



**F O R T • A T K I N S O N**

**AGENDA  
CITY COUNCIL MEETING  
MUNICIPAL BUILDING COUNCIL CHAMBERS  
101 N. MAIN STREET, FORT ATKINSON, WISCONSIN  
JANUARY 3, 2019 ~ 7:00 P.M.**

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of December 18, 2018 regular Council meeting.
4. Public Hearings  
  
None.
5. Public Comment
6. Petitions, Requests and Communications  
  
None.
7. Resolutions and Ordinances  
  
None.
8. Reports of Officers, Boards and Committees
  - a. Minutes of Transportation & Traffic Review Committee meeting held December 13, 2018.  
  
Action – Accept and file.
  - b. Minutes of Public Works Committee meeting held December 18, 2018.  
  
Action – Accept and file.
  - c. Minutes of Historical Society Board meeting held November 18, 2018.  
  
Action – Accept and file.

9. Unfinished Business

None.

10. New Business

- a. Review and approve purchase of communication headset system for Department of Public Works as budgeted.

Action – Reject—Approve.

- b. Review and approve quote for design services for 2019 roadway rehabilitation and water main replay projects.

Action – Reject—Approve.

11. Miscellaneous

- a. Denial of operator license.

Action – Reject—Approve denial.

- b. Denial of operator license.

Action – Reject—Approve denial.

- c. Approve agent change for Class “B” Fermented Malt Beverage and “Class C” Wine License for Pizza Hut, 1550 Madison Avenue.

Action – Reject—Approve agent change.

- d. Adjourn to closed session after regular Council meeting pursuant to Section 19.85(1)(c), Wisconsin Statutes, to conduct City Manager appraisal.

Action – Go into closed session – Council will not come back into open session.

12. Claims, Appropriations and Contract Payments

a. Verified claims.

Action – Motion to approve list of verified claims presented by the Director of Finance and to authorize payment.

13. Adjournment

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

**CITY OF FORT ATKINSON**  
**City Council ~ December 18, 2018**

CALL MEETING TO ORDER.

Pres. Becker called the meeting to order at 7:00 pm.

ROLL CALL.

Present: Cm. Johnson, Cm. Lescohier, Cm. Hartwick and Pres. Becker. Also present City Manager, City Attorney, City Clerk/Treasurer, City Engineer, Assistant City Engineer and Public Works Supervisor.

Excused absence: Cm. Kotz.

APPROVAL OF MINUTES OF DECEMBER 4, 2018 REGULAR COUNCIL MEETING.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the minutes of December 4, 2018 regular council meeting. Motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

a. *Request by Microlite Flyers to hold fly-in at the Airport on January 5, 2019.*

Engineer Selle stated this is an annual request by the flyers. A certificate of insurance will be provided. There are no costs to the city with this event.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the request by Microlite Flyers to hold fly-in at the Airport on January 5, 2019. Motion carried.

RESOLUTIONS AND ORDINANCES

None.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. *Building, Plumbing and Electrical Permit Report for November, 2018.*

b. *Minutes of Finance Committee meeting held December 4, 2018.*

c. *Minutes of Planning Commission meeting held December 11, 2018.*

d. *Minutes of Historic Preservation Commission meeting held September 11, 2018.*

Cm. Lescohier moved, seconded by Cm. Hartwick to accept and file the Reports of Officers, Boards and Committees. Motion carried.

UNFINISHED BUSINESS

a. *Recommendation from Finance Committee to approve wages for 2019.*

Manager Trebatoski reviewed the wage adjustments for 2019 to include full-time, part-time and parks and recreation employees. The 2019 budget included the estimated increase. No changes were presented for the Employee Handbook.

Cm. Lescohier moved, seconded by Cm. Johnson to approve the recommendation from Finance Committee to approve wages for 2019. Motion carried on a unanimous roll call vote.

*b. Review and approve Addendum to Rural Fire Protection Contracts.*

Manager Trebatoski reviewed the one year extension to allow time to draft, review and approve a contract for 2020-2025. The extension lists a 10% reimbursement increase for 2019 while maintaining all other provisions of the 2014-2018 contract. This interim proposal has been accepted by all five townships and signed copies have been filed.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the addendum to Rural Fire Protection Contracts. Motion carried on a roll call vote.

*c. Recommendation from Planning Commission to approve Certified Survey Map creating six acre parcel on Wishing Well Road and rezoning to A-3 (extra-territorial).*

Cm. Lescohier moved, seconded by Cm. Johnson to approve the recommendation from Planning Commission to approve Certified Survey Map creating six acre parcel on Wishing Well Road and rezoning to A-3 (extra-territorial). Motion carried.

*d. Recommendation from Planning Commission to approve Certified Survey Map creating three acre parcel on County Road J and creating a three acre farm consolidation A-3 lot (extra-territorial).*

Cm. Hartwick moved, seconded by Cm. Lescohier to approve the recommendation from Planning Commission to approve Certified Survey Map creating three acre parcel on County Road J and creating a three acre farm consolidation A-3 lot (extra-territorial). Motion carried.

*e. Recommendation from Planning Commission to approve Certified Survey Map creating two 1.2 acre parcels on McMillen Road and rezoning to A-3 (extra-territorial).*

Cm. Lescohier moved, seconded by Cm. Johnson to approve the recommendation from Planning Commission to approve Certified Survey Map creating two 1.2 acre parcels on McMillen Road and rezoning to A-3 (extra-territorial). Motion carried.

*f. Recommendation from Planning Commission that City Manager and City Engineer be authorized to review extra-territorial surveys that are 1.5 to 3 miles outside of City limits.*

Engineer Selle discussed the submission to the Planning Commission and the recommendation to refine the process in reviewing extra-territorials. Any requests that are from the City limits up to 1.5 miles will be reviewed at the Commission/Council level. This authorization would be for submittals over 1.5 miles to 3.0 miles from the City limits.

Pres. Becker inquired if the approvals would be presented to the City Council. Selle confirmed they would not be presented but receive a final signature from Clerk Ebbert. Prior years, the City had not reviewed the submittals. The City would continue to review at Staff level versus Planning Commission and City Council.

Cm. Hartwick shared concern for not seeing the submittals yet confirming they align with the Comprehensive Plan. Selle stated he could provide a summary to the Council of any plans approved by Staff.

284

Cm. Lescohier moved, seconded by Cm. Johnson to approve the recommendation from Planning Commission that City Manager and City Engineer be authorized to review extra-territorial surveys that are 1.5 to 3 miles outside of City limits. Motion carried.

#### NEW BUSINESS

a. *Review and approve Shared Services Agreement between City and School District of Fort Atkinson.*

Manager Trebatoski reviewed the existing sharing of services between the City and the School without a formal agreement on file. Some of these shared facilities include maintenance and use of ball fields, tennis courts, gymnasiums, etc. The initial term would be for a 25 year agreement. There is no cost to the City or School. An annual meeting would be held to confirm schedules for any facilities.

Cm. Hartwick moved, seconded by Cm. Lescohier to approve Shared Services Agreement between City and School District of Fort Atkinson. Motion carried on a roll call vote.

b. *Review and approve quote for grinding brush at compost site.*

Public Works Supervisor Kent Smith reviewed the quote that was included in the budget. Current practices include burning the brush at the site which takes several weeks and depends on weather and staff. Two quotes were received for the grinding of brush. Max-R Recovery at \$7,000 and Dirt King Materials at \$11,250.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the quote for grinding brush at compost site from Max-R Recovery not to exceed \$7,000. Motion carried on a roll call vote.

c. *Review and approve contract for construction oversight for Larsen Lagoon stormwater project.*

Engineer Selle stated the project may begin in December 2018. Selle asked for a rough scope of work for construction oversight during the project.

Cm. Lescohier moved, seconded by Cm. Johnson to approve contract for construction oversight for Larsen Lagoon stormwater project from Hey and Associates not to exceed \$25,000. Motion carried on a roll call vote.

#### MISCELLANEOUS

a. *Granting operator licenses.*

Cm. Hartwick moved, seconded by Cm. Lescohier to grant operator licenses as presented. Motion carried.

b. *City, Sewer, Water and Stormwater Utility Financial Statements as of November 30, 2018.*

Cm. Hartwick moved, seconded by Cm. Johnson to approve, accept and file the City, Sewer, Water and Stormwater Utility Financials as of November 30, 2018. Motion carried.

#### CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. *Verified claims.*

Cm. Lescohier moved, seconded by Cm. Johnson to approve the list of verified claims submitted by the Director of Finance and authorize payment. Motion carried on a roll call vote.

3 of 4

ADJOURNMENT

Cm. Johnson moved, seconded by Cm. Hartwick to adjourn the meeting. Meeting adjourned at 7:28 pm.

Respectfully submitted

Michelle Ebbert  
City Clerk/Treasurer

**TRANSPORTATION & TRAFFIC REVIEW COMMITTEE MINUTES  
CITY OF FORT ATKINSON  
CONFERENCE ROOM, POLICE DEPARTMENT  
DECEMBER 13, 2018 - 2:00 p.m.**

The meeting was called to order by Chairman Selle at 2:00 p.m. in the Conference Room of the Police Department.

Members Present: Armstrong, Bump, Bushcott, Carter, Johnson, Maas, Selle and Smith

Members Absent: Rice

Others Present: City Manager Trebatoski, Asst. City Engineer Williamson, Dave Lowe and Karl Schulte of Running, Inc./Brown Cab, Dick Schultz of the Fort Atkinson School Board, and Koshkonong Chairman Bill Burlingame

1. Motion to approve Minutes of the September 13, 2018 meeting made by Bump, second by Johnson. Motion passed by unanimous voice vote.
2. Parking Requests:  
None.
3. Speed Limit Reviews:
  - a. Discussion about speed limit on Hackbarth Road

Selle indicated this matter was previously discussed by the Committee in September, 2015 and again in June, 2016 upon the request by the Town of Koshkonong to increase the speed limit within the City limits to coincide with that adopted by the Town Board (35 m.p.h.). The Committee previously offered to increase the speed limit to 30 m.p.h. if the Town Board were to agree to put in a four-way stop at Endl Boulevard and Hackbarth Road. The Town Board would not agree to that. Therefore, the City's speed limit stayed at 25 m.p.h. Mr. Burlingame said the residents of the Town object to lowering the speed limit.

Bump indicated he feels there needs to be proper signage put up in the area of the school in accordance with State laws, and there should be a centerline painted on the street. Other Committee members agreed there are safety concerns in this area with the narrowness of the street and the lack of a centerline.

Bill Burlingame assured the Committee he would take care of getting the proper school signs installed and Selle said he would be having the centerline painted in next year's program.

This matter will be placed on the June, 2019 meeting for further review. No action taken.



4. Traffic Signal Reviews:

- a. Request for a 4 way stop at Lexington Blvd. and Commonwealth.

This matter was heard at the September 13, 2018 Committee meeting. An accident history investigation was completed for the location. There was one accident which was snow related, and one hit and run accident at this location.

Selle felt that based on evidence presented, a four-way stop is not warranted at this intersection.

Motion by Selle, seconded by Bump, to deny the request for a four-way stop at Lexington and Commonwealth. Motion Carried.

5. Miscellaneous:

None.

6. Transit Items:

- a. Update from Brown Cab on ridership and marketing for quarter preceding.

Selle indicated Brown Cab has been awarded the shared ride taxi contract for the year 2019 and 2020. It was indicated Brown has a hard time hiring and retaining employees. They will be increasing the wage rates for 2019. They will also be doing an aggressive marketing approach next year to increase ridership. The voucher program with the tavern league was discussed and Committee members were glad to hear there was a program in place with the cab company.

Another matter discussed was the possibility of designating a parking stall in the downtown area for a cab to park while not on a call. Selle will look into this matter.

No action taken on this matter.

- b. Review and discuss 2019 and 2020 Shared Ride Taxi Program, including possible fare increase.

Selle indicated in the request for proposals, it was required that there be a marketing plan put in place, the annual hours of service were increased to 15,900, additional hours were added for New Years' Eve and special events such as Rhythm on the River.

Selle said annually it is hoped that the fares collected will cover the City's share of the Shared Ride Taxi Program. The proposed contract price for 2019 is quite a bit higher than 2018, but he said it is hoped that if the agency fare were increased, it would help offset the City's share of the shared ride taxi program cost. The agency fare is a fare collected from managed care organizations such as Care Wisconsin. Selle indicated he had talked to a representative of Care Wisconsin

regarding the possibility of increasing the agency fare, and they indicated they did not see a problem with the proposed increase.

One item included in the request for proposals was the rebranding of the taxis to Fort Transport instead of Brown Cab. It was recommended by the Taxi Source Selection Committee that that proposal be rescinded and keep it as Brown Cab Service.

Another matter that was looked into for a possible savings for the taxi program was the cab company purchasing their gasoline from the Department of Public Works. After some calculations, it was determined the savings by doing that would not be worth it. The main objective of the program is to get the ridership up to offset the City's share.

Motion by Bump, seconded by Johnson, to increase the agency fare from \$6.25 to \$8.50. Motion carried.

9. Safe Routes to School:
  - a. Review Progress

Selle indicated the report from this study is on the City's website for review. Notification has been received indicating the program has qualified for funding. The amount of funding won't be known until possibly mid-2019.

Updates will be presented to the Committee at future meetings.

10. Adjournment:

Bump moved, seconded by Armstrong, to adjourn the meeting and passed by unanimous voice vote. The meeting was adjourned at 2:53 p.m.

Respectfully submitted,

Leila Carl, Adm. Secretary

8-b

**CITY OF FORT ATKINSON**  
**Public Works Committee Minutes ~ December 18, 2018**

CALL TO ORDER.

Pres. Becker called the meeting to order at 5:45 p.m.

ROLL CALL.

Present: Cm. Johnson, Cm. Hartwick and Pres. Becker. Also present: City Manager, City Engineer, Assistant City Engineers, Public Works Superintendent, Wastewater Supervisor and City Clerk/Treasurer.

REVIEW AND APPROVE FACILITY PLAN AMENDMENT FOR WASTEWATER UTILITY.

Eric Lynne from Donohue was present to review the facility plan amendment. Background included upgrades, collection system spending, rate impacts and implementation schedule. Discussion on the funding, between the clean water fund, interest rates and terms.

Some of the recommended improvements include:

- Replace grinders with fine screens
- Replace all three influent pumps and add a fourth pump
- Replace basin and grit washer mechanisms
- Rehabilitate clarifier mechanisms
- Install a new primary sludge fermenter
- Replace one aeration blower
- Rehabilitate final clarifiers
- Install a new final clarifier
- Install a new tertiary disc filter
- Optimize biological phosphorus removal
- Install enhanced biological phosphorus removal improvements
- Install phosphorus removal side-stream improvements
- Install denitrification active sludge
- Replace chlorine disinfection with ultraviolet disinfection
- Rehabilitate gravity belt thickener
- Optimize aerobic digestion
- Install leachate receiving and handling improvements

Cm. Hartwick moved, seconded by Cm. Johnson to approve facility plan amendment for Wastewater Utility and recommend to Council. Motion carried.

ADJOURNMENT

Cm. Johnson moved, seconded by Cm. Hartwick to adjourn at 6:39 p.m. Motion carried.

Respectfully submitted,  
Michelle Ebbert  
City Clerk/Treasurer

/ s/ /

8-c



FORT ATKINSON HISTORICAL SOCIETY'S BOARD MEETING

Thursday, November 18, 2018 4:00 pm

William D Knox Library and Archives; Hoard Historical Museum

401 Whitewater Ave, Fort Atkinson, WI 53538

920-563-7769 [www.hoardmuseum.org](http://www.hoardmuseum.org)

**1. Call to Order:** by President Bob Cheek at 4:00.

**2. Roll Call:** Jack Blodgett, Bob Cheek, Bonnie Geyer, Karen Gómez, Loren Gray, Don Henning, Sue Johnson, Denice Jones, Jerry McGowan, John Molinaro (absent), Joel Winn (absent)

Standing Positions: Merrilee Lee, Steve Larson, Matt Trebatoski (absent), Jude Hartwick

Also in Attendance: Beverly Dahl (recorder)

Contact list of Board Members routed for members to update information.

**3. Public Comments:** none

**4. Review and approve October board meeting minutes & November committee minutes:**

Minutes routed prior to meeting. L. Gray moved to approve, J. Hartwick seconded. Approved.

**5. Director's Report:**

Full report routed prior to meeting. Highlights of note:

- There were many tour groups during September, particularly school groups, and many international visitor groups during October, related to Dairy Expo.
- Governor Hoard Day was an observation of the 100<sup>th</sup> anniversary of his death, and the Hoard House has a display of items of mourning in his honor.
- Foster House tours – noted that minimal heat is maintained in winter, so guided tours will start again in spring, unless special tour requests are received.
- Planning three Member-Only events in 2019, plus invitations to Members for early entry to art shows.
- The 2019 calendar includes moving Dairy Day back one week to 3<sup>rd</sup> Saturday of June, to allow for extra preparation time following the Fort Koshkonong Rendezvous, which is

traditionally on Memorial Day weekend. Question – too close to July 4<sup>th</sup> Ice Cream Social? The Museum staff think 2 weeks between events is manageable for planning purposes.

**6. Treasurer's Report:** Loren Gray

No report this month.

**7. Committee Reports:**

Development by Bonnie Geyer

Written report distributed prior to the meeting. Will be talking about membership later in the agenda.

Administration by Loren Gray

Written report distributed prior to the meeting. Will be reviewing budget later in the agenda.

**8. Update on 2019 Event Calendar:**

This year, we will not distribute a detailed year-long event calendar, but will instead try several smaller, more timely calendars. A 12-month calendar is out of date for the second half of the year due to the addition of new events. Instead, this year each member will receive a Snapshot Calendar with regular annual events. Smaller calendars, perhaps three, will be created during the year to reflect upcoming events.

**9. Membership update and Business Patron discussion:**

Current Business Member list was passed out to members in the meeting. Some discussion of new businesses to approach for membership. The proposed list was routed to Board Members to identify any familiarity with business owners to develop a contact plan for approach with a Business packet of Museum Membership information. The Business Membership campaign will end by January to allow for full year benefits. Some discussion of other proposed benefits and gift memberships in return for donations by businesses.

Director will assemble Membership Packets for distribution. Membership renewal letters will be sent to current members shortly.

**10. Update of 2019 City Budget:**

Museum Budget Page of total City Budget was distributed prior to meeting. No major changes were requested by the city and approval is expected.

## **11. Review of 2019 Historical Society Budget:**

The proposed budget was routed prior to meeting.

- The revenue amount available from the trust - \$40,000, is up from \$29,000 in 2018. The 10-year average is higher, against a higher trust amount.
- Additional labor costs over the 2018 budget.
- Projected surplus is about \$3000 for what is basically a break-even budget plan.
- If 2019 is not a good year, a similar amount should be available to cover costs.
- Wage increase for current employees is proposed at 2.8%. Traditionally the Historical Society mirrors city employee raises, however city only offered 1.5% to employees, below cost of living increase.

Action: Motion to approve, S. Johnson, second B. Geyer. Discussion:

- Director pointed out that in the Programs List, a negative (-) indicates the Museum made money on what is viewed as an expense item.
- Clarification, CAF/SMS is 'Calling All Families/Saturday Morning Scholars'.

No further discussion. Motion approved.

## **12. Discussion of proposed collections manager position:**

A Job Description for a new proposed position (Collections Manager) was distributed during the meeting.

- Part-time position, \$12/hour, estimated 12 hours/week.
- While the Director is the Curator, and makes large decision on exhibits and collection contents. The collections manager generally does paperwork, organizes the collection in space, and documents item movements.
- The collection is currently 'safe', but projects are not progressing as hoped, due to limited time available by the Director. Project such as: the artifact collection needs someone to sort through, organize, and move items from old storage to new (inventorying, documenting, describing them as they move). Records of artifact storage locations are inaccurate, referencing no longer used locations.

The job requirements describe a person who:

- is detail oriented, probably a type A personality, with perfectionist tendencies;
- will be comfortable working both alone or with others; and
- is physically able to move artifacts.

### Questions:

- Is there room in the budget to offer a higher salary or more hours for an applicant with some experience? No.
- What percent of the collection has been inventoried recently? About 15%. If all work from the last 10-15 years is considered, 75-80%.
- Is an inventory a useful tool and task for employees? yes. Items are stored in unexpected places. Detail may be investigated during inventory and added to stored information about items.
- Is 12 hours, \$12 per hour enough to accomplish what we want? Director might have suggested 15-18 hours per week ideally, if budget was not an issue... Hours/pay rate could be reconsidered in several years based on progress and work load.
- Would more hours make the job more attractive to more applicants? Converse may be true, less hours might be more attractive as a part time job.
- Would college students be considered? Yes, especially for graduate students.
- After several years, if current projects are complete, would a person still be needed? Yes – new projects will start, new items will appear, reorganization is ongoing. Person would also help with organizing new exhibits.

**Action:** Motion to approve position as presented – J. McGowan, seconded H. Hartwick

Further discussion – position will be advertised publicly and at area universities.

Question – when to start? January or February. Will be posted to Start in January, will depend on availability of applicants. Noted we have some volunteers that would be good candidates.

Motion approved.

### 13. Project and facility updates:

Director reports that the facility is ready for winter – furnaces are on, snow removal equipment is tuned. Noted a call to Armstrong Heating was due to a thermostat reflecting a Daylight Savings Time issue. Foster House is on winter heat. Can be toured, but heat is set at 50-55, and feels cooler.

### 14. Upcoming meeting dates:

**Development Committee:** Thursday, December 6th at 4:00 pm

**Administration Committee:** Thursday, December 13th at 4:00 pm

**Full Board Meeting:** Thursday, December 20th at 4:00pm

Please note that the museum will be closed 11/21-11/23 for Thanksgiving

Annual Meeting will be February 27

**15. Items for agenda for next meeting:**

Officers for 2019 and which Board members are willing to renew their terms.

**16. Announcements:**

How did participation in Holiday Parade go? Well. Walkers distributed bookmarks and cow tail candy – we are now selling leftover candy in gift shop. The antique car worked, but had no headlights. John Chady from Griffin Ford borrowed a 1919 Model T 2-door from a friend. The museum sent \$25 for gas money and a Gift Family membership to him.

Halloween Trunk or Treat event was very successful, noted that the Museum might want to participate in future to contact a different audience.

**17. Adjourn**

Motion by L. Gray, seconded J. Hartwick. Adjourned at 4:55.





10-a

**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** December 27, 2018

**TO:** City Council

**FROM:** Kent Smith, Superintendent of Public Works

**SUBJECT:** Purchase Communication Headsets System

**Background:**

I am requesting the Council to authorize the purchase of three Sonetics communication headset systems. Each system includes three headsets, three chargers and a communication hub. Two of the three sets have been budgeted for in 2019. The third set will be funded through recent sales of DPW equipment on the Wisconsin Surplus Auction.

**Discussion:**

The Sonetics headset is the best system I found that allows instant communication between the users, isn't affected by machine noise and meets the OSHA hearing protection standards. This will then make the job site safer, and be more efficient.

One set will be used by the sanitary sewer crew for cleaning and camera work. The other two sets will be used by the tree crews for trimming and removal activities. During the winter, all three of these crews are working at the same time.

**Financial Analysis:**

- Sonetics costs
  - Total cost for three Sonetics communication heads system = \$15,164.00
- Funding sources:
  - 2019 Annual Budget - Sewage System and Supplies = \$5,054.67
  - 2019 CIP Street Machinery account budget = \$7,000.00
  - DPW equipment sold on Wisconsin Surplus Auction = \$3,109.33

**Recommendation:**

I am requesting the City Council authorize the purchase of three Sonetics Communication Systems for a price not to exceed \$15,164.00

1061



10-b

**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date: December 21, 2018**

**TO: City Council**

**FROM: Tom Williamson, Assistant Engineer**

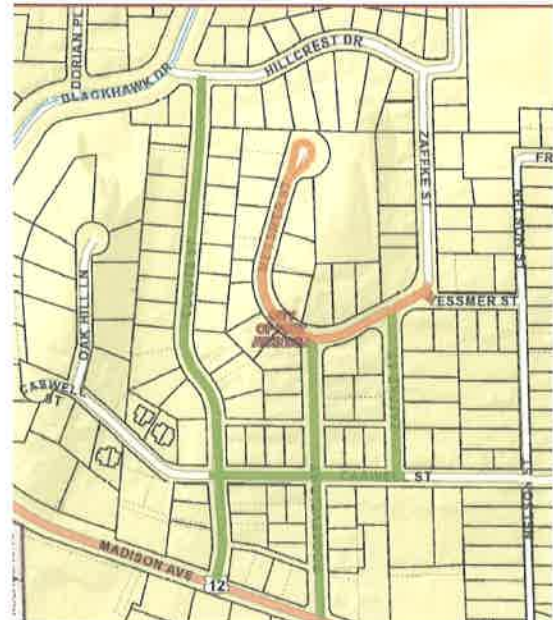
**SUBJECT: 2019 Roadway Rehabilitation and Water Main Relay Design  
Services Proposals**

**Background:**

The 2019 proposed Roadway Rehabilitation and Water Main Relay work is in an area of the City that presents some unique challenges. The area in question lies in the Northwest quadrant of the City (Cloute's Hill) and contains Roosevelt Street, Messmer Street, Zaffke Street, Cloute Street, and a portion of Caswell Street. This area of the City contains post WWII era water main known in the industry to be of poor manufactured quality, very steep running slopes, complicated intersection geometry, unsafe crown and cross slopes, and storm water drainage issues. Due to the nature of these very complicated challenges, staff determined it was necessary to hire a design engineering firm.

The project will consist of; replacement of all water main, valves, and hydrants; redesign and regrading of Messmer Street; pulverizing and milling existing pavements for all impacted streets, removal and replacement of small, and large, areas of curb and gutter (failed or due to roadway geometric changes); removal and replacement of sidewalk ramps to adhere to the most current ADA requirements; final roadway restoration with hot mix asphalt; and landscape restoration within all disturbed areas.

Staff has discussed the construction portion of this project and determined a phased approach may be necessary to align with available funds. The project could be separated by street and consist of two phases, one in 2019 and the other in 2020; multiple phases over several years; or perhaps scheduled for the 2020 calendar year. Construction scheduling will be assessed once the project budget details have been finalized and the appropriate construction sequence will be determined.



**Discussion:**

*Design Services Bidders* – A request for proposal notification was sent to four Design Engineering Firms. All four firms provided proposals for design services by the submittal deadline of December 14, 2018 (5PM); MSA Professional Services, Ruekert & Mielke Inc., Short Elliot Hendrickson (SEH), Inc., and R.H. Batterman and Company, Inc. Staff has reviewed the four proposals (see attached matrix). Two firms clearly stood out as good quality candidates for the project. SEH and Ruekert & Mielke, Inc. Both demonstrated excellent quality approaches, well thought-out project scoping, and project examples that closely relate to the proposed project area.

SEH, Inc. stood out above the other bidders by putting together a highly experienced team very well suited to meet the needs of the City of Fort Atkinson. They demonstrated a firm grasp of the project requirements and presented a scope that aligns with staff expectations, and a timeline for deliverables that affords the City the requisite construction schedule flexibility to maximize available funds.

**Staff Recommendation:**

The design services proposal submitted by SEH reflects the City of Fort Atkinson's best interests, and provides the design experience, along with a creative (big picture) approach to solving the challenges this project holds. Staff felt strongly that portions of the low bidder's proposal drastically underestimated the level of effort required for this design project, and for this reason did not take the low bid.

Staff respectfully recommends awarding the Design Services contract to Short Elliot Hendrickson, Inc. (SEH), in the amount not to exceed **\$47,445.00**. This contract will be charged to the 2019 Street Program budget.



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FIRM	PROJECT APPROACH	VALUE	TEAM	VALUE	PROJECT EXAMPLES	VALUE	SCOPE	VALUE	FEE	VALUE	TOTAL VALUE
MSA	1. Understanding of needs: Clearly expressed.	5	PROS: Good local area experience.	3	PROS: Detailed and concise, coincides nicely with the City's proposed 2019 project.	5	PROS: Good progression of the project through design and bid.	5	Fee: \$26,960.00 without geotech allowance, \$29,460.00 with geotech	5	35
	2. Presentation of facts: Included great detail items and noted City concerns.	5			CONS: None				Hours: 285.5		
	3. Suggested solutions: Creatively and logically presented.	3	CONS: Minimal description and detail.						\$94.43 per hour estimated		
	4. Details and information: Clear and concise.	3									
	5. Final summary: No definable summary.	1									
Ruekert and Melke	1. Understanding of needs: Expressed well in the narrative.	5	PROS: Good team leader experience and expertise.	3	PROS: Great examples of similar projects. Detailed and descriptive with similar budgets.	5	PROS: Good organization, clear outline of assumptions and deliverables.	5	Fee: \$43,467.00 without geotech allowance, \$45,967.00 with geotech	5	37
	2. Presentation of facts: Well laid out and concise. Demonstrated a well rounded thought process.	3							Hours: 344		
	3. Suggested solutions: Somewhat vague in nature, alluded to a creative approach.	3	CONS: Poorly defined individual responsibilities.		CONS: None				\$126.36 per hour estimated		
	4. Details and information: Vague in nature, but included some project specific utility details.	3									
	5. Final summary: Describes the firms approach and emphasized City interests.	5									
SEH	1. Understanding of needs: Showed a clear understanding of the City's position and needs.	5	PROS: Great range of experience and expertise.	5	PROS: Descriptive and similar in detail to what the City has proposed.	3	PROS: Excellent organization, clear outline of assumptions and deliverables with expected percent complete.	5	Fee: \$44,945.00 without geotech allowance, \$47,445.00 with geotech	3	39
	2. Presentation of facts: Well laid out and concise. Demonstrated a well rounded thought process.	5							Hours: 447		
	3. Suggested solutions: Approached with the bigger picture in mind.	5	CONS: None		CONS: Older projects. No reference contact information.				\$100.55 per hour estimated		
	4. Details and information: Coincides well with milestone dates.	3									
	5. Final summary: Clearly presented and thought-out.	5									
Barteman	1. Understanding of needs: Demonstrated a clear understanding.	5	PROS: Great range of experience and expertise.	5	PROS: Great examples of similar projects. Contact information provided and detailed data.	5	PROS: Very well defined by street needs.	5	Fee: \$77,600.00 without geotech allowance, \$81,025.00 with geotech	5	35
	2. Presentation of facts: Clear and concise.	5			CONS: None				Hours: 750		
	3. Suggested solutions: Suggests a longer timeframe than anticipated, but communicates efforts.	3	CONS: None						\$103.47 per hour estimated		
	4. Details and information: Alludes to a longer timeframe which coincides with the provided schedule of milestone dates.	3									
	5. Final summary: Clearly written and concise.	3									



11-a

**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** December 17, 2018

**TO:** City Council  
**FROM:** Michelle Ebbert, City Clerk/Treasurer  
**SUBJECT:** Denial of Operator License

**Background:**

Alcohol Beverage and Operator License Guidelines for Approval/Denial

- One alcohol or drug-related conviction in five (5) years would be up to the discretion of the Chief of Police with recommendation deny/grant to the Council. Staff may contact the applicant and request a meeting to discuss their violation. Staff may also require the applicant to retake the Responsible Beverage Server course.
- Two or more alcohol or drug related convictions in five (5) years would be recommended to the Council for denial of operator license.
- Two or more Class A misdemeanor or felony convictions that substantially relate to the selling or serving of alcohol beverages in five (5) years would be recommended to the Council for denial of operator license.
- Non-disclosure of any criminal, ordinance or traffic convictions could be recommended to the Council for denial of operator license.

**Discussion:**

Douglas Deback has applied for an Operator License. Based on the background check conducted by Chief Bump and Fort Atkinson Police Department, Mr. Deback does not meet the requirements to hold an operator license in the City of Fort Atkinson.

**Financial Analysis:**

None.

**Staff Recommendation:**

To recommend the denial of operator license for Douglas Deback as the applicant does not meet the requirements that allow them to be eligible for an operator license based on the conducted background check by Chief Bump.

1 of 2

Michelle Ebbert  
[miebbert@fortatkinsonwi.net](mailto:miebbert@fortatkinsonwi.net)

CLERK/TREASURER



December 17, 2018

Douglas Deback  
4904 S. 20<sup>th</sup> Street  
Milwaukee WI 53221

Dear Mr Deback

You recently applied for an Operator's License in the City of Fort Atkinson. All applicants are subject to an intensive background check conducted by the Fort Atkinson Police Department. Your background check revealed various items that disqualify you from holding an operator's license.

These violations do not meet the criteria to possess an operator's license in the City of Fort Atkinson.

Due to the findings of the background check, Chief Bump is recommending the City Council deny your application for an operator's license at their regular meeting on Thursday, January 3, 2019. If you were issued a Provisional License, that license is now VOID.

You are also welcome to attend the City Council meeting on Thursday, January 3, 2019, 101 N. Main Street at 7:00 pm.

Sincerely,

Michelle Ebbert  
City Clerk/Treasurer

Cc: Brock's River Walk Tavern & Grill, 99 S Main Street

2 of 2



11-b

**CITY OF FORT ATKINSON,** Fort Atkinson, WI, 53538

**Date:** December 21, 2018

**TO:** City Council  
**FROM:** Michelle Ebbert, City Clerk/Treasurer  
**SUBJECT:** Denial of Operator Licenses

**Background:**

Alcohol Beverage and Operator License Guidelines for Approval/Denial

- One alcohol or drug-related conviction in five (5) years would be up to the discretion of the Chief of Police with recommendation deny/grant to the Council. Staff may contact the applicant and request a meeting to discuss their violation. Staff may also require the applicant to retake the Responsible Beverage Server course.
- Two or more alcohol or drug related convictions in five (5) years would be recommended to the Council for denial of operator license.
- Two or more Class A misdemeanor or felony convictions that substantially relate to the selling or serving of alcohol beverages in five (5) years would be recommended to the Council for denial of operator license.
- Non-disclosure of any criminal, ordinance or traffic convictions could be recommended to the Council for denial of operator license.

**Discussion:**

Anthony Roblero has applied for an Operator License. Based on the background check conducted by Chief Bump and Fort Atkinson Police Department, Mr. Roblero does not meet the requirements to hold an operator license in the City of Fort Atkinson.

**Financial Analysis:**

None.

**Staff Recommendation:**

To recommend the denial of operator license for Anthony Roblero as the applicant does not meet the requirements that allow them to be eligible for an operator license based on the conducted background check by Chief Bump.

1 of 2



Michelle Ebbert  
[miebbert@fortatkinsonwi.net](mailto:miebbert@fortatkinsonwi.net)

CLERK/TREASURER



December 21, 2018

Anthony L Roblero  
825 Dempster  
Fort Atkinson WI 53538

Dear Mr Roblero

You recently applied for an Operator's License in the City of Fort Atkinson. All applicants are subject to an intensive background check conducted by the Fort Atkinson Police Department. Your background check revealed various items that disqualify you from holding an operator's license.

These violations do not meet the criteria to possess an operator's license in the City of Fort Atkinson.

Due to the findings of the background check, Chief Bump is recommending the City Council deny your application for an operator's license at their regular meeting on Thursday, January 3, 2019. If you were issued a Provisional License, that license is now VOID.

You are also welcome to attend the City Council meeting on Thursday, January 3, 2019, 101 N. Main Street at 7:00 pm.

Sincerely,

Michelle Ebbert  
City Clerk/Treasurer

Cc: Brock's River Walk Tavern & Grill, 99 S Main Street

2 of 2





11-C

**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** December 26, 2018

**TO:** City Council

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

**SUBJECT:** Change of Agent for EYM Pizza of Wisconsin, LLC dba Pizza Hut

**Background:**

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

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

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

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

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

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

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

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

125.04(6)(c) (c) Authority of successor. A successor agent shall have all the authority, perform all the functions and be charged with all the duties of the previous agent of the corporation or limited liability company until the next regular or special meeting of the issuing authority if a license is held. However, the license of the corporation or limited liability company shall cease to be in force if, prior to the next regular or special meeting of the issuing authority, the clerk of the licensing authority receives notice of disapproval of the successor agent by a peace officer of the municipality issuing the license.

**Discussion:**

EYM Pizza of Wisconsin, LLC submitted documentation for appointment of a new agent, Kimberly Berquist to the 1550 Madison Avenue location. A background was conducted without concerns.

**Financial Analysis:**

A Change of Agent fee was appropriately paid, \$10.00.

**Staff Recommendation:**

Approval of the appointment of Kimberly Berquist as Agent of Pizza Hut, 1550 Madison Avenue effective immediately.

1 of 1