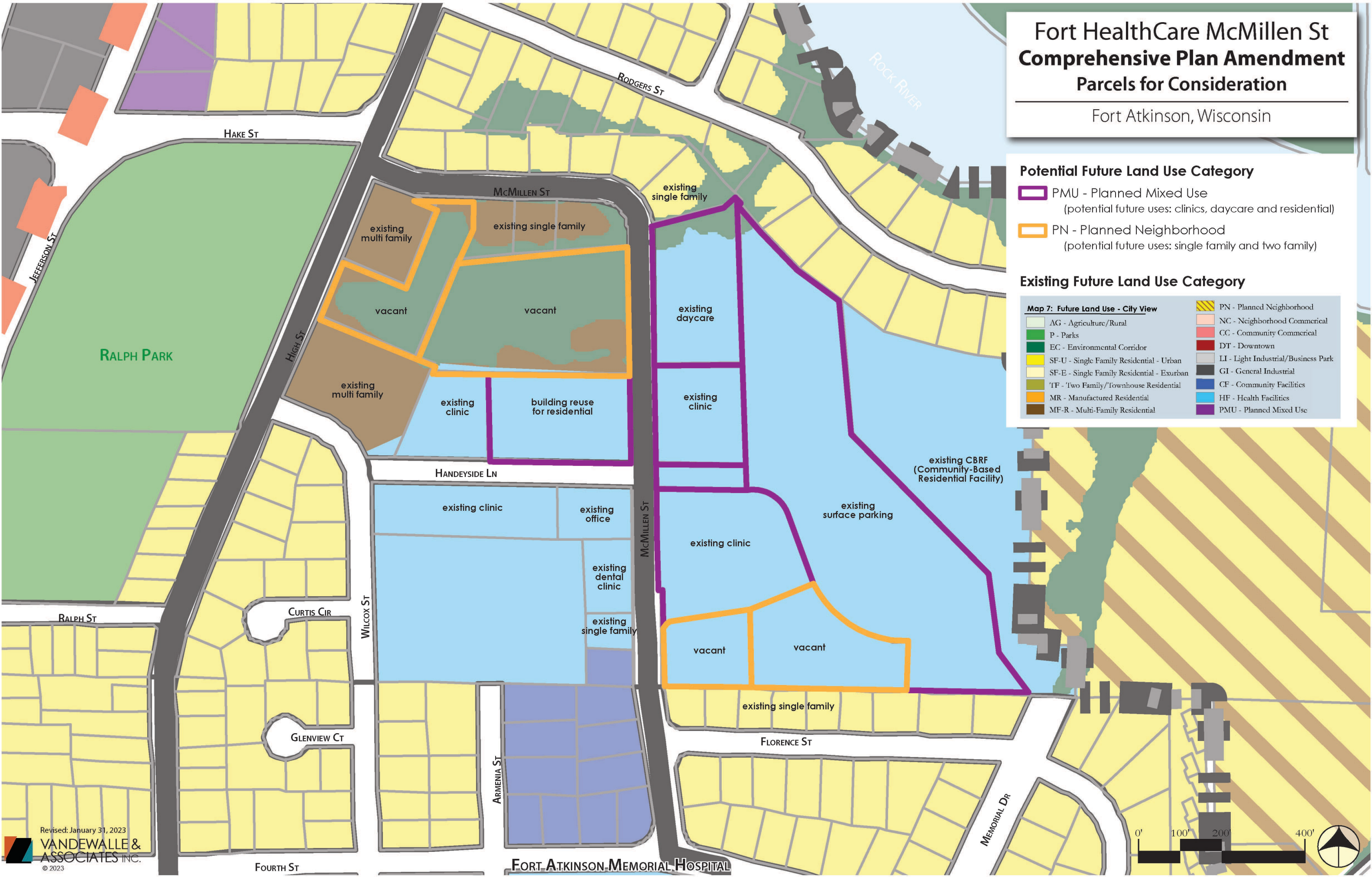
Fort Atkinson, Wisconsin

Potential Future Land Use Category

-  PMU - Planned Mixed Use
(potential future uses: clinics, daycare and residential)
-  PN - Planned Neighborhood
(potential future uses: single family and two family)

Existing Future Land Use Category

Map 7: Future Land Use - City View	
 AG - Agriculture/Rural	 PN - Planned Neighborhood
 P - Parks	 NC - Neighborhood Commercial
 EC - Environmental Corridor	 CC - Community Commercial
 SF-U - Single Family Residential - Urban	 DT - Downtown
 SF-E - Single Family Residential - Exurban	 LI - Light Industrial/Business Park
 'TF' - 'Two Family'/Townhouse Residential	 GI - General Industrial
 MR - Manufactured Residential	 CF - Community Facilities
 MF-R - Multi-Family Residential	 HF - Health Facilities
	 PMU - Planned Mixed Use

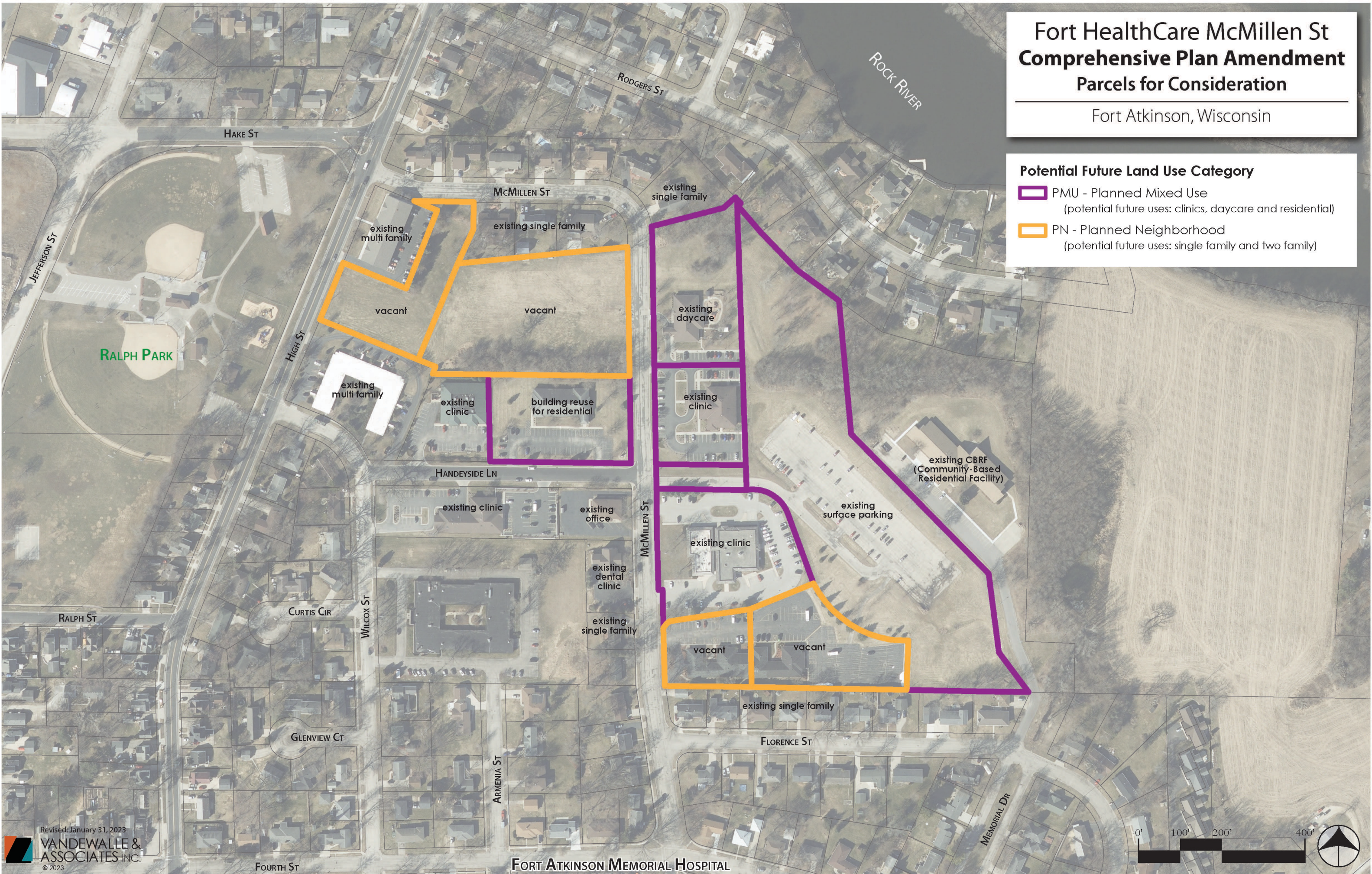


Fort HealthCare McMillen St Comprehensive Plan Amendment Parcels for Consideration

Fort Atkinson, Wisconsin

Potential Future Land Use Category

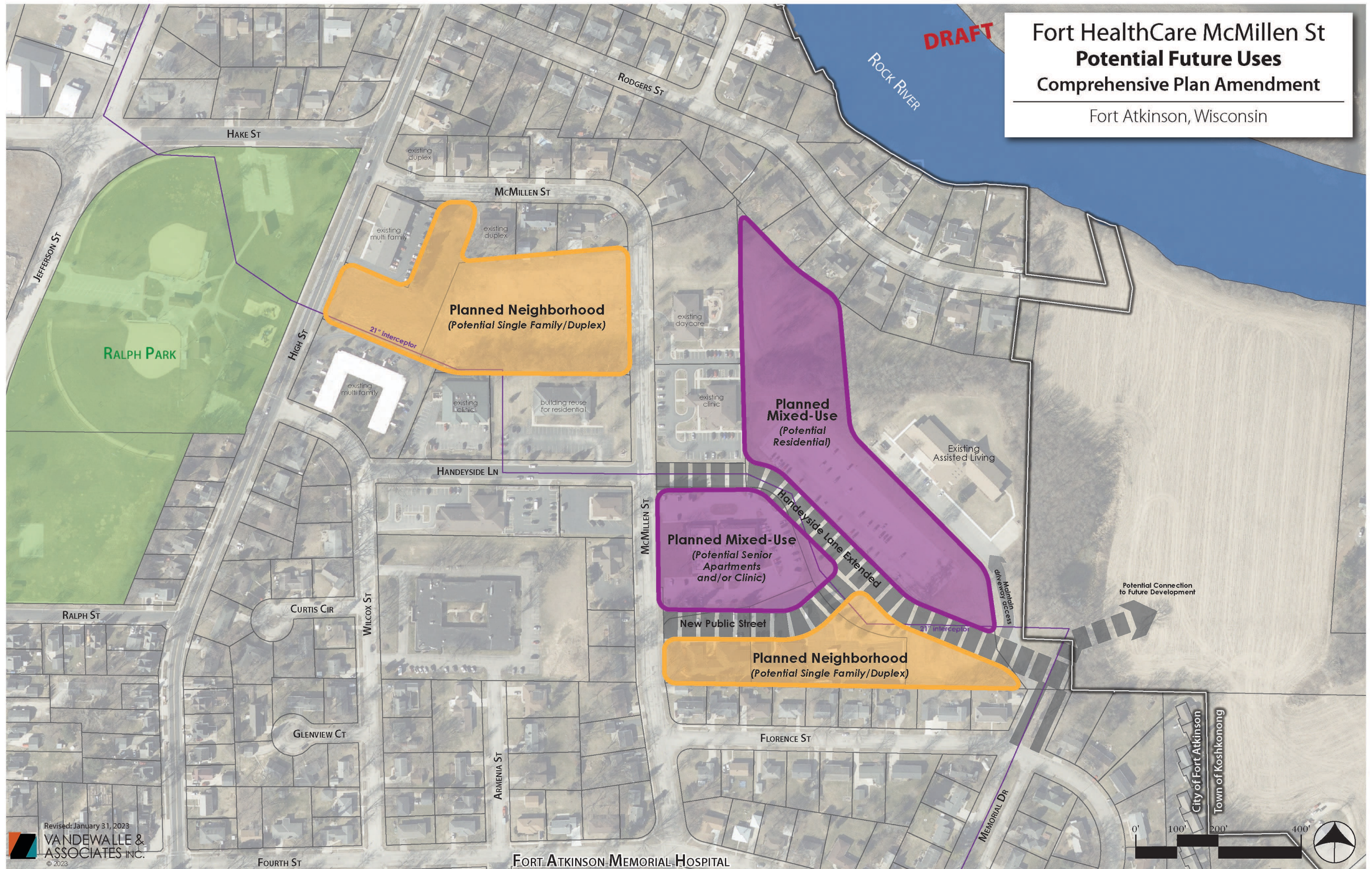
-  PMU - Planned Mixed Use
(potential future uses: clinics, daycare and residential)
-  PN - Planned Neighborhood
(potential future uses: single family and two family)

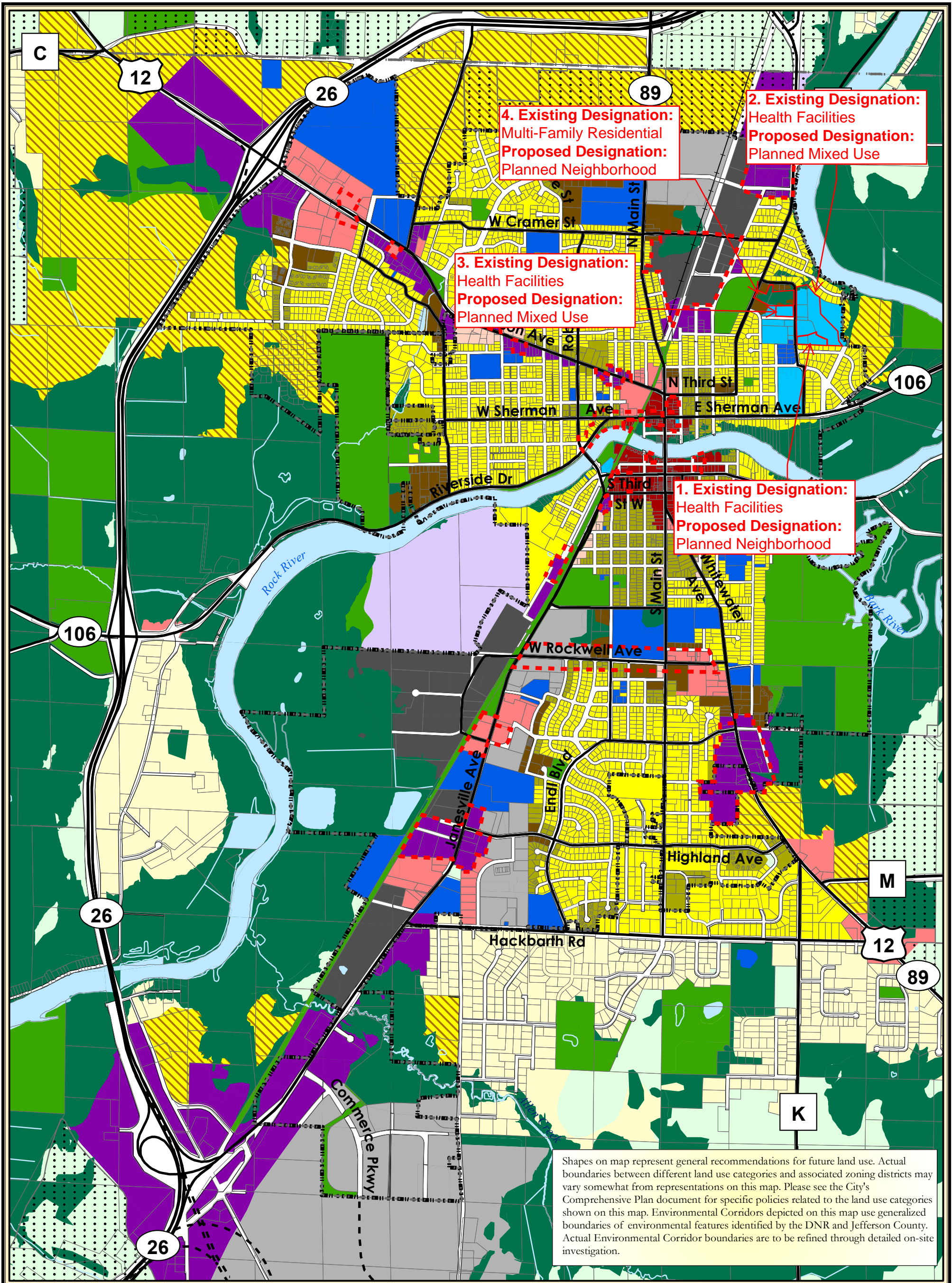


DRAFT

Fort HealthCare McMillen St Potential Future Uses Comprehensive Plan Amendment

Fort Atkinson, Wisconsin





**City of Fort Atkinson
Comprehensive Plan**

Map 7: Future Land Use - City View

- City Boundaries
- Town Boundaries
- Parcels
- Right of Way
- Major Roads
- Previously Proposed Hwy 12 Bypass

- AG - Agriculture/Rural
- P - Parks
- EC - Environmental Corridor
- SF-U - Single Family Residential - Urban
- SF-E - Single Family Residential - Exurban
- TF - Two Family/Townhouse Residential
- MR - Manufactured Residential
- MF-R - Multi-Family Residential

- PN - Planned Neighborhood
- NC - Neighborhood Commerical
- CC - Community Commerical
- DT - Downtown
- LI - Light Industrial/Business Park
- GI - General Industrial
- CF - Community Facilities
- HF - Health Facilities
- PMU - Planned Mixed Use

- F-H - Farm-Historic
- UGA - Long Range Urban Growth Area
- Future Redevelopment Opportunity Area
- Surface Water

Sources: Jefferson County - County Land Use; Vandewalle and Associates - Fort Atkinson Land Use

0 0.125 0.25 0.5 0.75 Miles

VANDEWALLE & ASSOCIATES INC.
Shaping places, shaping change

3/19/19



Publish in newspaper on or before: 4/9/2023

City of Fort Atkinson
Public Hearing on Amendments to Comprehensive Plan

Notice is hereby given that the Fort Atkinson City Council and Plan Commission will hold a public hearing on **Tuesday, May 9, 2023 at 4:00 PM**. The meeting will be held in the Council Chambers of City Hall (101 N. Main Street, Fort Atkinson, WI). It will also be available virtually via Zoom (see information below). The public hearing will take place at a joint meeting of the City Council and Plan Commission.

Meeting link: <https://us02web.zoom.us/j/5997866403?pwd=alcreldSbGpNUVl1VnRlRWF5bXovdz09>

Meeting ID: 599 786 6403

Passcode: 53538

The public hearing will be held to gather public input on proposed amendments to the “City of Fort Atkinson Comprehensive Plan.” The Comprehensive Plan sets the policy for the growth, development, and preservation of the community. The proposed amendments would affect the Future Land Use Map (Maps 7 and 8) and involve the following 10 parcels:

1. Change the Future Land Use designation for two parcels at 426 McMillen Street (parcel numbers: 226-0614-3434-024 and 226-0614-3443-016) from “Health Facilities” to “Planned Neighborhood.”
2. Change the Future Land Use designation for five parcels at 500, 550, 650, and 660 McMillen Street (parcel numbers: 226-0614-3434-038, 226-0614-3443-018, 226-0614-3434-045, 226-0614-3434-042, and 226-0614-3434-044) from “Health Facilities” to “Planned Mixed Use.”
3. Change the Future Land Use designation for one parcel at 601 Handyside Lane (parcel number: 226-0614-3434-021) from “Health Facilities” to “Planned Mixed Use.”
4. Change the Future Land Use designation for two parcels with no assigned address bounded by High Street and McMillen Street (parcel numbers: 226-0614-3434-046 and 226-0614-3434-041) from “Multi-Family Residential” to “Planned Neighborhood.”

The Comprehensive Plan and the proposed amendments are available for review online at: www.fortatkinsonwi.gov. Written comments on the proposed amendments to the Comprehensive Plan should be submitted before the public hearing date to the City Clerk (mebbert@fortatkinsonwi.gov). All written comments will be forwarded to the City Council and Plan Commission.

Dated this 4th day of April, 2023.

Michelle Ebbert,
City Clerk

ORDINANCE NO. ____

**ORDINANCE TO ADOPT AMENDMENTS TO THE
CITY OF FORT ATKINSON COMPREHENSIVE PLAN**

CITY COUNCIL OF THE CITY OF FORT ATKINSON, WISCONSIN

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

WHEREAS, pursuant to sections 61.35 and 62.23(2) and (3) of Wisconsin Statutes, the City of Fort Atkinson is authorized to prepare and adopt a comprehensive plan as defined in sections 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes; and

WHEREAS, the City Council adopted its comprehensive plan in 2019 entitled “City of Fort Atkinson Comprehensive Plan” and amended such plan on February 17, 2022; and

WHEREAS, as part of the City’s original adoption of a comprehensive plan the City Council adopted and has since followed written procedures designed to foster public participation in every stage of the preparation of a comprehensive plan as required by §66.1001(4)(a) of the Wisconsin Statutes; and

WHEREAS, the Plan Commission of the City of Fort Atkinson, by a majority vote of the entire Commission recorded in its official minutes, has adopted a resolution recommending to the City Council the adoption of amendments to the Future Land Use Maps (Maps 7 and 8) involving the following Parcels:

1. Change the Future Land Use designation for two parcels at 426 McMillen Street (parcel numbers: 226-0614-3434-024 and 226-0614-3443-016) from “Health Facilities” to “Planned Neighborhood.”
2. Change the Future Land Use designation for five parcels at 500, 550, 650, and 660 McMillen Street (parcel numbers: 226-0614-3434-038, 226-0614-3443-018, 226-0614-3434-045, 226-0614-3434-042, and 226-0614-3434-044) from “Health Facilities” to “Planned Mixed Use.”
3. Change the Future Land Use designation for one parcel at 601 Handyside Lane (parcel number: 226-0614-3434-021) from “Health Facilities” to “Planned Mixed Use.”
4. Change the Future Land Use designation for two parcels with no assigned address bounded by High Street and McMillen Street (parcel numbers: 226-0614-3434-046 and 226-0614-3434-041) from “Multi-Family Residential” to “Planned Neighborhood.”

WHEREAS, the City of Fort Atkinson has, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes, provided opportunities for public involvement per its adopted public participation plan; and

WHEREAS, the City Council held a public hearing on the proposed amendments on May 9, 2023, considered the public comments made and the recommendations of the Plan Commission and staff, and has determined to approve the recommended amendments.

NOW, THEREFORE, the City Council of Fort Atkinson, Wisconsin, does ordain that the proposed amendments are hereby adopted as amendments to the City's Comprehensive Plan pursuant to section 66.1001(4)(c) of Wisconsin Statutes.

Enacted this _____ day of June, 2023.

CITY OF FORT ATKINSON

Bruce Johnson,
City Council President

ATTEST:

Michelle Ebbert,
City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: May 16, 2023

TO: City of Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to the Appointment of an Applicant to fill the vacant City Council seat for the term of May 17, 2023, through April 16, 2024

BACKGROUND

On April 4, 2023, the City of Fort Atkinson held a regular Spring Election, which included three seats on the City Council. One of the three highest voter-getters resigned from the position. At the April 18, 2023, City Council meeting, the City Council adopted the attached Resolution outlining a process for appointing an eligible voter to the City Council for a one-year term.

DISCUSSION

The deadline for completing and applying for appointment to the City Council was Friday, May 5th at 4:00 p.m. Nine applicants submitted paperwork requesting appointment. On May 11th, Nathan Friedl withdrew his application from consideration via email.

There are eight applicants who wish to fill the vacant City Council seat for the term of May 17, 2023 through April 16, 2024. They are listed below in order of receipt of application by the City Manager's office:

- Jordan Lamb
- James Garthwait
- Gary Held
- John Donohue
- Mary Kay Paulson Weston
- Paul Brady
- Davin Lescohier
- Diana Shull

Each of the eight City Council applicants will have five minutes at the May 16, 2023 City Council meeting to answer questions from the City Council and provide a statement if time permits. After all applicants have had five minutes, the four City Council members will then verbally choose their top three applicants. Staff will record and tally the votes. The City Council will then have an opportunity to discuss and debate the three applicants who received the most votes from the City Council.

After debate, any Council Member may make a motion to appoint an applicant to the vacant City Council seat for the term of May 17, 2023, through April 16, 2024. After a second, the Council can debate further, then vote by roll call. A 4-0 or 3-1 vote in favor of the motion would carry. A 2-2, 1-3, or 0-4 vote would fail. In that case, a new motion to appoint a different applicant would be in order, and the process would be repeated.

The successful applicant will serve a term beginning May 17th and will need to take the Oath of Office within 10 days of appointment.

ATTACHMENTS

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

RESOLUTION NO. 1400

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

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

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

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

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

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

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

BE IT FURTHER RESOLVED:

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

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

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



City Council President

ATTEST:



Michelle Ebbert, City Clerk/Treasurer/Finance Director



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

Exhibit A

City Council Appointment Process and Schedule

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

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

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

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

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

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

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

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

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

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

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



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

CITY COUNCIL APPLICATION FOR APPOINTMENT

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

Name (Print): Lamb Jordan Scott Date: 04/19/2023
Last First Middle

Home Address: 107 Clarence St

Occupation and Employer: Self employed, Fort Atkinson Small Engine LLC

Telephone (Cell/Home): 9206505565 (Work): 9203977554

Email Address: lambjor@gmail.com

How long have you lived in the City of Fort Atkinson? 27 years

Have you served on any City Boards, Commissions, or Committees? If so, which ones and for how long?
no

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

I believe we need to stimulate growth in the city in terms of population and businesses.

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

Local business owner with many connections to other local residents and business owners.

I starting my business from nothing and have doubled in revenue year after year the past 4 years. I understand budgeting and planning

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

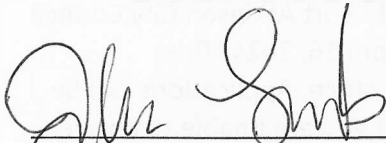
Lower or regulate the tax burden on our citizens

Find ways to promote growth of population and business

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

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

1. Mallory Bohling, Client Phone: 9205732222
2. Todd Wilkomm, business relationship Phone: 9207238604



Signature of Applicant

Return this form to:

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

Recieved April 19, 2023 at 11:50 a.m.-SW



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

CITY COUNCIL APPLICATION FOR APPOINTMENT

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

Name (Print): Garthwait, James Richard Date: 04/20/2023
Last First Middle

Home Address: 647 Short St. Fort Atkinson WI 53538

Occupation and Employer: Account Executive, Shippo

Telephone (Cell/Home): 920-222-1139 (Work): 920-222-1139

Email Address: jamesgarthwait@gmail.com

How long have you lived in the City of Fort Atkinson? 39 years

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

No

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

I want to be part of a team to help grow Fort Atkinson and continue to make it a great place to live.

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

I worked at the United States Post Office for 6 years and understand Government agencies.

I have a Bachelor's in Business Admin.

I have worked within the community throughout my life and have experienced what it means to grow and live in the community

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

To help build a plan to draw new business to the town, specifically retail locations.

To help build a plan to draw more sustainable housing for new families to help grow Fort Atkinson.

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

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

1. Jacob Wenzel (Former Colleague) Phone: 1-262-234-7741
2. John Fabiano (Former Colleague) Phone: 1-716-698-3356



Signature of Applicant

Return this form to:

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

Received 4.20.23 2 p.m. —SW



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

CITY COUNCIL APPLICATION FOR APPOINTMENT

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

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

Home Address: _____

Occupation and Employer: _____

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

Email Address: _____

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

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

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

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

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

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

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

1. _____ Phone: _____

2. _____ Phone: _____

Signature of Applicant

Return this form to:

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

Received May 2, 2023-SW

JOHN MICHAEL DONOHUE
1550 RAVEEN STREET 9
FORT ATKINSON, WISCONSIN 53538
PHONE: 434-409-2127

May 3, 2023

THRU:
Rebecca Houseman
Office of City Manager
City of Fort Atkinson
101 North Main Street
Fort Atkinson, Wisconsin 53538

TO:
City Council of Fort Atkinson
101 North Main Street
Fort Atkinson, Wisconsin 53538

APPLICATION OF JOHN DONOHUE FOR APPOINTMENT TO THE
FORT ATKINSON CITY COUNCIL
ONE YEAR TERM

Dear City Manager Houseman and Members of the Fort Atkinson City Council:

I seek appointment to the Fort Atkinson City Council for the seat vacated on April 18, 2023 by Councilperson Megan Hartwick. Accordingly, please consider the attached application submitted in accordance with the guidelines and pertinent Wisconsin State Statutes indicated in the *Resolution Authorizing the Vacant City Council Position to be Filled by Appointment Then Special Election*, passed by the city council on April 18, 2023.

My application for appointment reflects reasons why I am interested in being appointed to the term specified in the April 18th resolution, my relevant experience and education supporting my qualifications for such appointment, and my goals which I seek to achieve during my tenure among other information.

I possess a long range view of public service and commitment to the City of Fort Atkinson and its citizens. I am prepared to commence the duties of office immediately. I appreciate your consideration, and am confident that by working together, we will find solutions on how best to address the challenges we face.

Sincerely,


John Donohue



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

CITY COUNCIL APPLICATION FOR APPOINTMENT

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

Name (Print): Donohue, John Michael Date: 5/3/2023
Last First Middle

Home Address: 1550 Raveen Street 9, Fort Atkinson, WI 53538

Occupation and Employer: Legal Administrator, United States Army, Judge Advocate General's Corp (retired)

Telephone (Cell/Home): 434-409-2127 (Work): _____

Email Address: enterprise2007@earthlink.net

How long have you lived in the City of Fort Atkinson? 29 years (net)

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

I have not formally served on any city boards, commissions, or committees, but see attached statement.

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

See attached statement.

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

See attached statement.

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

See attached statement.

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

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

1. Mark Bardenwerper Phone: 920-723-3223
2. Christopher Rogers Phone: 920-563-5577


Signature of Applicant

Return this form to:

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

Received May 2, 2023 at 4:17 p.m. -SW

ATTACHMENT

APPLICATION OF JOHN DONOHUE FOR APPOINTMENT TO
THE FORT ATKINSON CITY COUNCIL
ONE YEAR TERM
MAY 3, 2023

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

In defining my rationale for and interest in being appointed to the council and describing my qualifications to serve on the council, it is useful to first review council's role and statutory powers (emphasis added):

ROLE OF COUNCIL. "The city council is the community's legislative and policymaking body. Power is centralized in the elected council, which, for example, **approves the budget and determines the tax rate**. The council also focuses on the **community's goals, major projects** and such **long-term considerations as community growth, land use development and capital improvement and financing**. The council **hires the city manager** to implement the administrative responsibilities related to these goals" (retrieved from https://www.fortatkinsonwi.gov/government/city_council.php).

STATUTORY POWERS OF COUNCIL. "[T]he council shall have the **management and control of the city property, finances, highways, navigable waters, and the public service, and shall have power to act for the government and good order of the city, for its commercial benefit, and for the health, safety, and welfare of the public, and may carry out its powers by license, regulation, suppression, borrowing of money, tax levy, appropriation, fine, imprisonment, confiscation, and other necessary or convenient means**. The powers hereby conferred shall be in addition to all other grants, and shall be limited only by express language [(Wis. Stats. §§ 62.11(5) and 64.04 et seq. Retrieved from [https://docs.legis.wisconsin.gov/document/statutes/62.11\(5\); 64.04](https://docs.legis.wisconsin.gov/document/statutes/62.11(5); 64.04)].

MOTIVATED. Understanding the above role and statutory powers (scope of duty) for the office to which I am applying, I seek appointment to the Fort Atkinson City Council so as to dedicate my time, knowledge, skill, and experience to the continuous improvement of our quality of life for all citizens. I am fully motivated to give all.

QUALIFIED. I am highly confident in my skillset. I seek appointment because I am qualified and prepared to commit my full attention to performing the duties incumbent upon me as councilperson, thus serving the community which has been home to our family since 1963.

MAKING A DIFFERENCE. I seek appointment because I love my community, and I profoundly believe that I can make a positive difference in our progress.

RAPPORT. I seek appointment because I easily work with all community leaders, residents, taxpayers, and organizations. Consensus, collaboration, and nonpartisanship enrich my desire to serve on the city council.

LIFETIME EXPERIENCE. I seek appointment because public service is the natural consequence of the full arc of my professional life.

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

EXPERIENCE

My personal and professional experiences, which eminently qualify me to serve on the Fort Atkinson City Council, are distinctly broad in scope, being both *preparatory* as well as *cumulative*. My experience is *preparatory* inasmuch as I have substantially enlarged my direct involvement and knowledge base in the current affairs of local government. It is *cumulative* to the extent that I bring to the office of city councilperson a lifetime of professional career and leadership experience as will be described herein.

Having previously qualified as a candidate on the April 4, 2023 ballot for the office of city councilperson, Fort Atkinson, I have done my due diligence, taking preparatory steps by attending numerous meetings of city boards, commissions, committees, and community organizations. Specifically,

- In addition to regularly attending city council meetings, I have attended meetings of the Historic Preservation Commission, Historical Society Board, Library Board, Parks & Recreation Advisory Board, Plan Commission, and the School District of Fort Atkinson.
- Having a passion for preparedness, I have read and studied the Fort Atkinson Budget, Comprehensive Plan, the Revised Code of Ordinances, and other relevant documents pertaining to city government.
- We are mutual stakeholders with Jefferson County. Accordingly, at the level of county government, I have attended meetings of the Aging and Disability Resource Center, Jefferson County Economic Development Commission and ThriveED, Law Enforcement and Emergency Management Committee, and the Traffic Safety Commission. Additionally, I completed an internship with the Jefferson County Drug Free Coalition in 2020 as part of my Master of Social Work degree, completed in 2022.
- In further preparing for public office, I have initiated my own personal informational meetings with the leadership of local nongovernmental groups to include the Chamber of Commerce, the Housing Coalition of Fort Atkinson, and the Heart of the City.
- In community involvement, I am currently the coordinator for Citizens for a Better Fort Atkinson (CBFA). CBFA is a non-partisan, nongovernmental group, operated as an open forum "town hall," where participants come together informally to discuss community opportunities and problems, and to express concerns, ideas, opinions, or requests, regarding the community's present issues and future direction.
- I have also met individually with other civic leaders to include Jason Demerath, Director of Business Services, School District of Fort Atkinson; Wisconsin State Representative Scott Johnson; Anne Grover, Heart of the City; and other incumbent members of Fort Atkinson city government.

It is thus evident that the City of Fort Atkinson is my full-time study and occupation. My aim is to be fully prepared to assume office - to begin my public responsibilities with as much knowledge of city government, civic organization functions, and key personnel as possible.

Additionally, the City of Fort Atkinson will benefit from my foundation of knowledge, skill, and experience in administration and leadership attained through a highly successful 27 year military career in the United States Army Judge Advocate General's Corp (1986-2013). I retired as a commissioned officer, Legal Administrator, and was awarded the Meritorious Service Medal for service to our country.

Furthermore, the City of Fort Atkinson will benefit from my twelve years of professional experience in the Washington, D.C. legal profession. I worked in a paralegal supervisory capacity with the United States Department of Justice (Civil Division, A-12 litigation, 1994-2000), and as a litigation analyst for the international law firm of White & Case LLP (Corporate Defense Practice Group, 2000-2005). The City of Fort Atkinson will further benefit from my experience with the World Bank, Washington, D.C., where as a consultant in 1994, my focus was on working with international nongovernmental organizations with respect to participatory economic development and the measurement of development project outcomes.

Additionally, I currently volunteer at the Hoard Historical Museum and the Homeless Coalition of Fort Atkinson. I am also a member of the Legislative and Social Policy Committee, National Association of Social Workers, Wisconsin Chapter.

Further underscoring my experience in public life, during my prior residency in Virginia, in the realm of county government, I was Chair for the Albemarle County Disability Services Board, and a member of the county's Fiscal Impact Advisory Committee. In academia, I was an instructor at the American National University (ANU) for seven years, teaching all business, economics, and accounting-related subjects, and was ultimately named campus director. In private business, I owned and operated a small business accounting firm, and published a textbook entitled, *Small Business Creation and Development*, which I used in teaching my classes at ANU.

RELEVANT EDUCATION MILESTONES

- Master of Social Work (MSW), University of Wisconsin, Whitewater (2022).
- Master of Arts (MA), Development Banking (Applied Economics), American University, Washington, D.C. (1993). Research Thesis: "Pre-Feasibility Study – Oilseed Processing Facility for Çakmakli, Republic of Turkey."
- Bachelor of Science, Accounting, *Cum Laude*, Strayer University, Washington, D.C. (2004).
- Bachelor of Science, Management Studies, University of Maryland (1991).
- Bachelor of Science, Liberal Arts, University of the State of New York (1990).
- Associate in General Studies, Central Texas College (1989).
- Associate in Arts, Management, University of Maryland (1988).
- Certificate, Emergency Medical Technician Program, Madison Area Technical College (2018).
- Certificate, Emergency Management Institute, FEMA, Introduction to Incident Command System (2018).

- Certificate, Emergency Management Institute, FEMA, Introduction to the National Incident Management System (2018).

RELEVANT CONTINUING EDUCATION

- University of Wisconsin-Oshkosh, Master of Public Administration (MPA) program.
- Hillsdale College, Hillsdale, Michigan, Certificate Program on Public Policy from a Constitutional Viewpoint.

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

Whether by direct appointment by council or election by ballot, my goal-setting baseline as councilperson is unchanged - to make Fort Atkinson my full-time professional effort, and to be a value-added resource to our key stakeholders – our citizen constituencies, municipal government leadership, department heads, city boards, committees, and commissions.

With particular emphasis on our city ordinances and relevant state statutes, our budget and comprehensive plans, I will seek continuous improvements in our stewardship over revenues, expenditures, and resources. Such stewardship is to represent value-added to our citizens and taxpayers, representing continuously improving quality of life. With this in mind, my primary specific goals include, but are not limited to:

1. **CITIZENS ALWAYS FIRST.** I will determine and translate citizen goals and civic aspirations into city priorities and plans, identifying and addressing the issues that matter the most to our citizens and taxpayers. This may be accomplished in part through continual outreach to community stakeholder constituencies, and through continued town meetings and listening sessions (For example, Citizens for a Better Fort Atkinson, and others, already in place).
2. **COMPREHENSIVE VIEWPOINT.** I will ensure that my views on all aspects of city government are comprehensive, all-stakeholder encompassing. My public service philosophy extends far beyond a “one-issue” viewpoint.
3. **TAX BASE EXPANSION.** I will collaborate with stakeholders to find efficient approaches to expand the city’s tax base through carefully planned housing expansion and business development, mindful that in the absence of value-added and sound stewardship, growth alone will not equate to reduced taxes.
4. **FISCAL RESPONSIBILITY.** With respect to our city finances, I will fully understand every line item of revenue and expense. I will be questioning cost-benefit and value-added on every expenditure and to what extent, every expenditure improves or supports revenues.
5. **CONTRIBUTE TO THE REFORM OF THE STATE SHARED REVENUE PROGRAM.** I will advocate for, and become a subject matter expert in reforming the state Shared Revenue Program so as to achieve the best terms for partial funding of essential services for the City of Fort Atkinson as governed by Wis. Stat. § 79 (2022) and other relevant law and policy.
 - Note that as of Thursday, April 27, 2023, Wisconsin state officials announced “a historic investment into shared revenue for Wisconsin’s townships, villages, cities, and counties.” The legislation will be designed to provide unrestricted aid

through various programs. It is proposed that \$1.5 billion in state sales tax revenue will be directed to local government and a minimum of a ten percent increase in shared revenue for every municipality across Wisconsin, among other “investments” (news release from State Representative Alex A. Dallman, 41st Assembly District, April 27, 2023).

6. EXPLORE PARALLEL METHODS OF GOVERNMENT FUNDING. I would like to perform an analysis of how Fort Atkinson can maximize and further develop our use of tax incremental financing (TIF), grants, shared revenue, and other methods of funding, with a view toward tax relief for our citizens.
7. TAKE INITIATIVE IN INDUSTRIAL & BUSINESS DEVELOPMENT. I will evaluate constraints on sustainable industrial and business development with attention to the practical effects of planning, zoning, and land use, and will be a strong advocate for improved efficiencies and value-added where identified.
8. MAXIMIZE CITY-LEVEL ADMINISTRATIVE COLLABORATIONS. I will attend all meetings of City Council, as well as city boards, commissions, and committees. Collaborate with these stakeholder groups to achieve effective public policy, economic efficiencies, and shared community visions. My emphasis will extend to infrastructure issues, economic development, and public safety. I will assist city departments in identifying and implementing department-level goals as guided by citizen expectations.
9. MAXIMIZE COMMUNITY-LEVEL COLLABORATIONS. I will maximize alliances with our school district, technical/vocational college system, community health care, other community nongovernmental groups, and adjacent municipalities to identify and achieve our best shared public service visions. This goal incorporates county and state-level government collaborations
10. CONTINUOUS PREPARATION FOR CITY OF FORT ATKINSON COMMITTEE ASSIGNMENTS. My aim will be to remain continuously knowledgeable of the work before all city boards, committees, and commissions. I will be prepared for any assignments thereto and ready to contribute to the superior work of these groups.
11. WISCONSIN CENTER FOR PERFORMANCE EXCELLENCE. I would like to investigate our possible use of the Wisconsin Center for Performance Excellence, which is Wisconsin's partner to the national Baldrige Performance Excellence Program. (Wisconsin Forward POC: Elizabeth Clark Menzer, 608-663-5300; menzer@wisquality.org).
 - o The Center helps municipalities conduct their own in-depth, low-cost self-assessments – the Baldrige Assessment - resulting in feedback on defining stakeholder expectations, aligning organizational priorities, identifying and leveraging core competencies, improving the engagement of government workforce, establishing specific metrics related to our comprehensive plan, and improving organizational results overall. We conduct the Baldrige assessment on our own, but we may submit its results to the Wisconsin Center for Performance Excellence for comment.
12. REMEDY CITY GOVERNMENT COMMUNICATIONS GAPS. Our city and its departments have a problem communicating with the community. I would like to take

full charge of evaluating our communications difficulties, and recommending specific solutions.

13. PROMOTE OUR CITY. Collaborate with the Chamber of Commerce and government principals in developing city promotion. Our city does not have a promotional "road show," which I believe is essential for attracting business and industry.

14. PRESERVE AND SHOW OUR BEST. Preserve hometown culture in areas of public safety, city beautification, recreation and sports, entertainment, and overall quality of life.

/s/

John Donohue



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

CITY COUNCIL APPLICATION FOR APPOINTMENT

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

Name (Print): Paulson Weston, Mary Kay Date: 05/03/2023
Last First Middle

Home Address: 1003 Madison Avenue Fort Atkinson WI 53538

Occupation and Employer: Day Insurance - Agent

Telephone (Cell/Home): 608-219-1997 (Work): 920-563-5872

Email Address: mkweston@dayinsurancewi.com

How long have you lived in the City of Fort Atkinson? 31 years

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

Fort Atkinson Chamber - Current President of the Ambassador Committee, RRCC - Financial Committee 3 years, before that RRCC Board (free dental clinic 3 years).

Kiwanis Club - Treasurer 2 years - Member over 15 years (Fort Atkinson and Jefferson), The Colonial Club - Senior Center, Sun Prairie, WI - Treasurer 5 years.

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

I am a strong supporter of Fort Atkinson Community and would like to see the community grow and thrive.

I have a broad range of experience that I believe would be helpful in steering our community to be successful.

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

Graduate of UW- Whitewater - BA in Communications and Marketing. Over 30 years experience in the banking industry

working with government & business leaders and clients. Past 5 years working in the insurance industry with

understanding of risk and providing solutions to clients. Strong knowledge in financial statements and budgets.

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

Promote and support business growth. Look to increase housing availability. Learn more about City Government.

Look for ways to stimulate/advocate assets within Fort Atkinson such as park system/trails, swimming pool.

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

Yes accept in June 2023 vacation planned

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

1. Chris Scherer - Friend Phone: 920-542-2020
2. Lisa Tuttle-Woods - Co-worker Phone: 920-728-0217

Mary Kay Paulen West
Signature of Applicant

Return this form to:

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

Received May 3, 2023 at 3:24 p.m. -SW



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

CITY COUNCIL APPLICATION FOR APPOINTMENT

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

Name (Print): Brady Paul Nathan Date: 5/3/23
Last First Middle

Home Address: 221 Jackson Street Fort Atkinson WI 53538

Occupation and Employer: Purchasing Department Supervisor, Walworth County- 10 yrs

Telephone (Cell/Home): 920-691-6137 (Work): 262-741-7261

Email Address: paulnathanbrady@gmail.com

How long have you lived in the City of Fort Atkinson? 30+ years

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

Park and Rec Advisory Committee- 1 term

Fort Fire Department- Volunteer for 15 years, current EMT

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

I am excited about the potential of stepping in for a short term position, as this is a unique opportunity to take a leadership role in my community.

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

As a government purchasing agent, I am very familiar with the annual budgeting cycle and cost control procedures to be fiscally

responsible with tax payers' money. I was the assistant manager for Walgreens when it opened in Fort

Atkinson and was an active member on the Chamber of Commerce. I hold a bachelor's degree in music education with a K-12 certification.

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

I would like to focus on bringing affordable housing in to the city and to help a wide variety of businesses thrive. I would like continue to see development of the River Walk and a focus on the arts.

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

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

1. Aaron Martin Phone: 920-723-6368
2. Jodi Roberts Phone: 920-253-5260



Signature of Applicant

Return this form to:

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

Received May 3, 2023 at 9:24 p.m. -SW



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

CITY COUNCIL APPLICATION FOR APPOINTMENT

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

Name (Print): Lescohier Davin J. Date: May 3, 2023
Last First Middle

Home Address: 1102 Menomonee Ct., Fort Atkinson, WI 53538

Occupation and Employer: Senior Copywriter, Grainger

Telephone (Cell/Home): 414.217.8433 (Work): 414.217.8433

Email Address: lescohier@charter.net

How long have you lived in the City of Fort Atkinson? 55 years

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

Current Plan Commission member, since 2019. Served on various committees from 2009-2019, including Finance, Ordinance, License, Public Works, Tourism, Airport Advisory and more.
Why are you interested in being appointed to a one-year term on the City Council?

I'd like to use my municipal government experience to help bridge the gap until the next election cycle.

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

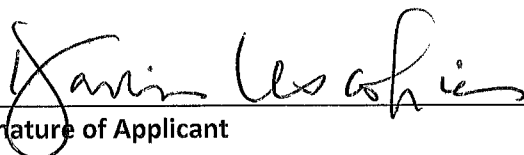
Elected to 5 terms on the Fort Atkinson City Council, beginning in 2009. Served 2 years as President. Past volunteer at the Dwight Foster Public Library helpdesk and piloted a ride-along initiative with the FA Fire Dept. and Rescue Squad.
If appointed to the City Council, please list any goals you would seek to accomplish.

① Help facilitate development of the Banker Road Neighborhood plan ② Work with the Council and City Manager to accomplish identified goals.

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

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

1. Satt Lastusky, former city department head Phone: 920.988.9007
2. Chuck Frandson, friend and former co-worker Phone: 920.563.6731


Signature of Applicant

Return this form to:

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



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

CITY COUNCIL APPLICATION FOR APPOINTMENT

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

Name (Print): Shull Diana Lynn Date: 05/04/2023
Last First Middle

Home Address: 1004 Riverside Dr.

Occupation and Employer: Librarian, Andersen Library, UW-Whitewater

Telephone (Cell/Home): 303-847-2549 (Work): 262-472-5011

Email Address: diana.shull@gmail.com

How long have you lived in the City of Fort Atkinson? 10 y e a r s

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

Dwight Foster Library Board of Directors, 2016-present
Jefferson County Library Board, 2018-2020

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

Please see attached sheet.

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

Please see attached sheet.

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


Please see attached sheet.

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

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

1. Please see attached sheet. Phone: _____

2. _____ Phone: _____


Signature of Applicant

Return this form to:

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

Received May 5, 2023 at 12:07 p.m. -SW

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

Having lived in Fort Atkinson for 10 years and started a family here, I am excited at the opportunity to give something back to my adopted home and to learn more about how our city works. I have always been interested in public service and public governance, and have the utmost respect for those who choose to contribute their time and talents to the greater good. If chosen to serve on the Council, I will fight to keep Fort Atkinson as welcoming and vibrant a community as I have found it be during the time I have called it home.

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

As a university reference librarian (BA & MA in History and MS of Library Science), I am trained to search for and share information and resources that help people solve problems, gain knowledge, and accomplish their goals—just as Councilmembers seek to connect residents with city resources. And as an employee of a Wisconsin state institution working at a public service desk, I have first-hand experience with the kinds of challenges faced by public-facing employees on a day-to-day basis.

I am an expert in the organization and discoverability of information and have revised, maintained, and created content for the websites of the University Libraries and the Testing Center at UW-Whitewater. I have served on the Dwight Foster Library Board as well as the Jefferson County Library Board, where I have helped revise Library policies for clarity and consistency, organized successful community outreach events, advocated for greater accessibility of library resources, and strived to build bridges with a wide range of community stakeholders.

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

My goals, if appointed to this position, would be to support the current direction of the City government and advocate for both the current and future needs of Fort Atkinson's residents and the City's departments. Overall I believe our current City Council has governed well within the constraints of the budget and the City's current resources, at a time when Wisconsin municipalities in general find themselves struggling to maintain services. I will work to ensure that the needs of our city departments and employees are well-communicated to the public, and will support policy that will ensure the City's continued financial health into the next decade. I believe that through careful governance and attention to the needs of our citizens, and to those of the city departments that work towards meeting them, we can make Fort Atkinson the envy of its neighbors and an example for surrounding communities to emulate.

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

Leslie LaMuro, friend
920-342-1758

Erin Patterson, friend
920-723-5223

Mike Wallace, fellow board member on the Dwight Foster Library Board
920-220-1560



MEMORANDUM

DATE: May 16, 2023

TO: Fort Atkinson City Council

FROM: Andy Selle, City Engineer and Director of Public Works

RE: Review and possible action relating to the implementation of Airport Improvement Projects in 2023

BACKGROUND

In December of 2022, the City petitioned the State of Wisconsin's Bureau of Aeronautics for funds to implement certain maintenance and improvement projects and to develop a Master Plan. The petition was approved by the State and a signed Eligibility Statement and a fully executed Agency Agreement (both attached) were received in February, 2023.

The airport committee met on May 4, 2023. The committee voted to support the dedication of funds for these projects and recommended that the City Council approve the projects and funding.

DISCUSSION

Prior to submitting the Petition, and after a series of discussions with personnel from the Wisconsin DOT's Bureau of Aeronautics, the following were identified for maintenance-related and capital improvement projects for the airport:

1. Acquire new snow removal equipment.
2. Replace/upgrade airfield lighting including guidance signs.
3. Reconstruct/rehabilitate the apron.
4. Reconstruct/rehabilitate taxiways/taxi lanes.
5. Conduct airport master plan and update airport layout plan.
6. Land acquisition for airport development.
7. Construct city-owned hangar.
8. Construct terminal/FBO building.
9. Replace rotating beacon.
10. Replace/upgrade apron and parking lot lighting.
11. Airfield drainage improvements.
12. Crack fill and seal coat airfield pavement.
13. Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.

Highlighted items 1, 5, and 12 are planned for full implementation in 2023. The source of the local funds will be the \$75,000 received under the CARES Act. These funds are identified in a new and separate account and will be used exclusively for the local funding portion of the Airport Improvement projects.

The State Bureau of Aeronautics has also informed staff that there may be additional funding available, which may enable the design phase of items 2 and 9 to be completed in 2023. Any additional funding and projects will come before the Airport Committee and City Council for review after further project development.

FINANCIAL ANALYSIS

The funding formula for airport-related projects generally requires a 5-10% contribution from the municipality, with the remainder of the funding coming from the Federal and State government. However, due to the availability of federal funds apportioned in previous years, but unused in those years, the City's actual contribution will be somewhat less than these amounts. In some cases, the whole project cost will be covered by unused previously apportioned funds.

Estimated costs and projected local contributions for the work expected to be completed in 2023 are shown in the table below.

Project Description	Year	Entitlement	Apportionment	Total AIP	State Match	Local Match	Total Cost
Acquire Snow Removal Equipment	2022	\$108,000	\$0	\$108,000	\$6,000	\$6,000	\$120,000
Conduct Airport Master Plan Phase 1	2022	\$0	\$267,500	\$267,500	\$3,750	\$3,750	\$275,000
2023 State Wide Crackseal Program - Runway 3/21	2023	\$80,000		\$80,000	\$0	\$0	\$80,000
2023 State Wide Crackseal Program - Taxiway A	2023	\$60,000		\$60,000	\$0	\$0	\$60,000
2023 State Wide Crackseal Program - Taxiway B	2023	\$40,000		\$40,000	\$0	\$0	\$40,000
2023 State Wide Crackseal Program - Taxiways	2023	\$40,000		\$40,000	\$0	\$0	\$40,000
2023 State Wide Crackseal Program - Apron	2023	\$20,000		\$20,000	\$0	\$0	\$20,000
TOTALS:		\$348,000	\$267,500	\$615,500	\$9,750	\$9,750	\$635,000

The estimated local match of \$9,750 will be disbursed from the previously described CARES act funds, through the Airport Fund (Fund 20). If these projects are approved and implemented, then \$65,250 would be available for future local matches for additional projects. Note that no local property tax funds will be used for these projects.

RECOMMENDATION

Staff recommends the City Council authorize staff to acquire new snow removal equipment; conduct an airport master plan and update the airport layout plan; and crack fill and seal coat

the airfield pavement, as described in this memo and the attached Agency Agreement and Eligibility Statement. Staff further recommends that the City Council allocate grant funds through the Airport Fund (Fund 20) to support these projects.

ATTACHMENTS

5.4.23 Airport Com Improvements Memo and Attachments



City of Fort Atkinson
Director of Public Works Office
101 N. Main Street
Fort Atkinson, WI 53538

MEMORANDUM

DATE: May 2, 2023

TO: Fort Atkinson Airport Committee

FROM: Andy Selle, City Engineer and Director of Public Works

RE: Airport Improvement Projects - 2023

BACKGROUND

In December of 2022, the City petitioned the State of Wisconsin's Bureau of Aeronautics for funds to implement certain maintenance and improvement projects and to develop a Master Plan. The petition was approved by the State and a signed Eligibility Statement and a fully executed Agency Agreement (both attached) were received in February, 2023.

DISCUSSION

Prior to submitting the Petition, and after a series of discussions with personnel from the Wisconsin DOT's Bureau of Aeronautics, the following were identified for maintenance-related and capital improvement projects for the airport:

1. Acquire new snow removal equipment.
2. Replace/upgrade airfield lighting including guidance signs.
3. Reconstruct/rehabilitate the apron.
4. Reconstruct/rehabilitate taxiways/taxi lanes.
5. Conduct airport master plan and update airport layout plan.
6. Land acquisition for airport development.
7. Construct city-owned hangar.
8. Construct terminal/FBO building.
9. Replace rotating beacon.
10. Replace/upgrade apron and parking lot lighting.
11. Airfield drainage improvements.
12. Crack fill and seal coat airfield pavement.
13. Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.

Items 1, 5, and 12 are planned for full implementation in 2023. The purpose of today's meeting is to approve a request to the City Council for disbursement of the local funds necessary for the implementation of the projects. The source of the local funds will be the \$75,000 received under the CARES Act. These funds are identified in a new and separate account and will be used exclusively for the local funding portion of the Airport Improvement projects.

The State Bureau of Aeronautics has also informed us that there may be additional funding available, which may enable the design phase of Items 2 and 9 to be completed in 2023. The approval of this work will come before the committee after further project development.

FINANCIAL ANALYSIS

The funding formula for airport related projects generally requires a 5-10% contribution from the municipality, with the remainder of the funding coming from the Federal and State government. However, due to the availability of federal funds apportioned in previous years, but unused in those years, our actual contribution will be somewhat less than these amounts. In some cases, the whole project cost will be covered by unused previously apportioned funds.

Estimated costs and projected local contributions for the work expected to be completed in 2023 are shown in the table below.

Project Description	Year	Entitlement	Apportionment	Total AIP	State Match	Local Match	Total Cost
Acquire SRE	2022	\$108,000	\$0	\$108,000	\$6,000	\$6,000	\$120,000
Conduct Airport Master Plan Phase 1	2022	\$0	\$267,500	\$267,500	\$3,750	\$3,750	\$275,000
2023 State Wide Crackseal Program - Runway 3/21	2023	\$80,000		\$80,000	\$0	\$0	\$80,000
2023 State Wide Crackseal Program - Taxiway A	2023	\$60,000		\$60,000	\$0	\$0	\$60,000
2023 State Wide Crackseal Program - Taxiway B	2023	\$40,000		\$40,000	\$0	\$0	\$40,000
2023 State Wide Crackseal Program - Taxilanes	2023	\$40,000		\$40,000	\$0	\$0	\$40,000
2023 State Wide Crackseal Program - Apron	2023	\$20,000		\$20,000	\$0	\$0	\$20,000
TOTALS:		\$348,000	\$267,500	\$615,500	\$9,750	\$9,750	\$635,000

The estimated local match of \$9,750 will be disbursed from the previously described CARES act reimbursement account, leaving \$65,250 available for future local matching amounts.

RECOMMENDATION

Staff recommends the Airport Committee approve the projects and associated funding and submits such to the City Council for final consideration.

ATTACHMENTS

1. Signed Eligibility Statement
2. Executed Agency Agreement

**AGENCY AGREEMENT AND
FEDERAL BLOCK GRANT OWNER ASSURANCES**

WHEREAS, the City of Fort Atkinson, Jefferson County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Fort Atkinson Municipal Airport project to:

acquire snow removal equipment; replace/upgrade airfield lighting including guidance signs; conduct airport master plan and update airport layout plan; reconstruct/rehabilitate apron; reconstruct/rehabilitate taxiways/taxilanes; land acquisition for airport development; construct hangar; construct terminal/FBO; replace rotating beacon; replace/upgrade apron and parking lot lighting; airfield drainage improvements; crack fill and seal coat airfield pavements; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.

WHEREAS, the sponsor adopted a resolution on December 20, 2022, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

<i>David M. Greene</i>	02-28-2023
David M. Greene, Director	(Date)
Bureau of Aeronautics	

FEDERAL BLOCK GRANT OWNER ASSURANCES.....

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are

a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: The City of Fort Atkinson, Jefferson County, Wisconsin



Name: Christopher Scherer

Title: Fort Atkinson City Council President

Date: December 20, 2022



Name: Rebecca Houseman LeMire

Title: Fort Atkinson City Manager

Date: December 20, 2022

**WISCONSIN DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION INVESTMENT MANAGEMENT
BUREAU OF AERONAUTICS**

Eligibility Statement

for

Petition dated 12/20/2022

Submitted by:

The City of Fort Atkinson

Fort Atkinson Municipal Airport

I. Project Background

A. Petition

The sponsor of the proposed project, City of Fort Atkinson, petitioned the Secretary of Transportation, under Wis. Stats. §114.33(2) (1971) for Federal and/or State aid to improve the Fort Atkinson Municipal Airport. The improvement(s) desired were requested in a petition dated 12/20/2022. The requested improvement(s) are:

1. **Acquire snow removal equipment.**
2. **Replace/upgrade airfield lighting including guidance signs.**
3. **Conduct airport master plan and update airport layout plan.**
4. **Reconstruct/rehabilitate apron.**
5. **Reconstruct/rehabilitate taxiways/taxilanes.**
6. **Land acquisition for airport development.**
7. **Construct hangar.**
8. **Construct terminal/FBO.**
9. **Replace rotating beacon.**
10. **Replace/upgrade apron and parking lot lighting.**
11. **Airfield drainage improvements.**
12. **Crack fill and seal coat airfield pavements.**
13. **Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55.**
14. **Any necessary related work.**

B. Compatibility with national, state, and local plans

Fort Atkinson Municipal Airport is included in both the National Plan of Integrated Airport Systems (NPIAS) and the State Airport System Plan (SASP), making it eligible for both federal and state aid. The airport is classified as a Local General Aviation airport in the NPIAS and as a Medium General Aviation airport in the SASP.

The airport layout plan was approved on 3/14/1991. The petitioned improvements are either shown on this plan or will be pending the completion of the petitioned Master Plan and ALP update.

II. Project need assessment

A. Existing facility

The existing airport facilities consist of; one bituminous runway, access taxiways, paved apron and hangar areas. The primary runway is 60' x 3800' and lit with medium intensity runway lights (MIRLS). There is a rotating beacon and a wind cone for navigation. There are three instrument approaches at the airport; a LNAV (GPS) to Runway 3; a circling GPS for Runway 21 and a VOR -A circling approach to the airport. As of 02/21/2023 There are 18 single engine, 1 multi engine, 1

ultralight and 4 helicopters based aircraft at the airport. Last edited on basedaircraft.com on 12/17/2019.

B. Assessment of petitioned items

1. Acquire snow removal equipment.

The airport is requesting to purchase new snow removal equipment (SRE) to keep the airfield pavements clear of snow /ice, to meet FAA requirements. Based on the records found, Fort Atkinson has not previously used State or Federal aid to purchase SRE.

2. Replace/upgrade airfield lighting including guidance signs.

The airfield's lighting, including guidance signs, need replacement and upgrades because of age. Current lighting systems are predominantly incandescent and are reaching the end of the useful life. Per the airport, upgrading to LEDs will improve reliability, longevity, and energy efficiency. A runway lighting project was completed in 1990 under AIP-01. The taxiways are currently unlit, using painted markers only.

3. Conduct airport master plan and update airport layout plan.

The Sponsor would like to conduct a Master Plan study to determine the future needs of the airport based on current and projected use as well as to prepare an Airport Layout Plan to meet current standards. The existing Airport Layout Plan was approved in 1991 and does not meet current SOP 2.0 standards. There is no record of the airport having conducted a Master Plan in the past and the airport concurs that they have never completed a Master Plan.

4. Reconstruct/rehabilitate apron.

The apron is in need of reconstruction/rehabilitation due to age and usage. According to a Pavement Condition Report analysis conducted in 2020, the apron has a PCI rating of 62, and it is showing signs of weathering and longitudinal/transverse cracking. Airfield pavements with PCI ratings below 70 can generally benefit from a rehabilitation, though an engineering analysis should be conducted to determine the appropriate treatment. The apron was previously ~~rehabilitated~~ reconstructed under AIP-02 completed in 2006.

5. Reconstruct/rehabilitate taxiways/taxilanes.

The airfield's taxiways/taxilanes are in need of reconstruction/rehabilitation due to usage and age resulting in cracks. Taxiway A perpendicular to Runway 03/21 was reconstructed in 2014 under AIP-04. Taxiway B and G were constructed in 2005 under AIP-02 and have not been rehabilitated. The hangar area taxilanes (Taxilanes D, E, and F) were constructed in 2010 under AIP-03 and have not been rehabilitated. According to a Pavement Condition Report

conducted in 2020, the taxiways/taxilanes have PCI ratings of between 60 and 80 and are showing signs of weathering and longitudinal/transverse cracking. Airfield pavements with PCI ratings below 70 can generally benefit from a rehabilitation, though an engineering analysis should be conducted to determine the appropriate treatment.

6. Land acquisition for airport development.

The airport would like to purchase additional land and/or easements to accomplish other petitioned work project items or any development or recommendations resulting from the Master Plan.

7. Construct hangar.

The Sponsor would like to construct a hangar because of the interest in the surrounding area. This city-owned hangar will be leased to an aircraft owner(s) and/or other users that would rather lease hangar space than purchase their own hangar.

8. Construct terminal/FBO.

The airport would like to construct a terminal/FBO because of the interest and increase of aviation activity in the surrounding area. The airport currently does not have a terminal building and the addition of a Terminal Building and/or FBO is desired to be defined in the Master Plan.

9. Replace rotating beacon.

The airport's rotating beacon and support structure is in need of replacement because of age. The current beacon was installed in 2010 under SAP-52. According to the airport, the rest of the beacon assembly is original to the airport.

10. Replace/upgrade apron and parking lot lighting.

The Sponsor requests funding for replacement and upgrade of its apron and parking lot lighting. Both spaces are currently unlit. By adding lighting in these areas, the airport is looking to increase the security of parked vehicles and aircrafts. Additionally, the airport states that this will increase efficiency and improved longevity.

11. Airfield drainage improvements.

In an effort to improve storm water drainage and reduce flooding, certain drainage work may be necessary. According to the airport, there is only localized drainage issues on property that should be corrected.

12. Crack fill and seal coat airfield pavements.

In order to maintain safety of aircraft the airfield is in need of crack filling and seal coating. The pavements have not been crack filled and/or seal coated since the rehabilitation/reconstruction projects completed in 2005, 2006, 2010, and 2014 as discussed in items 4 and 5. The airport also notes markings need to be repainted after these pavement activities.

13. Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55.

The airport would like to clear their runway approaches to ensure compliance with Trans 55 requirements and FAA's federal grant assurances. An inspection completed in May 2021 noted that there was a 20:1 Obstacle Clearance Scope for approaches, but there were some primary surface obstructions identified. Some clearing, grubbing, and tree topping work had previously been completed in AIP-01 on some portions of the approach to runway 21 and across the touch down zone of runway 3.

14. Any necessary related work.

If there is any work that is incidental to other eligible work, it would be included under this item as appropriate.

III. Public hearing summary

On Tuesday, December 20th, 2022, at 7:00 PM in City Hall a city council meeting was held for the passing of a resolution for the airport. No questions or comments from the public which then resulted in the resolution being passed.

IV. Eligibility review committee determination

A. Petitioned items

1. Acquire snow removal equipment.

The Eligibility Review Committee finds this item to be eligible for Federal and/or State funding given it has been at least 10 years since the last use of Federal funding to acquire SRE equipment.

2. Replace/upgrade airfield lighting including guidance signs.

The Eligibility Review Committee finds this item to be eligible for Federal and/or State funding.

3. Conduct airport master plan and update airport layout plan.

The Eligibility Review Committee finds this eligible for federal and/or state funding per Table E-2.c of the Handbook. The committee also recommends updating the Exhibit A to current SOP standards as part of the master plan.

4. Reconstruct/rehabilitate apron.

The Eligibility Review Committee finds this item to be eligible for Federal and/or State funding for rehabilitation if not previously completed in the past ten years or for reconstruction if not previously reconstructed in the past twenty years based on Table 3-7 of the AIP Handbook. Pavement Condition Index values must be within the allowable ranges to be considered for rehabilitation and reconstruction.

5. Reconstruct/rehabilitate taxiways/taxilanes.

The Eligibility Review Committee finds this item to be eligible for Federal and/or State funding for rehabilitation if not previously completed in the past ten years or for reconstruction if not previously completed in the past twenty years based on Table 3-7 of the AIP Handbook. Pavement Condition Index values must be within the allowable ranges to be considered for rehabilitation and reconstruction.

6. Land acquisition for airport development.

The Eligibility Review Committee finds this item to be eligible for Federal and/or State funding based on justification established during a Master Plan and a 20 year projected need based on the AIP Handbook Table Q-4.d(5).

7. Construct hangar.

The Eligibility Review Committee finds this item to be eligible for Federal funding but not eligible for State funding. Per AIP Handbook Table O-3.f, this is allowable with use of non-primary entitlement funds only and requires the submittal and approval of a revenue generating form.

8. Construct terminal/FBO.

The Eligibility Review Committee finds this item to be eligible for Federal per Table N-7 of the AIP Handbook and/or State funding. Federal funding is limited to non-primary entitlements only. The inclusion of terminal space for an FBO requires the submittal and approval of a revenue generating form.

9. Replace rotating beacon.

Per Table Table K-2.c of the AIP Handbook, a rotating beacon is eligible for Federal and/or State funding.

10. Replace/upgrade apron and parking lot lighting.

The Eligibility Review Committee finds the replacement/upgrade of apron lighting to be eligible for Federal per Table J-4 of the AIP Handbook and/or State funding. The replacement/upgrade of parking lot lighting is not eligible for Federal funding but is eligible for State funding as a non-aeronautical use.

11. Airfield drainage improvements.

The Eligibility Review Committee finds this item to be eligible for Federal funding per Section 3-68 of the AIP Handbook and/or State funding.

12. Crack fill and seal coat airfield pavements.

The Eligibility Review Committee determined that crack filling and sealcoat is eligible for Federal and/or State funding once every 3 years per area for those areas determined by engineering analysis.

13. Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55

The Eligibility Review Committee finds this to be eligible for Federal and/or State Funding as appropriate and related. Clearing of previously cleared areas are not eligible for federal and/or state funding.

14. Any necessary related work.

The Eligibility Review Committee finds this item to be eligible for federal and/or state funding as appropriate and commensurate with the eligibility of the above items.

B. Other conditions

Prior to the use of any Federal and/or State funds for the construction of the petition items, the airport owner must consider the following:

1. Per Section 3-17 of the Airport Improvement Program (AIP) Handbook, Sponsors must maintain a current Airport Layout Plan (ALP). Any proposed project, included in the referenced petition and determined for eligibility here or otherwise, that is not currently shown on an approved ALP must undergo an ALP revision and approval prior to beginning the work.

V. Bureau Director Endorsement

The determination(s) of the eligibility review committee are approved. It is recommended that the eligible items be programmed in accordance with priorities subject to the correction of any deficiencies identified in Wis. Admin. Code Trans §55.06 (1997).

Approved: David M. Greene
David M. Greene, Director
Bureau of Aeronautics

Date: 02-28-2023

BB/CPD
w:\airports\Fort Atkinson Municipal\petition\61C Estatment
114dev.dot/r.04/26/13

Fort Atkinson Municipal Airport



1. Acquire snow removal equipment (not shown)
2. Replace/upgrade airfield lighting including guidance signs
3. Conduct airport master plan and update airport layout plan (not shown)
4. Reconstruct/rehabilitate apron
5. Reconstruct/rehabilitate taxiways/taxilanes
6. Land acquisition for airport development
7. Construct hangar
8. Construct terminal/FBO
9. Replace rotating beacon
10. Replace/upgrade apron and parking lot lighting
11. Airfield drainage improvements (not shown)
12. Crack fill and seal coat airfield pavements
13. Clear and maintain runway approaches
14. And any necessary related work (not shown)

Fort Atkinson Municipal Airport
Fort Atkinson, Wisconsin
ELIGIBILITY STATEMENT SKETCH
Bureau of Aeronautics
Wisconsin Department of Transportation



Checked By: CPD
Prepared By: CPD
Date: 2/21/2023

This map was created by the Wisconsin Department of Transportation's Bureau of Aeronautics. Any use or recompilation of the information, while not prohibited, is the sole responsibility of the user. WisDOT expressly disclaims all liability regarding fitness of the use of this information for other than DOT business. Airport information depicted on this map is for generalized use only. If specific and accurate information is required, see the Airport Layout Plan or Exhibit A Property Map for this airport.