



**AGENDA
CITY COUNCIL MEETING
MUNICIPAL BUILDING COUNCIL CHAMBERS
101 N. MAIN STREET, FORT ATKINSON, WISCONSIN
FEBRUARY 19, 2019 ~ 7:00 P.M.**

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of February 5, 2019 regular Council meeting.
4. Public Hearings

None.
5. Public Comment
6. Petitions, Requests and Communications
 - a. Request to proclaim May 4, 2019 as Lemonade Day in the City of Fort Atkinson.

Action – Reject—Approve Proclamation.
7. Resolutions and Ordinances

None.
8. Reports of Officers, Boards and Committees
 - a. Appointment of Kirsten Winski and Chuck Washburn to fill unexpired terms on Historic Preservation Commission.

Action – Reject—Approve appointments.
 - b. Minutes of License Committee meeting held February 7, 2019.

Action – Accept and file.

8. Reports of Officers, Boards and Committees (Continued)

- c. Minutes of Plan Commission meeting held February 12, 2019.

Action – Accept and file.

- d. Minutes of Tourism Commission meeting held November 15, 2018.

Action – Accept and file.

9. Unfinished Business

- a. Recommendation from Plan Commission to approve Preliminary Certified Survey Map combining two parcels at N1754 Friedel Road (extra-territorial).

Action – Reject—Approve Survey.

- b. Recommendation from License Committee to approve Reserve “Class B” Intoxicating Liquor and Class “B” Fermented Malt Beverage License for LaCabana 2, LLC for use at 213 Washington Street.

Action – Reject—Approve License.

10. New Business

- a. Review and approve adoption of County Emergency Management Hazard Mitigation Plan and Resolution.

Action – Reject—Approve and adopt Plan and Resolution.

- b. Review Annual Reports for City Departments for 2018.

Action – Accept and file.

- c. Presentation of Green Award.

Action – Present Award.

10. New Business (Continued)

- d. Update on financial status of Historical Society Hoard Trust funds.

Action – Accept and file.

11. Miscellaneous

- a. Report on 2018 tax collections and on 2018 delinquent personal property taxes.

Action – Accept and file.

- b. Temporary Class “B” beer and/or wine license for Jazz at the Fort Atkinson Club, 225 South Water Street East on February 22, 2019.

Action – Reject—Approve license.

- c. Granting operator licenses.

Action – Reject—Approve licenses.

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 ~ February 5, 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 Attorney, City Clerk/Treasurer, City Engineer, Assistant Engineer, Public Works Supervisor, Water Supervisor and Wastewater Supervisor

APPROVAL OF MINUTES OF JANUARY 15, 2019 REGULAR COUNCIL MEETING.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the minutes of January 15, 2019 regular Council meeting. Motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

Leah Ziembra, Attorney speaking on behalf of Jane Anderson, 1216 West Sherman Avenue. Ms. Ziembra represents the Andersons and spoke in regards to the Stormwater Plan and Management. She is requesting the public have access to the entire Plan rather than a summary that is being presented to the Council tonight. She also spoke on the Evergreen Pond and how it relates to the Stormwater Plan.

PETITIONS, REQUESTS AND COMMUNICATIONS

None.

RESOLUTIONS AND ORDINANCES

a. *Ordinance pertaining to sale and possession of electronic cigarettes by minors.*
Cm. Hartwick moved, seconded by Cm. Johnson to suspend the rules, waive the second reading and move the ordinance through its third reading. Cm. Kotz asked if the Police Department had an opportunity to communicate with local businesses. Manager Trebatoski confirmed that the Department has had communication and will continue. Motion carried on a roll call vote.

Cm. Hartwick moved, seconded by Cm. Johnson to adopt the Ordinance pertaining to sale and possession of electronic cigarettes by minors. Motion carried on a roll call vote.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- a. *Minutes of Plan Commission meeting held January 22, 2019.*
- b. *Minutes of Police & Fire Commission meeting held January 24, 2019.*
- c. *Minutes of Historical Society Board meeting held December 18, 2018.*
- d. *Building, Plumbing and Electrical Permit Report for January, 2019.*

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

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.*

Manager Trebatoski reviewed the recommendation from Building Inspector Brian Juarez.

Cm. Kotz moved, seconded by Cm. Johnson to set public hearing for March 5, 2019. Motion carried.

- b. *Update on Stormwater Quality Master Plan.*

Eric Thompson of MSA presented the Plan to comply with the TMDL. This was a study of water quality via a modeling study, what type of pollutants come off the landscape in the City, what is the condition of the runoff. Thompson reviewed the pollution prevention practices and what does the City do to improve water quality. Several recommendations were provided including the creation of several large-scale ponds and increasing the street sweeping of City streets by the Public Works. The DNR evaluates levels and attempts to meet requirements every five years. Discussion continued on working with area farmers and options for credit trading.

Cm. Lescohier moved, seconded by Cm. Kotz to accept and file the update on the Stormwater Quality Master Plan. Motion carried.

NEW BUSINESS

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

Water Supervisor Tim Hayden reviewed the quotes for the smart antenna. This is a tool that allows the department to add and accurately locate services in real time to the GIS program. This is a 2019 CIP budgeted purchase. Staff was able to use a demo of the item and was very pleased.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the purchase of Leica GG04 Professional GNSS Smart Antenna from Geosystems for a total amount not to exceed \$9,348. Motion carried on a roll call vote.

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

Water Supervisor Tim Hayden reviewed the 2019 CIP budget that included purchase of the Hurco valve and vac, a trailer mounted device. The Hurco will assist in exercising the valve to ensure their operation in case of an emergency such as a water main break. The device allows the ability to clean out debris in the valve boxes that prevents them from being able to get their wrenches on the valves.

Cm. Hartwick moved, seconded by Cm. Lescohier to approve the purchase of Hurco Valve and Vac 250 in the amount of \$40,946 from Ferguson Waterworks. Motion carried on a roll call vote.

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

Public Works Supervisor Kent Smith discussed the quote to remove trees that have a DBH of 1,361 inches. The budget includes up to \$40,000 for this process. Staff would still keep the

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limbs, transport to the compost site where we can sell the logs. Staff will also have to grind out the stumps.

Cm. Kotz moved, seconded by Cm. Johnson to approve the quote from Krizsan Tree Service to remove 59 trees at a cost not to exceed \$36,502.02. Motion carried on a roll call vote.

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

Wastewater Supervisor Paul Christensen discussed the 27 year old building. Recommended repairs include: 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-blow rain and snow. The budget contains \$24,000. The cost to repair is \$21,601 and a contingency of \$2,000 is being recommended.

Cm. Hartwick moved, seconded by Cm. Lescohier to approve the repairs to building #90 to be completed by Cleary Building Corp. through their local representative, Bos Design Builders for the cost not to exceed \$23,601. Motion carried on a roll call vote.

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

Clerk/Treasurer Michelle Ebbert shared the grant and donation for the purchase of Badger Books. Badger Books are electronic poll books used during elections to assist with voter check-in, voter registration and absentee ballot processing. The WEC recommends one book per 1,000 registered voters, the City has over 6,600 registered voters. Each books costs just under \$2,000.

Cm. Kotz moved, seconded by Cm. Hartwick to approve the purchase of seven badger books from PDS not to exceed \$14,000. Motion carried on a roll call vote.

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.

Manager Trebatoski reviewed the year end financials and highlighted various accounts.

Cm. Lescohier moved, seconded by Cm. Johnson to accept and file year-end financial statements for all Funds. Motion carried.

Cm. Lescohier moved, seconded by Cm. Hartwick to appropriate \$273,502.36 from the General Fund for the overdrawn accounts. Motion carried on a roll call vote.

Cm. Kotz moved, seconded by Cm. Lescohier to approve non-lapsing accounts of \$442,341.62 from 2018 to 2019. Motion carried on a roll call vote.

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

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Cm. Hartwick moved, seconded by Cm. Johnson to approve the six-month Class "B" Fermented Malt Beverage License for Fort Atkinson Generals Baseball Team to use at Jones Park. Motion carried.

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

Cm. Lescohier moved, seconded by Cm. Hartwick to approve the Six-month Class "B" Fermented Malt Beverage License for Fort Atkinson Lions Club to use at Ralph Park. Motion carried.

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

Clerk/Treasurer will check with the Assessor on changing to date to Wednesday, May 8th from 10:00 am to 12:00 pm.

e. *Granting operator licenses.*

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

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

Cm. Hartwick moved, seconded by Cm. Kotz to adjourn to closed session after regular Council meeting pursuant to Section 19.85(1)(c), Wisconsin Statutes, to conduct City Manager appraisal. Council will not come back into open session. Motion carried on a roll call vote.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. *Verified claims.*

Cm. Lescohier 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. Kotz moved, seconded by Cm. Hartwick to adjourn the meeting. Meeting adjourned at 8:44 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer

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6-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: Feb. 13, 2019

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: Lemonade Day

Background:

I received a request from the Chamber of Commerce, who is partnering with Fort Community Credit Union and BASE to introduce National Lemonade Day to Fort Atkinson.

Discussion:

National Lemonade Day is a program to introduce the entrepreneurial spirit to the youth by demonstrating how to start up and operate their own business, gain self-esteem and acquire skills in goal setting and problem solving, among other things. Attached is an email from the Chamber of Commerce with more information on the initiative.

Department Heads reviewed the request and no comments or concerns were received.

Financial Analysis:

None.

Staff Recommendation:

I would recommend the attached Proclamation be approved declaring Saturday, May 4, 2019 as Lemonade Day in the City of Fort Atkinson.

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Subject:
Attachments:

FW: National Lemonade Day coming to Fort Atkinson!
33 Mayor Proclamation - Houston Example.pdf

From: Fort Chamber Director [<mailto:Director@fortchamber.com>]
Sent: Monday, February 4, 2019 4:43 PM
To: Matt Trebatoski <MTrebatoski@fortatkinsonwi.net>
Subject: National Lemonade Day coming to Fort Atkinson!

Dear Matt and Fort Atkinson City Council:

I am excited to come to you with a new, community-wide initiative that, with your support, has the power to transform the youth in Fort Atkinson. It starts with a lemonade stand - an American icon that symbolizes the entrepreneurial spirit of America. It has already affected hundreds of lives in over 70 cities around the country. Fort Atkinson will be the 77th city to sign on to this innovative program, and only the second city in the state of Wisconsin.

Lemonade Day teaches 4th and 5th graders how to start, own and operate their very own business using the model of a lemonade stand. Through fun, interactive curriculum, participants are trained in the fundamentals of business and financial management. Youth learn how to create budgets, set profit-making goals, serve customers, repay investors, and give back to the community. Along the way, they acquire skills in goal-setting, problem solving, and gain self-esteem critical for future success.

Lemonade Day engages every sector of our community, including families, businesses, youth organizations, schools and community-leaders. The foremost objective is to empower youth to take ownership of their own lives and become productive members of society – the business leaders, social advocates, volunteers, and forward-thinking citizens of tomorrow.

The Fort Atkinson Chamber of Commerce is very excited to partner with Fort Community Credit Union and BASE to introduce this program, and hope you will lend your support of Lemonade Day with a Mayoral Proclamation declaring May 4th Lemonade Day in Fort Atkinson. We are hoping we can get on your February 19 council agenda for this purpose.

Attached for your reference is a sample proclamation from another city that has successfully implemented National Lemonade Day.

Thank you for your consideration.

Carrie Chisholm
Executive Director



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**FORT ATKINSON AREA
CHAMBER OF COMMERCE**

244 North Main Street
Fort Atkinson, WI 53538
P: 920-563-3210
director@fortchamber.com

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**City of Fort Atkinson
Proclamation
By
City Manager Matt Trebatoski**

LEMONADE DAY

Lemonade Day is good for kids, good for business and good for Fort Atkinson. The Fort Atkinson Chamber of Commerce is partnering with Fort Community Credit Union and BASE to bring this innovative program to Fort Atkinson. **Lemonade Day** is a free program dedicated to teaching children how to start, own and operate their own business through the simple and time-honored act of building and running a lemonade stand.

Lemonade Day provides youth with free materials and support, thanks to local sponsors. The young entrepreneurs who participate in the program earn money and are taught to “spend a little, save a little and share a little”, donating a portion of their profits to any local charity of their choice.

Lemonade Day is a day of learning and celebrating Fort Atkinson’s future. On May 4th, every citizen has a job – either buying or helping children sell lemonade. The citizens of Fort Atkinson are encouraged to simply purchase a cup of lemonade from one of the youth participating in the program to demonstrate how our community cares for the future of youth. **Lemonade Day** is a part of Prepared 4 Life, a non-profit that provides fun, proactive and experiential programs infused with life skills, character education and entrepreneurship.

The City of Fort Atkinson salutes and commends the sponsors, organizers and participants of this innovative program, and extends best wishes for a successful and rewarding observance.

Therefore, I, Matt Trebatoski, City Manager of the City of Fort Atkinson, hereby proclaim May 4, 2019 as

Lemonade Day

in Fort Atkinson.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the Official Seal of the City of Fort Atkinson to be affixed this 19th day of February, 2019.

Matt Trebatoski, City Manager
City of Fort Atkinson

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8-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: Feb. 7, 2019

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: Commission Appointment

Kathy Marr and Tricia Hill, both members of the Historic Preservation Commission recently submitted their resignations from the Commission.

Applications for the vacant positions on the Commission were solicited and were received from Kirsten Winski and Chuck Washburn for the openings. I am recommending that Kirsten Winski and Chuck Washburn be appointed to fill the unexpired terms on the Historic Preservation Commission.

If you have any questions or comments on this appointment, feel free to contact me.

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CITIZEN SERVICE INFORMATION FORM

Name (Print): Winski Kirsten J Date: 1/24/19.
Last First Middle

Home Address: 507 Grove St Fort Atkinson WI 53538

Business Name: Rock River Optical - optician

Business Address: 232 S Main St Ft Atkinson WI 53538

Telephone (Home): cell 414 587 8465 (Work): 920 542 1501

Email Address: kjwinski@gmail.com

How long have you lived in the City of Fort Atkinson? since June 2005

Which Boards, Commissions and/or Committees interest you? Fort Historic Preservation

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

My passion cannot be squeezed into this tiny space - let's go out for coffee + let's talk your ear off, instead! I have a passion for art, antiques, and definitely architecture. I consider all to be "living history" from a potato masher, to a hoosier cabinet, to a Van Eyck oil, to a widow's walk - there is a reason each were made and understanding and preserving those technologies is tremendously important.

References:

1. Merrilee Lee Phone: 920 563 7769
Hard Museum Director

2. Cynthia Liceneo Phone: 920 568 8850
Art Schools Gifted Program

K. Masler
Signature

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

RECEIVED

JAN 23 2019
CITY OF FORT ATKINSON
CITY MANAGER

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CITIZEN SERVICE INFORMATION FORM

Name (Print): WASHBURN, CHUCK Date: 6 FEB 2019
Last First Middle

Home Address: 317 No. 3rd Street

Business Name: N/A

Business Address: N/A

Telephone (Home): 920-542-0035 (Work): _____

Email Address: histwash@thegrid.net

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

Which Boards, Commissions and/or Committees interest you? _____
HISTORICAL COMMITTEE

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

USAF Retiree:
Graduated USAF Historical School.
Served as USAF HISTORIAN 9 years.
Knowledge of preservation of documents.
Knowledge of maintaining historical artifacts.

References:

1. Steve Mode Phone: 414-331-6704
REATOR IN Fort ATKINSON

2. _____ Phone: _____

Chuck Washburn
Signature

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

CHUCK WASHBURN, A.S., B.S.
MSGT, USAF/ANG, (Retired)

920-542-0035
histwash@thegrid.net

383

Rec'd 2-6-19

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CITY OF FORT ATKINSON
Licensing Committee ~ February 7, 2019

CALL MEETING TO ORDER.

Pres. Becker called the meeting to order at 4:30 pm.

ROLL CALL.

Present: Cm. Kotz, Cm. Hartwick and Pres. Becker. Also present: City Manager and City Clerk/Treasurer.

REVIEW RESERVE "CLASS B" INTOXICATING LIQUOR AND CLASS "B" FERMENTED MALT BEVERAGE LICENSE FOR LA CABANA 2, LLC FOR USE AT 213 WASHINGTON STREET.

Clerk/Treasurer Ebbert discussed the combination liquor and beer license quotas. The City has a total of three reserve licenses with two currently issued. This license was surrendered by Taqueria Azteca in January 2019. A Reserve license has a one-time license fee of \$10,000 that was paid by the applicant Alvaro Cortes and Julia Cortes. The application was submitted completely with a copy of the sub-lease, federal identification and seller's permit numbers. The applicant provided they are expanding the bar and hoping to open by the end of the month.

Cm. Kotz moved, seconded by Cm. Hartwick moved to recommend to Council approval of a Reserve "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage License for La Cabana 2, LLC for use at 213 Washington Street. Motion carried.

ADJOURNMENT.

Cm. Hartwick moved, seconded by Cm. Kotz to adjourn the meeting. Meeting adjourned at 4:36 pm.

Respectfully submitted

Michelle Ebbert
City Clerk/Treasurer

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8-c

CITY OF FORT ATKINSON
Plan Commission ~ February 12, 2019
1,005th Meeting

CALL TO ORDER.

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

ROLL CALL.

Present: Commissioners Frame, Scherer, Kutz, Lescohier, Greenhalgh and Engineer Selle. Also present: City Attorney, Building Inspector and City Clerk/Treasurer.

Excused absence: Manager Trebatoski

APPROVAL OF MINUTES OF JANUARY 22, 2019 PLAN COMMISSION MEETING.

Cm. Frame motioned, seconded by Cm. Scherer to approve the minutes of the January 22, 2019 Plan Commission meeting. Motion carried.

REVIEW AND APPROVE PRELIMINARY CERTIFIED SURVEY MAP COMBINING TWO PARCELS AT N1754 FRIEDEL ROAD (EXTRA-TERRITORIAL)

Engineer Selle reviewed the request by the property owner who is planning on combining two adjacent lots and building an accessory building. No comments were provided by Departments.

Cm. Greenhalgh moved, seconded by Cm. Kutz to approve the Preliminary Survey Map combining two parcels at N1754 Friedel Road (extra-territorial). Motion carried.

ADJOURNMENT.

Cm. Frame moved, seconded by Cm. Greenhalgh to adjourn. Meeting adjourned at 4:02 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer

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Fort Atkinson Tourism Commission Meeting Minutes
Thursday, November 15, 2018 at 8:00 a.m.
Chamber Board Room

8-d

MINUTES

Voting Members:

Appointed City Council Member: Davin Lescohier (expires 2019)
Tourism Entity: Julie Nordeen (expires 2019)
Hotel Industry Representative: MaryJo Eggers (expires 2019)
Chamber Tourism Commission Appointee: Mariah Hadler (expires 2019)
Chamber Tourism Commission Appointee: Valbon Beqiri (expires 2018)
Non-voting – Matt Trebatoski, Merrilee Lee, Olivia Ault and Carrie Chisholm

In Attendance: Julie Nordeen, Davin Lescohier, Mariah Hadler, Olivia Ault, MaryJo Eggers, Matt Trebatoski,

Absent: Valbon Beqiri, Merrilee Lee, Carrie Chisholm

Call to Order:

Olivia called the meeting of the Fort Atkinson Area Chamber of Commerce Tourism Commission to order at 8:08am.

Minutes

Minutes from the August 2018 meeting were approved. (Nordeen/ Hadler)

Financials

Financial statements from third quarter 2018 were approved. (Lescohier/Eggers).

Olivia noted that the negative balance showing for year-to-date is due to the timing of the deposits and date range of the report. Olivia anticipates receiving third quarter room tax in the next few days. The deposit will be slightly higher than 2017 third quarter deposit.

Reports

Farmers Market Report

The market managers are working on plans for the December 1 indoor market. It will take place in seven different buildings (Café Carpe, Creamery 201, The Fort Atkinson Club, Soulful Toad, American Legion Dugout, St. Peter's Episcopal Church and First Congregational Church). Olivia is coordinating the marketing efforts for this event.

The mini-winter indoor markets will take place again in 2019 on the first Saturday of the month from January – April. Applications are available online.

Tourism Manager Report

Olivia is working on marketing the December 1 Holiday Open House and Market to take place on December 1. The Buzzed into Madison episode will air on Monday, November 26 at 4pm on channel 3. Additionally, Olivia shared that the website is updated with all event information including a map of all locations. Print ads will be placed in the Isthmus and Lake Geneva Beacon. Other marketing efforts are taking place on social media.

Olivia continued to share a few tracking numbers for social media to set a bench mark of comparisons for 2019. Facebook followers: 1,974 (1/1/18) - 2,553 (11/5/18) Facebook

182

Video Views: (Jan 1, 2018 - Nov 4, 2018) **25,523 Minutes Viewed on Facebook** (Jan 1, 2018 - Nov 4, 2018) **66,716 3s Video Views**. Youtube impressions: 26,000

Old Business:

Olivia will meet with the Discover WI creative team on December 6th. This is when a timeline and vision will be set. Aiming for an early spring 2020 air date, however an official date will be set once the shooting needs are known. Olivia sent the creative survey to the commission and several chamber members in October. This information will be used at the creative meeting to give the episode a theme. Olivia will send an update to the commission after the creative meeting and more discussion can take place at the February 2019 meeting.

New Business:

2019 Budget Approval (Hadler/Lescohier)

Olivia shared a few notes about the 2019 budget: The budgeted income for 2019 is: \$116,911.42. This is 30% more than 2017 actual received and 10% more than 2018 budgeted income. The net income of - \$19,908.58 will be made up with the carry-over from 2018 (2017 Carry-over was \$81,000). And pointed out that the \$13,000 Discover WI is only a three-year commitment. With an additional hotel property fully operational in 2019, it is anticipated that the difference of income and expense will level out. Matt asked to clarify that the intention is not to continually budget for a loss.

Committee Member Reports

Matt shared a few updates from the City where they are looking to update the comprehensive plan. This may involve the tourism commission as the city looks to promote the community as a healthy and active destination. Doing research with Scott Lastusky, Parks and Recreation director, people from outside of Fort Atkinson come here to participate in programs and events and use our parks and trail systems.

Julie asked about renovations at the hotel (Courtyard Inn) next to the Fireside. Both Olivia and Matt confirmed the new owners are doing some major renovations on the property. Olivia can reach out to help increase collaboration and communication between all hotel properties.

Additional discussion was had about updates to the River Stone Event Center. Matt noted that the owners are continuing to communicate with the City about licenses and other needs for operating. Events have started to get booked. Olivia will continue to reach out to the owners / managers to see if there are opportunities for collaboration.

Adjourn (Hadler/Lescohier)

February Agenda

2019 new appointments

Update on Discover WI Creative meeting

Next Meetings

- 1st Quarter TC meeting – Thursday, February 14, 2019 at 8:00am
- 2nd Quarter TC meeting – Thursday, May 16, 2019 at 8:00am
- 3rd Quarter TC meeting – Thursday, August 15, 2019 at 8:00am
- 4th Quarter TC meeting – Thursday, November 14, 2019 at 8:00am



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FORT ATKINSON AREA
CHAMBER OF COMMERCE

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9-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 13, 2019

TO: City Council

FROM: Andy Selle, P.E.

SUBJECT: Freidel Ln - Extraterritorial Review – CSM

Background:

This is a request for a preliminary certified survey map to combine existing lots in order to comply with county requirements to build an accessory garage.

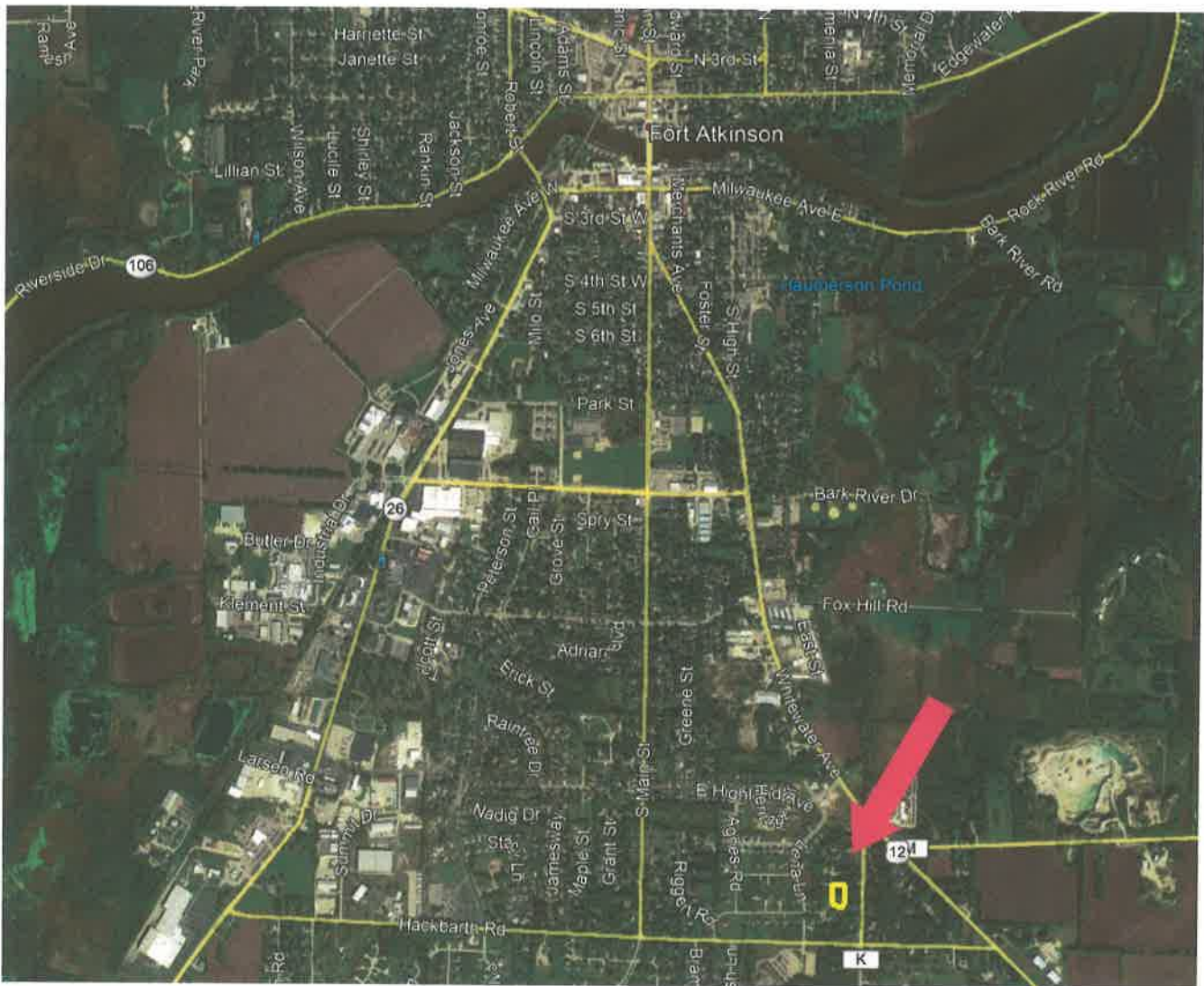


Figure 1: Property location in relation to the City of Fort Atkinson

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City departments have reviewed the submittal and have no concerns.

City departments have reviewed the submittal and have no concerns.



Figure 2: Proposed land addition

Recommendation:

Staff recommends approval of the request.

Attachments:

Original Submittal

ANDERSON LAND SURVEYING LLC

Mark E. Anderson, Professional Land Surveyor

January 22, 2019

Kim Cheney
Town of Koshkonong
W5609 Star School Rd.
Fort Atkinson, WI 53538

Dear Kim:

Attached please find a copy of a Preliminary Review for Certified Survey I prepared for Rory Bloomer, N1754 Friedel Road, Fort Atkinson, WI 53538.

This is a survey of existing parcels. The Certified Survey will combine 2 existing subdivided lots to meet County regulations for accessory structures. The Bloomer's house is on Lot 16 and the south 20 feet of Lot 15, DELETTE TERRACE. They also own the remainder of Lot 15 and would like to construct a garage on it. The remainder of Lot 15 is considerably lower than the existing house and driveway. Therefore the Bloomer's are requesting an additional drive since the new garage will be much lower than the existing drive to the house.

Please place this Preliminary on the next Plan Commission and Town Board Agendas and if approved, please forward a signed copy to the Jefferson County Zoning Department, Attn: Deb Magritz. Copies will be submitted to her along with the County fee.

If you would like paper copies or have any questions, please let me know.

Sincerely,

ANDERSON LAND SURVEYING LLC



Mark E. Anderson, P.L.S.

Enclosures

cc: Rory Bloomer
Jefferson County Zoning Department
Jefferson County Surveyor

W6141 Star School Rd. Fort Atkinson, WI 53538

Tel: 920-563-8162

andersonlandsurvey@gmail.com

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JEFFERSON COUNTY

PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A division of land located in the SE ¼ of the SE ¼ of Section 10, Town 5 N, Range 14 E, Town of Koshkonong, Jefferson County, Wisconsin, on Parcel Number(s) 016-0514-1034-010 & 1034-012

Date Submitted: January 22, 2019

Revised: _____

Owner: Rory & Susan Bloomer

Address: N1754 Friedel Road

City, ST Zip: Fort Atkinson, WI 53538

Phone: 920-988-5840

Note to be placed on final CSM

Petition # _____ Zoning _____

Check for subsequent zoning changes with Jefferson County Planning and Zoning Department.

Surveyor: Anderson Land Surveying LLC

Address: W6141 Star School Road

City, ST Zip: Fort Atkinson, WI 53538

Phone: 920-563-8162

In addition to the Info required by Section 236.34 of State statutes, Sec. 15.04(f) of the Jefferson County Land division/Subdivision Ordinance requires that the following be shown:

- Existing buildings, watercourses, drainage ditches and other features pertinent to the proper division.
- Location of access to a public road, approved by the agency having jurisdiction over the road.
- All lands reserved for future public acquisition.
- Date of the map
- Graphic Scale

☐ Rezoning

☐ Allowed Division within an existing Zoning District

☒ Survey of Existing Parcel

Intent and Description of Parcel to be Divided: Combine Lots to construct a garage. The Bloomer's house is on Lot 16 and the south 20' of Lot 15, DELETTE TERRACE. They also own the remainder of Lot 15 and would like to construct a garage on it. The remainder of Lot 15 is considerably lower than the existing house and driveway. Therefore the Bloomer's are requesting an additional drive since the new garage will be much lower than the existing drive to the house.

SEE SHEET 2

NOTE: Areas and dimensions on this Preliminary are approximate only and in most cases will vary from the Final survey data.

Town Board Approval _____ Date _____

(Includes Access approval if applicable)

County Highway Approval _____ Date _____

(If applicable)

Extraterritorial Approval _____ Date _____

(If applicable)

County Surveyor Approval _____ Date _____

Zoning Office Approval _____ Date _____

Please submit four copies to Jefferson County Planning & Zoning, 311 S Center Ave. Room 201, Jefferson, WI 53549

19-02

Jefferson County Land Information



Parcel Lines

- | | |
|---------------------------|-----------------------|
| — Property Boundary | — Section Lines |
| --- Old Lot/Meander Lines | — Surface Water |
| — Rail Right of Ways | — Map Hooks |
| — Road Right of Ways | — Tax Parcels |
| | — Streams and Ditches |

RORY BLOOMER

SHEET 2 OF 2



Printed on: January 18, 2019

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Jefferson County Geographic Information System



9-6

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 5, 2019

TO: City Council

FROM: Michelle Ebbert, City Clerk/Treasurer

SUBJECT: RESERVE "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage License

Background:

A Class B license allows the sale of products to be consumed on-site (restaurant, bar, tavern). Current quotas exist that limit the number of combination "Class B" Intoxicating Liquor and Class "B" Fermented Malt beverage licenses. We currently have three Reserve licenses; one is issued to Paddy Coughlin's and the other to Riverstone Premier Event Center. The third Reserve license was held by Taqueria Azteca operating at 213 Washington Street.

Discussion:

Mr. Rosas, former owner of Taqueria Azteca had surrendered his license and has a sublease with applicant Alvaro Cortes. Mr. Cortes has applied for the Reserve license to operate at the same location, 213 Washington Street, La Cabana 2, LLC.

Successful background checks have been completed for the applicant and agent.

Financial Analysis:

The Reserve license fee of \$10,000 and the publication fee have been paid by the applicant.

Staff Recommendation:

To approve the application from La Cabana 2, LLC for a RESERVE "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage license for use at 213 Washington Street.

1 of 2

CITY OF FORT ATKINSON NOTICE TO THE PUBLIC

NOTICE IS HEREBY GIVEN that the following have applied for a license as it pertains to Intoxicating Liquor and Fermented Malt Beverage. The applications will be heard by the City Council on the 19th day of February 2019 at 7:00 pm. In accordance with the provisions of Section 125.04(3)(g) of the Wisconsin Statutes, publication is hereby made of applications on file in the office of the City Clerk of the City of Fort Atkinson, Wisconsin.

RESERVE "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage:
La Cabana 2, LLC 213 Washington Street

Michelle Ebbert, City Clerk/ Treasurer

Please Publish: February 13, 14, 15

2 of 2



OFFICE OF EMERGENCY MANAGEMENT

10-a
Daryl A. Rausch
Emergency Management Director
drausch@fortatkinsonwi.net

DATE: January 25, 2019

TO: City Council

FROM: Daryl Rausch, Emergency Management Director

SUBJECT: Adoption of County Emergency Management Hazard Mitigation Plan

Background

Last fall I participated in a county-led workshop to develop priorities to identify mitigation needs in relation to natural hazardous impacting the county, and by extension, the city.

During that process several potential local projects were identified that may be funded through federal mitigation grants. These items were added to an updated countywide mitigation plan which enables the projects to be considered should funding be made available.

Discussion

The items listed in the plan are somewhat of a wish list and including these items in the plan does not necessarily mean they will or should be completed. They were added so that should we elect to move forward with these projects at anytime in the next five-years funding MAY be available.

Financial Impact & Funding Source

Approving and adopting the plan by resolution carries no financial impact in this budget year or any other without the project(s) being included in future capital plans.

Recommendation

I recommend the City Council adopt this plan by resolution (copy attached) along with our thanks to the Jefferson County Emergency Management Office for allowing us to be part of the planning process.

1 of 4



JEFFERSON COUNTY OFFICE OF EMERGENCY MANAGEMENT

DONNA HAUGOM WCEM, DIRECTOR
NYCOL HABERMAN, PROGRAM ASSISTANT

Matt Trebatoski, City Manager
City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538

Subject: Update to Jefferson County's Hazards Mitigation Plan – Review Draft

Dear Mr. Trebatoski:

Jefferson County Emergency Management has been working with an ad hoc steering committee to update the county-wide hazard mitigation plan that was first adopted in 2008. I have attached a copy of the most important part of the plan which lists the goals, objectives, policies, and action items. Please distribute them to your board/council and others you deem appropriate.

If you would like to review the entire plan, it is posted online at:

<http://www.jeffersoncountywi.gov/Emergency%20management/Reports%20and%20Plans/NaturalHazardsMigrationPlan%202019-2023.pdf>

If your community is thinking about doing a specific hazard mitigation project and wants to potentially apply for federal grant funding, it must be listed in the section of the plan that lists the goals, objectives, policies, and activities. If a project that you would like to do is not listed, please provide us with the following information: (1) project description; (2) cost estimate; (3) potential funding source; (4) priority - low, medium, high; (5) timeframe for doing the project; and (6) name of entity that will be responsible for spearheading the project. Please be aware that having a project listed does not obligate you to do the project, nor does it guarantee funding.

Please return the attached acknowledgement form to me by February 15, 2019.

After that, please follow the steps below if you want to adopt the plan. Doing so will ensure that your municipality will be able to apply for federal grants related to hazard mitigation.

1. Conduct a public hearing at an upcoming board/council meeting. Be sure to allow for citizen comment.
2. Following the close of the public hearing, adopt the plan by resolution.
3. Send me a copy of the resolution – as soon as you can.

For your convenience, I have also attached a draft resolution that you can use in drafting your resolution.

This has truly been a collaborative effort and I want to thank you and all of the other municipalities in helping us with this project.

Sincerely,

Jefferson County Office of Emergency Management

Handwritten signature of Donna Haugom.
Donna Haugom, Director

enc. Goals, objectives, and policies – Review Draft
 Acknowledgment form
 Draft resolution

411 S Center Avenue • Jefferson WI 53549 • (920) 674-7450 • Fax: (920) 674-7122
donna@jeffersoncountywi.gov/emhaberman@jeffersoncountywi.gov

2 of 4

Acknowledgement Letter

Jefferson County Hazard Mitigation Plan Update

On behalf of the Town / City / Village of Fort Atkinson, I hereby acknowledge that I have reviewed the goals, objectives, policies, and action items in the *Jefferson County Natural Hazards Mitigation Plan: 2019-2023*.

Check one

- ☐ No changes are needed to the goals, objectives, policies, and action items.
- ☒ Please make changes based on the information described below. Attach additional pages if necessary.

Date: January 25, 2019

Name: Matt Trebatoski

Title: City Manager

Signature:



Daytime telephone: 920-563-7760

E-mail: mtrebatoski@fortatkinsonwi.net

Comments:

Table 6-11. Summary of Staff Capabilities: 2018 – The City of Fort Atkinson does not have a Community Planner.

3 of 4

RESOLUTION NO. _____
City of Fort Atkinson

**A RESOLUTION ADOPTING THE JEFFERSON COUNTY
NATURAL HAZARDS MITIGATION PLAN: 2019-2023**

WHEREAS, the United States Congress passed the Disaster Mitigation Act of 2000 (DMA2K), which requires that a local unit of government must have an approved all hazard mitigation plan before it can receive Federal grant monies from the Federal Emergency Management Agency for pre-disaster mitigation projects; and

WHEREAS, the City of Fort Atkinson worked with Jefferson County Emergency Management to update the countywide mitigation plan, initially adopted in 2008; and

WHEREAS, the City Council conducted a public hearing on February 19, 2019, to accept public input concerning the updated plan; and

WHEREAS, the City Council makes the following findings:

1. Natural disasters do pose a tangible threat to residents and property.
2. Undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to residents and property and save taxpayer dollars.
3. Preparation of this plan is in the public interest.
4. This plan is intended to serve as a general strategy and may be amended from time to time.
5. Nothing in this plan obligates the City to undertake any of the recommended activities and/or projects.

NOW THEREFORE, BE IT RESOLVED, the City of Fort Atkinson hereby adopts the Jefferson County Natural Hazards Mitigation Plan: 2019-2023; and

BE IT FURTHER RESOLVED, the City Clerk is directed to send a signed copy of this resolution, at her earliest convenience, to Donna Haugom, Emergency Management Director, at the following address: Jefferson County Courthouse; Emergency Management Office; 411 S Center Avenue; Jefferson, WI 53549.

Adopted this 19th day of February, 2019.

Matt Trebatoski, City Manager

Attest:

Michelle Ebbert, Clerk

4 of 4



10-b

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: Feb. 15, 2019

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: 2018 Annual Reports

Attached are the Annual Reports from the various City Departments for 2018. The reports are individually prepared by each department and then assembled into one document highlighting the activities in which department heads feel are the most important, with the routine day-to-day items omitted.

The City accomplished many projects and purchased much needed equipment in 2018 in conjunction with our Capital Improvement Plan, some of which included the following:

- Comprehensive Plan Update
- Replacement computers
- Safe Routes to School Plan
- GIS software/database upgrades
- Police squad car replacements
- Rockwell Ave. reconstruction and utility replacement
- Elsie St. water main replacement
- Public Works loader
- Public Works one-ton trucks
- Fire Station Space Needs and Feasibility Study
- Parks truck
- Museum boilers replacement
- Pool painting, new filter and pump
- Sewer jetter
- Wastewater Facility Plan Update
- Water solar panels system and meter replacements
- Street maintenance and rehab
- Larsen Lagoon design and Stormwater Plan Update
- Doris Dr. and Reena Ave. (extension)
- Traffic signal at Madison Ave. and Reena Ave.
- New ambulance

These are just a few of the more extensive projects worked on in 2018. In total, the City completed over \$7,000,000 worth of much needed capital projects and equipment purchases in 2018.

I hope you enjoy reading the reports, and as always, we are interested in your comments and suggestions.

1 of 45

BUILDING SUPERVISION DEPARTMENT 2018 Annual Report

As of December 31, 2018, the Building Supervision Department has issued five hundred and fifty one (551) total permits for fee revenues of \$67,498.37 and an estimated total value of \$9,623,550. The breakdown of the permits by type is as follows: one hundred and two (102) building permits were issued for a revenue of \$26,476.90, One hundred and seventy four (174) electrical permits were issued for revenues of \$16,543.50, eighty six (86) plumbing permits for revenues of \$8,832.00, and one hundred and ten (110) heating, ventilating, and air conditioning permits for revenues of \$10,905.00.

Ten (10) new single-family homes were constructed in 2018 for an estimated value of \$2,606,052.00 or an average value of \$202,000.00 per home. The number of new single family homes constructed is continuing to increase slowly and continues its upward trend. Remodels, additions and alterations to single and two family homes amounted to thirty eight (38) permits with an estimated value of \$681,700.00 or an average estimated value of \$17,939.47 per permit.

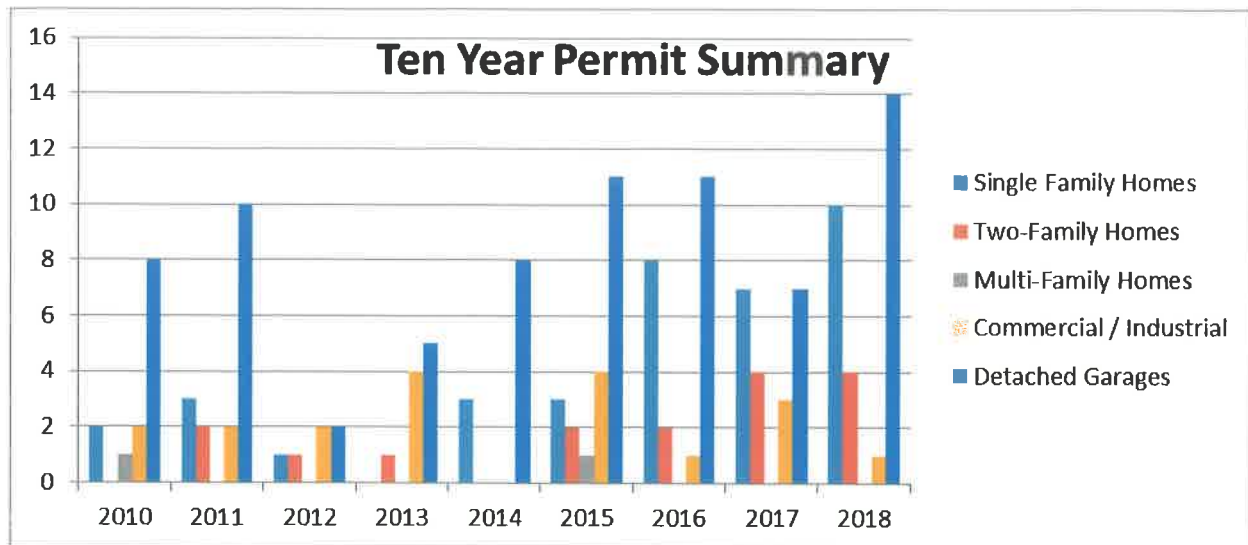
Four (4) new two-family homes were constructed in 2018 for an estimated value of \$1,180,000.00 or an average value of \$295,000.00 each. No new permits were issued for multi-family buildings in 2018. Remodels, additions and alterations of commercial/industrial buildings amounted to twenty two (22) permits with an estimated value of \$2,406,511.00 or an average of \$109,386.86 per project. The continued investment and expansion of our commercial/industrial businesses indicates that our commercial and industrial base continues to be strong and growing.

Fourteen (14) new-detached garages were constructed in 2018, with an estimated valuation of \$282,700 or an average of \$20,192.85 per garage. Thirty seven (37) fences, eleven (11) signs, ten (10) decks, and four (4) sheds plus other miscellaneous permits made up the remainder of the permit numbers.

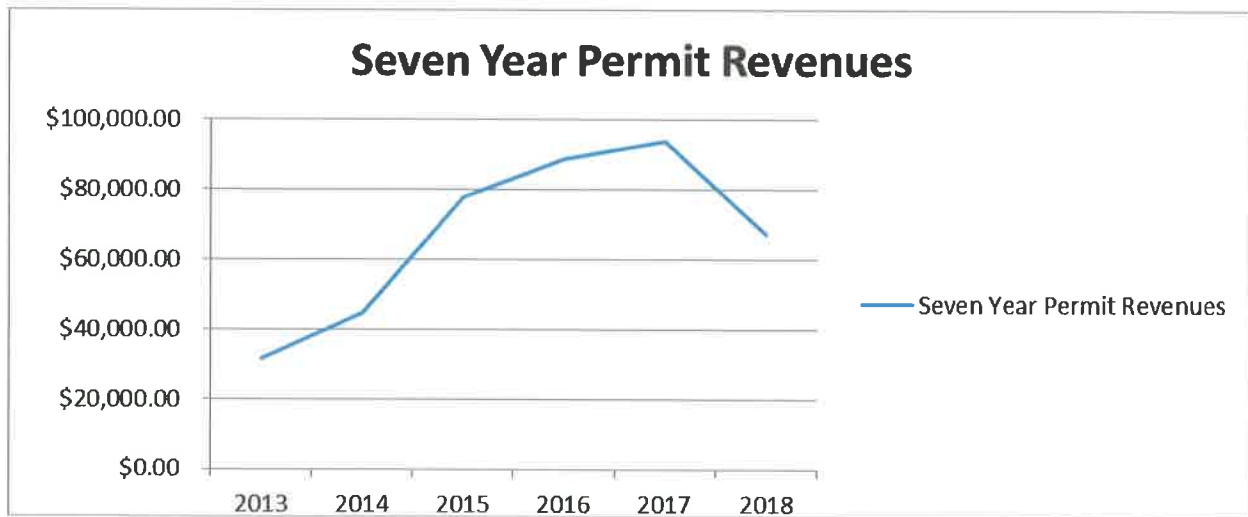
Changes to floodplain delineations and challenging soils and artesian subsurface water conditions are proving to be large obstacles to development in some of our previously subdivided areas. We spent time in 2018 working on the update of the City's Comprehensive Plan and preparing to undertake a total rewrite of the City Zoning Code which will continue into 2019. The new Zoning Code will replace a document which has been modified and adjusted for the past fifty years and should, when completed, better reflect the new trends and methods in zoning and land use management. Part of developing and implementing the City's long range plans will include standards adaptable to infill, mixed use development and traditional neighborhood options for future growth and development areas.

The large majority of construction activity continues to be in remodels and additions to existing properties and the repurposing of existing structures. The trend towards reinvestment and repurposing of existing land and structures is positive and a good use of existing infrastructure.

The City of Fort Atkinson continues to offer a terrific value to those wishing to build either homes or commercial/industrial buildings, and this fact will keep the City at the forefront for future development. The City has now developed up to the bypass along the Northwest side of the City and will undoubtedly expand beyond that point in the near future.



The total number of permits, five hundred and thirty one (531), is down by approximately 10% from five hundred and ninety eight (598) permits in 2017. The total permit revenues for the year 2018 were \$67,498.37 which is down approximately 28% from \$94,075.52 in 2017, this represents the first year since 2013 with a revenue decrease. Our current permit fees, which began use in 2016, are functioning well and helping the Building Supervision department in its goal to be more self-sustaining while continuing to offer a great value to the public.



The Building Supervision Department conducted seven hundred and sixty seven (767) inspections for the Building Department in 2018, for an average of four (4) inspections per day. These inspection numbers, as always, do not include inspections and site visits dealing with property code enforcement, zoning or safety concerns.

Respectfully Submitted,
 Brian Juarez, Building Inspector/Zoning Administrator

CITY CLERK/TREASURER

OPEN BOOK: Wednesday April 17, 2019 1:00 pm – 3:00 pm. Open Book refers to a period of time when the completed assessment roll is open for examination by property owners. Property owners can meet with Associated Appraisal to review their assessments, review property records, ask questions and preview comparables that were used when assessing your property.

BOARD OF REVIEW: Tuesday, May 7, 2019 9:00 – 11:00 am. If you disagree with your assessment after Open Book, you may appeal the assessment to the Board of Review. You must file an objection with the City Clerk at least 48 hours before the scheduled date. Contact the Clerk for more information.

BENEFITS ADMINISTRATION

Employee benefits are managed in the C/T office for all full time and part time employees. Benefits include earned time (sick, vacation), insurance (health, dental, disability, life), retirement options (WRS, Wisconsin Deferred Compensation, North Shore Bank) and flexible spending for medical reimbursements or dependent care. Health Insurance is available to all full-time employees through the Wisconsin Employee Trust Funds. Employees are able to select from four health care providers.

ELECTIONS - 2018

There were four elections in 2018, Primary in February, Spring Election in April, Primary in August and General Election in November. Results are posted on the Jefferson County Clerks website after polls close on election day.

Election	# Election Day Voters	# New Registrations	# Absentee Voters	Total Voters	Percentage
February	956	48	90	1094	18.54%
April	1797	64	158	2019	33.90%
August	1585	74	179	1838	30.36%
November	3625	474	1062	5161	81.70%

Have you visited www.myvote.wi.gov yet? You can register to vote, change your address, see when the next election is, find out what is on your ballot and even request to vote via absentee.

ELECTIONS – 2019

The year 2019 will bring one election – Tuesday April 2nd. Polls will be open 7:00 am to 8:00 pm. (Fort Atkinson will not have an election in February 2019)



SOCIAL MEDIA

Keep up with the City by 'liking' our Facebook page and by visiting our website.
www.fortatkinsonwi.net.

LICENSING

The Clerk's office is responsible for issuing many licenses throughout the year. These licenses include: Beekeeping, Direct Seller, Mobile Merchant, Sale of Cigarette/Tobacco products, Class A and B for Beer and Liquor, Class C Wine, Operators, Provisional, Temporary Beer and Temporary Wine. All licenses are for one year issuance with the exception of the two-year operator license. Licenses generate revenue exceeding \$25,000.

Beekeeping License

Honey beekeeping is allowed in residentially zoned districts within the City. The license must be renewed annually, however the fee of \$25 is only required with the initial application. Ordinance #750 discusses the allowance and restrictions of beekeeping.

Direct Seller

Direct seller licenses are required for door-to-door sales of products. Exemptions exist for youth civic and religious non-profit organizations. The fee is \$25 for the annual license. Review Ordinance #753 for more information.

Mobile Merchant

Mobile merchants include vendors that sell food, merchandise, product out of vehicles or trailers in various zoned districts in the City. The license can be for six months or twelve months. Check out Ordinance #723.

Types of Alcohol Licenses

"Class A" Intoxicating Liquor, Class "A" Fermented Malt Beverage (Beer), "Class A" Liquor: Cider Only, "Class B" Intoxicating Liquor, Class "B" Fermented Malt Beverage (Beer), "Class

B" Winery, "Class C" Wine, Reserve "Class B" Intoxicating Liquor, Temporary Class "B" Fermented Malt Beverage (Beer) and Temporary "Class B" Wine.

Definitions of Alcohol Licenses

Class A refers to consuming product *away* or off premise (grocery store, gas station).

Class B refers to consuming product *on* premise (bar, tavern, restaurant, bowling alley)

Class C refers to the sale of alcohol beverages accounts for less than 50% of gross receipts.

Product may be sold by the glass or in an opened original containers for consumption on the premises where sold.

Number and Types of Licenses Issued

Class "A" Beer and "Class A" Liquor Cider Only – 7

"Class A" Liquor – 3

"Class A" Liquor and Class "A" Beer – 7

Class "B" Beer – 0

Class "B" Beer and "Class C" Wine – 5

"Class B" Liquor and Class "B" Beer – 21

RESERVE Class B Liquor and Class B Beer - 3

Operator Licenses

There are currently 298 licensed operators/bartenders in the City of Fort Atkinson. To become licensed, an applicant must pass a Responsible Beverage Server course at www.learn2serve.com. Provide a printed certification of completion and file an Operator License application.

ORDINANCES

An ordinance is a law or regulation made by local government. Ten ordinances were approved throughout the year. Abbreviated ordinances are published in the local newspaper as required by Statute. The complete ordinance can be viewed on our website, go to New Ordinances under Your Government.

RESOLUTIONS

The City Council adopted twenty-six resolutions this year. Resolutions can vary from combining wards for elections to approving financial transactions and adjusting rates. Resolutions are exempt from being published in the local newspaper but are available on our website.

REAL PROPERTY AND PERSONAL PROPERTY TAX COLLECTION

Property tax bills were mailed in mid-December with the first installment due January 31st to the Clerk's office. The second installment is due July 31st at the Jefferson County Courthouse. Full installment payments are allowed until January 31st at the Municipal Building.

Taxing Unit

	2016 Levy	2017 Levy	2018 Levy
State of WI	\$ 147,755.21	\$ -	\$ -
Jefferson County	\$ 3,741,381.06	\$ 3,753,017.77	\$ 3,714,001.70
Fort School District	\$ 9,307,794.30	\$ 9,029,491.26	\$ 9,408,048.33
Madison Tech College	\$ 812,178.54	\$ 820,641.91	\$ 816,853.92

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City of Fort Atkinson	<u>\$ 7,162,923.00</u>	<u>\$ 7,255,173.00</u>	<u>\$ 7,378,945.00</u>
Total	\$21,172,032.11	\$20,858,323.94	\$21,317,848.95

Property tax payments collected in December 2015: \$8,089,903.14
Property tax payments collected in December 2016: \$8,212,896.81
Property tax payments collected in December 2017: \$9,094,440.98
Property tax payments collected in December 2018: \$9,456,429.68

Property tax payments collected as of January 15th: \$2,737,279.46
Property tax payments collected as of January 15th: \$2,932,159.98
Property tax payments collected as of January 15th: \$2,281,487.48
Property tax payments collected as of January 15th: \$2,596,952.20

TAX EXEMPT FILING

Every even year a property that is any one of the following: Church, Educational, Medical Facility, Housing (nursing home etc), or a public benefit (Scouts, YMCA, etc) has to submit a Tax Exemption report. On the report they have to fill in the purpose of the property, estimated fair market value of the property, date acquired and if the property was leased within the last two years. We have over 50 of these Tax Exemption properties in Fort Atkinson.

COURT

Fort Atkinson's Municipal Court convenes for Initial Appearances twice each month on Monday evenings in order to hear all pleas resulting from citations issued by the Fort Atkinson Police Department for violations of the Wisconsin Traffic Code, as well as violations of the city's Municipal Code of Ordinances. Initial Appearances consist of both an Adult and a Juvenile Docket, with Juvenile cases held individually in order to assure confidentiality. A number of steps have been taken in recent years to increase the dialog between the court and the city's schools. *Juvenile first offenders* are encouraged to make better choices and to take advantage of their educational opportunities. The numbers of Juvenile Cases related to truancy have decreased in recent years.

A Pre-Trial Conference with City Attorney, David Westrick, is held for anyone who enters a plea of Not Guilty at Initial Appearance. If resolution can't be reached at that conference, a trial is held. Those trials take place on the Monday evenings when no Initial Appearances are scheduled. Court personnel includes: Debi Hayes, Court Clerk; Captain Chad Lange, Court Officer and Municipal Judge, Charles Frandson. In the interest of convenience, a more detailed tab has been added to the City's website to prepare parties who may have received a citation and want to better understand the procedure and their options prior to their Initial Appearance. As of October, 2016 the Court Clerk is now located at the Municipal Offices. The court phone number has changed to (920)563-7763.

A total of 1,422 cases were processed in 2018, including 1,046 traffic cases; 47 OAWI cases; 259 adult non-traffic cases and 70 Juvenile non-traffic cases. Along with courtroom and Wis. DOT communications responsibilities, Clerk Hayes collects forfeitures and disburses funds to the State of Wisconsin and Jefferson County as required. Funds collected by the court during 2018 totaled \$178,921. After shared payments to the state and county, the city's retained revenues totaled \$101,349. \$1,078 of that total was contributed to the Drug Task Force.

ELECTRICAL

The year 2018 was filled with many projects for the electrical department, some of the highlights include.

Working with the installers of the solar energy project at the Water Department's south side pump station.

Design and overseeing the new traffic signal installation at Madison Ave. and Reena.

Working with the installers of Rockwell Ave's new street lighting and traffic control installation.

Electrical upgrades at the clubhouse for the Park and Recreation Dept.

Electrical lighting enhancements to the Riverwalk Plaza entrance with 2018 Project Lead group.

Data wiring for the Department of Public Works safety training computer stations.

Traffic Control and Street Lighting again saw some bigger mishaps resulting in the knockdown of signal displays, lights and poles along with a few minor mishaps resulting in broken display shields, twisted displays and some minor cosmetic damage.

Wastewater Utilities provided some electrical challenges again along with some late summer/fall flooding that required the install and electrical for larger pumps at the sanitary lift stations.

Water Utilities keep the department busy with some minor electrical upgrades for their SCADA system along with others electrical related faults.

I once again enjoyed helping out all of the local Clubs/Festivals with their power needs in 2018.

In addition to the above, the Electrical Department kept busy with diggers hotline locate request, day to day repairs, troubleshooting and electrical upgrades at all of the city owned facilities and public areas.

ENGINEERING DEPARTMENT - 2018 ANNUAL REPORT

The Engineering Department has the responsibility for planning, maintaining, designing and inspecting all new and existing City infrastructure related to streets, storm water, sanitary, water, terraces, and sidewalks. The City Engineer manages the DPW, Water Utility, Building Inspection Department, Stormwater Utility, Wastewater Utility, and Electrical Department of the City. Engineering also manages the Airport, Taxi Service, and Compost / Recycling. Engineering supports all City departments. In addition, this department coordinates all City reviews and hearings associated with proposals before the Plan and Zoning Commissions. The Department is composed of the City Engineer, Andy Selle, and the Assistant City Engineers, Rudy Bushcott and Tom Williamson. The following summarizes the work that occurred in 2018 specific to the Engineering Dept.

SUBDIVISIONS/COMMERCIAL DEVELOPMENT

- Koshkonong Estates 4th and 5th Addition (2005-2007): 0 lots developed in 2018. 56 lots remain. +/- 67 lots total. The subdivision is slow to develop due to wetlands and high groundwater.
- Highland Heights (2005): 5 lots developed in 2018. 1-2 lots remain. +/- 72 lots total.
- Crescent Beauty Farms (2007): 6 lots developed in 2018. 29 lots remain. +/- 43 lots total. The subdivision has been slow to develop due to wetlands and high groundwater.
- Theron (2016): 1 lot developed in 2018. 8 lots remain. 9 lots total.
- In-Fill Lots: 1 in-fill lot was developed in the City.

STREET PROGRAM

Reconstruction: This work entails either partial removal or full removal of the existing asphalt and underlying base material. This work should coincide with improvements in utilities below the road.

- Rockwell Ave was reconstructed in its entirety from Whitewater Ave to Janesville Ave including all utilities except for the existing reinforced concrete elliptical pipe in the median between Grove and Main.

Rehabilitation: This work consists of milling or pulverizing and laying new asphalt. It is sometimes accompanied by replacement of utilities below.

- Mill 2" concrete and repaved with asphalt on N Water St W, Mechanic St, and Highland Avenue extended E/W of the Endl Blvd intersection.
- Pulverized Reena Ave between Madison and Mehta Ln in conjunction with the installation of the traffic light

Maintenance: This work includes seal coating (laying an oil down and embedding stones over the top) and crack filling (routing out cracks and filling them with tar). Maintenance is performed every 3-7 years depending on the level of road traffic.

- Seal coat on 13+ miles of roads noted in the map below with black slag
- Crack fill was performed prior to seal coat and on 13+ miles of roads
- "Wedging" the process of filling low spots with a fine mix asphalt, was performed on a number of roads that were marginal for maintenance (pavement – surface evaluation rate 2-4) in order to extend their life and slow deterioration
- Minor maintenance work was again completed on the Robert Street Bridge

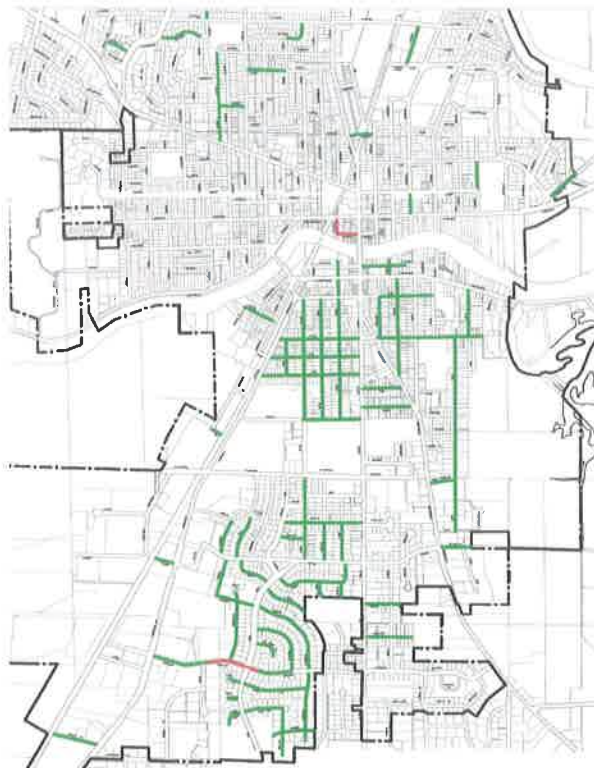


Figure 1: GREEN – crack fill and seal coat (+/- 10 miles) RED – mill and resurface (+/- 0.75 miles)
****does not include Rockwell Avenue**

Table 1: Quantities of maintenance work (contractor and DPW)

YEAR	SEAL COAT	CRACK FILL
2018	263,733 SY	263,733 SY
2017	252,796 SY	242,416 SY
2016	157,546 SY	252,815 SY
2015	29,299 SY	29,299
2014	0	0
2013	0	0
2012	20,450 SY	20,450 SY
2011	34,573 SY	34,573 SY
2010	37,865 SY	37,865 SY

Table 2: Quantities of rehabilitation work (contractors)

YEAR	MILL/ RESURFACE	PULVERIZE/ RESURFACE	FULL RECONSTRUCTION
2018	6,522 SY	1,265 SY	17,675 SY
2017	4,300 SY	10,100 SY	
2016			15,426 SY
2015		27,176 SY	
2014		26,270 SY	
2013	21,603 SY	3,893 SY	
2012	21,540 SY	4,290 SY	
2011	12,222 SY	13,744 SY	
2010	29,722 SY		

Table 3: Dollars spent on both maintenance and rehabilitation from the annual street program budget

YEAR	CONTRACTORS	CITY	TOTAL
2018	\$471,584	\$149,368	\$620,952
2017	\$767,406	\$19,950	\$787,356
2016	\$866,115		\$866,115
2015	\$411,326	\$20,000	\$431,326
2014	\$412,120	\$12,500	\$424,620
2013	\$334,011	\$112,355	\$446,366
2012	\$334,840	\$82,332	\$417,172
2011	\$355,556	\$35,555	\$441,070
2010	\$372,028	\$45,003	\$417,031

In 2019 staff will begin to shift away from maintenance activities on the roads and begin more asphalt pavement rehabilitation.

SIDEWALK PROGRAM

There have not been any new sidewalk installations since 2009 other than those required with new subdivisions. Sidewalk repairs were conducted with available funds in areas where terrace trees had caused damage to the walk.

STORMWATER UTILITY

In 2006, the City became a Phase II Stormwater Permitted community and came under the Dept. of Natural Resources permit conditions to reduce the sediment being discharged from our storm sewer system to the Rock River. The amount of sediment and phosphorous the City may discharge has been determined by the Rock River total maximum daily load. The following stormwater related items occurred in 2018.

- Construction of the Larsen Lagoon project began in November of 2018 and will be complete in 2019
- The City's Stormwater Management Plan has been submitted in DRAFT form. This will provide a plan toward compliance with the Rock River total maximum daily load.
- Work continues with the UW Whitewater helping the Rock River Stormwater Group with outreach and goals
- The main at 306 W Milwaukee St collapsed about 300 LF upstream of the outlet with the Rock River. It was repaired, but further investigation must be completed.

AIRPORT

Construction was completed on a new fuel system for the Airport. It includes credit card access for fuel purchase. The system has three 2000 gallons tanks. Two of the tanks are filled with AVGas and the third is filled with Jet A. Resident pilots have gas cards that offer a discount for purchase below the market price.

OTHER PROJECTS/ACCOMPLISHMENTS

- GIS Updates – in 2018 we surveyed and added in all water curb stops to the model using the help of UWW students over the summer in their GIS program. We also added all sanitary reports that were available and attached them to the sanitary main they describe. We have acquired WeEnergies data for electric and gas facilities within the City and will add those to the maps in 2019. DPW has been using the GIS to manage the City's tree program with data for species, size, and condition being loaded into the model and available in the field.

- Completed the Safe Routes to School Study in partnership with the FA School District. The study will qualify us for federal funds when implementing recommendations
- A Facility Study of the DPW Campus stalled in 2018 – the consultant on the project provided a subpar product. We hope to improve on this in 2019 and begin looking earnestly at improvements for this campus which is well past its useful life.
- Rockwell Avenue was completely reconstructed. All work was performed in 2018 except for the final lift of asphalt and the pedestrian path along the north side of Rockwell – these will be completed in 2019
- An \$80K solar array on the Hackbarth Rd Water Facility was installed in February 2018
- The City's taxi program was re-bid with Brown Cab being the sole bidder. Significant changes to the taxi contract are aimed at improving service and accountability.
- The final lift of asphalt was completed on Doris Drive and Reena Ave in 2018. Minor punch list items remain to complete this work in 2019. This project began in fall of 2017.
- Installed the stop light at Reena and Madison Ave after many years of review. It became functional in mid-summer and cost the City about \$120,000.
- Hired a new Water Utility Manager and an additional Assistant Engineer
- Added 23 additional parking spots around the municipal building in anticipation of additional occupancy in the Creamery Building
- Completed planning for a NE TIF district lining out possible improvements at the concept level for the Kmart Facility and lands around it
- Helped in review and participation of the Comprehensive Plan Update for 2018
- Participated in a transit Committee to administer a grant of \$100K from the Easter Seals Foundation
- Completed a pilot study of composting our biosolids from the WWTP
- Completed design and selected a contractor to replace the Water Utility SCADA system
- Restructured the Traffic Review Committee into the Transit and Traffic Review Committee

CONCLUSION

2018 was a year of big projects. Rockwell Avenue, Larsen Lagoon, Water SCADA System replacement, hiring of Water Utility Manager and Assistant Engineer, Taxi Cab Contract advertisement and selection, Stormwater Management Plan, Wastewater Facility Plan completion, the construction of the new Airport fueling system, and the traditional annual projects associated with our annual infrastructure maintenance and improvements. Progress on GIS development was good, in the sense of data collected and added to the model, but slower than I would like in that data has not been distilled down into a usable form for all departments. The efficiency to be gained from readily available information is substantial.

Early indications are that we have caught up on our maintenance for street work and done our best to band aid those streets that, had we had the funds, we may have rehabilitated instead of patching and sealing. In 2019 we will shift toward rehabilitation and reconstruction work in the years ahead for our roads, though progress will be slow when matching the need to the available funds. Improvements will be measured in blocks instead of miles. A water infrastructure replacement plan remains a goal for 2019, as does a Water Utility master plan update – which has not been completed since 2007. Master planning should occur in general every decade. We inched closer to a coordinated plan for street reconstruction, sanitary rehab and water main replacement in 2018 but progress is slow and I think we can do better.

Several key hires have been made this year as we welcomed aboard Tim Hayden and Tom Williamson to the team. Our group as a whole is actively planning for retirements and ensuring smooth succession among all the departments I manage. I am excited about 2019 and continuing to build momentum for a well-coordinated and well planned infrastructure improvement program in the City.

Respectfully Submitted,

Andy Selle, P.E.
City Engineer and Director of Public Works

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2018 ANNUAL REPORT

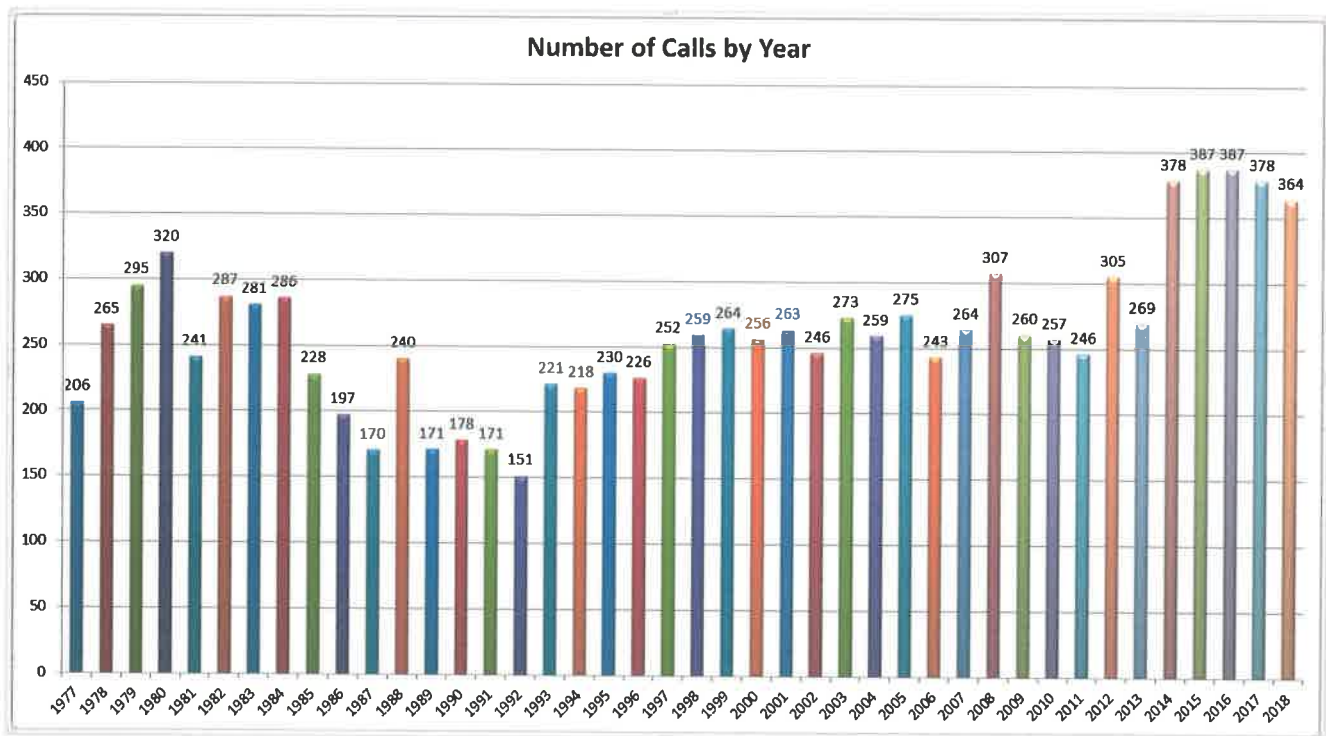
FORT ATKINSON FIRE DEPARTMENT

INTRODUCTION

Calendar year 2018 was an eventful year for the Fort Atkinson Fire Department. There have been many positive changes along the way along with a few persistent challenges that remain. In the following few pages we will summarize some of the milestones we have achieved over the last 12 months and briefly explain some plans for the coming year.

ADMINISTRATION

Once again call volume has remained stable. In fact we have seen a slight decrease in total call volume however I cannot definitively say that this is a trend. Additional years will most likely show a flattening of increasing volume.



One area of concern is that the incidence of EMS calls seems to be steadily increasing due to the volume of calls that Ryan Brothers is handling. We expect this call volume to continue to increase due to an aging population however, thanks to the generosity of the community; we are well positioned to meet that expected need.

On August 1st we began operation of an EMT transport ambulance service to supplement the capabilities of Ryan Brothers Ambulance. Since that time we have averaged approximately 6.6 calls per month when an RBA unit was not available or when needs exceeded the capabilities of our contracted provider. Additionally, 10 of our Firefighter/Emergency Medical Responders committed more than 200 hours each to attend EMT-Basic training.

As you may know all of the start-up costs including a new ambulance was funded through the Fort Atkinson Community Foundation, Fort Healthcare, The FireSide Theatre, The Flowers Family Foundation and Badger Basement Systems.

Below is a brief breakdown of our response requests:

STATISTICS	2018	2017	2016
FIRE	45	43	46
RESCUE/EMS	149	127	134
HAZARDOUS CONDITIONS	32	48	63
SERVICE CALLS	30	26	19
GOOD INTENT	35	30	29
FALSE ALARM	66	95	91
SEVERE WEATHER	2	3	0
SPECIAL OR OTHER	5	6	5
TOTAL CALLS	364	378	387

What is not apparent in the statistics is the incidence of using on-duty personnel to handle routine calls instead of paging the paid-on-call members. In 2018 we used our duty officer position (either a Chief or on-duty Inspector) to respond to 44 calls of various types. Of these 44 calls only 10 required additional units to respond. These calls may include carbon monoxide incidents, open burning complaints, alarm resets and some other incident investigations.

We want to assure the community that if there is any doubt concerning the need for a full department response, we will respond appropriately but this duty officer position has the potential to reduce the stress on our non-career people and also may realize some cost savings in department operations which could then be shifted to other equipment and facility needs.

FORT ATKINSON VOLUNTEER FIRE FIGHTERS ASSOCIATION

The volunteer association continues to be an essential element of department operations. While the association serves as the social arm of the department, their efforts in prevention activities and support of special projects are paramount to successful outcomes. The Association is a valued member of the management team. We believe that the community recognizes how integral these volunteer members are to our organization as more than 1200 people attended and participated in prevention activities at our Paid-On-Call Firefighters Association Pancake Breakfast in October.

FIRE OPERATIONS

Our Fire operations division is headed up by Division Chief Tom Gerondale. Over the last year we have evaluated how we respond to most incidents. As a result of that process, we have adjusted our response profiles by adding equipment on some responses such as commercial building fire and alarms but have also reduced response units to other calls. We feel that at this time we have "right-sized" our response to better fit the needs of the community. We have also significantly changed how we request and respond to mutual aid calls.

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We now have the capability to request a minimal amount of units for calls that may exceed our daily staffing capabilities without overloading the response by use of a newly created “working still” level of alarm.

RESCUE

The Fort Atkinson Fire Department Rescue Squad is made up of twenty two personnel and is headed up by Division Chief Mike Lawrence who is assisted by Captain Nick Rueth and Lieutenant Nate Lawrence

149 of our 364 calls in 2018 were rescue calls for auto accidents, medical calls, lift assists or assistance to Ryan Brothers Ambulance. More specifically, on 85 occasions FAFD Rescue was called to respond to EMS calls, or in 36 cases, respond to medical emergencies when Ryan Brothers was unavailable due to other emergency calls or medical transports already being delivered.

TRAINING

New emphasis has been placed upon training by Division Chief Lawrence, Captain Paul Verhalen and Lieutenant Kurt Braman, particularly in certified training for firefighters, hazardous materials response and officer training and in areas of firefighter safety. One very important area is upcoming training is to certify drivers on our new apparatus. These new trucks are some of the largest, heaviest and most complex vehicles that any department operates and can be the most dangerous to maneuver and work around if the operators are not extremely competent in use. Our goal for this year is to qualify a number of new operators for engines (pumpers) and all of our aerial operators will be completing state certified training on the apparatus before the end of 2019.

PREVENTION & INSPECTIONS

The department is managed by Division Chief Tom Gerondale who is assisted by Inspector Stephen Windham and Lieutenant Chris Glasenapp. The Prevention Division has achieved compliance with state inspection requirements for the fourth year in a row. This year each of the more than 625 commercial occupancies in our community were visited at least once and follow up inspections were scheduled for occupancies that encountered significant violations. Additionally, Chief Rausch continues to spend a portion of some days visiting the business community to help gain acceptance of the inspection process and to promote the paid-on-call firefighter program.

The department continues to offer public education activities at the level that our limited staffing allows. Last year more than 400 children attended our prevention tours, 22 civic or community groups were contacted and more than a dozen businesses held educational events or hosted facility tours for department members.

APPARATUS

The apparatus fleet is in outstanding condition. We are currently awaiting delivery of Tender (tanker) 112 with a new 3100 gallon tank and a replacement duty officer vehicle being repurposed from the police department once their new SUVs arrive mid-year. With these additions, the apparatus fleet will be very stable for the next several years.

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Division Chief Dion Brown along with Captain Robbie Allard, Lieutenant Jim Chase and part-time mechanic Mike Reel have spent countless hours undertaking a larger in-house repair program in order to minimize contracted maintenance costs.

FACILITIES

One of the more exciting activities in 2018 was the process of evaluating the need for and planning for a major renovation to the fire station. We expect approval, in early 2019, of a design services and construction management contract to move the project to the construction phase in 2020.

SAFETY

Our newly appointed Health & Safety Officer, Lieutenant Chris Glasenapp has a cross section of the department reviewing current operational policies and procedures and has already made significant recommendations to ensure we are providing the safest operational environment for our members.

Over the next year we expect that the Safety Committee will work to provide suggestions to further improve our operations while addressing the incidence of long-term exposures that firefighters face as well as immediate threats that may be encountered.

CONCLUSION

We have attempted to highlight some of the achievements and goals of the department. We would however, be remiss if we did not mention our most important assets; our staff of 42 full-time and part-time firefighters.

Our roster of firefighters remains nearly full with several potential members awaiting the opportunity to join. This is somewhat different than some neighboring departments. We attribute this to the outstanding support that our elected officials, city staff and the community display to our firefighters.

These dedicated members provided more than 18,000 hours of their time for incident response, prevention activities, and community events. Additionally, member firefighters completed more than 4000 hours of firefighting, EMS and rescue training over the last year. They, along with their families who support them, are the backbone of the department. They continually serve the community by dealing with whatever situation is put before them in a courageous and exemplary manner. This often means missed family events but it also makes Fort Atkinson a safer community and embodies the spirit of our vision statement which states that we are "Dedicated to the Protection of Lives and Property".

Annual Report for 2018

Library Building

Outside of Watertown Public Library, which is open an additional day of the week (Sunday), the Dwight Foster Public Library is the second most used library in the county. In 2018 the library was visited by 101,374 patrons, the public printed 104,727 documents from our public computers, and they used our computers for 14,162 hrs. The library's meeting rooms continue to be community gathering spaces for individuals, organizations, and businesses in increasing numbers. There were 2,898 meetings in the building in 2018 (without counting library-related programs) thus providing a valuable community resource. The library was designed to be flexible and functional and it continues to show that it is both.

Technology

It has now been three years since we (along with all of the public libraries in Jefferson County except Cambridge) joined with Waukesha County Libraries to form a new library system called Bridges. This system provides our staff with the software system to operate the library, the library catalog, technical support, delivery of physical materials, and system-wide databases (Reference USA, Gale Courses, Flipster).

The library continues to offer downloadable books, magazines and audio materials. The library is a member of the Wisconsin Public Library Consortium and provides access to e-books, digital audiobooks and videos via [Overdrive](#). A total of 21,810 e-books were downloaded in 2018. This was a 43% increase from the year before. This will likely continue to be the library's most significant expanding market and collection in the years to come.

The use of public computers and wifi continues to be a constant resource for the community. The wifi was used 15,176 times in 2018. It is likely that because of the expansion of wifi coverage in the building in 2016, the usage of wifi has increased considerably in the years since. In early 2018, the library began to offer wifi hotspots for checkout to allow patrons in rural areas of the county or patrons without internet access at home to be able to have internet access for up to a week at a time. The high usage of these hotspots has illustrated a real need in the community and we look to expand the number of hotspots we can circulate to area residents in 2019.

Programs and Services

The library continued its tradition of offering a wide variety of programs in 2018. This year's "Libraries Rock" summer reading programs for children and teens were a success, with 683 registered participants tracking 4,789 hours of reading. The youth department

offered 41 programs for kids and teens during the seven-week summer reading program, and 1,419 children, teens and caregivers attended the activities. The winter reading program for kids had 74 participants.

Throughout the year, the library offered a wide variety of programs for youth of all ages. Families brought their young children to weekly storytime programs for babies, toddlers, and preschoolers. Ongoing monthly programs included Lego Club, Read to the Dogs, Club Pokemon, and Lunch Bunch for homeschoolers. The youth librarian also shared books and literacy activities with local daycares, 4K classes, Head Start, and school groups on a regular basis. Special events for kids and families included MakeDo cardboard building, Fort Night, a drive-in movie, a diaper derby, an escape room, a playdough playdate, the 4K Book Bash, messy winter art, and a Noon Year's dance party. In September, the library encouraged young students to get their own library cards with the Kindergarten Round-Up. Teen programs included a perler bead craft program, an ice cream and duct tape challenge, a rocket-building program, a make-your-own mini button program, Breakout EDU, and food games.

Beyond traditional library programs for kids and teens, the youth department also continued offering drop-in activities that can be completed independently and that focus on educational experiences, providing information about the library, and/or the chance for youth to express their creativity. In 2018, the youth department offered 14 drop-in programs with 929 total participants. The library continued its year-round early literacy initiative called 1000 Books Before Kindergarten. Fifty-nine young children enrolled in 1000 Books in 2018 and 10 reached the 1000 book goal! Since this program started at our library, 287 people have registered. In addition, the Bridges Library System offers a 1000 Books Before Kindergarten app that allows family and friends to help youngsters keep track of their books on a mobile device.

Adult programs included a book discussion group, a winter travel series, an ongoing philosophy discussion group, a monthly genealogy group, and the Summer Reading Program. Musical programs featured Andy & Judy Daigle and the Fort Atkinson Classical Guitar Group. The library continued the Music & Memory program adding 4 individuals. The Friends of the Library hosted authors Amy Reichert, Eric Schlehle, Ronald Berger, Bob Kann and filmmaker Marc Kornblatt. In addition, the library hosted ten exhibits in the Jones Gallery including local artists, arts groups and a traveling VSA exhibit. Other program topics were the culturing milk, Big Read, making fermented food, raising monarch butterflies and Pulitzer prize-winning book "The Death and Life of the Great Lakes" by Dan Egan and Bike to the Library Week. The library began working with a new military veterans group organized by Donald Millar, retired USMC. Don sets up a social gathering in the library each week and provides refreshments, information and a place to visit for local vets. In addition he has arranged for several programs at the library including Submarine Building in Manitowoc during WWII, the Honor Flight Program and a stirring Pearl Harbor day salute that including information on the VetsRoll program and a discussion with two WWII veterans. 101 adults participated in the 2018 Adult Summer Reading Program.

The library continues to answer questions for people, helping them navigate the information explosion. Sometimes too much information can make finding what you are looking for daunting, if not impossible. The reference staff helped citizens with information requests and technology assistance 2,505 times in 2018.

Volunteers and Community Outreach

The Friends of the Library, a group of individuals, local businesses and organizations, exists to provide financial and volunteer support to the library. Both have been invaluable. The Friends of the Library continued their travelogue series in 2018 as well as hosting authors, holding books sales, and managing the library's coffee cart. The Friends also managed a crew of shelf-readers who provided countless hours helping to keep the library's books in order. Their annual basket fundraiser, a favorite in the community, brought in over \$800!

The library's youth department received invaluable assistance from volunteers in 2018. The Junior Friends—the youth arm of the Friends organization—had 21 student volunteers provide 62 hours of volunteer service by shelving books and completing other tasks.

In 2018, the library staff tasked themselves with performing more outreach work in the community. Staff began bi-weekly visits to Reena Senior Living and Black Hawk Senior Residence to provide library materials and programming to the residence. Delivery of book and other library materials to home bound patrons began again to help our patrons locally who can no longer get to the library.

Friends of Lorine Niedecker

The Friends of Lorine Niedecker continue to be dedicated to preserving and expanding the legacy of our local poet, Lorine Niedecker. The organization offers access to archives, educational materials and publishes a semiannual newsletter, *The Solitary Plover*.

The Friends supported the completion of a poetry/art installations at Purdy Elementary School in Fort Atkinson and Olson Elementary School in Madison.

The former Niedecker property at W7309 Blackhawk Island Road was placed on the National Registry of Historic Places in February.

The Lorine Niedecker WI Poetry Festival was enacted through several different activities in 2018. The Friends contracted with Jeremy Pinc to create another community poetry mural on the southeast corner of Sherman and Main Streets. In July, the Friends held a dedication event that included several poetry writing workshops. Funding for the mural was provided by the Friends, the WI Humanities Council (with funding from the National Endowment for the Humanities and the State of WI), Fort Arts Council and the Fort Atkinson Community Foundation. In September the Friends hosted two writing

workshops at the former Niedecker property on Blackhawk Island. In October, the Friends hosted an open mic poetry reading at the Café Carpe.

FOLN received two significant awards this year: the Council for Wisconsin Writers awarded the Christopher Latham Sholes Award honoring an individual or organization for outstanding encouragement of Wisconsin Writers which included a \$500 prize: FOLN were given the "Tourism Counts" award by the Tourism Commission of the Fort Atkinson Chamber of Commerce. The award included a Legislative citation sponsored by Wisconsin Representative Cody Horlacher and Senator Steve Nass.

In September, the Friends hosted Niedecker scholar Jenny Penberthy, editor of "Lorine Niedecker: Collected Works." She did research at the Dwight Foster Library and Hoard Museum and did a speaking engagement at Beloit College.

Collection and Use

The library's rich collection of materials now numbers over 101,000 items. Over 195,700 physical items were checked out of the library in 2018. The library added several new nontraditional collections in 2018, including craft bags, STEM kits, learning games in English and Spanish, knitting needles, and crochet hooks. The most highly used new collection is the 'Lucky Day' collection. It is a collection of second and third copies of high demand books and dvds that are available to patrons who walk in the library. This collection alleviates much of the wait that patron previously experienced with high demand items.

In 2018 the library was a place where meeting room bookings, wi-fi access, faxing and copy services, as well as having e-materials readily available, was more the norm than simply having physical materials circulate. As library circulation patterns shift from hard copies into the digital medium, the circulation numbers for physical materials has been trending downward nationwide. We experienced a 1.6% decrease in physical circulation but remain near the top of circulation in Jefferson County.

Although the state does not count patron downloading of library e-content as circulation each library is still provided information on their patrons' use of these resources. In 2018, there were 21,810 e-books, e-audiobooks and e-videos downloaded by patrons with Dwight Foster Public Library cards. The number of e-materials downloaded shows an 43% increase over 2017, illustrating the wider acceptance and greater use of these non-print formats.

The library continues to "foster growth" for the people of Fort Atkinson in a state-of-the-art facility, and with an extraordinarily dedicated staff and group of volunteers. The citizens continue to respond by taking advantage of the treasure trove of resources available to them.

The Hoard Historical Museum is honored to be a part of Fort Atkinson and continue our mission of preserving, protecting and promoting our history and culture.

Attendance & Operations

Attendance at the Museum during 2018 was 21,370, an increase of over almost 1,000 visitors from 2017. Volunteers and staff welcomed visitors from 160 Wisconsin cities and from 41 other states. We also welcomed international visitors from the 23 following countries: Argentina, Australia, Belgium, Brazil, Canada, Chile, Colombia, Costa Rica, Denmark, Egypt, England, France, Germany, Israel, Italy, Kenya, Lithuania, Mexico, the Netherlands, New Zealand, Switzerland, Vietnam, and Zambia.

Memorable comments from the 2018 visitor log book include:

- ✦ Fabulous, impeccably-kept museum!
- ✦ Great Museum! A real gem
- ✦ Outstanding place, we'll be back
- ✦ Warm, knowledgeable people
- ✦ Love this place, so do my grandchildren
- ✦ Amazing place, can't believe it's free
- ✦ Loved it, especially the children's activities
- ✦ Awesome venue, keep up the good work
- ✦ New members and we love it!
- ✦ Well worth the trip, thank you!
- ✦ I learned a lot about cows (from a younger visitor)
- ✦ My kids love this place
- ✦ So much to see!

Membership in the Fort Atkinson Historical Society totaled 356 in 2018 including 12 History Kids memberships, a new family-friendly membership level. We provided reference service to 168 researchers. Most research questions focused on local genealogy, house history, or business history research.

Facilities & Personnel

The Hoard Historical Museum is fortunate to have a building that is flexible to be able to meet the Museum's many programming and event needs.

The building and grounds contain an 1841 house and an 1864 house with additions. Due to the ages of these buildings and the number of visitors who walk through them each year, we are diligent with the care and maintenance of our facilities. In 2018, we

painted repainted and repaired the rear porch on the Dwight and Almira Foster House, as well as removed two unhealthy trees from the museum's front yard.

Staffing at the Museum remained the same in 2018. Merrilee Lee (Director, full time city employee) and Dana Bertelsen (Assistant Director, full time city employee) continued in their roles. Greg Misfeldt (Maintenance Manager, 24 hours/week historical society employee) performed general maintenance duties throughout the year. Tammy Doellstedt (Volunteer Coordinator, 18 hours/week historical society employee) coordinated the details required to support the Museum's volunteer corps. Beverly Dahl (11 hours/week historical society employee), Linda Ager (10 hours/week historical society employee), and Dorothy Harwell-James (10 hours/week historical society employee) worked as Operations Assistants helping with events, programs, tours, promotion, retail sales, and room rental use.

The Museum's 250+ volunteers contributed a total of 6,124 hours of service in 2018 for an average of 510 hours per month. This is an equivalent of almost 3 full-time positions. We again held enrichment programs just for Museum volunteers and their guests as well as our annual volunteer recognition event. We greatly appreciate all that our volunteers do for the Museum.

The Fort Atkinson Historical Society's annual dinner meeting was held in February. Jude Hartwick served as the City Council's representatives to the Board in 2018. At the annual volunteer reception in September, the Museum honored the Ager-Hart family: Brett Hart, Linda Ager, Bjorn Ager-Hart, Brita Ager-Hart, Maren Ager-Hart, Elsa Ager-Hart, and Roald Ager-Hart as the Volunteers of the Year; Millie Lemke as Greeter of the Year; Megan Bernath as Archive Assistant of the Year; Jack Blodgett as "Renaissance Man;" Barbara Orlando as "Museum Detective;" and Bethene Pitterle as Assistant to the Volunteer Coordinator.

Collections & Exhibits

In 2018, Museum staff and volunteers continued the Museum-wide inventory project. This project includes inventorying every artifact in the building. This information will be helpful in planning future exhibits.

The Museum installed the following temporary exhibits during 2018:

- ✦ Mary Hoard Art Shows
- ✦ World War I propaganda
- ✦ the 4th Grade Oral History Project plus the new 4th grade Lorine Niedecker poetry unit
- ✦ two holiday trees plus three vintage Christmas trees decorations in the Hoard House
- ✦ "Over There: A Fort Atkinson Boy in WWI"
- ✦ Plus, two new exhibits: "**A Place to Call Home: Newcomers to Fort Atkinson, 1836-2018,**" a photo exhibit exploring the history of residents who have moved to Fort Atkinson and "**Just Like Me: Local Experiences with Project Understanding**" which focused on Project Understanding, an exchange program in the 1960s that brought African-American children from the South and placed them with Fort Atkinson families for the summer; the goal was to encourage understanding between the two different cultures

The Museum also hosted the following exhibits:

- ✦ "**Wisconsin Remembers: A Face for Every Name;**" a traveling Vietnam War exhibit from the Wisconsin Veterans Museum

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✦ **“Great Lakes, Small Streams;”** a traveling exhibit from the Wisconsin Historical Society

Programs & Events

In 2018, the Museum's programming focus was yet again on World War I and celebrating the 100th anniversary of the end of the war. Many of our programs and temporary exhibits focused on the stories of World War I. We hosted our 4th annual Dairy Day at the MOOseum,” which had 800 people and 15 cows in attendance. More than 1,000 people attended our annual July 4 “Ice Cream Social”. In December, over 200 people attended our annual “Holiday Open House.” We also held the 4th annual “Civil War and Gov. Hoard Day” celebrating both Gov. Hoard's birthday and remembering the Civil War. We led walking and biking tours around town. We presented four garden education programs and one garden conference to feature our five gardens. We held a “Collectors Show” in February and hosted a “Concert on the Lawn” in September. We continued holding our “Morning @ the Museum” preschool programs once a month during the school year. This was the second year that we administered the Fort Koshkonong Rendezvous, which celebrated its 25th anniversary this year.

This year was also the 58th annual “Mary Hoard Art Show,” held in the spring. Hundreds of artists participated, ranging in age from kindergarten to senior citizen. The Hoard Historical Museum is proud to hold such a unique community-based art show each year. We also hosted the annual Black Hawk Artists show.

Outreach & Awareness

The Jones Family Gallery continued to be a popular meeting room for our community including use by the Chamber of Commerce; The Tuesday Club; Fort Atkinson Woman's Club; American Association of University Women; Fort Atkinson Regional Science Fair; Friends of Aztalan; Friends of Lorine Niedecker; Daughters of the American Revolution; Rock River Music Teachers Association; and the Fort Atkinson School District.

We shared the Museum's mission, event invitations, and membership invitations with the public via regional newspapers including the *Daily Jefferson County Union*, the WFAW radio station, our quarterly newsletter, our website, the Chamber's event calendar, our *Facebook* page, and via posters and mailings.

Looking ahead to 2019

The Hoard Historical Museum will have a busy and varied program of events while we celebrate the 80th anniversary of the Fort Atkinson Historical Society. The Museum staff, the Fort Atkinson Historical Society Board of Directors, and the Museum's volunteers are dedicated to the work of the Hoard Historical Museum by highlighting the rich history and culture of Fort Atkinson and Jefferson County.

Respectfully submitted,
Merrilee Lee, Director
Hoard Historical Museum
January 23, 2019

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2018 Summary Fact Sheet Annual Report -- Hoard Museum
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Museum Hours: Tuesdays through Saturdays, 9:30 a.m. to 4:30 p.m.

2018 Total Attendance: 21,370

2017 - 20,682	2012 - 17,380
2016 - 18,562	2011 - 17,198
2015 - 20,411	2010 - 16,973
2014 - 15,929	2009 - 17,718
2013 - 16,142	2008 - 14,614

FAHS Membership: 356

2017 - 398
2016 - 447
2015 - 485
2014 - 495
2013 - 499
2012 - 503
2011 - 494
2010 - 447
2009 - 456
2008 - 449

Volunteer Hours: 6,124

2017 - 5,814
2016 - 5,732
2015 - 5,686
2014 - 3,874
2013 - 4,714
2012 - 5,990
2011 - 5,210
2010 - 4,933
2009 - 4,256
2008 - 2,795

Hoard Historical Museum
401 Whitewater Avenue, Fort Atkinson, WI 53538
920.563.7769 www.hoardmuseum.org

Fort Atkinson Parks & Recreation Department 2018 Annual Report

2018 Parks Highlights & Notes

* One year after having our park staff install 1,500 feet of sewer pipe and 1,000 feet of water pipe in an intensive, summer-long project to benefit The Clubhouse shelter in Rock River Park-attention was focused on the renovation. Design and 90% of the work was done in-house and primarily during the winter months. Demo, redesigning restrooms for added fixtures and ADA compliance, enhancing the kitchen & food service area and making the main hall more multi-use were accomplished.

Late in '18, a concrete patio was to be added, but weather prevented completion.

Also in Rock River Park, the Rotary Pedestrian Bridge, connecting the Aquatic Center with the Rotary Picnic Pavilion was completed and dedicated in June.



**Niedecker Statue Dedicated on
Glacial River Trail**

Local Artist Sally Koehler's
statue of Poet Niedecker
installed by Parks Dept.

* **Memorial Park:** Parks & Rec. coordinated the new stadium seating project for Diamond #2. The 3rd such seating project was completed efficiently and designed for cost savings. Fort Youth Baseball coordinated & fully funded an additional concession shelter project – blending old and new materials. The playground received new safety-surface wood chips.

* **Riverwalk Plaza:** Project Lead raised funds to enhance use of this area by adding tables, chess tables, benches, lighting, banners, decorative arch, and improving landscaping.

Stadium Seating Debuts at Memorial Park

* Contributions from the Community Foundation, Fort Youth Baseball, Junior Blackhawk Baseball, individual seat donors and the City of Fort led to the completion of stadium seating.



Design allows for bag chair seating & food/beverage railing for standing spectators.



Clubhouse in Rock River Park

Parks staff designed & renovated the Clubhouse rental shelter. Patio for '19.



**Rotary Pedestrian Bridge Dedicated
at Rock River Park**

Fort Rotary donated over \$10,000 for materials as the Parks Department staff designed and constructed a 24 foot long walk bridge over the creek in Rock River Park – connecting the Pool to the Shelter.

*** In other Parks Projects of note in 2018:** About 65 trees were funded and planted by the Fort Rotary Club and the Beautification Council. The Parks Dept. assisted as Arrowhead Park, Rock River Park and Barrie Park were home to the new trees...Haumerson Pond shelter opened for its first winter use with 32 days of supervised ice skating during the winter of '18...a 5th Cruise Night car show was added under the baseball lights of Jones Park in September...Exceeding expectations, a couple thousand participants took part in the first "Trunk or Treat" Halloween event on Oct. 31 in Jones Park...The Dept. did not fill one full-time Parks position for 4 summer months in a trial to determine how services would be affected. Neighborhood parks suffered most and the trial was stopped. The Parks Dept. returned to full staffing in October.

* In all, just over \$147,000 of fundraised additions occurred in Fort Atkinson parks in 2018.

Rentals & Sign/Field Usage

- * 158 picnic shelter reservations (+7): Rotary Pavilion 41 rentals (-6), Clubhouse 24 (+8), Jones 40 (+11), Ralph Lions 32, Ralph Corner 28, Barrie 13. 43 reservations were "free."
- * 99 individuals/groups reserved/rented tables & chairs (-17). 42 were "free."
- * 62 public rentals (up 4) of the Jones Park Letter Sign
- * 807 scheduled ball games played on Parks/Rec. diamonds (up 46)
 Ralph Park #1 with 424 games – includes tournaments – (total is down 10 from 2017)
 Jones- 85 games (-4), Memorial- 253 games (up 67), JFL- 45 games (-7)

2018 Recreation Highlights

- * 1,007 players on 61 teams (-5 teams) played adult summer & fall softball (largest rec program).
- * Approximately 550 players on 70 Co-Ed & Women's teams (-4 teams from '17) played in our volleyball leagues during Winter & Fall leagues held in the Municipal Gym.
- * 15 Men's Basketball teams competed in two leagues held at the Fort H.S. Gym.
- * 353 students (up 7) registered in our Main St. Dance school year program & performed before nearly 1,100 spectators & 400 (age 3 & 4 recital) at UW-W in May. Dance participation numbers don't include Daddies & Dancers, nor summer dance class students.
- * 2,225 (-172) participated in 43 youth rec. activities (not incl. dance, pool, youth center), 15 of the programs had an increase in participants overall. Biggest increases: Grade 3-4 boys basketball 93 (+18) & T-Ball Age 4-5 & K 56 (+18).
- * Brought back two programs: Games, Games, Games (spring break) & Summer Karate Camps. Dropped/changed: dropped LaCrosse Camp
- * Including all youth programs & swim lessons: 7,919 youth served & 2,020 adult participants.
- * 194 volunteer coaches/instructors
- * 125 part-time employees needed to operate youth & adult rec programs (not pool or parks)
- * At least 17 different rec. programs for each grade - including pre-school
- * Overall, about \$126,000 in recreation fees collected, but \$36,000 used for additional part-time wages for contractual programs, plus payment of WI sales taxes).
- * Side note: number of youth participants has doubled since 2002, with just 6 additional programs added to that total.



Summer Charity Concert Series
Music & Fun raised over \$11,000 in 2018



Project Lead re-creates Riverwalk Plaza
(tables, arch, lighting, landscaping, banners)

2018 Youth Center Highlights & Notes

- * For statistical purposes the school year is from September 1, 2017 to August 31, 2018.
- * Attendance of 3,896 (-949) middle school age youth during 139 days of operation.
- * Largest one day attendance was 339 at the annual Formal Dance. Largest non-dance: 77
- * Other popular activities: Active gym games, Video Game Tournaments, movie nights, Lock-in
- * Youth Center is open Friday & Saturday nights during the school year, Monday-Friday during Winter Break, Spring Break and during the summer. \$15 season pass (had been \$10 up to '17)
- * 177 families are on our weekly e-mail blast list for promoting events & 1,065 people "like" the Center's Facebook page to keep informed of happenings involving the Youth Center.
- * 69 school year season passes were sold & 26 summer only passes were purchased
- * 14 employees (7 adults) staff the Youth Center. Nate Fosberg & Doug Anderson are managers.
- * Since opening in April, 1999: total Youth Center attendance is 129,884.

2018 Municipal Building Highlights & Notes

- * 92 year old facility had replacement of furnace/AC for Clerk's office, Parks & Rec Office makeover, re-painting of much of interior, repairs to steps to 2nd floor & blocked storm drain line. Basement had flooding for several months. Gym floor re-finished.
- * Gym used 347 days in '18. Gym not used mostly on holidays & summer Sundays.
- * 829 reservations (+12 from '17) (581 for Parks & Rec), not including noon time rec. open gym

2018 Aquatic Center Highlights & Notes

- * Celebrated its 27th season.
- * 32,330 attended open swim sessions in 2018 (+ 2,632 from '17).



11th Youth Triathlon in '18

- * Approximately 1,150 youth participated in swim lessons (over 900 in group lessons).
- * 11th Youth Triathlon attracted just under 100 participants
- * 43 part-time employees operate the Aquatic Center.
- * Installed new 20' shade umbrella & new large sand filters and VFD pump for dive pool.
- * Revenue in '18 was \$160,007 (up \$3,925 from '17)
Record revenue year in '16 at \$161,870.
- * 3 days with 90+ temperatures during swim season
(compare with 2 in '17, 0 in '14 & 32 in '12. Average is 9)

- * Chris Nye completed his fourth full year as Director.
- * Attendance reached 13,419 (-1,161 from 2017) but, officially double the attendance from '14.
- * The Fort Senior Center accredited by the Wisconsin Association of Sr. Centers in 2017.



- ## 2018 Staff Notes

- ### Others & Social Media:

- * Approximately 180+ part time staff & approximately 300+ volunteers
- * Assist with various clubs, Special Olympics, scouts, Eagle Scout projects & event cooperation (including Museum, Walk/Run Events, DNR, Jeff. Co. Parks, many Chamber events, Civic Festivals, Cruise Night car shows, Farmer's Markets, Band Concerts, Fall Fiesta)
- * Provided without fee \$2,025 worth of shelter rentals, \$4,279 table/chair rentals and provided \$ 825 in donations/gift certificates for various groups & fundraisers. Total: \$7,129
- * **Social Media:** Brett Kettermann, Editor **All numbers improved, but impressive highlights =**
Twitter: 480 followers (up 28 from 2017) @Fort_Parks_Rec
Instagram: 1,006 followers FORT_PARKS_REC (debuted in 2014 & 51 added in 2018)
Facebook: P & R 2,107 likes (+34), Pool 2,398 (+198), Youth Center 1,065, Triathlon 391
* **People reached from Facebook posts: 252,690 from 372 posts**
(up 56,233 in just 123 posts in 2018).

**2018 Annual Report
Fort Atkinson Police Department**

A Few Highlights From 2018

Operations:

Calls for Service increased by 306 from 10,226 in 2017 to 10,532 in 2018. As a result of these calls for service Officers wrote 1,846 reports which equals approximately 2 reports per shift per officer. This is in addition to traffic enforcement, accident investigations, community policing initiatives, random community patrol and other situations where officers are interacting with citizens in the community. Written reports are significant as they reflect time when officers are off the road completing required paperwork.

Nuisance Abatement was a focus in 2018. We set a goal to address 50 properties that were a visual blight on neighborhoods in our community. Officers and CSOs were able to address and work with owners at 80 properties in 2018.

Prescription Medication Disposal:

Prescription Drug Drop Off resulted in the proper collection and disposal of 507 pounds of prescription medications in 2018.

Grants & Donations:

Jones Dairy Farm: Equipment Donation: Dynamic Entry Tools and a Ballistic Shied to help officers be safe and prepared. Crowd Control Safety Gear.

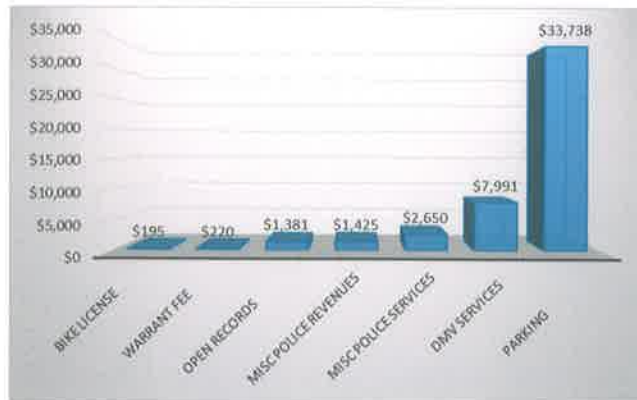
Generals Baseball Equipment Donation: With donated funds the agency was able to update the officer uniform hat badge that was previously in service for over 20 years.

US Department of Justice Ballistic Vest Grant: Match Grant that pays for half the purchase price of ballistic vests for our officers. 4 officers received vests in 2018.

Agency Web Site Fully Updated: The agency web site was completed after year long updates. The web site includes operation information, Historical Information, Resource Links for our citizens and a number of pictures that showcase our employees and the great things they do in our community.

Fort PD Facebook reaches 3000 followers: In just three years we have connected with 3000 community followers that stay in touch with our agency on Facebook. Consider joining our group to stay involved and in touch.

Revenues



Bike Licenses: We sold 39 licenses in 2018. This is 15 less licenses than we sold in 2017. Bike licensing is \$5.00 per bike. (\$195.00)

Warrant Fee: Anytime our agency helps clear another agencies warrant through arrest, the wanted person pays a \$20.00 handling fee for that service. (\$220.00)

Misc. Revenues: 2018 Misc. Revenues are funds raised for the Explorer Post from our Bike Auction and K9 T-Shirt fundraising sales. (\$1,425.00)

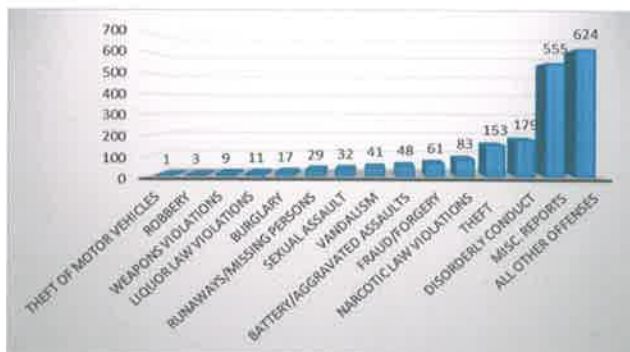
Open Records: Revenue generated to recoup costs associated with releasing open records. This may include copies of reports, pictures or video. (\$1,381)

Misc. Police Services: These funds include fees collected for doing fingerprinting or administering PBT tests in the lobby for people who are required by the court to provide samples. (\$2,650.00)

DMV Services: DMV related transactions. Renewal of registration plates and titles at our remote DMV authorized site. (\$7,991.00)

Parking Tickets: Payments received from issued parking tickets generated from our community. (\$33,738.00)

2018 Cases with Reports

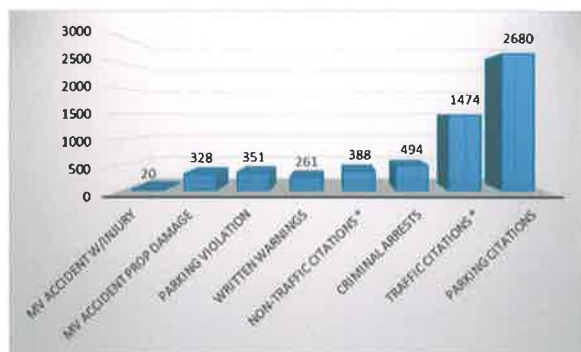


Separate from traffic related activity, Officers were busy addressing and responding to offenses that include Disorderly Conduct (179), Theft Complaints (153) and the catch all categories off "All Other Offenses" (624) & Misc. Reports (555) which are a combination of the many other situations officers deal with to include emergency detentions, death investigations, Warrant

Arrests, Medical Calls, Nuisance Complaints (80) and aiding outside agencies (18) to name a few.

Note: The above graph and numbers do not reflect every case handled or report an officer completed. In 2018 the Fort Atkinson Police Department logged 10,532 case numbers. Within these cases Officers documented and wrote initial reports, investigative follow-up reports and supplemental reports to primary officer reports. These reports are added into the department records keeping system and result in a significant amount of officer on-duty time. So although 10,532 case numbers were generated in 2018, officers actually wrote 1,846 written reports. With our below average officers per capita, this is a significant amount of output and case load per officer.

2018 Enforcement Activity

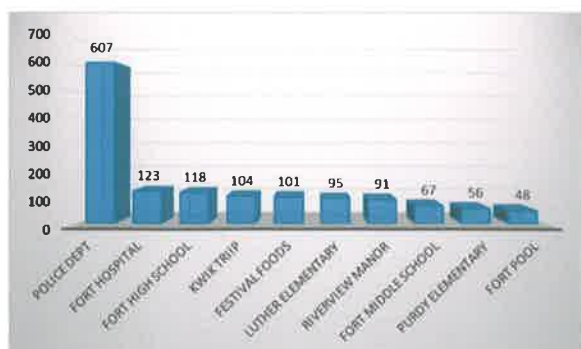


The total Enforcement Activities for 2018 was 5996. That is a slight increase in arrest and enforcement related activities compared to 2016 & 2017 (2016: 5009. 2017: 5830).

Traffic Contacts and Arrests make up a large portion of officer activity in our community. Often-times proactive traffic enforcement has a residual impact on nuisance crimes and property crimes through preventive contacts and presence deterrence. Traffic enforcement and the visibility in the community helps keep our community a safer place for people to live, work and visit.

Note: In the above graph, Parking Violations refer to complaints by citizens regarding issues related to parking that officers helped mediate or address. Parking Citations are actual citations issued to vehicles related to violations of the City's parking ordinances.

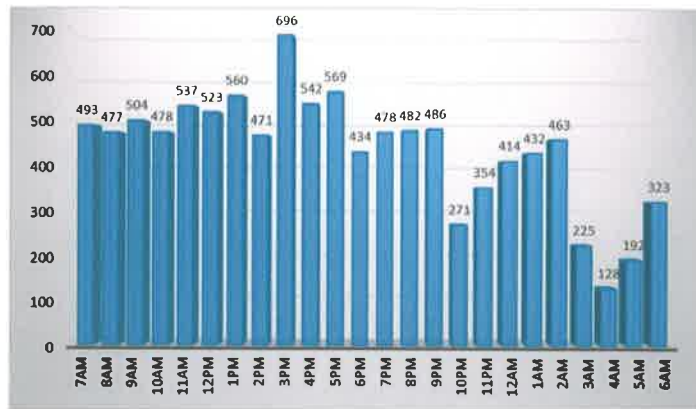
Top 10 Calls for Service by Location



The "Calls for Service by Location" chart above lists the 10 locations that Fort Atkinson Police Officers were dispatched to most often in 2018. Below is a description of each location:

- 101 S. Water Street WI: Police Department (Walk-In Complaints)
- 611 Sherman Avenue East: Fort Memorial Hospital
- 925 Lexington Boulevard: Fort Atkinson High School
- 1565 Madison Avenue: Kwik Trip
- 328 Washington Street: Festival Foods
- 205 Park Street: Luther Elementary School
- 217 S Water St East: Riverview Manor
- 409 S High Street: Fort Atkinson Middle School
- 719 S Main St: Purdy Elementary School
- 1300 Lillian St: Fort Aquatic Center

Dispatched Calls for Service Time Of Day And Shift (10,532)



1st Shift (6:45a-2:45p) 2nd Shift (2:45p-10:45p) 3rd Shift (10:45p-6:45a)
Hour of Day

Dispatched calls for service increased 1% from 2017 to 2018. The peak times were from 9a-5p where we saw 4,880 calls for service. The 1st Shift saw the greatest volume of calls with 4,043, which represents 38% of the total calls for service during 2018. 2nd Shift was responsible for handling 3,958 calls or 37% of the total calls for service in 2018. The distribution of calls for service validates our distribution of police officers with the AM and PM overlap shifts. The AM overlap shift works from 10:45 AM to 6:45 PM and the PM overlap shift works from 6:45pm PM to 2:45 AM. This overlap provides the greatest amount of coverage at the needed times.

Comparing previous years data we are seeing a strong trend where 1st Shift is becoming increasingly more busy. This shows we have a very busy/active community during the business day.

For a review of the complete 2018 Annual report for the Fort Atkinson Police Department, Please visit our Web Site at: www.fortatkinsonwi.net/new_departments/police_department.php

Department of Public Works - 2018 Annual Report

Kent Smith – DPW Superintendent

Street Opening Permit Revenue

Through curb & gutter replacement, sidewalk replacement and street patches the DPW generated \$35,744.25 in revenues. Of that total, \$31,642.00 was billed to the Water Department and the remaining was billed to property owners. These numbers compare to:

- \$42,687.14 / \$36,911.50 for 2017
- \$66,173.10 / \$60,911.50 for 2016
- \$63,669.50 / \$58,884.28 for 2015
- \$20,297.50 / \$17,086.75 for 2014

Trees

194 trees were taken down and 71 trees replanted. This compares to:

- 176 / 71 for 2017
- 159 / 61 for 2016
- 158 / 52 for 2015
- 66 / 12 for 2014

Sweeping

The City street sweeper picked up 1,567 cubic yards of leaves and debris from the City's streets and parking lots. This compares to:

- 1,840 cubic yards for 2017
- 1,950 cubic yards for 2016
- 2,100 cubic yards for 2015
- 1,914 cubic yards for 2014

Manholes

9 manholes were repaired or replaced. This compares to:

- 15 for 2017
- 17 for 2016
- 18 for 2015
- 14 for 2014

Catch Basins

1 catch basin was replaced and 13 catch basins repaired. This compares to:

- 10 / 11 for 2017
- 0 / 14 for 2016
- 20 / 13 for 2015
- 14 / 13 for 2014

Sanitary Sewer

128,817 lineal feet of sanitary sewer were cleaned and 13,200 lineal feet were televised. Of the 22 emergency call-outs for sewer back-ups, 5 were from a backed up sewer main and the remaining 30 were homeowner problems. These numbers compare to:

- 204,376 / 3,184 / 2 for 2017
- 217,643 / 10,860 / 9 for 2016
- 193,882 / 9,050 / 6 for 2015
- 286,318 / 6,982 / 7 for 2014

Asphalt Patching

835 tons of asphalt installed for repairs to city streets due to water main breaks, potholes and other patches. This compares to:

- 874 tons for 2017
- 678 tons for 2016
- 726 tons for 2015
- 501 tons for 2014

Concrete Installed

126 cubic yards of concrete used for sidewalks, curb & gutter, driveway approaches, road repairs and projects requested by other departments. This compares to:

- 162 cubic yards for 2017
- 110 cubic yards for 2016
- 85 cubic yards for 2015
- 167 cubic yards for 2014

35 of 45

Sidewalks

910 lineal feet of sidewalk and 6 handicapped ramps were replaced. This compares to:

- 1,481 lin. ft. /5 for 2017
- 1,183 lin. ft. /6 for 2016
- 153 lin. ft. / 2 for 2015
- 1,294 lin. ft. / 8 for 2014

Curb & Gutter

453 lineal feet of curb and gutter were replaced. This compares to:

- 543 lin. ft. for 2017
- 415 lin. ft. for 2016
- 400 lin. ft. for 2015
- 858 lin. ft. for 2014

Compost Site

13,987 cars and trucks visited the Compost Site. This compares to:

- 14,047 cars for 2017
- 14,142 cars for 2016
- 15,909 cars for 2015
- 13,979 cars for 2014

These numbers do not reflect the number of vehicles that used the Compost Site when the gate is open but unattended or those that drop off yard waste at the Public Works Garage.

Electronic/appliance recycling

40.2 tons of electronics and 21.9 tons of large appliances collected for recycling at the compost site. This compares to:

- 39.1 tons of electronic / 27.5 tons of large appliances for 2017
- 46.3 tons of electronic / 26.1 tons of large appliances for 2016
- 91.8 tons of electronic / 47.8 tons of large appliances for 2015
- 96.9 tons of electronic / 15.3 tons of large appliances for 2014

Crack Sealing

Crack sealed 13.3 miles of streets and 0 sq. yards of parking lots. This compares to:

- 3.2 miles of streets / 87,000 sq. yards of parking lots for 2017
- 4.4 miles of streets / 0 sq. yards of parking lots for 2016

Additional DPW Responsibilities

- Snow plowing and removal within the City and the Airport
- Installing and removing holiday lights
- Monthly residential brush pickup
- Painting for crosswalks/parking stalls/handicapped ramps/parking lots etc.
- Annual residential leaf pickup
- Installing and removing flags for legal holidays
- Tree removal and trimming in the City's right-of-ways
- Clean up after storm events
- Install and maintain street signage
- Mowing and trimming the airport, right-of-ways, cul-de-sacs, and non-conforming properties
- Provide signage/barricades/banners for special events (Parades, Rhythm on the River, Buckskinners, Carnival Days, and other community events.)
- Install and remove the City's piers and buoys
- Mechanical maintenance of the City's fleet of cars/trucks/loaders/etc.
- Maintain and manage the City's Compost Site (yard waste/brush/recycling)
- Assist other departments

Other City Projects

Other DPW projects

- Inventoried street signs for City's GIS program
- Street repairs prior to seal coating

Thoughts for 2019

We will continue to hire additional seasonal employees this summer. This allows us to continue with our normal duties as well as perform other backlogged work throughout the City.

2018 Wastewater Utility Annual Report

Paul Christensen

2018 was the final full year of the current WDNR issued WPDES discharge permit. The discharge permit will expire June 30, 2019. The application for the next permit cycle was completed and submitted in December. That permit will run from July 1, 2019 to June 30, 2024.

The Utility has been working through the steps of preparing for the next permit that will contain lower total phosphorus limits. A Final Compliance Alternatives Plan was one of those required steps. It was completed and submitted to WDNR in June and outlined the likely process improvements that will be used for phosphorus compliance.

Coinciding with that process is the development of a formal Facility Plan that will provide a framework of plant improvements and additions needed to comply with future phosphorus limits, and also insure the Utility continues to produce excellent effluent that is well below water quality limits. The Facility plan draft was submitted to the WDNR and once approved will be presented to the City Council for review and comment.

Foreman and Maintenance Report

Erin Sweeney

In 2018 we had to make a decision about our future phosphorous removal at the plant. We decided to do a pilot with the CLEARAS Company. This pilot was to determine if this Advanced Biological Nutrient Recovery System that uses algae and other biological organisms to remove excess phosphorous and nitrogen would be a good fit, with a plant upgrade and more stringent phosphorous limits coming our way. The pilot was very successful in showing us that the product would in fact work for us, but in the end it was realized that the cost of choosing the product was just too costly to justify against other proven options.

Another big project as usual was our annual cleaning of one of our digesters. We cleaned out Digester #1 this year, which is the last digester in a series of three. Once again, after getting it drained, we had VisuSewer come in and help with the project. They supplied their vacuum truck, and this year, 5 employees. Because of their help we were able to get the digester totally cleaned of rags and grit in one day. The next two days consisted of getting all diffusers off and cleaning out the header system.

What we did notice once we had the tank drained and cleaned was that there were holes in the suction manifold where the pipe support clamps were placed. Mechanical contractor J.F. Ahern would be installing new ¼ turn TAS and Primary valves as well as a new mud valve for the tank drain. They would also move the pipe supports and put on band clamps to patch the holes in the suction lines. This issue has been addressed in the CIP. New piping will be put in the next time we take this tank down in 3 years.

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Another thing that we had to deal with this fall was the high river level affecting our lift stations. In September it was necessary for us to put in a larger pump at our Sherman Ave lift station and in October we had to put a larger pump into our Water Street lift station. We have found these pumps need to be installed when the river level starts to get over the 16ft mark. The river height rose up to approximately 17.3 ft. We were able to remove these pumps in early December once the river level returned to a safe height.

Each year it is also our job to maintain all plant process and general equipment throughout the 23+ buildings, structures and grounds. There were equipment fixes, pump rebuilds and hundreds of preventive maintenance work orders completed. We will continue to do our absolute best on a day to day basis in 2019.

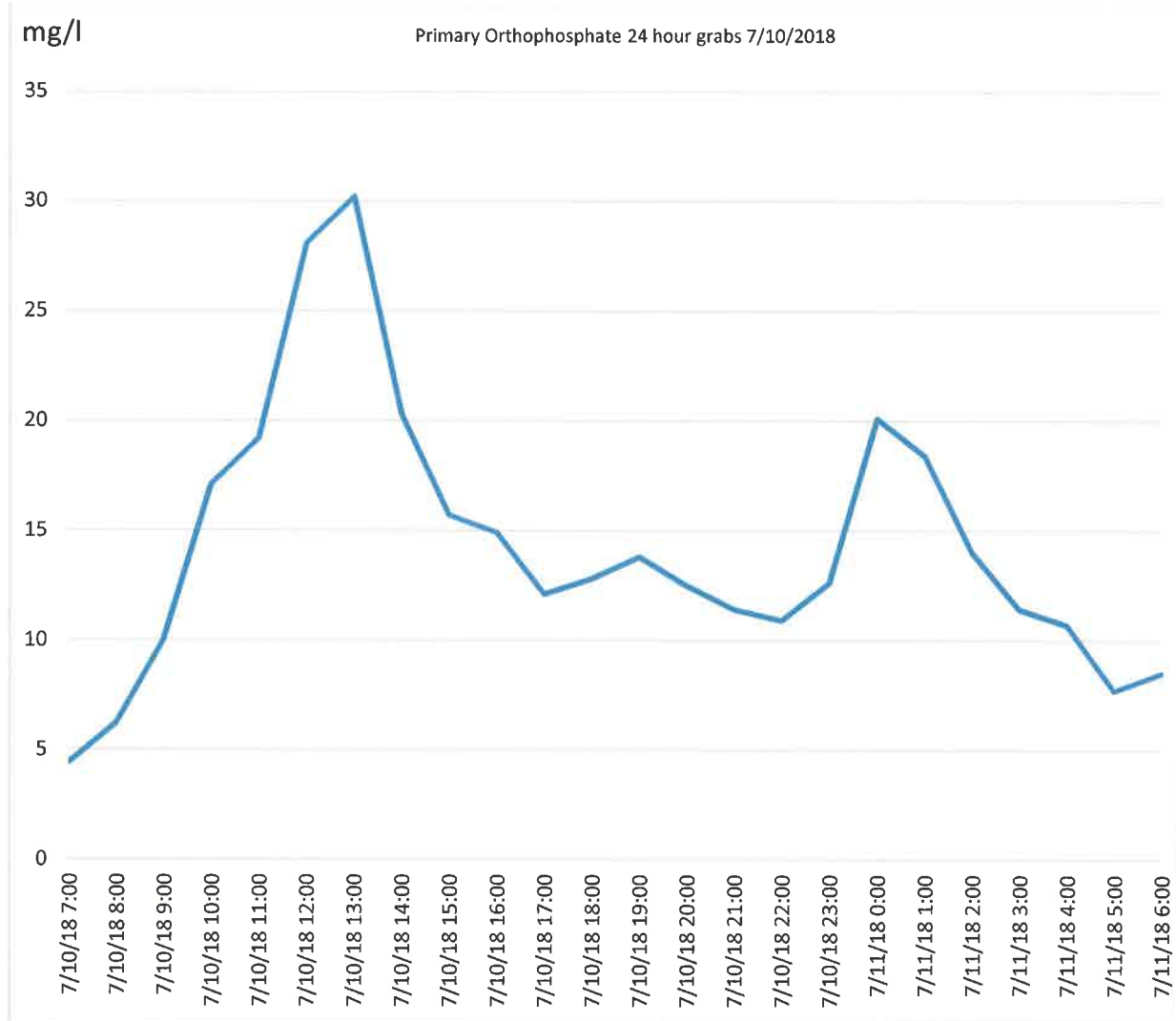
Lab Report

Kurt Birkett

The laboratory ran the permit required testing of BOD (Biological Oxygen Demand), TSS (Total Suspended Solids), Ammonia Nitrogen, Total Phosphorous, pH, Residual Chlorine, and Fecal Coliforms. The laboratory also ran tests for industrial billing and process control. These tests include TKN (Total Kjeldahl Nitrogen), Volatile Solids, Settleability, Nitrate, Ortho Phosphate, Dissolved Oxygen, and others. Microscopic examinations are done weekly looking for filaments and the biological health of the organisms in the aeration basins.

Maintenance on the plant process probes and analyzers is performed on a prescribed scheduled that provides accurate readings. The new YSI phosphorous analyzer is giving us accurate 24-7 orthophosphate results from the activated sludge process. Next year we plan on transferring the orthophosphate data into the plant SCADA (process computer) system and configuring the results to automatically control the backup chemical feed pumps.

The lab ran 24hr phosphorous grab samples this year on the primary effluent (see graph below).



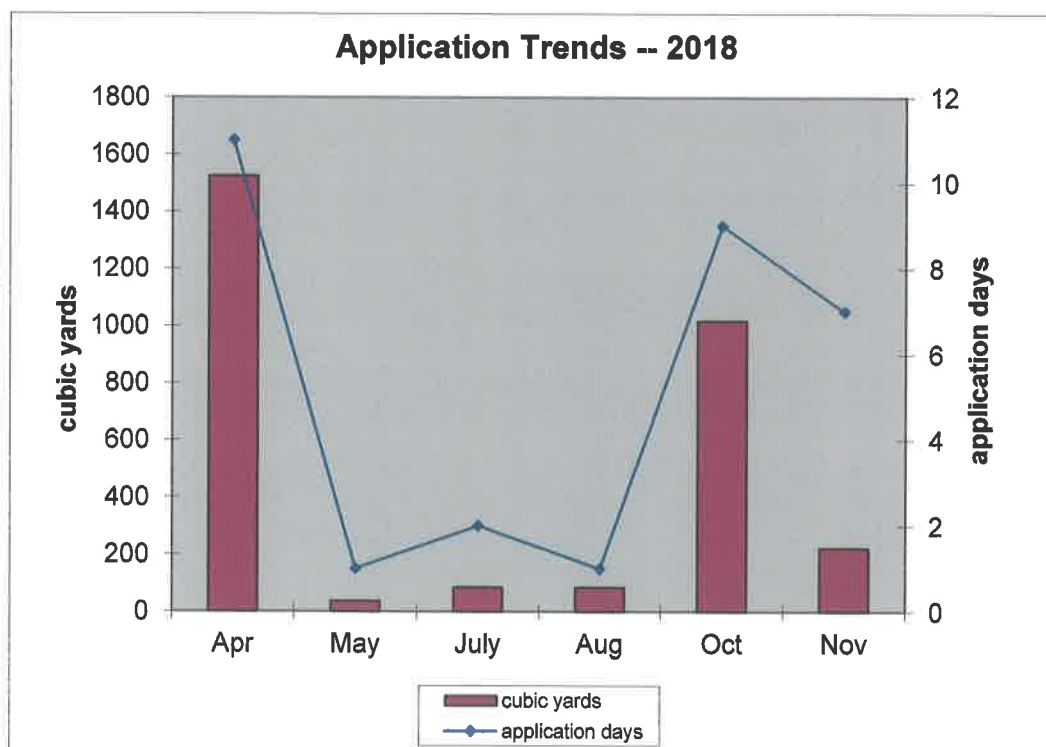
We are looking at the effect of the centrifuge centrate on the phosphorous loading to the phosphorus removal zones in the aeration tanks. The centrate is the liquid that is separated from digested liquid biosolids by the centrifuge. The data is showing what we expected, major phosphorus concentration swings or what we call slug loads. These slug loads interfere with the phosphorus removal process. The plan for the future is to flatten out these loads by returning the centrate over 24 hours/day 7/week vs the current 4hours/day 3/week.

The laboratory has very successfully fulfilled its requirements with the State of Wisconsin Proficiency Testing program. Looking forward into 2019 the laboratory will continue to have reliable, traceable, and accurate test results.

Soils Program

Ryan Wagner

Weather trends in 2018 were similar compared to last year when looking at our land application program. Once again rain and cold weather forced us to wait until almost mid-April to get underway with land applying. But thankfully, once the weather turned we got a nice run at the end of the month to basically clear out our biosolids storage. I was able to access one wheat field during the summer months to get a jump start on fall application, which in the end helped since I wasn't able to get into the fields after Thanksgiving. Overall in 2018 we land applied about 11% less compared to 2017. With the weather patterns becoming a little more chaotic the last few years, it has helped having less volume to land apply thanks to our centrifuge. In total, we land applied 2,967 cubic yards to 4 different farms and 15 fields.



Our dewatering of biosolids continues to improve with our centrifuge. This year we were able to average 20.8% with a high of 24.7% in September. Looking at our totals, biosolids production was about the same as 2017 (up 5%) in terms of cubic yards produced.

We took on a new project this summer in the solids handling department. We performed a biosolids composting pilot to test the feasibility of future full-scale composting. The pilot study investigated whether or not composting could convert Class B biosolids to Class A biosolids

compost. Class A biosolids have unrestricted use due to their higher pathogen reduction which would give the City greater flexibility for end use. Composting is a great method to condense organic matter for subsequent beneficial reuse as a soil amendment. The horticultural community firmly supports the use of compost, which is why the City chose to investigate. In the end, the biosolids compost project failed from a performance standpoint (did not meet Class A), but it was still interesting to see the process and what is all involved.

Looking ahead to 2019, we hope the weather will aide us in our land application process. It just makes the land application process much smoother when you get a dry window of five days or more. Going into our 3rd year with our centrifuge we will continue to tweak settings to see if we can get an even higher cake solids percentage. It would be nice if we could crack 25%.

YEAR END REPORT 2018 WATER UTILITY

Sampling

In 2018 the Water Utility with the use of outside labs performed 2623 WDNR/EPA required analyses on the water provided to our customers. All results fell below the Maximum Contaminant Levels established by the WDNR/EPA. The following is a breakdown of the sampling:

Bacterial	145	samples
Chlorine	1568	samples
Fluoride	480	samples
Phosphate	312	samples
Total Suspended Solids (hydrant flushing)	44	samples
Chlorine (hydrant flushing)	44	samples
Annual DNR	74	samples

Diggers Hotline

The Utility performed 2285 locates in 2018. These are required when underground excavation will be performed.

Consumer Confidence Reports

In spring the Water Utility distributed a Consumer Confidence Report to its customers. This report outlines the quality of the water provided by the Water Utility. The report is available on the city's website.

Hydrant Flushing

The Water Utility performed hydrant flushing in both the spring and fall. Flushing typically requires 2 employees at 10 hours per day for 9 days. Flushing provides the benefit of removing sediment in distribution mains and allowing for inspection of hydrants to insure proper function. In addition to the standard flushing the Water Utility performed directional flushing in areas identified in the manganese study. This scours the mains by closing valves to create high water velocities. This process requires an additional 3 days to the flushing schedule. The tentative schedule for 2019 is:

Spring	April 26 th to May 10 th
Fall	September 6 th to September 20 th

Cross Connection Inspections

Residential

In 2018 the Utility performed 349 residential cross connection inspections. These inspections are done as a part of normal meter change outs. They are performed in order to protect the potable water supply from interconnections between potable and non potable water. As required by Wisconsin Department of Natural Resources the Utility now requires follow up inspections to insure that all identified cross connections are eliminated. Beginning in 2013 the Utility provided 2 free backflow preventers to customers if this would bring them into compliance and avoid a re-inspection. This was well received by the Utilities customers as it eliminated the requirement to set another appointment for a re-inspection.

Commercial, Industrial, Public

Wisconsin Administrative Code requires a cross connection survey every 2 years. As required by ordinance these entities are required to have their plumbing inspected at their own expense.

Valves operated

2013	427 valves operated
2014	603 valves operated
2015	871 valves operated
2016	546 valves operated
2017	225 valves operated
2018	504 valves operated

Water pumped

2013	573 million gallons
2014	614 million gallons
2015	616 million gallons
2016	610 million gallons
2017	622 million gallons
2018	712 million gallons

Water main in system

2013	69.2 miles
2014	69.2 miles
2015	69.4 miles
2016	69.4 miles
2017	69.6 miles
2018	69.6 miles

Main Breaks

2012	9
2013	15
2014	21
2015	24
2016	14
2017	21
2018	19

North Standpipe Reservoir Exterior Paint and Inspection

In May 2017 the North Standpipe located near the intersection of Zaffke and Messmer had an exterior painting performed by Suez (the company the Utility has a maintenance contract with). The tank was also inspected at that time. No additional maintenance issues were noted. The next inspection will be performed in 2019.

South Elevated Tank Reservoir Inspection

In August 2017 the South Elevated Tank located on the south side of the City was drained and cleaned by Suez (the company the Utility has a maintenance contract with). It was then inspected and determined that some touch up interior painting will be needed at the next drain down inspection. The next scheduled inspection for this reservoir will be in 2019.

New Water Main

3980 feet of 8 inch water main on Rockwell Ave. was replaced with 12 inch main. The city also added 6 fire hydrants on Rockwell Ave.

625 feet of 2 inch water main on Elsie St. was replaced with 6 inch main. A fire hydrant was also added to Elsie St.



10-c

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: Feb. 11, 2019

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: Annual Green Recognition Awards

Background:

On July 2, 2007, the Climate Protection Ad Hoc Committee recommended the City adopt a Green Recognition Program to showcase the environmental efforts of area businesses, community organizations and individual citizens. The award recognizes that a healthy economy and a healthy environment are mutually supportive.

Discussion:

Attached is the nomination submitted for the Local Business category. There were no nominations for the Community Organization or Resident/Individual categories.

<i>Local business</i>	<i>No nominations</i>
<i>Community organization</i>	<i>Fort Atkinson Water Utility</i>
<i>Resident/Individual</i>	<i>No nominations</i>

Financial Analysis:

None

Staff Recommendation:

Staff is recommending the above award be presented. We are preparing a plaque for Pres. Becker to award at the Council meeting.

If you have any questions, please call me.

1 of 2

**CITY OF FORT ATKINSON
GREEN RECOGNITION AWARD NOMINATION FORM**

1. Category (Check One)

- a. Local business ☐
- b. Community organization/Institution ☒
- c. Resident/Individual ☐

2. Business/organization/individual being nominated:

Name: Fort Atkinson Water Utility
Address: 800 Hackbarth Road
Phone No.: 920-563-7775

3. Briefly describe (50 words or less, excerpts may be used in announcements, Council meetings and newspapers articles) how the nominee has reduced their negative environmental impact in our community. (Use separate sheet if necessary.)

The City performed a Solar Feasibility Study in 2016-2017 and the Water Utility facility located on Hackbarth Road was chosen as the best option for solar power installation. The project will generate enough electricity to offset about 42% of the annual electric use at the facility. The expected return on investment is 12 to 13 years.

4. Name of individual/group submitting nomination:

Name: Andy Selle, Director of Public Works
Address: 101 North Main Street
Phone No.: 920-563-7760

5. Nomination for calendar year – 2018.



10-d

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: Feb. 13, 2019

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: 2018 Historical Society Trust Fund Reports

Enclosed are the calendar year-end 2018 reports on the Hoard Trust Funds. Two Fund reports are attached:

1. Account 60-01-0201-0-02 Managed by the City
2. Account 60-00-0201-0-02 Managed by the Historical Society

Both Funds are in the Trust Department of Premier Bank. The City's Fund was established in 1999 from the Mary Hoard Estate and was valued at \$739,199.82. Broad uses of the Fund (i.e. capital, maintenance, operations) were designated at the time of receipt.

Since 1999, approvals have been given to allocate \$582,618 from the Fund for such things as: re-roofing, HVAC system, air handling system, boiler, video security, space study, computers, personnel costs, and \$100,000 in 2007 for the Hoard Legacy Building Program.

The value of the City's Fund as of 12/31/18 is \$813,702.92, compared to \$855,952.86 in 2017. The City's plan for this Fund is to cover personnel and capital costs of the Museum. Maximum annual disbursements are calculated using the 10-year average performance percentage gain. Analysis shows a current level of 6.18% or approximately \$50,000. Further use of funds would begin to deplete the account.

I have enclosed, for your information only, the report (Account 60-00-0201-2-02) on the Mary Hoard Fund donated to and controlled by the Historical Society. The original amount received in 1999 was \$526,956, and has been used for part-time staffing costs at the Museum as well as \$100,000 towards the Hoard Legacy Campaign. The year-end Fund balance is \$921,959.87 compared to \$1,009,070.90 in 2017. The Museum Trust also includes other donations and bequests that have been made to the Historical Society since the original donation in 1999.

If you have any questions, please contact me.

1 of 20

For the Account of:
FORT ATKINSON HISTORICAL SOCIETY
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02
Date: **DECEMBER 31, 2018**



MATT TREBATOSKI
101 N MAIN ST
FORT ATKINSON WI 53538

2 of 20

03019

For the Account of: FORT ATKINSON HISTORICAL SOCIETY
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02

Date: JANUARY 1, 2018 - DECEMBER 31, 2018

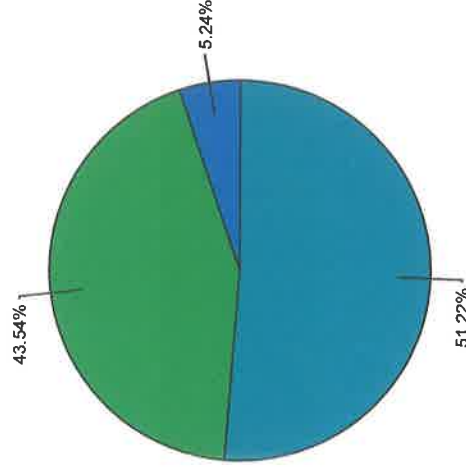


Account Summary

Portfolio Summary

Portfolio Assets	Value on DEC 31, 2017	Value on DEC 31, 2018	Est. Ann Income	% Total Assets
CASH EQUIVALENTS	7,423.54	42,630.87	511.57	5.24
FIXED INCOME SECURITIES	295,665.15	354,287.96	11,271.45	43.54
MUTUAL FUNDS	240,583.58	416,784.09	7,305.05	51.22
EQUITIES	312,280.59	.00	.00	0.00
TOTAL ASSETS	855,952.86	813,702.92	19,088.07	

Asset Allocation (portfolio assets)



Cash Activity Summary

SECURITIES PURCHASED	Credits	Debits	YTD
SECURITIES SOLD & REDEEMD	.00	-1,086,547.00	-1,086,547.00
DEPOSITS & WITHDRAWALS	1,098,940.12	.00	1,098,940.12
DIVIDENDS	.00	-5,527.23	-5,527.23
INTEREST	18,011.05	-362.55	17,648.50
WITHHOLDING	162.69	.00	162.69
OTHER ACTIVITY	10,298.06	-204.86	10,093.20

INCOME

This Period	YTD
17,811.19	17,811.19

Realized Gain/Loss Summary

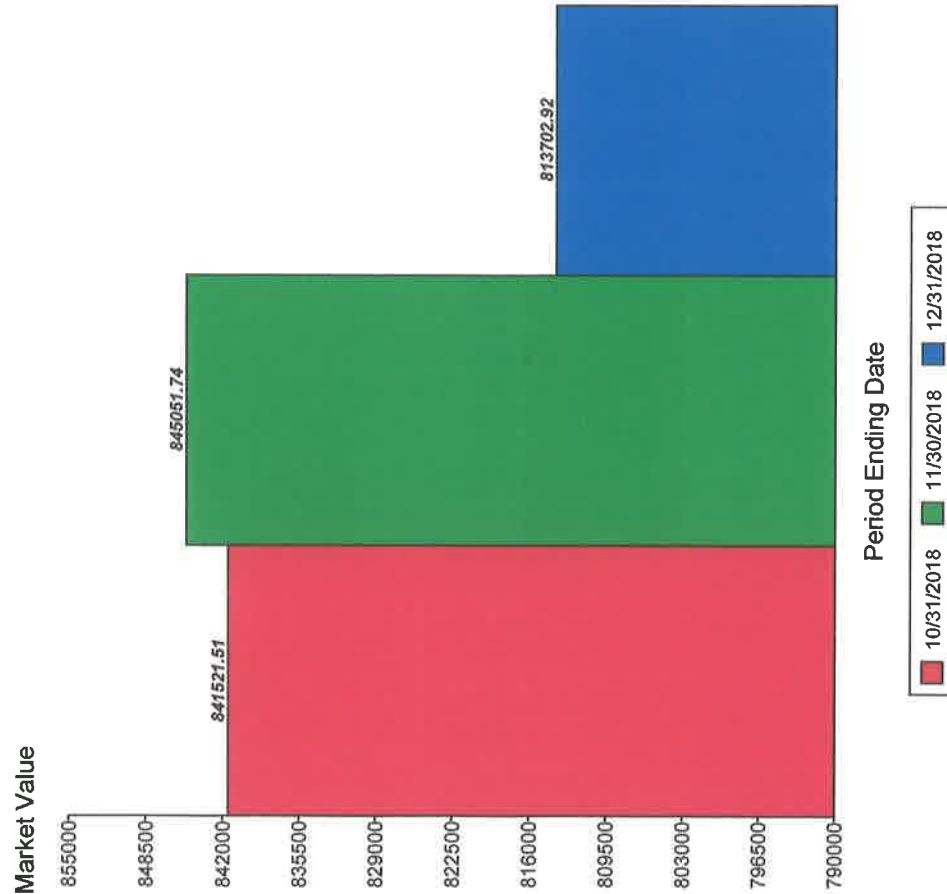
SHORT-TERM	LONG-TERM	This Period	YTD
		-9,888.93	-9,888.93
		119,559.35	119,559.35

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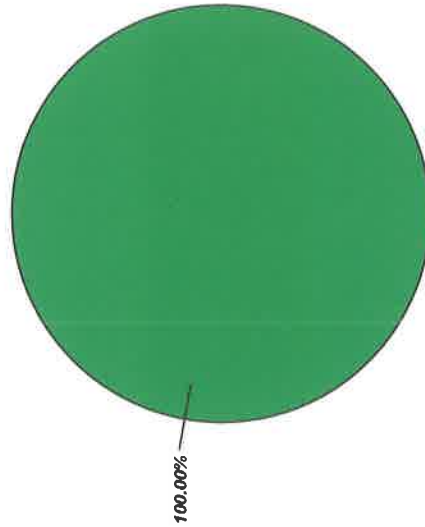
For the Account of: FORT ATKINSON HISTORICAL SOCIETY
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02
Date: JANUARY 1, 2018 - DECEMBER 31, 2018

Market Value Comparison



Fixed Income Securities Quality Summary



■ NOT RATED (354,287.96) 100.00%

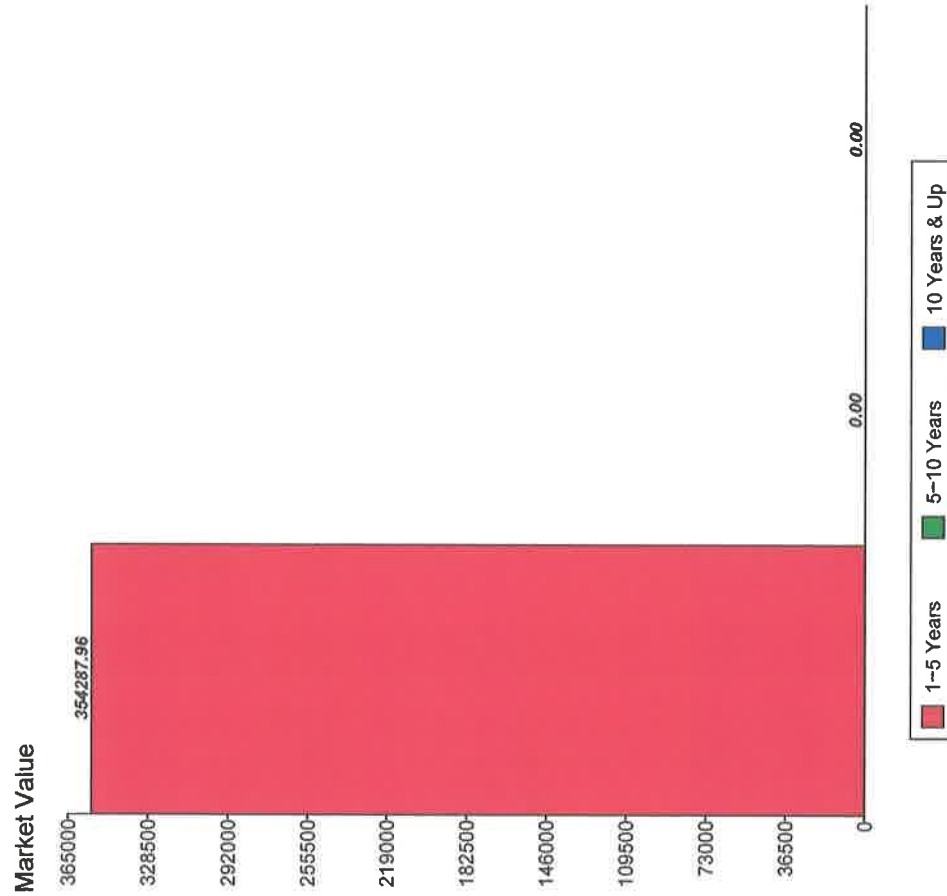
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For the Account of: FORT ATKINSON HISTORICAL SOCIETY
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02
Date: JANUARY 1, 2018 - DECEMBER 31, 2018

Fixed Income Securities Maturity Summary



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For the Account of: FORT ATKINSON HISTORICAL SOCIETY
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02

Date: JANUARY 1, 2018 - DECEMBER 31, 2018



Portfolio Assets Detail

CASH

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
INCOME CASH		.00		.00	.00			
PRINCIPAL CASH		.00		.00	.00			
TOTAL CASH		.00		.00				

CASH EQUIVALENTS

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
PREMIER BANK SWEEP	42,630.870	42,630.87	1.000	42,630.87	5.24	.00	511.57	1.20
TOTAL CASH EQUIVALENTS		42,630.87		42,630.87		.00	511.57	1.20

FIXED INCOME SECURITIES

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
MUTUAL FUNDS								
BAIRD INTERMEDIATE BOND FD (BIMIX)	19,093.631	205,635.00	10.800	206,211.21	25.34	576.21	5,155.28	2.50
BLACKROCK STRATEGIC INC OPP (BSIIX)	3,489.637	34,617.20	9.600	33,500.52	4.12	-1,116.68	1,113.19	3.32
TEMPLETON GLOBAL BOND FUND ADVISOR CLASS (TGBAX)	2,866.086	33,796.07	11.250	32,243.47	3.96	-1,552.60	2,198.29	6.82
VANGUARD INTERMD TERM TREAS (VSIIX)	2,190.629	46,180.00	21.420	46,923.27	5.77	743.27	961.69	2.05
VIRTUS FLTGT RATE HIGH INCOME (SFRZX)	4,266.204	36,860.00	8.300	35,409.49	4.35	-1,450.51	1,843.00	5.20

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For the Account of: FORT ATKINSON HISTORICAL SOCIETY
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02

Date: JANUARY 1, 2018 - DECEMBER 31, 2018



Portfolio Assets Detail

FIXED INCOME SECURITIES

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
TOTAL MUTUAL FUNDS		357,088.27		354,287.96		-2,800.31	11,271.45	3.18
TOTAL FIXED INCOME SECURITIES		357,088.27		354,287.96		-2,800.31	11,271.45	3.18

MUTUAL FUNDS

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
LARGE CAP FDS								
VANGUARD INDEX FDS								
500INDEX ADMIR (VFIAX)	847.481	207,560.00	231.440	196,141.00	24.10	-11,419.00	4,028.08	2.05
TOTAL LARGE CAP FDS		207,560.00		196,141.00		-11,419.00	4,028.08	2.05

MID CAP FDS

WILLIAM BLAIR SMAL-MID GRWTH (WSMDX)	1,260.747	32,668.00	22.120	27,887.72	3.43	-4,780.28	.00	.00
TOTAL MID CAP FDS		32,668.00		27,887.72		-4,780.28	.00	.00

SMALL CAP FDS

LONGLEAF PARTNERS SM CAP (LLSCX)	1,159.456	32,058.00	22.100	25,623.98	3.15	-6,434.02	885.82	3.46
TOTAL SMALL CAP FDS		32,058.00		25,623.98		-6,434.02	885.82	3.46

INT'L FUNDS

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For the Account of: FORT ATKINSON HISTORICAL SOCIETY
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02

Date: JANUARY 1, 2018 - DECEMBER 31, 2018



Portfolio Assets Detail

MUTUAL FUNDS

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
TIMESQUARE INT'L SMALL CAP (TQTIX)	1,568.734	27,707.04	12.740	19,985.67	2.46	-7,721.37	263.55	1.32
VANGUARD DEVELOPED MKT INDEX (VTMGX)	4,193.657	58,847.90	11.960	50,156.14	6.16	-8,691.76	1,669.08	3.33
TOTAL INT'L FUNDS		86,554.94		70,141.81		-16,413.13	1,932.63	2.76

EMG MARKETS FDS

HARBOR FDS EMKT EQFD INST (HAEMX)	2,218.437	21,297.00	9.470	21,008.60	2.58	-288.40	195.75	.93
TOTAL EMG MARKETS FDS		21,297.00		21,008.60		-288.40	195.75	.93

ALTERNATIVES

BOSTON PTR GLOBAL LONG/SHT (BGLSX)	3,706.573	42,520.00	10.530	39,030.21	4.80	-3,489.79	.00	.00
FPA CRESCENT PORTFOLIO (FPACX)	1,251.296	42,869.00	29.530	36,950.77	4.54	-5,918.23	262.77	.71
TOTAL ALTERNATIVES		85,389.00		75,980.98		-9,408.02	262.77	.35

TOTAL MUTUAL FUNDS

		465,526.94		416,784.09		-48,742.85	7,305.05	1.75
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TOTAL ASSETS

				813,702.92		-51,543.16	19,088.07	2.35
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For the Account of: FORT ATKINSON HISTORICAL SOCIETY
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02

Date: From JANUARY 01, 2018 through DECEMBER 31, 2018



Summary Statement of Transactions

	Income Cash	Principal Cash	Investment Cost Basis
BEGINNING BALANCES	437.05	0.00	743,023.37
RECEIPTS			
INTEREST	162.69	0.00	0.00
ORDINARY DIVIDENDS	17,648.50	0.00	0.00
CAPITAL GAIN DISTRIBUTIONS	0.00	10,093.20	0.00
RETURN OF CAPITAL ADJUSTMENTS	-204.86	204.86	-168.72
NET PURCHASES AND SALES OF ASSETS	0.00	-22,814.21	122,391.43
ADJUSTMENTS	-13,288.70	13,288.70	0.00
TOTAL RECEIPTS	4,317.63	772.55	122,222.71
DISBURSEMENTS			
PAYMENTS TO BENEFICIARIES	0.00	-772.55	0.00
FIDUCIARY FEES	-4,754.68	0.00	0.00
TOTAL DISBURSEMENTS	-4,754.68	-772.55	0.00
NON CASH TRANSACTIONS			
SECURITIES DEPOSITED TO THE ACCOUNT	0.00	0.00	123,432.22
SECURITIES DISTRIBUTED FROM THE ACCOUNT	0.00	0.00	-123,432.22
TOTAL NON CASH TRANSACTIONS	0.00	0.00	0.00

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8 20

For the Account of: FORT ATKINSON HISTORICAL SOCIETY
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02

Date: From JANUARY 01, 2018 through DECEMBER 31, 2018



Summary Statement of Transactions

	Income Cash	Principal Cash	Investment Cost Basis
ENDING BALANCES	0.00	0.00	865,246.08

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For the Account of:
FORT ATKINSON HISTORICAL SOCIETY +



Account Number: 60 00 0201 0 02
Date: **DECEMBER 31, 2018**

**MATT TREBATOSKI
101 N MAIN ST
FORT ATKINSON WI 53538**

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03019

For the Account of: FORT ATKINSON HISTORICAL SOCIETY +

Account Number: 60 00 0201 0 02

Date: JANUARY 1, 2018 - DECEMBER 31, 2018

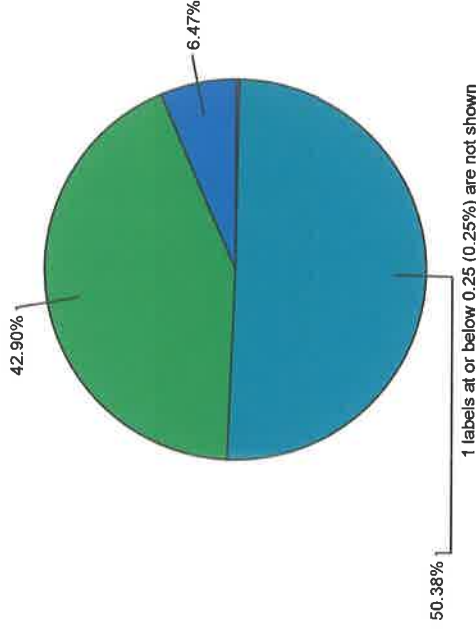


Account Summary

Portfolio Summary

Portfolio Assets	Value on DEC 31, 2017	Value on DEC 31, 2018	Est. Ann Income	% Total Assets
CASH EQUIVALENTS	33,472.88	59,665.98	716.00	6.47
FIXED INCOME SECURITIES	334,097.89	395,555.49	12,594.40	42.90
MUTUAL FUNDS	286,473.91	464,473.40	8,142.27	50.38
EQUITIES	355,026.22	2,265.00	43.50	0.25
TOTAL ASSETS	1,009,070.90	921,959.87	21,496.17	

Asset Allocation (portfolio assets)



Cash Activity Summary

	Credits	Debits	YTD
SECURITIES PURCHASED	.00	-1,269,169.00	-1,269,169.00
SECURITIES SOLD & REDEEMD	1,278,123.31	.00	1,278,123.31
DEPOSITS & WITHDRAWALS	20,000.00	-34,480.14	-14,480.14
DIVIDENDS	20,146.45	-398.81	19,747.64
INTEREST	220.06	.00	220.06
WITHHOLDING	.00	.00	.00
OTHER ACTIVITY	11,488.60	-225.78	11,262.82

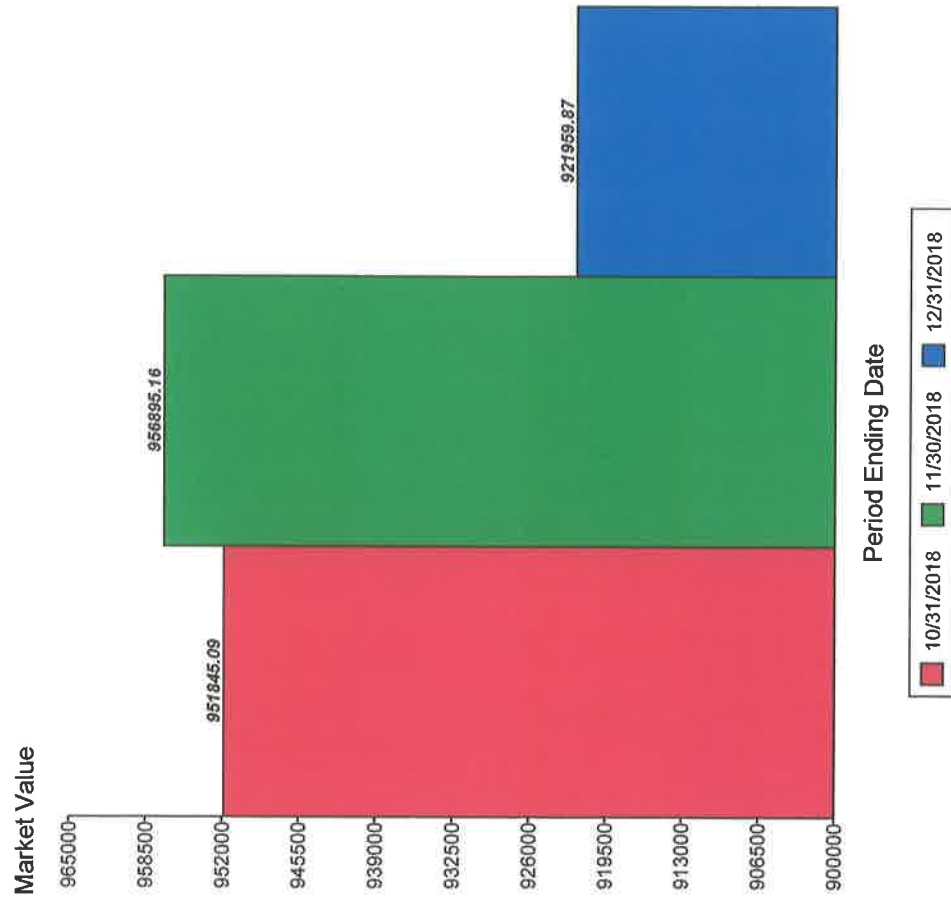
INCOME	This Period	YTD
	19,967.70	19,967.70

Realized Gain/Loss Summary

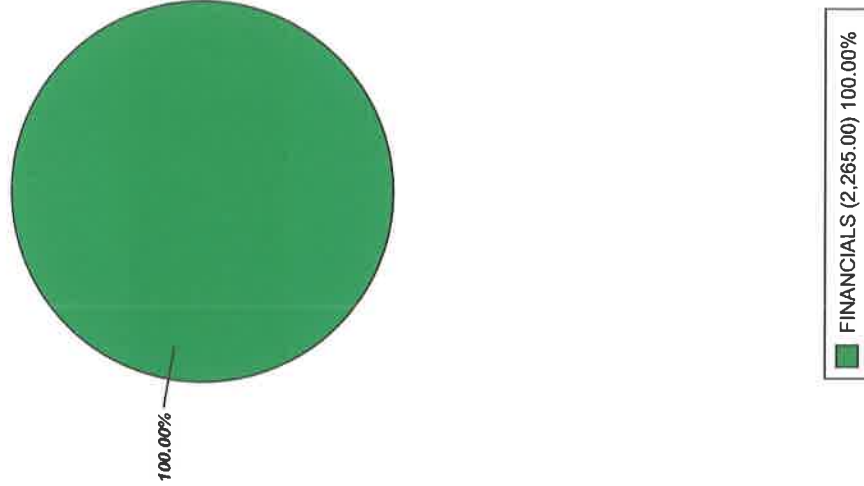
	This Period	YTD
SHORT-TERM	-19,512.53	-19,512.53
LONG-TERM	127,219.31	127,219.31

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Market Value Comparison

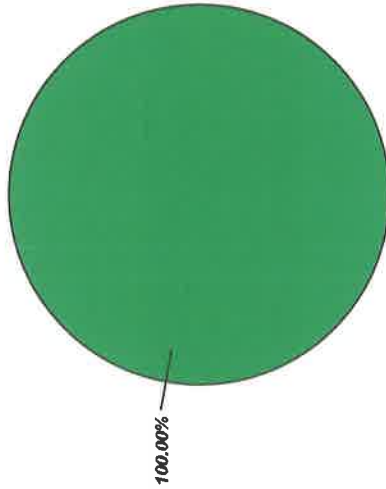


Equities Diversification Summary



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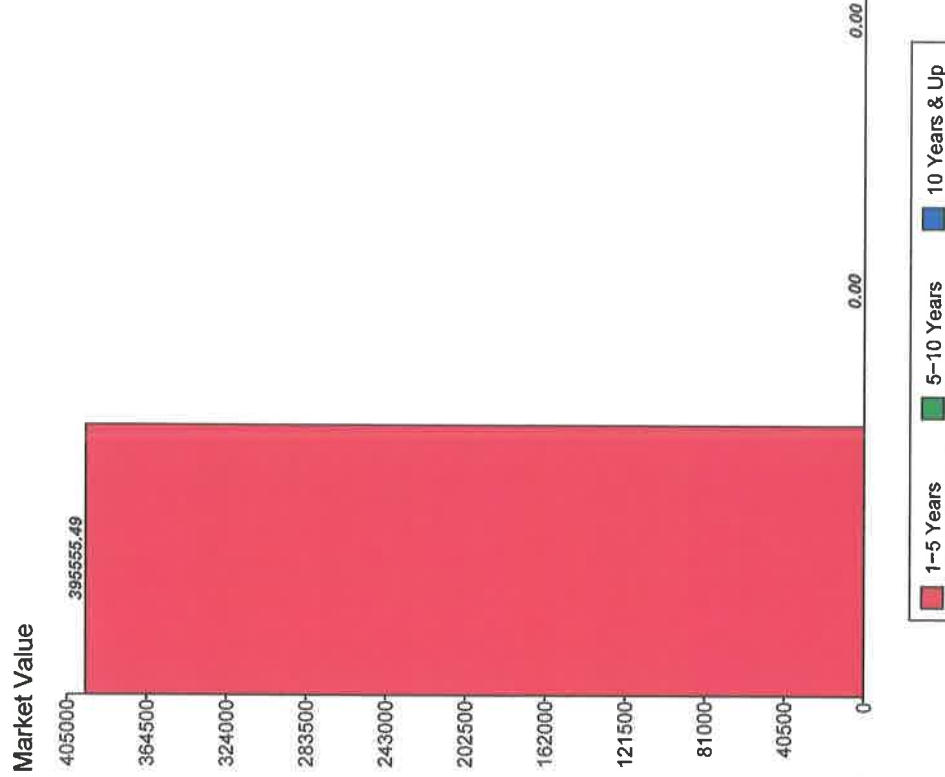
Fixed Income Securities Quality Summary



■ NOT RATED (395,555.49) 100.00%

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Fixed Income Securities Maturity Summary



■ 1-5 Years ■ 5-10 Years ■ 10 Years & Up

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Account Number: 60 00 0201 0 02

Date: JANUARY 1, 2018 - DECEMBER 31, 2018

Portfolio Assets Detail

CASH

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
INCOME CASH		.00		.00	.00			
PRINCIPAL CASH		.00		.00	.00			
TOTAL CASH		.00		.00				

CASH EQUIVALENTS

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
PREMIER BANK SWEEP	45,593.020	45,593.02	1.000	45,593.02	4.95	.00	547.12	1.20
PREMIERBANK INCOME SWEEP	14,072.960	14,072.96	1.000	14,072.96	1.53	.00	168.88	1.20

TOTAL CASH EQUIVALENTS

59,665.98

FIXED INCOME SECURITIES

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
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MUTUAL FUNDS

BAIRD INTERMEDIATE BOND FD (BIMIX)	21,290.292	229,572.00	10.800	229,935.15	24.94	363.15	5,748.38	2.50
BLACKROCK STRATEGIC INC OPP (BSIIX)	3,905.972	39,098.78	9.600	37,497.33	4.07	-1,601.45	1,246.01	3.32
TEMPLETON GLOBAL BOND FUND ADVISOR CLASS (TGBAX)	3,222.985	38,289.06	11.250	36,258.58	3.93	-2,030.48	2,472.03	6.82
VANGUARD INTERMD TERM TREAS (VSIIX)	2,446.310	51,646.00	21.420	52,399.96	5.68	753.96	1,073.93	2.05

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Account Number: 60 00 0201 0 02

Date: JANUARY 1, 2018 - DECEMBER 31, 2018



Portfolio Assets Detail

FIXED INCOME SECURITIES

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
VIRTUS FLTG RATE HIGH INCOME (SFRZX)	4,754.756	40,986.00	8.300	39,464.47	4.28	-1,521.53	2,054.05	5.20
TOTAL MUTUAL FUNDS		399,591.84		395,555.49		-4,036.35	12,594.40	3.18
TOTAL FIXED INCOME SECURITIES		399,591.84		395,555.49		-4,036.35	12,594.40	3.18

MUTUAL FUNDS

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
LARGE CAP FDS								
VANGUARD INDEX FDS 500INDEX ADMIR (VFIAX)	946.071	242,051.00	231.440	218,958.67	23.75	-23,092.33	4,496.68	2.05
TOTAL LARGE CAP FDS		242,051.00		218,958.67		-23,092.33	4,496.68	2.05
MID CAP FDS								
WILLIAM BLAIR SMAL-MID GRWTH (WSMDX)	1,408.936	36,832.00	22.120	31,165.66	3.38	-5,666.34	.00	.00
TOTAL MID CAP FDS		36,832.00		31,165.66		-5,666.34	.00	.00
SMALL CAP FDS								
LONGLEAF PARTNERS SM CAP (LLSCX)	1,298.001	36,576.00	22.100	28,685.82	3.11	-7,890.18	991.67	3.46
TOTAL SMALL CAP FDS		36,576.00		28,685.82		-7,890.18	991.67	3.46

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Account Number: 60 00 0201 0 02

Date: JANUARY 1, 2018 - DECEMBER 31, 2018

Portfolio Assets Detail

MUTUAL FUNDS

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
INT'L FUNDS								
TIMESQUARE INT'L SMALL CAP (TQTX)	1,741.865	31,614.85	12.740	22,191.36	2.41	-9,423.49	292.63	1.32
VANGUARD DEVELOPED MKT INDEX (VTMGX)	4,663.741	68,463.72	11.960	55,778.34	6.05	-12,685.38	1,856.17	3.33
TOTAL INT'L FUNDS		100,078.57		77,969.70		-22,108.87	2,148.80	2.76
EMG MARKETS FDS								
HARBOR FDS EMKT EQFD INST (HAEMX)	2,409.054	23,681.00	9.470	22,813.74	2.47	-867.26	212.57	.93
TOTAL EMG MARKETS FDS		23,681.00		22,813.74		-867.26	212.57	.93
ALTERNATIVES								
BOSTON PTR GLOBAL LONG/SHT (BGLSX)	4,153.958	49,228.00	10.530	43,741.18	4.74	-5,486.82	.00	.00
FPA CRESCENT PORTFOLIO (FPACX)	1,393.113	49,397.00	29.530	41,138.63	4.46	-8,258.37	292.55	.71
TOTAL ALTERNATIVES		98,625.00		84,879.81		-13,745.19	292.55	.34
TOTAL MUTUAL FUNDS		537,843.57		464,473.40		-73,370.17	8,142.27	1.75

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For the Account of: FORT ATKINSON HISTORICAL SOCIETY +

Account Number: 60 00 0201 0 02

Date: JANUARY 1, 2018 - DECEMBER 31, 2018



Portfolio Assets Detail

EQUITIES

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
FIRST AMERICAN BANKSHARES	3	2,145.00	755.000	2,265.00	.25	120.00	43.50	1.92
TOTAL EQUITIES		2,145.00		2,265.00		120.00	43.50	1.92
TOTAL ASSETS				921,959.87		-77,286.52	21,496.17	2.33

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For the Account of: FORT ATKINSON HISTORICAL SOCIETY +

Account Number: 60 00 0201 0 02

Date: From JANUARY 01, 2018 through DECEMBER 31, 2018



Summary Statement of Transactions

	Income Cash	Principal Cash	Investment Cost Basis
BEGINNING BALANCES	488.41	0.00	885,563.64
RECEIPTS			
CONTRIBUTIONS	0.00	20,000.00	0.00
INTEREST	220.06	0.00	0.00
ORDINARY DIVIDENDS	19,747.64	0.00	0.00
CAPITAL GAIN DISTRIBUTIONS	0.00	11,262.82	0.00
RETURN OF CAPITAL ADJUSTMENTS	-225.78	225.78	0.00
NET PURCHASES AND SALES OF ASSETS	-8,874.52	-8,364.27	113,682.75
ADJUSTMENTS	1,374.33	-1,374.33	0.00
TOTAL RECEIPTS	12,241.73	21,750.00	113,682.75
DISBURSEMENTS			
PAYMENTS TO BENEFICIARIES	-7,250.00	-21,750.00	0.00
FIDUCIARY FEES	-5,480.14	0.00	0.00
TOTAL DISBURSEMENTS	-12,730.14	-21,750.00	0.00
NON CASH TRANSACTIONS			
SECURITIES DEPOSITED TO THE ACCOUNT	0.00	0.00	136,700.00
SECURITIES DISTRIBUTED FROM THE ACCOUNT	0.00	0.00	-136,700.00

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For the Account of: FORT ATKINSON HISTORICAL SOCIETY +

Account Number: 60 00 0201 0 02

Date: From JANUARY 01, 2018 through DECEMBER 31, 2018



Summary Statement of Transactions

	Income Cash	Principal Cash	Investment Cost Basis
TOTAL NON CASH TRANSACTIONS	0.00	0.00	0.00
ENDING BALANCES	0.00	0.00	999,246.39

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11-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 15, 2019

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Real and Personal Property Tax Collections

Background:

Real Property and Personal Property tax bills are mailed to property owners in early December with two installment options for payment. The first installment is due on or before January 31st to the City Clerk/Treasurer. The second installment is due on or before July 31st to the County Treasurer. Property owners may pay the entire amount on or before January 31st.

Discussion:

Included is the YTD Postponed/Delinquent summary of personal property and real estate tax collections for 2017. December 2018 collections calculated at 42%, same as last year. We have \$7,933.01 delinquent personal property as compared to \$28,220.10 last year.

2018: Total real property \$19,743,086.92. Collected \$15,687,448.77 or 79%.

2018: Total personal property \$389,794.15. Collected \$379,884.14 or 97%.

Prior years for comparison.

2017: Total real property \$19,090,207.29. Collected \$15,396,427.17 or 80%.

2017: Total personal property \$445,476.80. Collected \$415,162.70 or 93%.

2016: Total real property \$19,442,201.91. Collected \$15,280,853.68 or 78%.

2016: Total personal property \$512,511.28. Collected \$498,877.12 or 97%

Financial Analysis:

Delinquent personal property accounts were mailed a follow up invoice on February 13th reminding them of the outstanding balance that was due January 31st. Delinquent balances accrue 1% interest each month, beginning in March.

Staff Recommendation:

To refer the unpaid personal property taxes to the City Attorney for collection.

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YTD POSTPONED/DELINQUENT REPORT
CITY OF FORT ATKINSON JEFFERSON

2/12/2019

Personal Property

Tax Amount:	\$389,794.15
Specials Assessments:	\$0.00
MFC/MFL:	\$0.00
Specials Assessments + MFC/MFL:	\$0.00
Lottery Credits Claimed:	\$0.00
Total Tax:	\$389,794.15
Total Paid:	\$379,884.14
Postponed:	\$1,977.00
Delinquent:	\$7,933.01
Balance Due:	\$9,910.01

Real Estate

Tax Amount:	\$19,743,086.92
Specials Assessments:	\$19,097.27
MFC/MFL:	\$0.00
Specials Assessments + MFC/MFL:	\$19,097.27
Lottery Credits Claimed:	\$544,986.00
Total Tax:	\$19,762,184.19
Total Paid:	\$15,687,448.77
Postponed:	\$3,134,385.81
Delinquent:	\$395,363.61
Balance Due:	\$3,529,749.42

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11-b

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 7, 2019

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Application for a Temporary Class B Retailer's License

Background:

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

There is no limit to the number of Temporary Class "B" beer licenses that may be issued to an eligible organization in a calendar year.

There is a limit of two Temporary "Class B" wine licenses that may be issued to an eligible organization in a 12-month period.

Eligible organizations may also hold up to two 'wine walk' licenses in a 12-month period.

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

The application was completed and submitted timely by an organization as required by Department of Revenue form AT-315 and City of Fort Atkinson Code of Ordinance Section 6-61(b).

Organization: Bona fide Club

Name: The Fort Atkinson Club Community Center / Rock River Heritage

Street Location: 211 S Water Street East

Manager of affair: Jill Kessenich

Premises: 211 S Water Street East

Name of Event: Jazz @ The Fort Atkinson Club

Date of Event: February 22, 2019

Named Organization Applies for: Class "B" sale of fermented malt beverages and "Class B" sale of wine

Financial Analysis:

The license fee is \$10.00. Publication is not required for these licenses.

Staff Recommendation:

I would recommend approval of the Temporary Class B Retailer's License to sell fermented malt beverage and wine for the Fort Atkinson Club / Rock River Heritage for an event scheduled for February 22, 2019 contingent upon having licensed operators and purchasing products from a beverage distributor.

1 of 2

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

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

FEE \$ 10

Application Date: 1-25-19

☐ Town ☐ Village ☒ City of FORT ATKINSON

County of JEFFERSON

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

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

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

at the premises described below during a special event beginning 8 PM 2/22 and ending 11 PM 2/22 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club ☐ Church ☐ Lodge/Society

☐ Chamber of Commerce or similar Civic or Trade Organization

☐ Veteran's Organization ☐ Fair Association

??

(a) Name THE FORT ATKINSON CLUB COMMUNITY CENTER / ROCK RIVER HERITAGE

(b) Address 211 S. WATER ST. EAST, FORT ATKINSON, WI 53538
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized 6/30/2012

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President RACHEL NEUM ⁴⁴¹, WASHINGTON ST.

Vice President COLE JONES, 401 ROCK RIVER LN.

Secretary JAMES VANCE, 79 N. MAIN ST.

Treasurer LEE ~~JOHNSON~~ JAHNIKE, 1227 SHERMAN AVE.

FORT, 53538

(g) Name and address of manager or person in charge of affair: JILL KESSELICH, 617 GRANT, FORT ATKINSON

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

(a) Street number 211 S. WATER ST. EAST

(b) Lot _____ Block _____

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

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: MAIN FLOOR CLUB ROOM, SECOND FLOOR THEATER LEVEL

3. Name of Event

(a) List name of the event JAZZ @ THE FORT ATKINSON CLUB

(b) Dates of event FRIDAY, FEB. 22nd

DECLARATION

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

Officer

[Signature] 1/24/19
(Signature/date)

Officer

ROCK RIVER HERITAGE, INC.
(Name of Organization)

(Signature/date)

Officer

[Signature] 1/29/19
(Signature/date)

Officer

(Signature/date)

Date Filed with Clerk

2-5-19

Date Reported to Council or Board

2-19-19

Date Granted by Council

License No. _____



11-C

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 15, 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. | Katie L Crisp | Casey's General Store |
| 2. | Jason G Lehuray | Lion's Quick Mart |
| 3. | Dawn R Masche | bp |
| 4. | Katherine A Novak | Stop-n-Go |
| 5. | Lucille M Novak | Pizza Hut |
| 6. | Megan R Patch | Country Inn & Suites |
| 7. | Camille Penate-Brock | Brock's Riverwalk |

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 12, 2019

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

Confirmed – Board of Review will be held on Wednesday May 8th from 10:00 am to 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