



**AGENDA
CITY COUNCIL MEETING
MUNICIPAL BUILDING COUNCIL CHAMBERS
101 N. MAIN STREET, FORT ATKINSON, WISCONSIN
FEBRUARY 5, 2019 ~ 7:00 P.M.**

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of January 15, 2019 regular Council meeting.
4. Public Hearings

None.
5. Public Comment
6. Petitions, Requests and Communications

None.
7. Resolutions and Ordinances
 - a. Ordinance pertaining to sale and possession of electronic cigarettes by minors.

Action – Reject—Approve; A—Move to third reading or B—Move through third and adopt Ordinance.
8. Reports of Officers, Boards and Committees
 - a. Minute of Plan Commission meeting held January 22, 2019.

Action – Accept and file.
 - b. Minutes of Police & Fire Commission meeting held January 24, 2019.

Action – Accept and file.

8. Reports of Officers, Boards and Committees

- c. Minutes of Historical Society Board meeting held December 18, 2018.

Action – Accept and file.

- d. Building, Plumbing and Electrical Permit Report for January, 2019.

Action – Accept and file.

9. Unfinished Business

- a. Recommendation from Plan Commission to approve request to rezone 124 West Milwaukee Avenue (Fire Department) and 101 South Water Street West (Police Department) from C-3 to C-5.

Action – Set public hearing for March 5, 2019.

- b. Update on Stormwater Quality Master Plan.

Action – Accept and file.

10. New Business

- a. Review and approve quote for purchase of Smart Antenna for Water Utility's geographic information system as budgeted.

Action – Reject—Approve.

- b. Review and approve quote for purchase of Hurco valve and vac for Water Utility as budgeted.

Action – Reject—Approve.

- c. Review and approve quote to hire outside contractor to remove trees as budgeted.

Action – Reject—Approve.

10. New Business (Continued)

- d. Review and approve quote for solids storage building repairs and maintenance at Wastewater Utility as budgeted.

Action – Reject—Approve.

- e. Review and approve purchase of Badger Books – electronic poll books for elections.

Action – Reject—Approve.

11. Miscellaneous

- a. City, Sewer, Water and Stormwater Utility and Funds 4, 5, 6, 7, 12, 13 and 14 Year-End Financial Statements as of December 31, 2018, and approve year-end appropriations and non-lapsing accounts.

Action – Reject—Approve.

- b. Six-month Class “B” Fermented Malt Beverage License for Fort Atkinson Generals Baseball Team to use at Jones Park.

Action – Reject—Approve.

- c. Six-month Class “B” Fermented Malt Beverage License for and for Fort Atkinson Lions Club to use at Ralph Park.

Action – Reject—Approve.

- d. Request to set date for Board of Review.

Action – Set for May 7, 2019.

- e. Granting operator licenses.

Action – Reject—Approve licenses.

11. Miscellaneous (Continued)

- f. 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 Minutes ~ January 15, 2019

CALL MEETING TO ORDER.

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

ROLL CALL.

Present: Cm. Kotz, Cm. Johnson, Cm. Lescohier, Cm. Hartwick and Pres. Becker. Also present: City Manager, City Clerk/Treasurer, City Attorney, City Engineer, City Assistant Engineer, Fire Chief, Police Chief and Water Supervisor.

APPROVAL OF MINUTES OF JANUARY 3, 2019 REGULAR COUNCIL MEETING.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the minutes of January 3, 2019 regular Council meeting. Motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

Curtis Abendroth, 1000 N. Main Street spoke on behalf of the Fire Department. He would like the project delayed after reading the article in the Daily Union on January 14th. He feels the need in the City is street repair and not the Fire Department. He is concerned with losing parking near the station and supports a station in the northwest side of the city. He feels the public would find street repairs more beneficial.

Troy Barnett, 5920 Christine Court - works in the community and commends the Council for looking at the vaping ordinance. She supports the adoption of the ordinance scheduled to appear on this Council agenda.

PETITIONS, REQUESTS AND COMMUNICATIONS

None.

RESOLUTIONS AND ORDINANCES

a. *Resolution declaring official intent to reimburse expenditures on Fire Station renovation and expansion project from proceeds of borrowing.*

Manager Trebatoski reviewed the debt schedule and provided the purpose of the resolution as to declare the following:

1. The City's desire to proceed with the fire station renovation and expansion project;
2. The City's official intent to finance the project on a long-term basis by issuing tax-exempt bonds, the principal amount of which is not expected to exceed \$6,000,000; and
3. The City's official intent to advance moneys from its funds on hand on an interim basis to pay the costs of the project until the bonds are issued.

The total budget is around \$5,500,000 and a total of financing at \$8,250,175. Using 2018 assessed value, the new debt would increase the City tax rate by approximately \$0.13 per thousand or \$26 per year on a \$200,000 property.

Cm. Johnson asked if the funding of the Fire Department prohibits the funding for street repair. Trebatoski stated the borrowing reduces the debt capacity but funds are still available for street repairs. Cm. Hartwick commented the vehicle registration fee is strictly for street repairs. Pres. Becker confirmed streets are a priority regardless of other projects as, for example, the City borrowed funds for improvements to Rockwell Avenue.

Cm. Lescohier commented the fire station was built in 1978, added on in 2000. The presentation in November focused on many issues including: structural, mechanical, plumbing, health and space needs, ventilation, roof leaks, mechanical problems, environmental, space constraints, deferred maintenance, electrical code violations, general malfunction, safety, gender. With the renovation, it could extend the life of the building for 40-50 years. The need is real and immediate.

Pres. Becker provided conversations he shared with former Fire Chiefs who commented the building was constructed to last as long as it has, however the many issues provide the timing is now for the improvements.

Cm. Lescohier moved, seconded by Cm. Hartwick to approve the Resolution declaring official intent to reimburse expenditures on Fire Station renovation and expansion project from proceeds of borrowing. Motion carried on a roll call vote.

RESOLUTION NO. 1310
RESOLUTION DECLARING OFFICIAL INTENT
TO REIMBURSE EXPENDITURES ON FIRE STATION RENOVATION AND
EXPANSION PROJECT FROM PROCEEDS OF BORROWING

WHEREAS, the City of Fort Atkinson, Jefferson County, Wisconsin (the "Issuer") plans to undertake a fire station renovation and expansion project (the "Project");

WHEREAS, the Issuer expects to finance the Project on a long-term basis by issuing tax-exempt bonds or other tax-exempt obligations (collectively, the "Bonds");

WHEREAS, because the Bonds will not be issued prior to commencement of the Project, the Issuer must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, the City Council (the "Governing Body") of the Issuer deems it to be necessary, desirable, and in the best interests of the Issuer to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Issuer that:

Section 1. Expenditure of Funds. The Issuer shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Bonds become available.

Section 2. Declaration of Official Intent. The Issuer hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$6,000,000.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. The Resolution shall be made available for public inspection at the office of the Issuer's Clerk within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Approved: January 15, 2019.

Matt Trebatoski City Manager

ATTEST: Michelle Ebbert City Clerk/Treasurer

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- a. *Building, Plumbing and Electrical Permit Report for December, 2018.*
- b. *Minutes of Ordinance Committee meeting held January 3, 2019.*
- c. *Minutes of Plan Commission meeting held January 8, 2019.*

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

UNFINISHED BUSINESS

a. *Review and approve design and construction management services agreement for renovation and expansion project at Fire Station, as budgeted.*

Chief Rausch presented the goals of the renovation and expansion which were identified as follows:

1. The desire to stay on the current site
2. The ability to develop the facility without the need to purchase additional property.
3. The ability to expand the operation to include EMS housing at the current site without additional construction in the future.
4. The requirement to address existing firefighter health and safety issues and requirements contained in WI Admin Code SPS 330 and National Fire Protection Association recommendations.
5. The need to address existing multi-gender and diversity housing issues.
6. The ability to reuse as much of the current building as was practical.
7. The need to state the construction in such a manner so the department could continue to function from the site throughout construction.

The Council meeting held in November provided an introduction of Keller Planners and shared conceptual plans and layouts. Since the original design, modifications have been made following Engineering review and consideration. Chief Rausch added that several drafts have been modified each time reducing cost and improving functions.

Cm. Hartwick shared concerns for the process and feels more bids should have been sought for construction management. Rausch stated he was in contact with several construction firms, some commented they could not meet the goals established including renovation and operation during construction.

Manager Trebatoski added that at this time, the Council is only being asking to move forward with the design with Keller. The next step upon approval would be negotiation of the construction management estimates. Following negotiation, the next phase would return to the Council.

Cm Hartwick asked if approving the design tonight, is the City tied to Keller for the project or can the decision be made to use another vendor. Trebatoski confirmed if the Council choses, they could look into other vendors.

Cm. Lescohier moved, seconded by Cm. Kotz to approve the design agreement for renovation and expansion project at Fire Station with Keller Planners not to exceed \$240,000. Motion carried on a roll call vote.

b. *Review and approve SCADA equipment and installation contracts as budgeted.*

Water Supervisor Tim Hayden reviewed the CIP budget for the project. The total cost with design, installation and electrical will be \$291,763. The utility intends to fund the additional cost of the project by removing the elevated tank mixer from the 2019 CIP at a cost of \$80,000. Additional funds from 2018 that were not used will be carried over for the project.

Cm. Hartwick moved, seconded by Cm. Johnson to approve SCADA equipment and installation contract with Altronex Control Systems in the amount of \$233,400 and Jefferson Current Electric, Inc. in the amount of \$23,113. Motion carried on a roll call vote.

c. *Recommendation from Ordinance Committee to approve Ordinance pertaining to sale and possession of electronic cigarettes by minors.*

Chief Bump reviewed the ordinance that is focused on preventing juveniles from possessing and purchasing vape and vape devices in our community. The juices and substances used with these devices are not regulated by the FDA.

Cm. Kotz moved, seconded by Cm. Johnson to send the ordinance to its second reading. Motion carried.

d. *Recommendation from Transportation & Traffic Review Committee to approve agency fare increase to \$8.50 for shared ride taxi program.*

Engineer Selle stated that Brown Cab was awarded the shared ride taxi service contract for 2019. The cost of the 2019 contract will be \$87,806 more than the 2018 contract due to an increase in contract hours and an increase in the hourly rate of \$3.73/hr. The new contract feature several improvements:

1. Required an annual marketing plan across several media types to ensure ridership will increase.
2. Added an additional 1,065 hours (7% increase) to ensure service meets demand
3. Required additional service on New Year's Eve and during special events such as Rhythm on the River.

Cm. Kotz moved, seconded by Cm. Johnson approve the recommendation from the Transportation & Traffic Review Committee to approve agency fare increase to \$8.50 for shared ride taxi program. Motion carried on a roll call vote.

NEW BUSINESS

a. *Review and approve purchase of mobile data computers for police squads as budgeted.*

Chief Bump reviewed the budgeted purchase for new MDCs for squads. The MDC allows officers to maintain connectivity to Dispatch, CDA, RMS, TIME System and the TRACS Citation system while on patrol. Two units were tested by Staff, Getac and Panasonic. As part of the upgrade, Microsoft Office, docking stations and software will be purchased. Getac: 6 computers for a total of \$15,450; docking stations \$2,400; software \$1,530 for a total of \$19,380.

Cm. Hartwick moved, seconded by Cm. Johnson to approve purchase of mobile data computers for police squads as budgeted not to exceed \$19,380 through CDW-G. Motion carried on a roll call vote.

MISCELLANEOUS

a. *Denial of operator license.*

No action was taken.

b. *Granting operator licenses.*

Cm. Hartwick moved, seconded by Cm. Lescohier to approve the granting of operator licenses as presented. Motion carried.

c. *Temporary Class "B" Beer and/or Wine License for St. Joseph's School Heart Gala to be held on January 26, 2019.*

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Cm. Hartwick moved, seconded by Cm. Lescohier to approve a Temporary Class "B" Beer and/or Wine License for St. Joseph's School Heart Gala to be held on January 26, 2019 contingent upon having licensed operators and purchase products from a distributor. Motion carried.

d. Temporary Class "B" Beer and/or Wine License for Lions Club Smelt Fry to be held at the Municipal Building on April 19, 2019.

Cm. Kotz moved, seconded by Cm. Johnson to approve a Temporary Class "B" Beer and/or Wine License for Lions Club Smelt Fry to be held at the Municipal Building on April 19, 2019 contingent upon having licensed operators and purchase products from a distributor. Motion carried.

e. Temporary Class "B" Beer and/or Wine License for Lions Club Corn and Chicken Dinner to be held at Jones Park on August 18, 2019.

Cm. Hartwick moved, seconded by Cm. Johnson to approve a Temporary Class "B" Beer and/or Wine License for Lions Club Corn and Chicken Dinner to be held at Jones Park on August 18, 2019 contingent upon having licensed operators and purchase products from a distributor. Motion carried.

f. Request to change April 2, 2019 City Council meeting to Thursday, April 4, 2019 due to election.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the request to change the April 2, 2019 City Council meeting to Thursday, April 4, 2019. Motion carried.

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

Cm. Lescohier moved, seconded by Cm. Hartwick to adjourn to closed session after regular Council meeting pursuant to Section 19.85 (1)(c), Wisconsin Statutes to conduct City Manager appraisal. Motion carried on a roll call vote.

Council will not come back into open session.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. Verified claims.

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

ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Kotz to adjourn the meeting. Meeting adjourned at 8:21 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer

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POLICE DEPARTMENT

Adrian J. Bump
CHIEF OF POLICE

12-07-18

To: Fort Atkinson Ordinance Committee
City Manager Trebatoski

From: Adrian Bump, Chief of Police

Re: Draft Ordinance for Vape Pipe/E Cigarette Paraphernalia Possession by Minor

By request of City Councilman Jude Hartwick, I have performed research and worked with City Attorney Westrick in the development of a draft ordinance related to the possession of vape devices by minors. This ordinance would be in addition to possession of nicotine to include nicotine vape used in these vape devices.

Through our research we found that more and more jurisdictions are taking on this research and development of ordinances. Each jurisdiction has approached the enforcement in different ways. However, after information sharing that has occurred among the Wisconsin Chiefs of Police Association membership we have found that a few agencies have developed and passed or are in the process of passing a similar ordinance. Additionally as part of the drafting and research of this ordinance, the Fort Atkinson School District also provided input and support for the ordinance.

Our draft ordinance is focused on preventing juveniles from possessing and purchasing vape and vape devices in our community. The ordinance is a city wide approach that will also hold vendors who sell these devices to minors and/or adults who assist minors in obtaining these devices accountable for their actions.

After further research and the development of this ordinance, I support and encourage the passing of this drafted ordinance as written by the City of Fort Atkinson.

Respectfully,

Adrian Bump
Chief of Police

ORDINANCE NO. ____

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

That Chapter 58, OFFENSES AND MISCELLANEOUS PROVISIONS, Article V, Minors, Sec. 58-148, Sale and Possession of Electronic Cigarettes by Minors be created as follows:

Sec. 58-148. Sale and Possession of Electronic Cigarettes by Minors

(a) DEFINITIONS

- (1) "Electronic smoking device" means an electronic device that can be used to deliver an inhaled dose of nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. It includes any such device whether manufactured, distributed, marketed, or sold as an electronic cigarette, commonly known as e-cigarettes; an electronic cigar; an electronic cigarillo; an electronic pipe; an electronic hookah; vape pen; or any other product name or descriptor.
- (2) "Electronic smoking device paraphernalia" means a cartridge, cartomizer, e-liquid, smoke juice, tip, atomizer, electronic smoking device battery, electronic smoking device charger, and any other item specifically designed for the preparation, charging, or use of electronic smoking devices. It does not include any cigarette, as defined in s. 139.30(1m) Wis. Stats., nicotine product, as defined in s. 134.66(1)(f), Wis. Stats., or tobacco products, as defined in s. 139.75(12), Wis. Stats.
- (3) "Person" means any individual, partnership, firm, organization, association, corporation, trustee, or other legal entity of any kind.
- (4) "Vending machine" means any mechanical device that automatically dispenses electronic smoking devices or electronic smoking device paraphernalia when money or tokens are deposited in the device in payment for electronic smoking devices or electronic smoking device paraphernalia.

(b) PROHIBITION.

- (1) No person may sell or give any person under the age of 18 any electronic smoking device or electronic smoking device paraphernalia at any time.
- (2) No person under 18 years of age may purchase or possess an electronic smoking device or electronic smoking device paraphernalia.
- (3) No person may purchase electronic smoking devices or electronic smoking device paraphernalia on behalf of, or to provide to, any person who is under 18 years of age.
- (4) No person may provide for nominal or no consideration an electronic smoking device or electronic smoking device paraphernalia to any person except in a place where no person younger than 18 years of age is present

or permitted to enter unless the person who is younger than 18 years of age is accompanied by his or her parent or guardian or by his or her spouse who has attained the age of 18 years.

(c) REGULATIONS.

- (1) The owner or operator of an establishment that sells electronic smoking devices or electronic smoking device paraphernalia shall post a sign in the immediate area where those products are sold stating that the sale of any electronic smoking devices or electronic smoking device paraphernalia to a person under the age of 18 is unlawful under this section.
- (2) A person or vending machine operator may not sell electronic smoking devices or electronic smoking device paraphernalia from a vending machine, except in an establishment where individuals under the age of 18 are not present or permitted at any time, as provided in s. 21 CFR Part 1140. 16 (c)(2)(ii).

(d) DEFENSE OF SELLER.

Proof of all the following facts by a person who sells electronic smoking devices or electronic smoking device paraphernalia to a person under the age of 18 is a defense to any prosecution for a violation of sub. 2-a:

- (1) "That the purchaser falsely represented that he or she had attained the age of 18 and presented an identification card, and
- (2) That the appearance of the purchaser was such that an ordinary and prudent person would believe that the purchaser had attained the age of 18, and
- (3) That the sale was made in good faith, in reasonable reliance on the identification card and appearance of the purchaser and in the belief that the purchaser had attained the age of 18,

(e) PENALTIES.

- (1) Any person convicted of violating this section, shall be subject to the following forfeitures:
 - a. Not less than \$100 nor more than \$400 if the person has not committed a previous violation within 12 months of the violation.
 - b. Not less than \$200 nor more than \$500 if the person has committed a previous violation within 12 months of the violation.

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

This ordinance shall take effect and be in force from and after the date of its passage and publication.

Adopted: _____, 2019.

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Pres. of the City Council

ATTEST:

Michelle Ebbert, City Clerk

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8-a

CITY OF FORT ATKINSON
Plan Commission ~ January 22, 2019
1,004th Meeting

CALL TO ORDER.

The meeting was called to order by Manager Trebatoski in the Council Chambers of the Municipal Building at 4:00 pm.

ROLL CALL.

Present: Commissioners Frame, Lescohier, Engineer Selle and Manager Trebatoski. Also present: Building Inspector and City Clerk/Treasurer. Cm. Kutz arrived at 4:08 pm.

Excused absence: Cm. Greenhalgh and Cm. Scherer.

APPROVAL OF MINUTES OF JANUARY 8, 2019 PLAN COMMISSION MEETING.

Cm. Lescohier motioned, seconded by Cm. Frame to approve the minutes of the January 8, 2019 Plan Commission meeting. Motion carried.

REVIEW AND APPROVE SITE PLAN FOR CONSTRUCTION OF MEMORY CARE ADDITION TO REENA ASSISTED LIVING, 737 REENA AVENUE.

Engineer Selle reviewed the first approval in 2014 in two phases, the first being constructed in 2015 and the second being requested now. This is an additional 20 units.

Department Comments:

Building and Zoning: The building appears to meet aesthetic standards and lighting standards. Owner should confirm the intended setback from the north lot line adjacent to Mehta Lane, required to be a minimum of 15'.

Stormwater Department: The owner should confirm that the addition will meet the City's post construction storm water ordinance. The existing wet pond includes an overflow onto adjacent property to the west. The outlet for the wet pond must be plumbed into the City storm sewer system. Snow stockpiling along the south property line creates a challenge for property owners to the south. A plan to eliminate snow stockpiling along the south line should be submitted. Finally a maintenance plan for the stormwater facilities should be submitted and kept on file with the City.

Cm. Lescohier inquired on the current capacity. They currently have one room open in the original 60 units. This is the second and final phase. The second phase is 16 units less than originally planned for a total of 80 units.

Cm. Frame moved, seconded by Cm. Lescohier to approve the Site Plan for construction of Memory Care addition to Reena Assisted Living, 737 Reena Avenue with the following contingencies: Stormwater plan with calculations confirming the City ordinance is met; Stormwater discharge routed to City facilities; Stormwater basin maintenance agreement; Snow stockpile plan; Confirmation of the 15 foot setback along the property lines. Motion carried.

REVIEW AND APPROVE REQUEST TO REZONE 124 W. MILWAUKEE AVENUE (FIRE DEPARTMENT) AND 101 S. WATER STREET WEST (POLICE DEPARTMENT) PROPERTIES FROM C-3 TO C-5.

Inspector Juarez reviewed the request to rezone as the properties do not confirm to the C-3 zoning designation. Both structures are unable to meet the current code requirements for greenspace, setbacks, percentage of impervious space. Rezoning would bring the properties more in line with the current building configurations and uses. Adjacent properties to the east are already zoned C-5.

Cm. Lescohier moved, seconded by Cm. Frame to refer to City Council to approve the request to rezone 124 W. Milwaukee Avenue (Fire Department) and 101 S. Water Street West (Police Department) properties from C-3 to C-5. Motion carried.

ADJOURNMENT.

Cm. Frame moved, seconded by Cm. Lescohier to adjourn. Meeting adjourned at 4:09 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer

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POLICE & FIRE COMMISSION MINUTES
CITY OF FORT ATKINSON
Thursday, January 24, 2019 at 4:00 p.m.
Conference Room, Municipal Building

The meeting was called to order by Chairman Frame at 4:00 p.m.

Members present: Frame, Hartwick, and Schultz

Members absent: Johnson and Jones

Others present: City Manager Trebatoski, Police Chief Bump and Fire Chief Rausch

1. *Approval of Minutes:* On a Schultz/Hartwick motion, the Minutes of the July 30, 2018 meeting were unanimously approved by a voice vote.
2. *Approve hiring of top candidate from hiring process and to approve and certify an eligibility list for future vacancies at the Police Department.*

Chief Bump reviewed the recruitment and selection process with the Commission. Chief Bump is requesting Brett Dunkleberger be appointed to fill a vacancy for police officer with a start date of on or after May 13, 2019, contingent on successful completion of the Police Academy, physical assessment, psychological assessment, physical agility test and background investigation.

On a Schultz/Hartwick motion, the appointment of Brett Dunkleberger was approved. The motion passed unanimously on a voice vote.

Chief Bump did not have an eligibility list to be approved.

3. *Approve hiring of paid on call member for Fire Department.*

Chief Rausch requested that Nathan Shreve be appointed as a paid on call member of the Fire Department. Mr. Shreve possesses fire and EMS certifications. Chief Rausch recommended Mr. Shreve be approved as a 12-month probationary paid on call member of the Department, contingent upon successfully completing a pre-employment physical and a background check.

On a Schultz/Hartwick motion, the appointment of Nathan Shreve was approved. The motion passed unanimously on a voice vote.

4. *Adjournment:*

On a Hartwick/Schultz motion, the Commission adjourned at 4:17 p.m. The motion passed unanimously on a voice vote.

Respectfully submitted,

Richard Schultz, Secretary

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FORT ATKINSON HISTORICAL SOCIETY'S BOARD MEETING

Thursday, December 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

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

2. Roll Call: Jack Blodgett (absent), 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)

3. Public Comments: Board Member commendation to Director and Staff for their work in 2018. Also recognition of all volunteers.

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

Move to approve by J. McGowan, seconded S. Larson. No discussion, minutes approved.

5. Director's Report:

- Attendance is up for year 2018 to date – almost 18,000 before December, about 1000 over last year. (Visitors this time of year are more local, fewer international and out of state.)
- Black Hawk artists show was held in November in the Jones Family Gallery.
- Morning at Museum program in the beginning of November was joined by a member of FA Police Dept., who talked to and read to attendees, and allowed children to look in vehicle. Staff are hoping to have representatives of the Fire Dept. in the spring. Question – how many attendees? Average attendance is around 30 preschoolers and their siblings, accompanied by adults
- Members of the Historical Society participated in Holiday Parade, with a vintage car.
- Collections Inventory - Goal for 2018 was to inventory 2500 items, actual total is now over 2600. That count includes some collections (ex: bag of buttons, pipes, jewelry, walking canes) as a single item, if they were accessioned that way. There remains a closet full of toys to inventory.
- Reminder - museum will be closed through December 26, open remainder of week, and then will be closed through January 2, open January 3.
- Holiday Open House had over 200 attendees, made about 80 graham cracker houses as craft projects. There were also 12 entries in the Gingerbread House contest. Noted there were three articles on the

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front page of the local paper.

6. Treasurer's Report: L. Gray

No report made this month.

7. Committee Reports:

Development by B. Geyer

Written report distributed prior to the meeting. Nothing to add.

Administration by L. Gray

Written report distributed prior to the meeting. Discussion of Christmas bonuses. Historically, bonuses have been given to Historical Society staff in form of Chamber bucks. City staff were offered the same bonus this year, but were unable to accept due to being city employees. Treasurer wants to offer gifts, rather than bonuses, to city staff in form of Chamber certificate.

S. Johnson moved to present gifts to city staff, seconded by B. Geyer.

Discussion. Director has inquired of City Manager as to appropriateness of accepting a gift; the legality of city employees accepting gifts is not clear. Director and Assistant Director thus decline such a gift.

Noted by J. McGowan that school district employees are under similar restrictions.

Treasurer retracted motion. No action taken.

8. Marketing moment: Weekend edition December 14-16 of Daily Jefferson County Union paper – noted there were three separate front page articles concerning the Museum: Holiday Open House, Howie Weiss Day exhibit, and Lands We Share exhibit opening.

9. Membership update: All renewal envelopes are out. Staff have been receiving renewals, processing deposits and writing thank you letters.

10. Business Patron discussion: D. Jones reporting she has made contact with 4 local business members, with some new memberships already resulting from contacts. J. Hartwick inquired of Director about receiving contact folders for his planned contacts.

11. Discussion of board member elections & appointments:

President contacted the four Board members whose terms are ending – all are willing to be re-elected.

12. Project and facility updates:

Director reminder that Museum will be closed for 2 full weeks in mid-January for maintenance and cleaning.

At most recent Admin Committee meeting, Director mentioned staff have noticed no bats, then a week later one was heard in Duck Hunting Exhibit, and one set off motion detector in Foster House and Director was notified by Per-Mar. Director will no longer mention "not seeing bats" as that appears to be too tempting a statement to the bats.

Director noted 3 nighttime events have been held in past month; exterior lighting is much improved by

2 of 3

addition of lights, and visibility is aided by the recent removal of two trees in front.

13. Upcoming meeting dates:

Development Committee: Thursday, January 3rd at 4:00 pm

Administration Committee: Thursday, January 10th at 4:00 pm

Full Board Meeting: Thursday, January 17th at 4:00pm

Please note that the museum will be closed 12/23-12/26 and 12/30-1/2 for the holidays.

Also will be closed 1/8/19 – 1/19/19 for maintenance. If visitors do appear, we turn on lights and welcome them in. Scheduled tours and room rentals can still occur.

14. Items for agenda for next meeting:

none

15. Announcements:

Happy holidays to all.

16. Adjourn Motion to adjourn L. Gray, seconded J. Hartwick. Adjourned at 4:30.



Permit Report

8-d

01/01/2019 - 01/31/2019

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
Group: Add/Alter Commercial						
20338	525 Memorial Dr.	Wisconsin Illinois Senior	Add/Alter Commercial	Remodeling existing building	450,000	\$3,450.00
20339	200 S. Water St. W.	Wisconsin Illinois Senior	Add/Alter Commercial	Remodeling existing building	250,000	\$1,730.00
20363	201 N Main St.	Badger 47 LLC	Add/Alter Commercial	Adding new glass wall and door for security	10,000	\$32.00
						\$5,212.00

Group Total: 3

Group: Electrical

20334	401 Cherokee Ln	Alfred Fiege	Electrical	Panel; Openings; 220V outlet	0	\$48.50
20353	1315 Montclair Pl.	Dean Trost	Electrical	Electrical for basement room	0	\$49.50
20354	328 Washington St.	Festival Foods	Electrical	17 openings; 1-220V outlet	0	\$47.75
20358	1526 Radhika St.	Greg Riddell	Electrical	40 openings	0	\$60.00
20359	250 E Blackhawk Dr	K&F Auto	Electrical	45 openings, moving panel, one A/C and one heating unit	0	\$101.00
20360	301 Jackson St.	Katherine Fortney	Electrical	200 amp Service	0	\$60.00
20361	1223 W. Cramer St.	Brett Carson	Electrical	Fire damage repairs	0	\$119.75
20364	225 N Main St.	McDonald's Corp.	Electrical	Electrical for remodel	0	\$362.50

1064

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20368	213 Washington St.	Mexican Restaurant	Electrical	100 amp service; 23 openings; 2 direct wired	0	\$77.25
20369	1233 Lillian St.	Tony McDonald	Electrical	35 openings	0	\$56.25
20370	1418 Jamesway	Brett Wilson	Electrical	200 amp service	0	\$60.00
20371	209 Merchants Ave.	Dwight Foster Public Library	Electrical	Replacing fluorescent lights	0	\$0.00
						\$1,042.50

Group Total: 12

Group: HVAC

20336	96 S. Main St.	CSG Properties	HVAC	Replace Two furnaces	0	\$100.00
20337	308 Lucile St.	Jinnie Jones	HVAC	Replace Furnace	0	\$65.00
20340	85 Jackson St.	Stephanie Lambert	HVAC	Replace Furnace	0	\$65.00
20341	1509 Jamesway	Darrell Williams	HVAC	Replace Furnace	0	\$65.00
20342	613 Shah Ave.	Marilyn Young	HVAC	Replace Furnace	0	\$65.00
20343	1304 Monroe St.	Ron Fay	HVAC	Replace Furnace	0	\$65.00
20344	710 McMillen St.	Mike Topel	HVAC	Replace Furnace	0	\$65.00
20346	613 Barrie St.	Shelley Wangerin	HVAC	Replace Furnace	0	\$100.00
20347	913 Fox Ct.	Steve Thone	HVAC	Replace Furnace	0	\$65.00
20348	410 Adams St.	Chad Sanders	HVAC	Replace Furnace	0	\$65.00
20349	723 Cloute St.	George Clokey	HVAC	Replace Furnace	0	\$65.00
20350	804 N Main St.	Craig Lang	HVAC	Replace Furnace	0	\$65.00
20355	70 Jackson St.	Dustin Ranguette	HVAC	Replace furnace	0	\$65.00

2 of 4

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20356	130 N. Main St.	RUDA Rentals LLC	HVAC	2 - furnaces/A.C. (ductless system)	0	\$150.00
20357	217 S Water St. E.	Riverview Manor	HVAC	4 replacement A/C	0	\$170.00
						\$1,235.00

Group Total: 15

Group: Plumbing

20351	1233 Lillian St.	Tony McDonald	Plumbing	3 fixtures	0	\$48.00
20362	217 Jackson St.	Donald Schmudlach	Plumbing	eight fixtures	0	\$78.00
						\$126.00

Group Total: 2

Group: Sign

20365	225 N Main St.	Charles Dion Conn DP&K Inc.	Sign	Permit for two directional signs	1,310	\$80.00
						\$80.00


Group Total: 1

Group: Single Family Alteration/Addition

20332	1223 W Cramer St.	Brett Carsons	Single Family Alteration/Addition	Repair of fire damage	50,000	\$109.20
20333	1315 Montclair Pl.	Dean Trost	Single Family Alteration/Addition	Remodel basement adding bath, living room and egress window	10,000	\$123.90
20335	1526 Radhika St.	Greg Riddell	Single Family Alteration/Addition	Finish basement family room and bath	20,000	\$130.80
20352	314 Zida St.	Thomas Abernathy	Single Family Alteration/Addition	Foundation repair	28,000	\$31.50

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20366	1504 Radhika St.	Stephen Windham	Single Family Alteration/Addition	Finish basement adding bedroom, bath and living area	12,000	\$102.75
						\$498.15
						Group Total: 5
						\$8,193.65

Submitted this 1st day of Feb., 2019.


 Brian Juarez, Building Inspector
lc



9-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: Jan. 16, 2019

TO: Matt Trebatoski, City Manager

FROM: Brian Juarez, Zoning Administrator

SUBJECT: Rezoning of 101 S Water St West and 124 W Milwaukee Ave.

Background: Properties are currently zoned C-3 General Commercial.

Discussion: Properties as they exist do not conform well to the C-3 zoning designation. Both structures are unable to meet the current code requirements for greenspace, setbacks, percentage of impervious space etc. Future use of the area as a public safety center for both the Police and Fire Departments will most likely contribute to these existing non-conforming conditions.

Financial Analysis: Cost of meeting notices.

Staff Recommendation: I would recommend that we rezone all the current parcels at these locations to C-5 Downtown Business Zoning. This rezoning would bring the properties more in line with the current building configurations and uses, as well as with future proposed uses, thereby eliminating the existing non-conformances. The property directly adjacent to these properties to the East is already zoned C-5 and this action would work well within the City's master plan.

1 of 3



CITY OF FORT ATKINSON, WISCONSIN

Application for Rezoning

Date of Application: 1-4-19

Property Owner/Applicant: City of Fort Atkinson

Address of Property: 124 Milwaukee Ave W. & 101 S. Water St. W

Mailing Address: " " " "

Phone Number: 920-563-7760

Email: _____

Current Zoning: C-3 General Commercial

Requested Zoning: C-5 Downtown Business District

Narrative of Proposed Use: Site is currently used to house both Police and Fire Departments as well as supportive parking and public parking for the Downtown. Parcels 14-097 & 14-098 & 14-099

\$200.00 filing fee paid on: n/a

List of City Zoning:

R-1	Single-family residential
R-2	Two-family residential
R-3	Multi-family residential & office district
C-1	Service business district
C-2	Central business district
C-3	General commercial district
C-5	Downtown business district
M-1	Light industrial district
M-2	Heavy industrial district

(Planning Commission reviews request and makes recommendation to City Council; City Council holds public hearing, and if approved, adopts Ordinance amending Zoning.)

2 of 3

SUBJECT PROPERTY

ArcGIS Web Map



1/18/2019 3:09:51 PM

Zoning

- R1-Single Family Residential
- R2-Two Family Residential
- R3-Multi Family Residential
- C2-Central Business

- C3-General Commercial
- C5-Downtown Business District
- M1-Light Industrial
- M2-Heavy Industrial-Industrial Park
- Tax Parcels

Parcel Lines

- Property Boundary
- Old Lot/Mesender Lines
- Rail Right of Ways
- Road Right of Ways

Section Lines

- Surface Water
- Map Hooks
- Municipal Boundaries



City of Fort Madison

3 of 3



9-b

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 1, 2019

TO: City Council

FROM: Andy Selle, PE

SUBJECT: City of Fort Atkinson Stormwater Plan

Background:

The City of Fort Atkinson first developed a Stormwater Plan in 2009 in response to the WDNR regulations for improvements in the quality of runoff entering the Bark and Rock River from the City of Fort Atkinson. In essence, they indicated we could do a better job of controlling the pollution carried from our streets, parking lots, and driveways, by rainwater or snowmelt into the river. They were right. The City developed a Stormwater Utility to fund these efforts, with residential properties paying \$51/year and commercial properties paying \$51/3100 ft² impervious area/year. In 2011 the WDNR and the USEPA developed a more specific analysis and thus limits for the components of pollution they were most interested in reducing. Sediment and phosphorous limits were then in place through the new TMDL (Total Maximum Daily Load) approach to stormwater improvement and the City had marching orders to figure out a plan to comply.

MSA was hired in October 2017 to develop such a plan. Eric Thompson will be presenting the results to the Council. His executive summary is attached.

1 of 3



PROFESSIONAL SERVICES

More ideas. Better solutions.®

MEMO

To: Andy Selle, P.E., City of Fort Atkinson
From: Eric Thompson, PE, CFM
Subject: Stormwater Quality Master Plan – Rock River TMDL Compliance
Date: December 14, 2018

Introduction. The City of Fort Atkinson is subject to the requirements of Wisconsin Administrative Code NR 216.07(6)(b) and NR 151.13 which require quantification of annual loads and reductions of Total Phosphorus (TP) and Total Suspended Solids (TSS) in stormwater runoff passing through the City's Municipal Separate Storm Sewer System (MS4). The City's MS4 permit requires reductions in TSS and TP according to the recommendations of USEPA approved TMDLs. In September 2011 USEPA approved a Total Maximum Daily Load (TMDL) for the Rock River Watershed. The City of Fort Atkinson is located entirely within the Rock River Watershed and drains to three distinct reaches tributary to the Rock River; Rock River, Mile 213 to Bark River (R60); Bark River (R59); and Rock River, Bark River to Crawfish River (R54). The table below summarizes TSS and TP loads within the three reaches within the City.

Current TSS and TP Reduction Performance

Study Area	Regulated Area	TSS Load				TP Load			
	(acres)	Load In (tons/yr)	Trapped (tons/yr)	Reduction	Req.	Load In (lbs/yr)	Trapped (lbs/yr)	Reduction	Req.
Rock River (R60)	2,058	324	119	37%	41%	1,999	596	30%	48%
Bark River (R59)	150	21	3	15%	49%	145	17	12%	66%
Rock River (R54)	560	86	6	7%	44%	479	26	5%	72%

Notes: All reductions are relative to a "No Controls" condition.

The City's stormwater management system is not achieving pollutant reduction levels required for any of the reaches of the Rock River Watershed. The table on the following page summarizes the necessary additional reductions in TSS and TP reductions required to achieve the goals of the Rock River TMDL.

Offices in Illinois, Iowa, Minnesota, and Wisconsin

2901 International Lane, Suite 300, Madison, WI 53704-3133

(608) 242-7779 (800) 446-0679

FAX: (608) 242-5664 WEB ADDRESS: www.msa-ps.com

Page 1 of 2

Summary_SWQMP_12-14-18_REV1.docx

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Additional Reductions in TSS and TP required to achieve TMDL Goals

Reach 60

- Additional TSS Reduction Required = 14 tons/yr (4%)
- Additional TP Reduction Required = 363 lb/yr (18%)

Reach 59

- Additional TSS Reduction Required = 7 tons/yr (34%)
- Additional TP Reduction Required = 79 lb/yr (54%)

Reach 54

- Additional TSS Reduction Required = 32 tons/yr (37%)
- Additional TP Reduction Required = 319 lb/yr (67%)

Reach 60 Recommendations. Currently the City is planning a large improvement to operations at the Waste Water Treatment Facility involving installation of ultrafiltration equipment. This project is required to achieve different permit requirements for operation of the WWTF, but is expected to greatly exceed these requirements. The excess reduction in TSS and TP reduction can be applied to the City's stormwater quality management system through an 'intra-city trading agreement'. The WWTF is located within Reach 60. Because Reach 60 is downstream from Reach 54 and 59, the WDNR has indicated that any reduction trade credit resulting from this project will only be attributable to Reach 60. Even accounting for an anticipated trade ratio of 50%, there is sufficient TSS and TP reduction requirements to satisfy all TSS and TP reduction needs for Reach 60.

Reach 59 Recommendations. It is recommended that they City construct two (2) new stormwater quality ponds and modify one existing pond in Reach 59 to improve water quality treatment performance. The estimated cost of these system improvements is \$1.30M. Additionally it is recommended that the City increased street sweeping frequency in this watershed for areas not draining to stormwater ponds. This program will bring the watershed into compliance for TSS reductions and to within 39 pounds-per-year of achieving the goal for TP reduction. In the future, application of stormwater chemical treatment could bring TP reductions to within 24 pounds per year; however such practices are very expensive. It may not be possible to economically achieve greater performance for this watershed.

Reach 54 Recommendations. It is recommended that the City construct three (3) new stormwater quality ponds in Reach 54. The estimated cost of these system improvements is \$3.15M. Collectively these BMPs will be sufficient to bring Reach 54 into compliance for TSS reduction, and to within 107 pounds-per-year of achieving the goal for TP reduction. Application of a chemical treatment process to each of these three ponds, will be just sufficient to achieve TMDL TP reduction goals.

Implementation Schedule. Preliminary discussions with WDNR regarding the schedule for implementation indicates that the City may have 25 years to achieve TSS reduction goals and 100-yrs to achieve TP reduction goals. *Incremental performance increases between 5-yr permit renewal cycles will be expected.* It will be necessary for the City to occasionally update water quality calculations to reflect changes as they are implemented, but also to reflect available new stormwater quality research and technologies.

Note that the reduction requirements for Reached 54 and 59 are higher even than current new development standards. It is recommended that the City revise its post-construction stormwater management ordinance to require compliance with TMDL standards. Without this requirement, every new development in these watersheds will place the City further behind in achieving TDML requirements.

3 of 3



10-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: January 25, 2019

TO: City Council

FROM: Tim Hayden –Water Utility Manager

SUBJECT: Purchase Leica GG04 Professional GNSS Smart Antenna

Background:

The Water Utility utilizes GIS (Geographic Information System) mapping to map all of its assets. To better utilize this program we need to purchase the tool that will allow us to add, and accurately locate assets such as service vales and hydrants to our maps in real time. As I shared in my CIP presentation the Leica GG04 Smart Antenna is that tool. There is not another device on the market that will perform these tasks at the level of accuracy we need, and that works seamlessly with our software. Geosystems also allowed us to use a demo unit in order to insure that this device would meet all of our needs, and it preformed perfectly. I received two quotes for this unit and Geosystem's quote was the lowest one.

Financial Analysis:

We will be using funds set aside in the 2019 CIP to purchase this device for a total of \$9,348.00.

Recommendation:

I recommend purchasing the Leica GG04 Professional GNSS Smart Antenna from Geosystems for a total amount of \$9,348.00

1 of 1



10-b

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 1, 2019

TO: City Council

FROM: Tim Hayden –Water Utility Manager

SUBJECT: Purchase Hurco Valve and Vac

Background:

The Water Utility contains over 1200 main line valves. Every year the department exercises half of these valves to ensure their operation in case of an emergency such as a water main break. A Hurco Valve and Vac 250 will help us with the maintenance of the valves by aiding in the exercising of the valves. This device will also allow us the ability to clean out debris in the valve boxes that prevents us from being able to get our wrenches on the valves. Another feature of this machine is the ability to perform small hydro excavation projects such as repairing a damaged water service valve, or locating underground utilities. There is only one type of unit like this on the market and the distributor they use is Ferguson Water Works in Pewaukee, WI.



Financial Analysis:

In the 2019 Water Utility's CIP \$41,500 was budgeted for this purchase. The quote from Ferguson Waterworks was \$40,946.00.

Recommendation:

I recommend the purchase of the Hurco Valve and Vac 250 in the amount of \$40,946.00 from Ferguson Waterworks.

1 of 1



10-C

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: January 30, 2019

TO: City Council

FROM: Kent Smith, Superintendent of Public Works

SUBJECT: Hire outside contractor to remove trees

Background:

The Department of Public Works (DPW) has \$40,000.00, budgeted in the 2019 Annual Budget - Forestry Account # 01-56-5611-1600, to hire a contractor to remove trees in the City terraces.

Discussion:

In 2014, we started the removal of our 1,243 ash terrace trees due to the Emerald Ash Borer. Including the planned 2019 removals, we will have 667 ash trees remaining to take down in the future years.

The DPW has marked 188 trees for removal in 2019 with a combined total Diameter at Breast Height (DBH) of approximately 4,000 inches. The DPW has identified 59 of those trees, with a total Diameter at Breast Height (DBH) of 1,361 inches, for removal by an outside contractor.

Financial Analysis:

Three bids were obtained from the following:

<u>Name</u>	<u>Location</u>	<u>Cost per DBH</u>	<u>Total Cost</u>
Krizsan Tree Service	Fort Atkinson, WI	\$26.82	\$36,502.02
Tree Wisemen	Janesville, WI	\$32.50	\$44,232.50
Treewerks LLC	Cambridge, WI	\$36.00	\$45,996.00

Recommendation:

I am requesting the City Council authorize hiring Krizsan Tree Service to remove 59 trees at a cost not to exceed \$36,502.00.

/s/



10-d

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 1, 2019

TO: City Council

FROM: Paul Christensen, Wastewater Supervisor

SUBJECT: Solids Storage Building Repair and Maintenance

Background: The solids storage building is a large 117' x 200' x 23'8" open sided "pole" building that was constructed in 1992 for the purpose of biosolids storage. It was built by Cleary Buildings through their local representative Bos Design Builders.

Discussion: The building is nearly 27 years old and is showing signs of age from the elements. Two of the columns are bowing and need to be straightened. All the other columns are weathered and need attention. The tightening cables on the North and South ends need repair and adjustment.

Cleary Buildings personnel inspected the building and submitted a proposal outlining recommended repairs and maintenance including: straightening the columns, adding facing to the columns to protect from weathering, repair and adjustment of the support cables, adding bracing along the West wall, and the installation of additional 6' steel wall panel on the West facing wall to better protect against wind-blown rain and snow.

Financial Analysis: The 2019 budget contains \$24,000 for the purpose of these repairs. Cleary Building Corp. designed and built the original structure in 1992 and for this reason we consulted them exclusively for the repair proposal.

The cost for the proposed repairs is \$21,601. Because of the age and condition of the building, staff recommends an additional \$2,000 for contingency be approved only to be used if needed for any extra necessary repairs.

Staff Recommendation: Staff recommends the building #90 repairs to be completed by Cleary Building Corp. through their local representative, Bos Design Builders for the cost not to exceed \$23,601.

1 of 1



10-e

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: January 31, 2019

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Badger Books – Electronic Polls Books for Elections

Background:

The past several years, the Wisconsin Elections Commission (WEC) has been working to provide opportunities to Clerks in the state via webinars, electronic fill-in forms and the newly created electronic poll books, Badger Books. I have been following the creation and testing of the books and am excited to share the success and plan of implementation to bring Badger Books to the voters of Fort Atkinson.

An electronic poll book (e-poll book/Badger Book) is an electronic version of the paper poll books currently used during elections to check-in voters. The paper books contain the registered voters name, address, ward and ballot style and will also include the assigned voter number and signature of the voter. Badger Books will replace the need for printed paper poll books creating a dramatic cost savings. Additional financial savings and election efficiencies will be demonstrated with the following examples and explanations of Election Day procedures.

Discussion:

Security and Badger Books

Badger Books has enhancements to keep data secure. The books communicate with one another on Election Day via a secure modem that is only used to link the books. There is no internet connection or personal data relayed on the books. The books work together to continually update those that have checked-in and to assign sequential numbers. This assists in preventing voter fraud or a voter voting in another line.

Poll Books

The day before the Election, Monday, the data for the Election is loaded on a flash drive and loaded into the Badger Books. A printed active voter list is still printed to assist voters with confirming their registration.

- The need to decide room layout two months ahead of the Election is eliminated.
- The need to combine wards is eliminated.
- The different ballot styles are eliminated.
- The need to make 11,000 pre-numbered voter stickers is eliminated.
- The two copies of poll books is eliminated.
- The need to reconcile books throughout the day is eliminated.
- The need to enter voter participation manually is eliminated.

Election Day Registrations (EDR)

New voters can still register on Election Day, however we will be able to scan their drivers' license which will automatically input their information as an EDR in Badger Books. Their data will be verified and the voter will 'sign' their application with a stylus or their finger on the touch screen of the Badger Book. The voter is assigned a voter number at that moment,

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provided their ballot and directed to the voting booths. This eliminates staff entering the hundreds of applications into the system after the election, increasing accuracy of the electronic entry, eliminates data entry errors from manual input of EDR's and eases a common problem of trying to read different handwriting styles and numbers. Again, this eliminates the voter having to stand in line according to their ward.

Absentee Ballot Check-Ins

Voters may still absentee vote. Ballots are secured until Election Day. They are not pre-numbered, handled prior to Election Day, separated by Wards or alphabetically. On Election Day, inspectors will process absentee ballots with one Badger Book dedicated to absentee ballots only. The voter will be electronically assigned the next number in sequence and the envelope will be opened and ballot processed into the ballot machine.

Another advantage to Badger Books is flexibility during breaks and meals. Currently, staff members swap seats with inspectors to allow breaks. It takes almost two hours to rotate through all inspectors for meal breaks. With the Badger Books we will be able to completely close down one voting line to allow both inspectors to walk away without having to rush to eat or use the restroom. Regular breaks provide inspectors a chance to walk away and break up the monotonous process – this is essential in eliminating errors. The Badger Books that assist with registration and absentee recording can be switched into voting mode and can process voters the same as the regular lines.

Financial Analysis:

A total of 7 Badger Books is needed for the election operations. Each book retails for \$1,860. Additional purchase includes flash drive, receipt paper and a wireless router for the books to communicate. Total cost is \$13,213.

The Election Supply budget has \$2,000 towards the purchase. I had presented to the Fort Atkinson Lions Club and they graciously donated \$2,000 towards the purchase.

Finally, I applied for a Community Foundation Grant through the Fort Atkinson Community Foundation. On January 22nd I received notification that the Board voted to provide a \$10,000 grant towards the purchase of Badger Books.

Additional purchases that may be required include power strips, extension cord, stylus pens and receipt paper.

Staff Recommendation:

To approve the purchase of seven Badger Books, hardware, router and electrical supplies utilizing budgeted supply funds, Fort Atkinson Lions Club donation and Fort Atkinson Community Foundation grant not to exceed \$14,000 from PDS, the contracted supplier of Badger Books through Wisconsin Election Commission.



**BadgerBookElitePOS 141 AiO PC
w/Standalone Printer**
Quote: 1077890
PO Number:

PDS
13400 Bishops Lane, Suite 190
Brookfield, WI 53005
Phone: 800.966.6090
Fax: 262.938.2155

Below are the details of your recent quote/order with PDS. [View this quote online](#) or visit our [order tracking page](#) to track the status of your orders. You may submit this quote as a purchase order through www.ShopPDS.com, via email at teamgovedu@pdsit.net, or by using our fax number or address listed on this quote. Any questions may be directed to teamgovedu@pdsit.net, or by calling your Account Manager.

Date: 12/19/2018

Subtotal: \$13,020.00*

Details

Account number:
Quote number: **1077890**
Expiration date: **1/1/2019**
Cost center:
Department:
Location:
Quote subtotal: **\$13,020.00***

Billing Information

City of Fort Atkinson
Submitted by: **Michelle Ebbert**
Terms: **Net 30**
Tax: **Tax Exempt**
Payment method: **Purchase Order**

Shipping Information

Michelle Ebbert
Shipping: **Shipping Included**
Ship method:
Requested delivery:

Item Details	Qty	Unit Price	Extended
HP, Inc. ElitePOS One AiO w. Standalone Cube Printer mfg# 5DV74US#ABA pds# 318870	7	\$1,641.00	\$11,487.00
HP, Inc. 4yr 9x5 NBD Onsite Support Upgrade, Retail Pkg mfg# UL589E pds# 386144	7	\$119.00	\$833.00
Targus Inc. Bluetooth 3.0 Wireless Keyboard/Mouse Set mfg# BUS0399 pds# 343760	7	\$41.00	\$287.00
Paragon Development Systems PDS Configuration Services mfg# 000522 pds# 000522 Technical Configuration: 09137 Imaging Services Physical Configuration: 09140 Labeling Services 499888 *Save Boxes* Repackage f/Ship ment 65306 Custom Configuration 319621 Component Repackaging	7	\$59.00	\$413.00

Quote Description	Subtotal:	\$13,020.00
Customer Comments	Estimated Shipping:	\$0.00
Order Instructions	Estimated Tax:	\$0.00

Total \$13,020.00

*The original Manufacturer's warranty and return policies apply unless otherwise stated
*Subtotal is estimated and does not include tax or shipping (if applicable)
Credit card orders may be subject to a 3% Convenience Fee at the time of invoicing

HELPFUL LINKS:

Account Overview: <https://www.shoppds.com/commerce/dashboard.aspx>
Support pages: <https://www.shoppds.com/support.aspx>
Terms of Sale: <https://www.shoppds.com/termsofsale.aspx>

384

**Polling Station w/ stand alone printers**

Quote: 1077894

PO Number:

PDS

13400 Bishops Lane, Suite 190

Brookfield, WI 53005

Phone: 800.966.6090

Fax: 262.938.2155

Below are the details of your recent quote/order with PDS. [View this quote online](#) or visit our [order tracking page](#) to track the status of your orders. You may submit this quote as a purchase order through www.ShopPDS.com, via email at teamgovedu@pdsit.net, or by using our fax number or address listed on this quote. Any questions may be directed to teamgovedu@pdsit.net, or by calling your Account Manager.

Date: 12/19/2018

Subtotal: \$193.00***Details**

Account number:
 Quote number: **1077894**
 Expiration date: **1/1/2019**
 Cost center:
 Department:
 Location:
 Quote subtotal: **\$193.00***

Billing Information

City of Fort Atkinson
 Submitted by: **Michelle Ebbert**
 Terms: **Net 30**
 Tax: **Tax Exempt**
 Payment method: **Purchase Order**

Shipping Information

Michelle Ebbert
 Shipping: **Shipping included**
 Ship method:
 Requested delivery:

Item Details	Qty	Unit Price	Extended
Kingston Technology DataTraveler 4000 G2 16GB USB Flash Drive mfg# DT4000G2DM/16GB pds# 486574	1	\$90.00	\$90.00
Thermamark Thermal Receipt Paper, 3.125"x230', 10pk mfg# RPT3.125-230-10PK pds# 240087	1	\$35.00	\$35.00
Linksys E900 802.11b/g/n Wireless Desktop Router mfg# E900-NP pds# 485361	1	\$39.00	\$39.00
Paragon Development Systems PDS Configuration Services mfg# 000522 pds# 000522	1	\$29.00	\$29.00

Quote Description**Subtotal: \$193.00****Customer Comments****Estimated Shipping: \$0.00****Order Instructions****Estimated Tax: \$0.00****Total \$193.00**

The original Manufacturer's warranty and return policies apply unless otherwise stated

**Subtotal is estimated and does not include tax or shipping (if applicable)*

**Credit card orders may be subject to a 3% Convenience Fee at the time of invoicing*

HELPFUL LINKS:Account Overview: <https://www.shoppds.com/commerce/dashboard.aspx>Support pages: <https://www.shoppds.com/support.aspx>Terms of Sale: <https://www.shoppds.com/termsofsale.aspx>

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CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: Jan. 31, 2019

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: 2018 Year-End Financial Statement Highlights

The City had a good year financially in 2018 across all funds. We saw cash increases in the General Fund and Sewer Utility and cash stayed relatively flat in the Water and Stormwater Utilities. Most notably, the General Fund balance increased by approximately \$569,500 as a result of positive operations and the Business Park TIF paying back a portion of its advance.

The General Fund at year-end is in good shape at \$1,841,782. This represents about 17% of City budgeted expenditures, or about two months of operations. This is dramatically better and four times higher than the dangerously low level it was at in 2010 of \$432,968.

Our Fund Balance Policy calls for an unassigned general fund balance of 8-20%, so we are right on target. Fund Balance provides the City with the working capital needed to meet cash flow needs throughout the year, and affords a comfortable margin of safety to address unanticipated expenditures / emergencies and unexpected declines in revenue due to economic downturns, reductions in State aid, etc. It also allows the City to take advantage of opportunities as they are presented, such as land acquisition or other one-time purchases.

FUND 1

GENERAL FUND

- The 2018 tax roll was set up at \$22,243,425, compared to \$21,651,488 in 2017. This reflects all tax entities.
- Delinquent personal property taxes remain low at \$245.60, thanks to efforts by the Clerk/Treasurer and City Attorney.
- TIF advances from General Fund decreased by \$234,020. The deficit in Fund 12 (Business Park) was \$(37,901), while Funds 13 (Downtown) and 14 (Northwest Quadrant) had surpluses allowing them to make donations of \$78,832 and \$193,089 respectively, helping to create a surplus in Fund 12. The total amount due from the Business Park now is \$2,534,637.
- Airport funds from fuel sales are at \$207 at the end of 2018. Approximately \$11,300 was used to purchase the new fueling system.
- Room tax revenues came in at \$47,335, about \$6,000 more than 2017. An increase of just over 14%.
- Taxes from Water Department came in on budget at almost \$290,000.
- Building permits exceeded budget expectations by \$28,150. This is primarily due to several business reinvestments and new home construction.
- Court penalties and costs came in \$9,500 over budget. This is a result of successful collection both locally and through the State debt collection system.

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- Parking revenue is up as the City was asked by downtown businesses through the Chamber to more closely monitor and enforce parking time limits.
- Street Maintenance revenue was under by \$23,000 with not as many street repairs related to utilities.
- Received first school resource officer payment from the School District in December.
- The Aquatic Center revenues came in \$3,000 over budget and covered almost 74% of direct operating costs. Expenses were under budget by about \$27,000, due to less days and lower utility costs.
- Refund of prior years' expense at \$23,400 with sale of reserve liquor license purchased from Koshkonong and billing of 2017 street repairs to Water.
- Interest revenue came in well over budget at \$66,617. This is due to higher rates at LGIP and bond proceeds being invested temporarily.
- Worker's Comp Insurance was under budget by approximately \$15,500, compared to 2017 when it was over by \$16,900. Total cost was down about \$22,000.
- Retirees health insurance budget was \$129,500 with expenditures of \$60,548. The balance will be carried forward to cover future expenses.
- The Police Department had a rough year as far as overtime needed to train several new employees, but made up for it with a number of supply and utility accounts being underspent.
- Fire Department truck maintenance came in about \$21,700 over budget, due to a number of expensive repairs. The department overall however only came in around \$3,000 over.
- The net cost for Ryan Bros. ambulance service was \$59,572 for 2018.
- Street Machinery was under budget by about \$26,700. This was a result of less repair labor and lower gas prices.
- General street repair accounts underspent by about 33%, due to more work taking place in other areas.
- The total snow and ice budget came in \$10,700 over budget. This was due to increased overtime needed primarily over the first few months of the year.
- Street lighting electricity was approximately \$8,500 under budget due to frozen rates in 2018.
- The Airport supplies account shows an overage of \$42,330 from the purchase of fuel. This amount however is offset with the revenue from the sale of the fuel. With revenue factored in, the account was only over by about \$350.
- Library City budget was under by approximately \$19,400.
- Museum was under budget by about \$14,800.
- Parks was \$25,900 under budget due to being short employees throughout the year. We would like to carry forward approximately \$11,000 of this into 2019 for a concrete patio at the Clubhouse in Rock River Park.
- City scape – room tax funds of just over \$76,000 will carry forward for the Main Street enhancements project.
- The economic development expenses account is over \$24,825 from the NE area redevelopment concepts and implementation strategies plan and the land purchase credit given to Riverstone for landscaping.
- The relatively mild winters at the beginning and end of the year really helped out with utility accounts City-wide.
- Non-lapsing (carry-forward) accounts totaled \$464,701. This compares with \$446,789 in 2017.
- Overdrawn accounts totaled \$273,502 compared to \$402,610 in 2017.

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FUND 4
DEBT SERVICE FUND

- Cash balance at year-end of \$161.
- All debt payments were made timely.

FUND 5
TRANSPORTATION IMPROVEMENTS

- Cash balance at year-end of \$41,852. Will be available for 2019 street program.
- Vehicle registration fee revenue came in at \$228,293 or 101.5% of budget. This is down \$13,000 from 2017. We expect this number will continue to drop a bit as more town residents realize they don't have to pay the fee. Hopefully it doesn't drop below \$220,000.
- Over \$673,000 spent on 2018 street maintenance work, compared to \$850,000 in 2017. This does not include the \$439,387 spent on Rockwell Avenue street work.

FUND 6
REVOLVING LOAN FUND

- All loans are current. This represents an amount of \$502,395 outstanding principal as of January 1, 2019.
- Direct Business Media and Reena Assisted Living paid off their loans at the end of the year.
- Interest revenue on Revolving Loans totaled \$26,181.
- Administrative expense was \$7,130.
- The State Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) have decided to discontinue or "close" these local revolving loan fund programs. The City will have the option to buy out the outstanding loans and must return all other cash on hand within two years. The City may apply for the funds back through a non-competitive grant process, but the projects will need to comply with LMI and other HUD requirements. The Finance Committee will be meeting soon to discuss our options.
- The total value of the fund is close to \$1.5 M.

FUND 7
EMS

- Cash at year end is \$113.
- Received balance of donation from Fort Health Care of \$15,000 and \$95,000 donation from The Fireside and Community Foundation.
- The Fund ended the year with a \$17,887 deficit, but that was expected and was covered by the \$18,000 in fund balance from the Fort Health Care and Badger Basement Systems donations in 2017.
- First service revenue deposit came in December from Life Quest totaling \$1,050.

FUND 10
STORMWATER UTILITY

- Cash is at \$573,523, compared to \$390,100 last year. The reason cash is higher is because there is close to \$200,000 in Rockwell bond proceeds still left to spend. Cash without the proceeds is actually \$376,766, slightly lower than 2017.
- Replacement funds at \$105,000.

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- Long term debt at \$1,373,416, or 16% of capital assets.
- Contributed assets from Doris Drive, Reena Avenue extended and Radloff Street totaled \$128,296 for the year.
- Revenues at 101%, expenses at 104%.
- Revenues came in right on budget.
- Stormwater drainage account shows \$65,500 over budget, however this is for the Stormwater Plan update and was budgeted in a previous year.
- The Utility is performing as expected, and funds are available for the Larsen lagoon project, which should take place in 2019.

FUND 12

TIF 6 – BUSINESS PARK

- Debt service and Klement Contract payments were made timely. Bond payments of \$286,170 and Klement payment of \$101,238, totaled \$387,408. Tax Increment was \$168,700 resulting in a deficit of \$218,708 before TID 7 and 8 donations, rental of property and lot sales.
- The five acre lot sale helped reduce the advance from General Fund for 2018.
- 100% audit completed and filed with Department of Revenue.
- Treasurer's cash remaining for future final audit and administrative costs is \$3,486.

FUND 13

TIF 7 – DOWNTOWN

- Cash balance at year end is \$5,798.
- Tax increment was \$315,283, up slightly from \$311,248 in 2017.
- Debt service payments made of \$236,450.
- \$78,832 donated to Business Park TIF to avoid a 2018 advance from the General Fund.
- Completed the downtown entry feature on the corner of North Main Street and Madison Avenue.

FUND 14

TIF 8 – NORTHWEST CORRIDOR DEVELOPMENT

- Tax increment of \$300,039, compared to \$274,426 in 2017. The increment should continue to grow as the values of the new hotel, Arby's and Dunkin Donuts come on line.
- Reimbursement payment of \$1,000,000 made to CBF Investments for Doris Drive and Reena Avenue improvements, per the hotel development agreement.
- Debt service payments made of \$58,190.
- Traffic signals installed and operational at the intersection of Madison Avenue and Reena Avenue
- We are planning to use bike trail funds in 2019.

FUND 3

WATER UTILITY

- Treasurer's cash (less accounts payable) is at \$1,085,194, compared to \$510,408 last year. Half of the increase is from remaining bond proceeds for Rockwell Avenue and the rest is for other ongoing capital projects.

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- Long-term debt totaled \$2,842,965, or 16% of capital assets. This is well below our goal of less than 40%.
- Total property and plant totaled \$17,452,036 up from \$16,309,078 in 2017.
- Accrued leave (vacation and sick leave) is required to be calculated by the Water Utility and to record the long-term liability on the books. At year end, this amount was \$30,200.58, down from \$62,420 in 2017.
- Contributed assets from Doris Drive, Reena Avenue extended and Radloff Street totaled \$275,849 for the year.
- Water sales were \$1,946,646, compared to our budget of \$1,858,100, or \$88,546 more. Residential and commercial sales were down likely due to a wet year. Fortunately, industrial sales (primarily Jones Dairy and OSI) more than made up for it in industrial sales.
- Overall operating revenues came in at 105%.
- Depreciation and interest on debt were over budget due to Rockwell Avenue project and new contributed assets.
- Power for pumping is down \$7,700, about \$4,700 of this can be attributed to the solar panel system at the booster station.
- Mains maintenance at 121% of budget due to 19 main breaks and other repair work.
- Expenses overall came in at 102% of budget.
- Overall it was a good year financially for the utility.

FUND 2

SEWER UTILITY

- Cash account balances as of December 31, 2018:

		<u>Increase/decrease from 2017</u>
Replacement funds	\$718,101	+\$ 6,440
Debt service	\$170,113	- \$ 62,505
Cash (less due to Fund 1)	\$2,062,597	+\$ 98,748

The debt service requirement decreased in 2018 and will be down until a new borrowing is needed in 2020 for the treatment plant updates and improvements. Replacement funds stayed relatively flat with the budgeted purchases and projects in 2018, but will be heavily depleted in 2019 as we look to take on some of the update projects in order to reduce the amount of the expected borrowing in 2020. The Utility will continue budgeting \$425,000 per year to keep replacing equipment and collection mains.

Cash is in great shape and has allowed us to leave usage rates flat since 2013. Rockwell Avenue sanitary sewer improvements were funded with cash. We will use a majority of existing cash on hand to pay for the upcoming plant improvements. This again should reduce the amount borrowed and reduce the rate increase needed to fund the plant improvements.

- Property and Plant rose 2.4% in 2018 to \$34,157,667 from \$33,346,636 in 2017.
- Long-term debt totaled \$995,298 or 2.9% of capital assets, which is excellent.
- Utility accounting requires accruing the leave amounts for vacation and sick leave. At the end of 2018, the long-term liability is \$65,099, up slightly from \$59,603 in 2017.
- Contributed assets from Doris Drive, Reena Avenue extended and Radloff Street totaled \$114,203 for the year.

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- Industrial and commercial sales had another great year coming in at 24% and 2% over budget, respectively. Residential sales and septic hauler revenue also performed well at 4% and 122% over budget respectively.
- Chemicals and power came in about \$10,200 over budget due to higher flows, but this was more than offset by the increased revenues.
- Service Trucks Maintenance came in around \$8,900 over budget due to a major repair.
- Phosphorus compliance work account shows an overage of \$51,000, however this was budgeted for in a previous year.
- Expenses overall came in at 98% of budget.
- Overall, it was a great year financially for the Utility.

ACTION ITEMS

1. Accept and file year-end financial statements for all Funds. (Voice vote)
2. Appropriate \$273,502.36 from the General Fund for the overdrawn accounts. (Roll call)
3. Approve non-lapsing accounts of \$464,700.63 from 2018 to 2019. (Roll call)

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CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: Jan. 30, 2019

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: Overdrawn Accounts at Year-End

The following is a list of overdrawn accounts at year-end. I recommend the transfer of funds from the General Fund to cover these amounts:

<u>Account #</u>	<u>Account Description</u>	<u>Amount</u>
01-54-5453-0600	AIRPORT-Supplies	\$ 42,329.84
01-52-5255-0000	AMBULANCE SERVICE	\$ 878.72
01-51-5152-0100	ASSESSOR-Salaries Contract	\$ 2,231.14
01-51-5161-0600	ATTORNEY-Supplies	\$ 488.00
01-52-5241-1000	BLDG/PLMG-Conference Exp.	\$ 38.00
01-52-5241-0200	BLDG/PLMG-Salaries Part Time	\$ 844.25
01-52-5241-0800	BLDG/PLMG-Uniform Dwelling Code	\$ 664.72
01-52-5241-1100	BLDG/PLMG-Vehicle Exp.	\$ 47.60
01-51-5141-1600	CLERK/TREAS-Network Maint / IT	\$ 1,169.47
01-51-5111-0600	COUNCIL-Supplies	\$ 34.10
01-51-5121-0700	COURT-Education	\$ 198.21
01-56-5644-0600	ECON DEV-Expenses	\$ 24,824.98
01-51-5143-2500	ELECTIONS-Benefits	\$ 77.74
01-51-5143-0100	ELECTIONS-Salaries	\$ 201.18
01-52-5242-1000	ELECTRICAL-Conference	\$ 124.18
01-52-5242-0600	ELECTRICAL-Office Supplies	\$ 152.91
01-52-5242-1300	ELECTRICAL-Tools	\$ 13.25
01-52-5291-0100	EMERGENCY MNGMNT-Salaries	\$ 167.80
01-54-5421-1200	ENG-Membership Dues	\$ 101.00
01-54-5421-0100	ENG-Salaries	\$ 2,204.41
01-54-5421-1700	ENG-Software Licenses	\$ 412.50
01-54-5421-0600	ENG-Supplies	\$ 1,713.32
01-54-5421-0700	ENG-Survey Supplies	\$ 0.70
01-55-5534-2500	FESTIVALS/ART/RIVRWLK-Benefits	\$ 395.40
01-55-5534-0100	FESTIVALS/ART/RIVRWLK-Salaries	\$ 1,792.00
01-55-5534-0600	FESTIVALS/ART/RIVRWLK-Supplies	\$ 967.32
01-52-5231-2500	FIRE-Benefits	\$ 2,157.62
01-52-5231-1000	FIRE-Elect/Water/Stormwater	\$ 356.45

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01-52-5231-0900	FIRE-Phone/Radio/Internet/Cable	\$	221.97
01-52-5231-0300	FIRE-Salaries On-Call	\$	1,553.59
01-52-5231-0200	FIRE-Salaries Overtime	\$	3,432.60
01-52-5231-1800	FIRE-Truck Insurance	\$	3,647.44
01-52-5231-1300	FIRE-Truck Maintenance	\$	21,689.91
01-56-5611-0600	FORESTRY-Supplies	\$	2,865.67
01-56-5611-0700	FORESTRY-Trees	\$	430.00
01-54-5412-1700	GARAGE-Safety Supplies	\$	0.11
01-54-5412-0600	GARAGE-Supplies	\$	2,007.63
01-54-5412-1400	GARAGE-Tools	\$	173.34
01-53-5343-0000	HUMANE SOCIETY	\$	3.59
01-56-5644-0700	JCEDC DUES	\$	57.00
01-55-5511-1300	LIBRARY-Books	\$	4.20
01-55-5511-0800	LIBRARY-Insurance	\$	14.00
01-55-5511-0200	LIBRARY-Salaries P-Time	\$	2,527.46
01-55-5511-0600	LIBRARY-Supplies	\$	682.88
01-55-5511-0900	LIBRARY-Telephone	\$	1.87
01-51-5200-9001	MANUFACT. PROP ASSMNT FEE	\$	403.65
01-55-5512-0600	MUSEUM-Supplies	\$	1,869.54
01-60-0062-1100	OUTLAY POLICE DEPT	\$	2,433.99
01-55-5541-1000	PARKS-Elect/Water/Sewer/Storm	\$	1,927.71
01-55-5541-1300	PARKS-Electrical Work	\$	250.62
01-55-5541-0200	PARKS-Salaries P-Time	\$	435.52
01-55-5541-0600	PARKS-Supplies	\$	7,988.78
01-52-5211-0500	PD-Dispatch/Overtime	\$	4,758.05
01-52-5211-0400	PD-Dispatch/Salaries	\$	10,825.73
01-52-5211-0800	PD-Investigative Supplies	\$	149.28
01-52-5211-0600	PD-Office Supplies	\$	2,351.35
01-52-5211-0200	PD-Overtime	\$	33,136.31
01-52-5211-0700	PD-Protective Supplies	\$	266.17
01-52-5211-0510	PD-Records Clerk	\$	1,005.29
01-52-5211-1700	PD-Uniform Allow.	\$	4,223.48
01-51-5190-4000	PROPERTY & LIABILITY INSURANCE	\$	2,603.25
01-54-5471-0500	RECYCLE/REFUSE-Compost. Facility	\$	632.31
01-54-5471-0100	RECYCLE/REFUSE-Contractor	\$	55.34
01-60-0064-3102	ROAD OUTLAY - ROCKWELL AVE	\$	24,387.38
01-52-5217-2500	SCHOOL PATROL-Benefits	\$	27.59
01-52-5217-0000	SCHOOL PATROL-Crossing Guards	\$	82.20
01-54-5444-2500	SIDEWALKS-Benefits	\$	1,478.65
01-54-5444-0100	SIDEWALKS-Salaries	\$	2,599.08
01-54-5435-2500	SNOW/ICE-Benefits	\$	13,922.46
01-54-5435-0100	SNOW/ICE-Salaries	\$	19,632.41
01-54-5435-0600	SNOW/ICE-Supplies	\$	239.66
01-55-5516-0500	SR CENTER-Repairs	\$	129.88
01-54-5411-0600	ST MACH-Supplies	\$	3,731.16

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01-54-5441-2500	TRAFFIC CTRL-Benefits	\$	744.00
01-54-5441-0100	TRAFFIC CTRL-Salaries	\$	2,688.07
01-52-5216-2500	WATER PTRL-Benefits	\$	1,798.17
01-52-5216-0100	WATER PTRL-Salaries	\$	2,791.21
01-52-5216-0600	WATER PTRL-Supplies	\$	34.00
		\$	<u>273,502.36</u>



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: Jan. 31, 2019

TO: City Council

FROM: Matt Trebatoski, City Manager

SUBJECT: Carry-Over Non-Lapsing Accounts from 2018 to 2019

I request authorization be given to carry forward unspent funds from accounts and projects not completed in 2018 into the 2019 Budget as follows:

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
01-60-0064-2100	Safe Routes to School	\$564.36
01-51-5190-3000	Retirees Health Insurance	68,500.00
01-55-5510-0600	County Library	5,235.76
01-56-5636-0600	City Scape	76,088.04
01-57-5770-3000	Taxi Service	86,569.70
01-60-0061-3200	Comprehensive Plan Update	1,445.00
01-60-0062-4100	Zoning Code Rewrite	55,359.18
01-60-0064-1200	Garage – Facilities Study	6,630.00
01-60-0065-1300	Youth Center	6,112.47
01-60-0065-1600	Senior Center	13,447.09
01-60-0065-2200	Dance Program	32,695.28
01-60-0065-4100	Parks - Memorial Park Bleachers	6,779.51
01-60-0065-4101	Skate Park	9,195.53
01-60-0065-4105	Memorial Park Shelter	1,438.27
01-60-0065-4108	Haumerson Pond – Shelter Operations	7,503.58
01-60-0065-4109	Haumerson Pond – Shelter Project	4,811.21
01-60-0065-4110	Ballfield Diamond Dirt	3,390.52
01-60-0065-4114	Youth Triathlon	8,601.96
01-60-0065-4115	Jones Park Improvements	2,235.04
01-60-0065-4116	Luther Ballfield Diamonds	10,632.88
01-60-0065-4117	Donation Projects	38,123.64

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01-60-0065-4118	Youth Football Fields	624.67
01-60-0065-4119	Charity Concerts	<u>7,705.94</u>
TOTAL		<u>\$453,689.63</u>

Additionally, I request authorization be given to transfer a portion of unspent funds from Parks Salaries to Parks Outlay to carry forward to 2019 to fund a concrete patio for the Clubhouse in Rock River Park as follows:

FROM:	01-55-5541-0100	Parks – Salaries	\$11,011.00
TO:	01-60-0065-4100	Parks – Clubhouse Patio	\$11,011.00

GRAND TOTAL	<u>\$464,700.63</u>
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11-C

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: January 9, 2019

TO: Licensing Committee and City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Six-Month Class "B" Beer License for Non-Profit Organizations

Background:

A six-month license may be issued for any consecutive six-month period in a calendar year. A six-month license may not be renewed within the same calendar year.

Discussion:

Annually, Fort Atkinson Generals Baseball Team Inc and Fort Atkinson Lions Club apply for a six-month Class "B" Fermented Malt Beverage License that would allow them to sell fermented malt beverages for on-site consumption. This type of license would include beer, non-alcoholic beer and products similar to Mike's Hard Lemonade as allowed by Statute.

Non-Profit Organization: Fort Atkinson Generals Baseball Team Inc.

Agent: Tim Garant

Premise: Jones Park concession, ball diamond, dugouts, grandstands, bathrooms, grass seating and concrete area immediately surrounding the noted premise. At times, the consumption will include the horseshoe area, carnival and concert.

Non-Profit Organization: Fort Atkinson Lions Club

Agent: Trish Jonas, Jason Fiege and Michelle Ebbert

Premise: Ralph Park concession, ball diamonds, dugouts, bleachers/grandstands, bathrooms and concrete area immediately surrounding the noted premise.

Financial Analysis:

The fee for a six-month license (\$50.00) is 50% of the twelve-month license (\$100.00) plus the fee for the publication notice. The publication fee is split 50% between the two applicants.

Staff Recommendation:

Approval of the six-month Class "B" Fermented Malt Beverage license for Fort Atkinson Generals Baseball Team and Fort Atkinson Lions Club.

VII. SIX MONTH LICENSES

A. A Class "B" beer license may be issued for any six-month period in a calendar year at 50% of the regular annual fee, but such licenses may not be renewed during the calendar year (sec. 125.26(5)).

B. Six-month "Class A" or "Class B" intoxicating liquor and "Class C" wine licenses may be issued for any six-month period in a calendar year at 50% of the regular annual fee, but such licenses may not be renewed during the calendar year (sec. 125.51(9)(b)).

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RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 5/01/2019 ending: 10/31/19
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: ☐ Town of ☐ Village of ☒ City of } Fort Atkinson

County of Jefferson Aldermanic Dist. No. (if required by ordinance)

CHECK ONE ☐ Individual ☐ Partnership ☐ Limited Liability Company
☒ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name)

Home Address

Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company

Fort Atkinson Generals Baseball Team, Inc

Address of Corporation/Limited Liability Company (if different from licensed premises) P.O. Box 2; Fort Atkinson, WI 53538

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	Jim Leonard Roethel	P.O. Box 2	Fort Atkinson / 53538
Vice President/Member	Don Gary Koepke	W4611 Lower Hebron Road	Fort Atkinson / 53538
Secretary/Member	Josh Daniel Smith	1422 Jamesway	Fort Atkinson / 53538
Treasurer/Member	Dan Allard	W6005 Friedel Road	Fort Atkinson / 53538
Agent	Timothy Allen Garant	1134 Maple Street	Fort Atkinson / 53538
Directors/Managers	Michelle Marie Wales - Garant	1134 Maple Street	Fort Atkinson / 53538 Over

C. 1. Trade Name Fort Atkinson Generals Baseball Team, Inc

Business Phone Number (262) 617-6251

2. Address of Premises 615 Janesville Avenue (Jones Park)

Post Office & Zip Code Fort Atkinson / 53538

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Jones Park Concession Stand, Grandstand and Whole Park

5. Legal description (omit if street address is given above):

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side ☐ Yes ☒ No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side ☐ Yes ☒ No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. ☐ Yes ☒ No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. ☒ Yes ☐ No

9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 7 day of January, 20 19

Maubert
(Clerk/Notary Public)

My commission expires July 29, 2021

(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>1-7-19</u>	Date reported to council/board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk <u>2 of 3</u>

Renewal Alcohol Beverage License Application

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 05 01 2019 ending: 10 31 2019
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: ☐ Town of ☐ Village of ☒ City of } FORT ATKINSON

County of JEFFERSON Aldermanic Dist. No. (if required by ordinance)

CHECK ONE ☐ Individual ☐ Partnership ☐ Limited Liability Company
☒ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name)

Home Address

Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ FORT ATKINSON LIONS CLUB

Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ PO BOX 352 FORT ATKINSON WI

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title Name (Inc. Middle Name) Home Address Post Office & Zip Code

President/Member TRISH JONAS 1340 ERICK ST FORT ATKINSON

Vice President/Member JOHN ANDERSON 1216 SHERMAN AVE FORT ATKINSON

Secretary/Member JANICE BROCKMAN 201 HERITAGE DR FORT ATKINSON

Treasurer/Member STEVEN SCHAFER N1672 PLEASANT RD FORT ATKINSON

Agent ▶ TRISH JONAS

Directors/Managers JASON FIEGE, MICHELLE EBBERT

C. 1. Trade Name ▶ S.C.A.R.P.

Business Phone Number

2. Address of Premises ▶ RALPH PARK

Post Office & Zip Code ▶ FORT ATKINSON WI

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) CONCESSION STAND, BLOCK STORAGE BLDNG

5. Legal description (omit if street address is given above):

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side ☐ Yes ☒ No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side ☐ Yes ☒ No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. ANNUAL CHANGE IN MEMBERS, OFFICERS ☒ Yes ☐ No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. ☒ Yes ☐ No

9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Trish Jonas
(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 1-8-2019	Date reported to council/board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk 3 of 3



11-d

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: January 29, 2019

TO: City Council
FROM: City Clerk/Treasurer
SUBJECT: Board of Review

I would like to request a Board of Review (BOR) meeting be set to hear testimony on Tuesday May 7th. BOR is scheduled during a two hour window.

Council can either decide 9:00 am - 11:00 am or 10:00 am - 12:00 pm.

Proposed Board of Review Schedule:

Notices of change in assessment sent to property owners end of March/early April.

Assessment Roll available for public inspection at Municipal Building beginning in April.

Open Book with City Assessor at Municipal Building – Wednesday April 17, 2019
from 1:00 p.m. to 3:00 p.m.

Board Members:

City Council
City Manager
City Clerk/Treasurer

1 of 1



11-e

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: January 30, 2019

TO: City Council
FROM: Michelle Ebbert City Clerk/Treasurer
SUBJECT: Granting Operator Licenses

Background:

The following are applicants for operator licenses. The applications have been reviewed and approved for accuracy by the Police Department. The following licenses are recommended for approval by the City Council.

Discussion:

REGULAR FOR THE TERM OF 2018-2020:

- | | | |
|----|---------------------|----------------------|
| 1. | David J Ackatz | Country Inn & Suites |
| 2. | Michelle Ann Ebbert | Fort Lions Club |

Financial Analysis:

None.

Staff Recommendation:

To recommend the approval of operator licenses for the above noted applicants upon completion of successful background checks.

1 of 1



Information Only

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 1, 2019

TO: City Council – INFORMATION ONLY

FROM: Andy Selle, PE

SUBJECT: Fort Mobility Coalition (FoMoCo)

Background:

In January 2017, then Councilwoman Beth Gehred and Senior Center Director Chris Nye submitted a grant to the Easter Seals Organization to address transit issues within the community, particularly for the underserved portion of the citizenry. The grant was awarded in the amount of \$100,000 and along with some guidance from Easter Seals and their facilitators, a group called the Fort Mobility Coalition has been meeting since February 2017. To date, the \$100,000 has been allocated to the following areas.

Transit Survey / Workshop Costs	\$11,000
United Way Ride Share Program	\$16,000
Hire County Mobility Manager (share)	\$17,000
Purchase Rear Loading Accessible Van for Fort Taxi (20% cost share)	\$9,500
Refurbish and Brand a FA Senior Center Bus	\$15,000
Subtotal	\$68,500
Remaining funds for Allocation	\$32,000

Discussion:

The grant requires a fiscal sponsor, in this case the City of Fort Atkinson, to pay out the pre-approved amounts to the organizations noted, then seek reimbursement from Easter Seals. To date, the City has only cut checks to the first two allocations noted in the above table. We thought it important that the Council was aware of these disbursements and reimbursements as they begin to show up on the ledger.

A full account of the group's efforts and allocation of the funds will be made to the Council in the summer of 2019, once all work has been accomplished.



United Way of Jefferson &
North Walworth Counties

November 27, 2018

City of Fort Atkinson
Attn: Andy Selle w/ Fort Mobility Coalition
101 N. Main Street
Fort Atkinson, WI 53538

Dear Fort Mobility Coalition,

Thank you very much for awarding our United Way a \$16,000 grant in support of our Ride United transportation program, which provides free rides to and from the food pantries in Fort Atkinson, Jefferson & Whitewater for low-income, elderly & disabled individuals.

The grant funding will allow our United Way to financially support the existing demand for the program and also be in a strong position to expand the program. Specifically, it is our plan to expand the free ride offerings to clients needing to utilize the services of some of our partner agencies such as the Rock River Free Clinic, Community Dental Clinic, Affordable Dental Care, Jefferson County Literacy Council, Catholic Charities Counseling and Winther Counseling Lab.

Our United Way will plan to allocate \$4,000 from the grant each year for the next four years, to expand and support the program through 2020. In order to maintain support beyond 2020, our United Way will focus on obtaining other local and state grant support. We also anticipate increased individual donor support to help with the program.

The growth of our Ride United program over the past two years has inspired new donors to contribute to our annual campaign and encouraged existing donors to increase their level of support. The program has shown our community that our United Way is invested in addressing specific issues facing our community members, with transportation being a major one.

Thank you again for your investment and please let me know if there is any additional information that can be provided.

Sincerely,

Megan Hartwick
Executive Director

LIVE UNITED

734 Madison Avenue • Fort Atkinson, WI 53538 • Phone: (920) 563-8880 • email: unitedway@idcnet.com • www.uwjnwc.com