



F O R T • A T K I N S O N

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

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of February 19, 2019 regular Council meeting.
4. Public Hearings
 - a. Public hearing on rezoning 124 West Milwaukee Avenue (Fire Department) and 101 South Water Street West (Police Department) from C-3 to C-5.

Action – Refer to item 9-a below.
 - b. Public hearing on adoption of Jefferson County Emergency Management Hazard Mitigation Plan.

Action – Refer to item 10-b below.
5. Public Comment
6. Petitions, Requests and Communications
 - a. Presentation of Fort Atkinson Housing Market Study by Baker Tilly.

Action – Accept and file.
 - b. Presentation on biosolids pilot project by Donohue & Associates.

Action – Accept and file.

7. Resolutions and Ordinances

- a. Resolution combining Wards for April 2, 2019 Spring Election.

Action – Reject—Approve and adopt Resolution.

8. Reports of Officers, Boards and Committees

- a. Minutes of Public Works Committee meeting held February 5, 2019.

Action – Accept and file.

9. Unfinished Business

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

Action – Reject—Approve; A—Move to second reading; or B—Move through second and third readings and adopt Ordinance.

- b. Recommendation from Public Works Committee to approve 2019 public works projects, as budgeted.

Action – Reject—Approve.

10. New Business

- a. Review and approve Fire Department Construction Management Contract.

Action – Reject—Approve.

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

Action – Reject—Approve and adopt Resolution.

11. Miscellaneous

- a. Authorize chargeback of unpaid delinquent personal property taxes from 2017 tax roll.

Action – Reject—Approve.

- b. Granting operator licenses.

Action – Reject—Approve licenses.

- c. City, Sewer, Water and Stormwater Utility Financial Statements as of January 31, 2019.

Action – Accept and file.

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 19, 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 and Pres. Becker. Also present: City Manager, City Attorney, City Engineer and City Clerk/Treasurer.

Excused absence: Cm. Hartwick

APPROVAL OF MINUTES OF FEBRUARY 5, 2019 REGULAR COUNCIL MEETING.

Cm. Kotz moved, seconded by Cm. Johnson to approve the minutes of February 5, 2019 regular Council meeting. Motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

a. *Request to proclaim May 4, 2019 as Lemonade Day in the City of Fort Atkinson.*
Manager Trebatoski read the Proclamation following a presentation by the Chamber of Commerce.

Cm. Lescohier moved, seconded by Cm. Johnson to approve the Proclamation for May 4, 2019 as Lemonade Day in the City of Fort Atkinson. Motion carried.

RESOLUTIONS AND ORDINANCES

None.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. *Appointment of Kirsten Winski and Chuck Washburn to fill unexpired terms on Historic Preservation Commission.*

Cm. Lescohier moved, seconded by Cm. Johnson to approve the appointment of Kirsten Winski and Chuck Washburn to fill unexpired terms on Historic Preservation Commission. Motion carried.

b. *Minutes of License Committee meeting held February 7, 2019.*

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

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

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

UNFINISHED BUSINESS

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

Cm. Kotz moved, seconded by Cm. Johnson to approve the recommendation from Plan Commission to approve Preliminary Certified Survey Map combining two parcels at N1754 Friedel Road (extra-territorial). Motion carried.

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.*

Clerk Ebbert reviewed the recommendation and the application from La Cabana. This is one of the three Reserve licenses in the City. Approval is recommended without contingencies.

Cm. Kotz moved, seconded by Cm. Lescohier to approve the 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. Motion carried.

NEW BUSINESS

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

This item is being moved to the March 5th Council meeting following a Public Hearing.

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

Cm. Lescohier moved, seconded by Cm. Johnson to accept and file the Annual Reports for City Departments for 2018. Motion carried.

c. *Presentation of Green Award.*

Pres. Becker presented the Green Award to the Electrician Jeff Armstrong on behalf of the Fort Atkinson Water Utility for the solar feasibility study and installation of solar panels at their 800 Hackbarth Road site.

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

Manager Trebatoski provided the annual financial status of the historical society.

Cm. Lescohier moved, seconded by Cm. Johnson to accept and file the Historical Society Hoard Trust funds report. Motion carried.

MISCELLANEOUS

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

Clerk Ebbert reviewed the tax collections that occurred in December and January for the 2018 tax year.

Cm. Kotz moved, seconded by Cm. Johnson to accept and file the report on 2018 tax collections and on 2018 delinquent personal property taxes and refer outstanding accounts to the City Attorney for collection. Motion carried.

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.*

Cm. Johnson moved, seconded by Cm. Lescohier to approve the Temporary Class "B" Beer and "Class C" wine license for Jazz at the Fort Atkinson Club, 225 South Water Street East on February 22, 2019. Motion carried.

c. *Granting operator licenses.*

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

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. *Verified claims.*

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

ADJOURNMENT

Cm. Kotz moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 7:29 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer

4-a

**NOTICE OF PUBLIC HEARING
ON REZONING**

OFFICIAL NOTICE IS HEREBY GIVEN that a public hearing will be held before the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, to consider a zoning change from C-3 (General Commercial) to C-5 (Downtown Business) for the following described properties located in the City of Fort Atkinson: Parcel #226-0514-0414-097, #226-0514-0414-098 and #226-0514-0414-099 and are located at 124 West Milwaukee Avenue and 101 South Water Street, West.

Said public hearing will be held in the Council Chambers of the Municipal Building on Tuesday, March 5, 2019 at 7:00 p.m.

Any interested party will be given the opportunity to be heard at that time.

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7760 at least five (5) days prior to the meeting. Accommodations will, to the fullest extent possible, be made available on request to a person with a disability.

2-11-19

/s/ Michelle Ebbert, City Clerk
WNAXLP

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4-b

NOTICE OF PUBLIC HEARING

OFFICIAL NOTICE IS HEREBY GIVEN that a public hearing will be held before the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, to consider adoption of the Jefferson County Emergency Management Hazard Mitigation Plan.

Said public hearing will be held in the Council Chambers of the Municipal Building on Tuesday, March 5, 2019 at 7:00 p.m.

Any interested party will be given the opportunity to be heard at that time.

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7760 at least five (5) days prior to the meeting. Accommodations will, to the fullest extent possible, be made available on request to a person with a disability.

/s/ Michelle Ebbert, City Clerk

2-22-19

WNAXLP

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6-b

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 1, 2019

TO: City Council

FROM: Andy Selle, PE

SUBJECT: Biosolids Pilot Project

Background:

The City generates about 2,500 CY (cubic yards) of leaf compost per year. Our Wastewater Plant produces about 4,500 CY of biosolids annually, currently land applied on local farm fields. A dump truck holds about 20 CY. Both programs are labor intensive and produce a product of little value. We continue to look at ways of reducing both products.

In 2018 we investigated the creation of a marketable product (known as a Class A product) by combining the leaf compost and biosolids through a pilot project. The product is attractive to greenhouses as a growth medium. We hoped the Class A process could become a revenue neutral endeavor, a situation the City would view as an improvement.

The results of this endeavor will be presented to the Council by Jeremy Cramer with Donohue and Associates.

1 of 2

CITY OF FORT ATKINSON
City Council Minutes ~ May 1, 2018

NEW BUSINESS

a. *Review and approve contract for compost and wastewater biosolids pilot project.*

Engineer Selle discussed the current process for compost and wastewater biosolids. Over the last year, research was done for the creation of a marketable product by combining the leaf compost and biosolids. The product is attractive to greenhouses as a growth medium. Donohue and Associates could perform a small scale pilot and map out a logistical plan including cost benefit analysis that would allow us to decide if upscaling this approach would be beneficial. Staff exists between the Wastewater and Public Works that currently performs a level of the project/turning/rotation of compost and biosolids. Cm. Hartwick asked where the mixing would occur. Selle stated the mixing has to be covered and will be done at the Wastewater Utility.

Cm. Lescohier moved, seconded by Cm. Hartwick to approve contract for compost and wastewater biosolids pilot project with Donohue and Associates not to exceed \$8,690. Motion carried on a unanimous roll call vote.

7-a

CITY OF FORT ATKINSON

RESOLUTION NO. _____

BE IT RESOLVED by the City Council of the City of Fort Atkinson pursuant to Section 5.15(6)(b), Wisconsin Statutes, that the wards in the City of Fort Atkinson shall be combined as follows for the April 2, 2019 Spring Election.

WARDS 1 – 9

BE IT FURTHER RESOLVED that the group of combined wards shall use one ballot box and separate voter counts will not be maintained for the combined wards.

Motion By: _____

Second By: _____

Date: _____

1 of 1

8-a

CITY OF FORT ATKINSON
Public Works Committee Minutes ~ February 5, 2019

CALL TO ORDER.

Pres. Becker called the meeting to order at 5:30 p.m.

ROLL CALL.

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

2019 STREET PROGRAM

Engineer Selle reviewed a prepared power point presentation for the 2019 projects that included the following areas:

Crack Fill/Seal, Seal Coat

Rehabilitation Streets

Zaffke Hill Neighborhood

Erick Street, Gail Place and Peterson Street

Milwaukee Avenue

Commonwealth Drive

2019 SIDEWALK AND BIKE PATH PROGRAM

City Wide Sidewalk Assessment

Sidewalk Rehab Program

Sidewalk In-Fill Program

Bike Path Program

2019 PARKING LOT PROGRAM

Parking Lot Crack Fill

Ralph Park Lot

2019 ELECTRICAL DEPARTMENT PROGRAM

Replace Traffic Signal Controllers

Madison Avenue Lights Replacement

2019 SANITARY PROGRAM

2019 Plant Replacement and Repairs

Solids Storage Building and Maintenance and Repair

Aeration Control Hardware

Biological Phosphorus Zone Mixers

Aerobic Digester #3 Valve Replacement

2019 WASTEWATER PLANT UPGRADES

Design of Plant Upgrades

Raw Influent Pump #3 and related electrical and controls

Aerobic Digester #3 Aeration Grid upgrade

Modify unused Aeration Tanks for use as trucked-in waste holding

Centrate piping and tank modification

2019 COLLECTION SYSTEM PROGRAM

Cleaning Program

1 of 2

Camera/Main Inspection Program
Rehab/Repair Areas
Sanitary Sewer Manhole Inspection Program

2019 WATER PROGRAM

2019 Main Replacement Program
2019 Hydrant Repair/Replace Program
Lead Service Replacement Program
SCADA Replacement
Water Utility Master Plan

2019 STORMWATER PROGRAM

Updated Stormwater Plan
Larsen Lagoon Construction
Leaf Pickup Program
Inspection Program
Alley Drainage Issue Resolution

Cm. Kotz moved, seconded by Cm. Hartwick to recommend to the City Council to proceed with 2019 Public Works projects as presented. Motion carried

ADJOURNMENT

Cm. Kotz moved, seconded by Cm. Hartwick to adjourn at 6:30 p.m. Motion carried.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer



9-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: Jan. 16, 2019

TO: Matt Trebatoski, City Manager

FROM: Brian Juarez, Zoning Administrator

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

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

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

Financial Analysis: Cost of meeting notices.

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

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CITY OF FORT ATKINSON, WISCONSIN

Application for Rezoning

Date of Application: 1-4-19

Property Owner/Applicant: City of Fort Atkinson

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

Mailing Address: " " " "

Phone Number: 920-563-7760

Email: _____

Current Zoning: C-3 General Commercial

Requested Zoning: C-5 Downtown Business District

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

\$200.00 filing fee paid on: n/a

List of City Zoning:

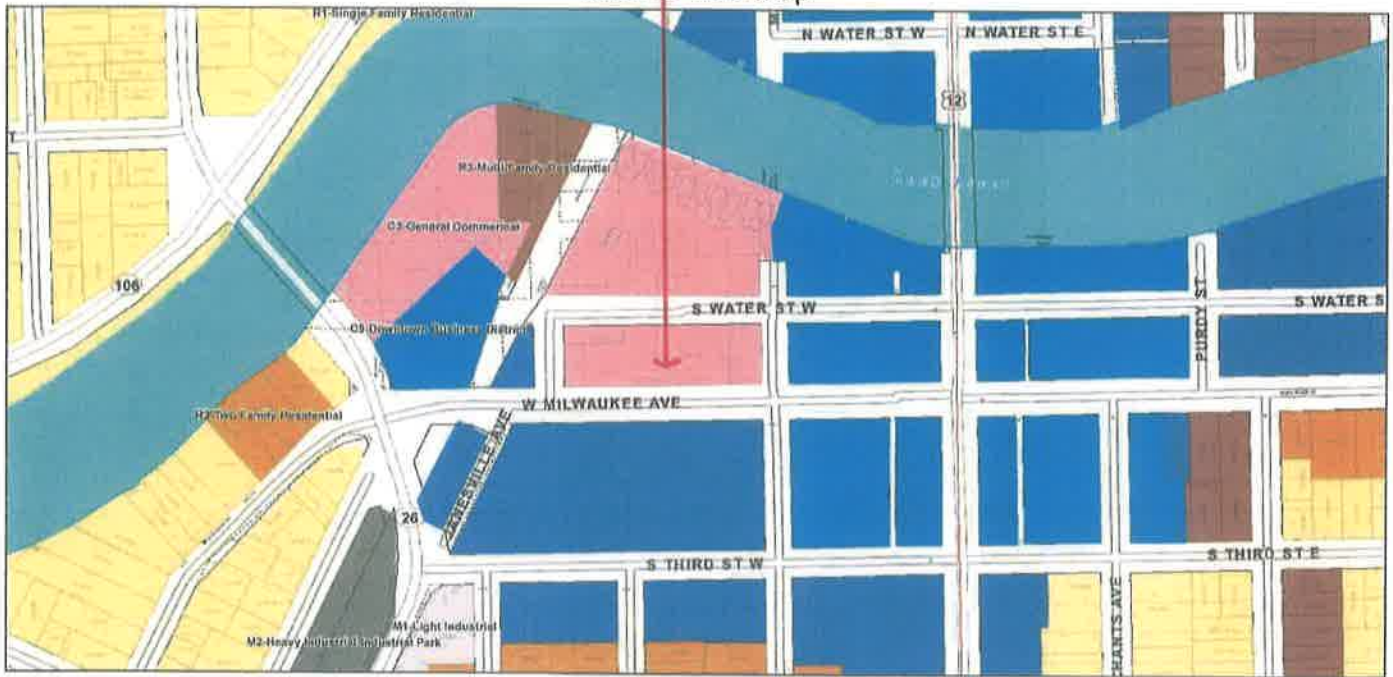
R-1	Single-family residential
R-2	Two-family residential
R-3	Multi-family residential & office district
C-1	Service business district
C-2	Central business district
C-3	General commercial district
C-5	Downtown business district
M-1	Light industrial district
M-2	Heavy industrial district

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

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SUBJECT PROPERTY

ArcGIS Web Map



1/16/2018 3:09:51 PM

Zoning

- R1-Single Family Residential
- R2-Two Family Residential
- R3-Multi Family Residential
- C2-Central Business
- C3-General Commercial
- C6-Downtown Business District
- M1-Light Industrial
- M2-Heavy Industrial-Industrial Park
- Tax Parcels

Parcel Lines

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

Section Lines

- Surface Water
- Map Hooks
- Municipal Boundaries



City of Port Allen

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

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

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

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

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ORDINANCE NO. _____

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

That Chapter 15, ZONING ORDINANCE, Section 15.6.5, ZONING MAP, be amended so as to change the zoning of the following described property from C-3 (General Commercial) to C-5 (Downtown Business).

All of Block 12 of the original plat of the City of Fort Atkinson
(Parcel #226-0514-0414-097, Parcel #226-0514-0414-098 and
Parcel #226-0514-0414-099).

Said parcels are located at 124 West Milwaukee Avenue and 101 South Water Street West.

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

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

Adopted: _____, 2019.

President of the City Council

ATTEST:

Michelle Ebbert, City Clerk

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9-6

2019 Street Program.

The City has roughly 62 miles of paved roadway, of that 62 miles about 40% are rated at 3 or less on the Paser System (1 worst -10 best). These roads require a more extensive rehabilitation approach, and we will be looking better quantify a multi-faceted program to help address this issue. Budget funds will be delegated to address three main areas of need.

Crack Fill/Seal – Continued regular maintenance item within roadways paved in the last three to seven years, and any roadways on a three-year reoccurring maintenance schedule. DPW will continue to perform crackfill work.

Budget: \$36,715– DPW work

Schedule: *Summer 2019*

Seal Coat – We have caught up on road maintenance over the last three years. Roads on the potential sealcoat list had new asphalt in 2012-15. We have decided to crack seal these roads, but forego sealcoat in 2019 – applying these funds instead to rehabilitation work.

We plan to continue using boiler slag aggregate on residential non-collector/non-arterial streets as we have the past three years. However, on collector or arterial streets it has been noted the slag does not remain under heavy traffic. In these areas we may move to pea stone. We expect to hold off on the seal coat work, for 2019, in anticipation of a larger portion of roadway rehabilitation.

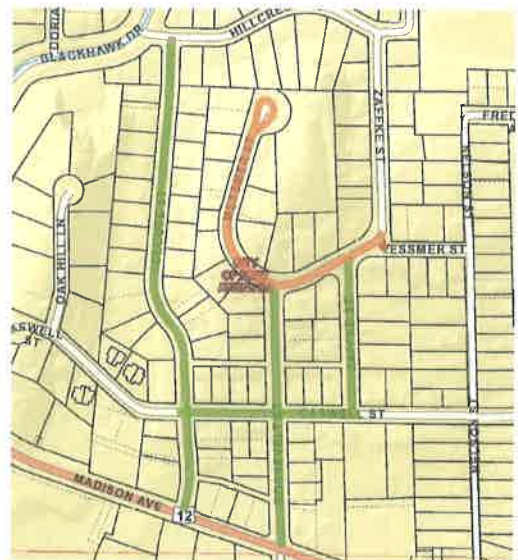
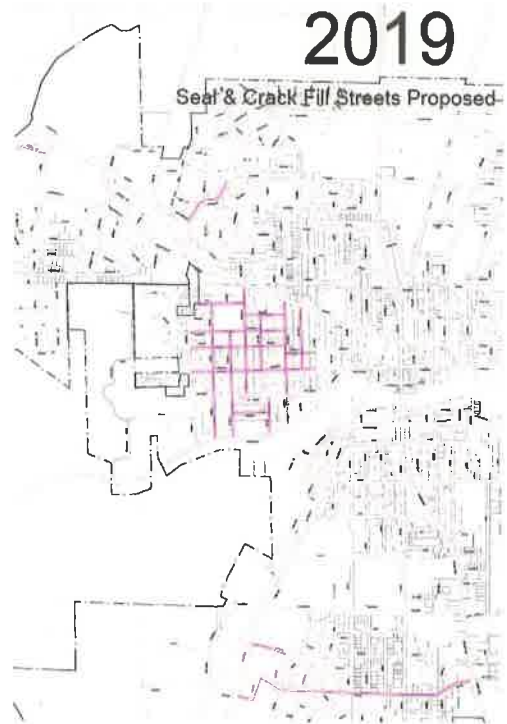
Rehabilitation Streets – We are planning road rehab work in several areas of the City. These areas all require extensive amounts of work to improve the road conditions.

- **Zaffke Hill Neighborhood**

Consists of five roadways: Zaffke St., Messmer St., Roosevelt St., Caswell St., and Cloute St. and includes water main replacement. The project will be phased over three years.

Budget: by road:

- Zaffke - \$183,250.00
- Messmer - \$272,484.00
- Roosevelt - \$291,550.00
- Caswell - \$183,250.00
- Cloute - \$461,750.00
- Total - \$1,392,284.00



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Schedule:

- **2019** phase consists of Zaffke St., Messmer St., and Roosevelt St. with an anticipated Budget Total of \$747,284.00.
 - \$273,284.00 General Road Fund.
 - \$74,000.00 Storm Utility Fund.
 - \$400,000.00 Water Utility Fund.
- **2020** phase consists of Caswell St. with an anticipated Budget Total of \$183,250.00.
 - \$55,000.00 General Road Fund.
 - 128,000.00 Water Utility Fund.
- **2021** phase consists of Cloute St. with an anticipated Budget Total of \$461,750.00.
 - \$155,030.00 General Road Fund.
 - \$306,000.00 Water Utility Fund.

- **Eric St., Gail Pl., and Peterson St.,** on the City's South side, require water main replacement and are in need of road rehab work. We will be **Designing and Biding this project in 2019,** and expect **Construction in 2020.**

Budget: Total - **\$440,000.00**

- Eric - \$156,000.00
- Gail - \$116,000.00
- Peterson - \$168,000.00



- **Milwaukee Ave.** is in need of rehabilitation. The existing pavement consists of asphalt over a sand mix / oiled stone, and an asphalt over old concrete.
 - Project design is under engineering review.
 - Design and Bid Feb. thru April, and Construction in the fall of 2019.
 - Funds for the 2019 seal coating will be used for Milwaukee Ave.
 - **2019** Budget is anticipated to be \$225,000.00 - \$250,000.00.



- **Commonwealth Drive** is in need of rehabilitation. We plan to pulverize, shape and repave the section of Commonwealth from Montclair Place to Elsie Street.

Budget: **\$120,000**

Schedule: **2019**



2019 Sidewalk and Bike Path Program

The City cares for over 63 miles of existing sidewalk, 3 miles of off-street bike paths, and several miles of on street bike lanes. Bike Paths are a new arrival to the Public Works Agenda, borne from a heightened awareness of the need for pedestrian and bicycle transit within the community.

- **City Wide Sidewalk Assessment** - We plan to survey all the City sidewalk for trip hazards, badly broken sidewalk and areas needing curb ramps. The survey will result in a GIS map that will provide a more comprehensive assessment of the sidewalk maintenance needs at hand.

Budget: **\$180.00/mile** estimated total is **\$11,600.00**. Funds will be used from the Sidewalk, Curb/Gutter and Street Maintenance accounts.

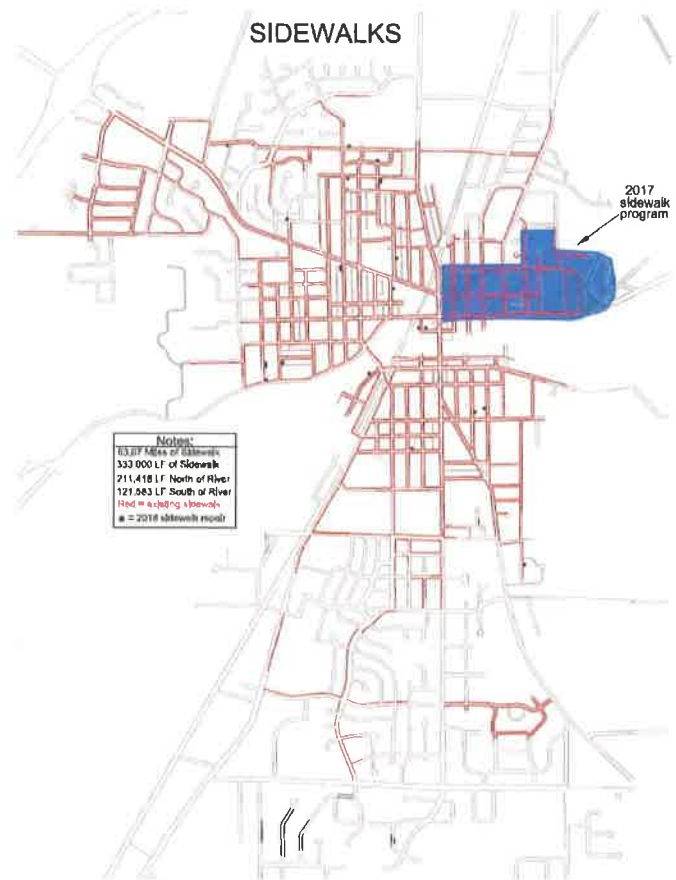
Schedule: We plan the sidewalk survey will be done this summer

- **Sidewalk Rehab Program** – Each year DPW fields complaints for defective sidewalk. Most of the complaints are due to City terrace tree roots lifting sidewalks. Complaint areas are fixed first and if funds allow we concentrate on other portions of the City. We hired a company to grind sidewalk in 2017 as an alternative to replacing squares that had sunk or lifted. Depending on the results of the survey, we may pursue that work again and will see if the 2019 budget will allow that work to again be accomplished. Rehab work in 2020 will likely take a more proactive approach, concentrating on one of the five work areas in the City and utilizing the survey results to guide these efforts.

Budget: \$6.00 per square foot to replace sidewalk, we anticipate replacing 1,000 lineal feet of sidewalk each year for **\$6,000**. The amount of improvement may be dependent on funding left following the mapping effort.

Schedule: This work will be performed in **late summer and early fall 2019**.

- **Sidewalk In-fill Program** – There are a number of area within the City, constructed in the 1980s and 1990s, that either had sidewalk only on one side of the road or no sidewalk at all. In addition there are pockets of “missing” sidewalk segments within the older parts of the City that need to be addressed. There was a period of sidewalk infill in the early 2000’s that fell out of favor due to the recession (budget reduction) and a shift in the political willingness to implement the somewhat controversial projects. An in-fill program will be revived but funding remains a challenge, particularly if assessments are off the table. Staff hopes to provide some time for strategizing this effort **in 2019**.
- **Bike Path Program** – As noted above the City has never included a dedicated Bike Path Program. A plan for administering and funding such a program will become necessary with the existing asset of the



Glacial River Trail being augmented by the new Rockwell Ave bike path. Additions and extensions will become important as well, such as at the east end of Rockwell, at Whitewater Ave. Developing a plan for this infrastructure will take time and we hope to make **progress in 2019** and move forward with actual projects **in 2020**.

2019 Parking Lot Program

The City maintains over 33 distinct parking lots serving our business districts, parks, museum, and utilities. Many of the lots were crackfilled in 2017. Their maintenance protocol is similar to roadways with crackfill being the predominant maintenance action.

- **Parking Lot Crack fill** – Seven parking lots will be crackfilled in 2019 by DPW crews. These include Rock River Park – Kiwanis Football Field Lots, Jones Park North and South Lots, Senior Center Parking Lot, McCoy Park, Klement Park Boat Launch, the WWTP, and several water utility well locations.

Budget: **\$19,500** is estimated to rout and crackfill the lots. Of this, \$9,000 is charged to Wastewater and \$2500 to Water. Actual costs will likely be less than this amount

Schedule: This work will be performed in **summer 2019**.

- **Ralph Park Lot** – Additional parking. Project design will take place in 2019, and scheduled construction will coincide with a proposed shelter in the Northeast quadrant of the existing property. This project will be designed in 2019.

Budget: No budget has been developed yet

Schedule: **Construction in 2020**.

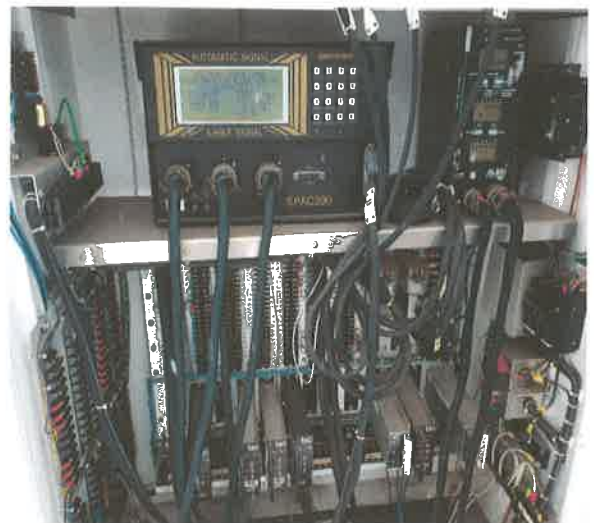


2019 Electrical Department Program

The Electrical Department maintains City owned street lights and all traffic signals within the City.

- **Replace Traffic Signal Controllers** - The City has 11 signalized intersections. 7 Intersections have controller's that were installed in the late 80's and early 2000's. The operation of these units is basically a computer with a written program and a CPU that controls it. We have had a few failures in the past couple years that have caused either an intersection outage or improper vehicle timing. Replacement controllers have more advanced software for easier programming, troubleshooting and the capabilities for future intersection upgrades. Programing and any timing changes can now be done on site with a laptop vs hand entry. Replacements occurred in 2018 at Madison/Reena (new) and Janesville/Rockwell

Budget: At a cost of **\$4200 ea.** we have allocated **\$10,000.00** in CIP to replace 2 units ea. year for 2019,



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2020 and 2021 for replacements with a life expectancy of 20+years.

Schedule: Work will occur in **summer 2019** at Janesville/Klement and Janesville/S. 3rd St

- **Madison Ave. Street Lights Replacement** - The city had (70) steel street lighting poles (green poles) stretching along Madison Ave. starting at the west city limits going east to the intersection of Madison Ave. & Mechanic St. Over the last couple years these poles have started to show signs of rust on the exterior and interior. In 2016/2017 we replaced 28 poles from the west city limits to McCoy Park area with aluminum poles and upgraded the lighting fixtures to energy efficient LED. The section that was replaced seemed to have a more advanced corrosion problem. We plan to start a total replacement program in 2024 and upgrade the remaining (42) green poles to the east. In 2019 and over the next couple of years we will continue to replace poles with any additional money that would become available or possible be left in our Street Lighting account at budget year's end.

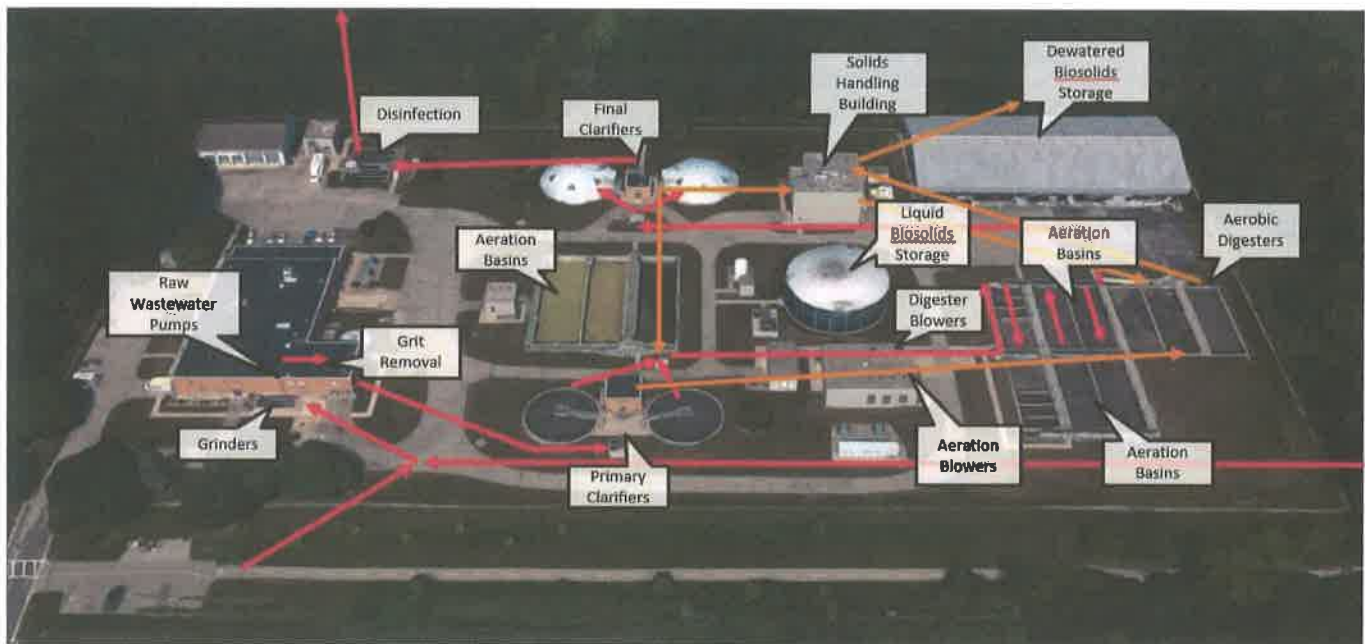
Budget: New pole and energy efficient LED fixture is **\$1600.00**

Schedule: Only if operating budget allows.



2019 Sanitary Program

The Sanitary System is comprised of the plant and the collection system.



- **2019 Plant Replacement and Repairs** - The Plant was originally constructed in 1974 and a major renovation occurred in 1991. Many of its 1991 components are at or beyond replacement age.

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- **Solids storage building maintenance and repair:** The building columns have the bolts tightened and re-enforcements added. Support cables will be repaired. Extra bracing will be installed on West wall, and an additional 6 feet of steel wall skirting will be installed on the West facing wall.
Budget: \$24,000
Schedule: February – March 2019
- **Aeration control hardware:** The aeration blower controls will be modified to allow more process efficient dissolved oxygen control in aeration tanks.
Budget: \$12,000
Schedule: March – June 2019
- **Biological phosphorus zone mixers:** Replacement of last three of the six mixers in the bio-P zones of aeration tanks.
Budget: \$27,000
Schedule: February – March 2019
- **Aerobic digester #3 valve replacement:** Replacement of failing underground valves. This is the last of the three digester repairs.
Budget: \$35,000
Schedule: June – September 2019
- **2019 Plant Upgrades -** The facility plan, formally approved in 2019 includes a number of upgrades. A request for proposals will be developed for the design of the improvements noted below. The selected firm will start design immediately, as the Progress Report on design is due to the WDNR by June 30, 2019. Final plans and specifications are due by June 30, 2020. Construction must begin by September 30, 2020 and be complete by May 31, 2023. Phosphorus compliance must be achieved by June 30, 2023.
 - **Design of Plant Upgrades:** Engineering design of upgrades noted below
Budget: \$100,000
Schedule: February 2019
 - **Raw influent pump #3 and related electrical and controls:** Replacement of a 1974 era pump and electrical equipment. Additional electrical panels and controls will be added to prepare for a fourth pump in 2020-21 and the eventual replacement of pumps #1 & #2.
Budget: \$360,000
Schedule: 2019 - Dependent on WDNR Approval
 - **Aerobic digester #3 aeration grid upgrade:** Replacement and/or addition of air diffusers to increase dissolved oxygen transfer in digester #3. This is in preparation for other digester optimization steps to be taken in 2020-21.
Budget: \$50,000
Schedule: Dependent on WDNR Approval, August – October 2019
 - **Modify unused aeration tanks for use as trucked-in waste holding:** Unused 1974 era aeration tanks will be modified to allow increased holding capacity of trucked-in waste. Pumps will be added to permit control of the waste flow to the plant influent. Currently the waste flows through a tank drain line and there is little control of flow which causes occasional plant upsets.
Budget: \$208,000

6 of 10

Schedule: 2019 - Dependent on WDNR Approval

- **Centrate piping and tank modification:** Re-routing of centrifuge centrate liquid, which is high in phosphorus, to modified 1974 era aeration tank. Currently the centrate is routed to a recycle tank that has about a 2 hour detention time at best. High phosphorus in the centrate causes “slug” loads that cause plant upsets. The modified tank will have approximately 24 hours of detention time and flow control pumps to allow phosphorus load to be spread out to prevent plant upsets.

Budget: **\$340,000**

Schedule: 2019 - Dependent on WDNR Approval

- **2019 Collection System Program** – The utility maintains about 66.5 miles of public sanitary sewer main. Maintenance on the system consists of jetting with water to clean and performing camera work to check condition. Repairs are made as needed, typically by excavating to the pipe and replacing short segments. Rehab is performed by lining old pipes with new plastic inserts or spraying old manhole interiors with waterproof material to reduce infiltration.

- **Cleaning Program** – The DPW cleans approximately half of the collection system each year. This season (2018/2019) work is largely concentrated in the northern part of the City.

Budget: **\$55,000**

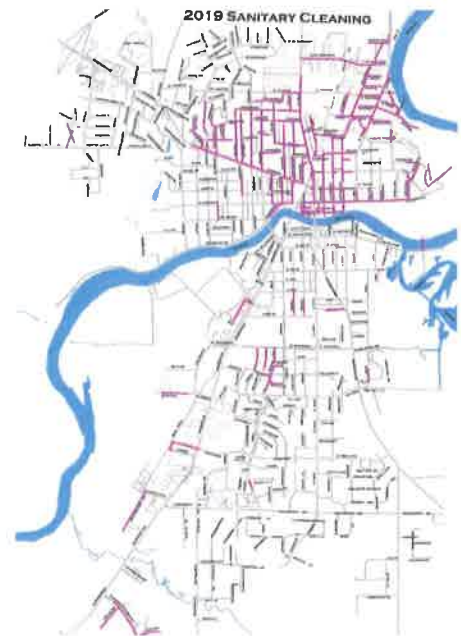
Schedule: 2019 throughout the year as conditions allow

- **Camera / Main Inspection Program** – The DPW inspects sanitary main using a camera lowered into the pipe. This work had been performed largely reactively to investigate problems, confirm lateral locations, or check conditions in areas of planned road work. Last year and continuing this year we are pursuing a proactive program as well. The results of the I&I study indicated an area roughly around the hospital included significant sources of inflow – clean water entering the sewer. Our camera work has been looking in this area as time allows to see if these sources might be identified.

Budget: **\$55,000**

Schedule: 2019 throughout the year as conditions allow

- **Rehab/Repair Areas** – There are several known repair needs within the City that we will develop solutions for in 2019. Rehab of the sanitary main involves lining with a plastic insert that forms to the inside of the walls of the pipe. Developing a pragmatic program for this work will require data provided from both camera work, I & I investigations, and simple maps of main age. The addition of an extra engineering staff person will allow progress on this effort.



- **Sanitary Sewer Manhole Inspection Program** – The City of Fort Atkinson currently has 1,518 sanitary sewer manhole structures within the active system. We will be investing time in 2019 to develop a 5 year rotating review and inspection program for these structures. This will require 304 manholes to be reviewed and inspected each year as part of the overall health of our wastewater collection and treatment system. We will be looking for any normal maintenance needs (grease and solids deposits, flowline and bench concrete deterioration), water inflow/infiltration, rim adjustment ring deterioration and failures, and structure deterioration and failures. This will allow us to better plan for, and budget, repair/replacement projects in the future.

2019 Water Program

The Water System is composed of 46 miles of public water main, including 600 hydrants, 1200 valves, five wells and four above ground storage tanks. The utility is also responsible for the maintenance and replacement of all residential and commercial meters.

- **2019 Main Replacement Program** – 2,264 LF of existing 6” and 8” main will be replaced on Roosevelt, Zaffke, and Messmer streets in 2019, coinciding with street improvements. Installed in 1956, this main is part of the vintage 1945-1972 responsible for the majority of main breaks in the City. Additional main replacement along Cloute and Caswell (2020) and Erick, Gail Pl, and Peterson (2021).

Budget: \$408,000

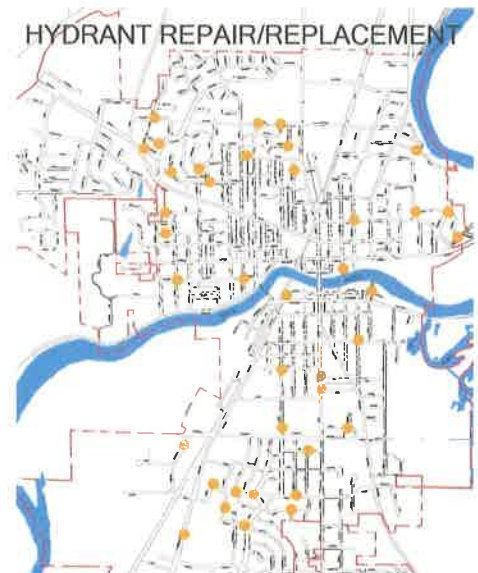
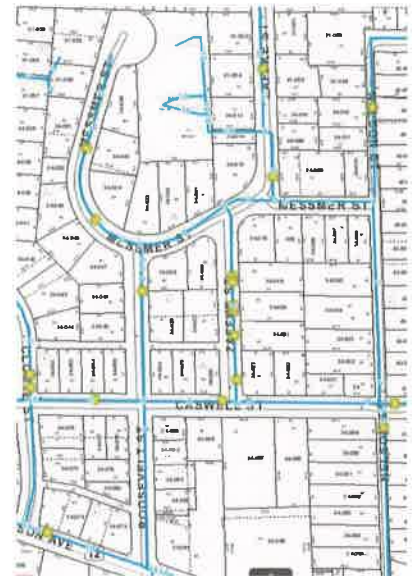
Schedule: Summer 2019

- **2019 Hydrant Repair / Replace Program** – The utility has identified 39 hydrants in need of repair or replacement. Repair for most hydrants can be done in-house by utility employees. Ten hydrants are identified for repair in 2019. Replacement requires excavation by a contractor, a total of five will be replaced in 2019.

Budget: \$16,000

Schedule: Summer 2019

- **Lead Service Replacement Program** – Guidance from the State is forthcoming on lead services. Fort Atkinson has 280 confirmed lead services and 361 unknown but suspected lead services. Our hard water however protects the distribution system from lead by creating a scale over the lead pipes. Still, lead service replacement will likely be required in the future. By passing an ordinance governing lead service replacement, the utility may offer a zero interest loan program for residents, should replacement be mandated. Lead services on the utility side are always replaced when the main is replaced.



- **SCADA Replacement** – The utility’s SCADA (Supervisory Control And Data Acquisition) program is the brain of the utility; turning pumps on/off as demand ebbs and flows and monitoring the system for irregularities that might signal an impending problem that needs attention. This system has failed several times in 2018 and will be replaced in 2019.

Budget: \$235,000

Schedule: May 2019

- **Water Utility Master Plan** – The utility last performed a master plan in 2007. A master plan will be developed in 2019 to address the potential pressure zone in the Northeast with increased expansion in that direction, the lack of fire pressure within the industrial drive area, a main replacement plan, a review of the City well capacity, and a number of other planning level matters.

Budget: \$75,000

Schedule: RFP - March 2019, Completion August 2019

2019 Stormwater Program

The stormwater program is tasked with the managing the storm runoff from the City of Fort Atkinson. Runoff always takes a liquid form, but can be the result of snowmelt, rain events, or groundwater discharge. as well as the quality of that runoff

- **Updated Stormwater Plan** – The City’s stormwater plan to meet compliance with the TMDL will be complete in early 2019. The plan outlines a number of projects that must be undertaken and planned to improve the stormwater quality and meet the pollution reduction requirements.
- **Larson Lagoon Construction** – The Larson Lagoon project will be completed by April 2019. This will be a significant step in helping the City achieve its stormwater *quality* requirements by reducing the amount of sediment and other pollutants entering the Rock River.

Budget: \$139,600

Schedule: April 2019

- **Leaf Pickup Program** – The DPW is looking at possible improvements to the leaf collection program. A significant service we provide the residents and an important stormwater improvement. We use two skid steers to pile the leaves and push them into a garbage trucks. The garbage trucks compact the leaves and transports them to the compost site. We then use a street sweeper to clean up the small amount of leaves that remain. In 2018 we switched from rear loading to front loading garbage trucks which increased our efficiency by 30 percent. For 2020 we are looking into purchasing a truck mounted leaf vacuum to remove the garbage truck cost and reduce the labor by one full time person.

Budget: The annual current cost to hire the garbage truck with operator is approximately \$20,000 and the cost of the two skid steers with operators is approximately \$37,000. The anticipated savings per year will be approximately \$37,500 when we change to a truck mounted leaf vacuum system.

Schedule: Purchase truck mounted leaf vacuum in 2020. Every year we pick up leaves from the city terraces and streets in the fall.

- **Inspection Program** – The stormwater system includes 703 storm sewer manholes, 1,515 catch basins, 94 inlets, 120 outlets, and over 42 miles of main. We will develop a 5-10 year rotating inspection program for these structures. This will require 140 manholes, and 303 catch basins to be reviewed and inspected each year as part of the overall health of our storm water collection system. We will be

9 of 10

investing time in 2019 to develop a regular cleaning and camera program for our existing storm sewer main system. The existing system is a mix of concrete pour in place box, precast concrete pipe, corrugated metal pipe, and plastic pipe, of varying age. This will allow us to better plan, and budget, relay/repair projects in the future.

Budget: None

Schedule: 2019-2020

- **Alley Drainage Issue Resolution** – We will be designing corrective action to alleviate two drainage issues within the alleys located between Madison Ave. and Barrie St., East of Monroe St., and between Main St. and Whitewater Ave., South of Elm St. These two areas present drainage challenges with water getting in or very near private structures. We will be evaluating the drainage patterns in these areas and altering the pavements to assist in better drainage, along with the possible installation of storm sewer and catch basins. Design is in process.

Budget: Not yet determined

Schedule: 2019 Construction





10-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 27, 2019

TO: City Council

FROM: Daryl Rausch, Fire Chief

SUBJECT: Fire Station Construction Management Contract

Background

On January 15th the council approved a design service contract with Keller Builders for design of the fire station renovation. At that time we indicated that we would like time to further negotiate the construction services portion of the needed contracts.

Discussion

Over the past five weeks, City Manager Trebatoski, City Engineer Selle and I have met with representatives of Keller Builders on three occasions and we have been able to negotiate a contract that we all feel is appropriate with the view of providing an adequate level of oversight for the project while embracing some cost saving measures. Through our negotiations we have been able to realize a 4.5% project cost savings on the construction management costs of the project, which include Construction Management and General Conditions.

Engineer Selle has also reached out to another contractor and has verified that the fees Keller is proposing are in-line with expected fees and structure.

City Attorney Westrick participated in one of the meetings with Keller to better understand the process that Keller uses and has reviewed the contract to ensure it addresses the City's concerns and does meet all public bidding requirements.

Financial Impact & Funding Source

Funding for the design service and construction management will be provided through the *Intent to Borrow* resolution approved at the January 15, 2019 council meeting

Recommendation

I recommend that the council approve the contract with Keller, Inc. to move the project through the design phase, prepare all documents needed for bidding and construction management to be released in December 2019.

1 of 6



Keller



F O R T • A T K I N S O N

PROPOSAL

CONSTRUCTION MANAGER'S FEE

For this Proposal, Keller, Inc. will provide all phases of work for a fixed fee percentage of:

5.0% of Building and Site Costs

(Budget projection of \$230,407)

COST OF GENERAL REQUIREMENTS

For this Proposal, Keller, Inc. will provide all general requirements:

8.0% of Building and Site Costs

(Budget projection of \$341,345)

Our Architectural Proposal is contingent upon receiving the Construction Management Contract.

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City of Fort Atkinson Fire Dept

PO BOX 620 N216 STATE ROAD 55
KAUKAUNA WI 54130-0620
Phone: (920)766-5795
Fax: (920)766-5004
sales@kellerbuilds.com

Est Date: 08/10/2018
Est #: 18374 BW
Estimator: Bill Willmer / Project Manager :Devin Flanigan

ItemCode	Description	TotalCost	OtherTotal
BUDGET FOR PHASE 1 NEW OFFICE ADDITION			
02221.122	CONCRETE REMOVAL	6,280.00	
02224.217	DEMOLITION	8,711.00	
02316.128	EXCAVATING	64,200.00	
02316.128	POOR SOIL BUDGET	30,000.00	
02749.903	ASPHALT PAVING/BLACKTOP	9,000.00	
02820.024	TRANSFORMER GATE	1,850.00	
02920.010	LANDSCAPING BY OWNER		
03310.433	BUILDING CONCRETE	95,160.00	
03410.322	FLOOR PRECAST	46,800.00	
04000.010	MASONRY	392,782.00	
05120.998	2ND FLOOR PATIO RAILING	8,500.00	
05120.998	CURVED ENTRANCE ROOF	22,000.00	
05120.998	EXT STRUCTURAL STEEL STUD WALLS	144,293.00	
05120.998	STRUCTURAL STEEL AND METAL DECK	198,850.00	
06110.000	WOOD BLOCKING & MISC. WOOD FRAM	5,800.00	
06200.049	FINISH CARPENTRY	39,000.00	
06400.009	CABINETS AND COUNTER	15,000.00	
07140.029	FLUID APPLIED WATERPROOFING	1,580.00	
07210.216	INSULATION	12,800.00	
07320.027	PAVERS AND RUBBER 2ND FL PATIO	9,855.00	
07420.010	HWP PANEL	30,660.00	
07460.901	SOFFIT	2,500.00	
07530.019	ROOF ELASTOMERIC/PLASTOMERIC	38,450.00	
07920.010	CAULKING AND SEALANTS	25,000.00	
08211.500	DOORS, HWH & INT GLASS	44,235.00	
08330.050	COILING KITCHEN DOOR	3,800.00	
08410.011	ALUMINUM ENTRANCE AND STOREFRO	58,320.00	
09110.090	METAL STUDS INTERIOR FRAMING	59,858.00	
09250.905	DRYWALL	66,467.00	
09510.081	CEILING TILE	26,342.00	
09610.900	FLOORING	79,800.00	
09910.065	PAINTING AND STAINING	78,212.00	
10350.900	FLAGPOLES	5,000.00	
10520.900	FIREMANS TRAINING TOWER	10,000.00	
14209.902	ELEVATOR	88,800.00	
* Total BUDGET FOR PHASE 1 NEW OFFICE A		1,729,905.00	
BUDGET FOR PHASE 2 NEW APPARATUS ADDITION AND DEMO OF EXISTING OFFICE			
01450.109	ASBESTES REMOVAL	13,000.00	
02224.217	DEMOLITION	51,000.00	
02749.903	ASPHALT PAVING/BLACKTOP	4,000.00	
03310.433	BUILDING CONCRETE	68,090.00	
04000.010	MASONRY	168,428.00	
05120.998	STRUCTURAL STEEL AND METAL DECK	65,220.00	
07420.010	HWP PANEL	27,860.00	
07530.019	ROOF ELASTOMERIC/PLASTOMERIC-S	39,480.00	
07920.010	CAULKING AND SEALANTS-SUB	3,500.00	
08211.500	DOORS & HWD	8,600.00	
08360.050	OVERHEAD DOOR AND OPERATOR-SU	25,000.00	
08410.011	ALUMINUM ENTRANCE AND STOREFRO	4,920.00	

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City of Fort Atkinson Fire Dept

PO BOX 620 N216 STATE ROAD 55
KAUKAUNA WI 54130-0620
Phone: (920)766-5795
Fax: (920)766-5004
sales@kellerbuilds.com

Est Date: 08/10/2018
Est #: 18374 BW
Estimator: Bill Willmer / Project Manager :Devin Flanigan

ItemCode	Description	TotalCost	OtherTotal
09670.013	EPOXY FLOOR-SUB	32,077.00	
09910.065	PAINTING AND STAINING-SUB	9,135.00	
* Total BUDGET FOR PHASE 2 NEW APPARAT		520,310.00	
BUDGET FOR PHASE 3 REMODLING OF THE EXISTING BUILDING			
02221.122	CONCRETE REMOVAL	7,500.00	
02224.217	DEMOLITION	4,500.00	
03310.433	FLOOR REPLACE MENT @ OFFICE/MEZ	10,560.00	
03410.322	MEZZAINIE TOPPING	6,675.00	
04000.010	MASONRY-SUB	35,560.00	
05120.998	MEZZANINE STEEL	14,580.00	
05120.998	ROOF REINFORCING	24,872.00	
06200.049	FINISH CARPENTRY	18,000.00	
06400.009	CABINETS AND COUNTER	8,600.00	
07420.010	HWP PANEL	24,080.00	
07530.019	ROOF ELASTOMERIC/PLASTOMERIC	75,164.00	
07920.010	CAULKING AND SEALANTS	4,500.00	
08112.000	DOORS & HWD	15,800.00	
08360.050	OVERHEAD DOOR AND OPERATOR-SU	45,000.00	
09670.013	EPOXY FLOOR-SUB	66,700.00	
09910.065	PAINTING AND STAINING-SUB	16,900.00	
10990.900	DUMPSTER & SHOP OFFICE 124	12,000.00	
* Total BUDGET FOR PHASE 3 REMODLING O		390,991.00	
BUDGET FOR MEPs, AND OTHER ITEMS THAT PRETAIN TO ALL (3) PHASES			
01110.054	CIVIL ENGINEERING	40,000.00	
02754.894	EXTERIOR CONCRETE	28,294.00	
10430.036	EXTERIOR AND INTERIOR SIGNAGE	10,000.00	
15300.900	FIRE PROTECTION (SPRINKLER)-SUB	58,000.00	
15400.900	PLUMBING	415,000.00	
15700.010	HVAC-SUB	337,000.00	
16100.900	ELECTRICAL	363,000.00	
16200.900	GENERATOR ELECTRICAL BUDGET	60,000.00	
16700.900	COMMUNICATION	15,000.00	
* Total BUDGET FOR MEPs, AND OTHER ITEM		1,326,294.00	
CONTINGENCY			
01741.000	CONTINGENCY	100,000.00	
* Total CONTINGENCY		100,000.00	
Total Gross Cost		4,067,500.00	
260.320			

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City of Fort Atkinson Fire Dept

PO BOX 620 N216 STATE ROAD 55
KAUKAUNA WI 54130-0620
Phone: (920)766-5795
Fax: (920)766-5004
sales@kellerbuilds.com

Est Date: 10/16/2018
Est #: 18374 BW
Estimator: Bill Willmer / Project Manager :Devin Flanigan

ItemCode	Description	TotalCost	OtherTotal
BUDGET TOTAL FOR ALL 3 PHASES (INCLUDES CONTINGECY)			
01741.100	BUILDING TOTAL ALL 3 PHASES	4,067,500.00	
	* Total BUDGET TOTAL FOR ALL 3 PHASES (I	4,067,500.00	
DESIGN COST 4.9%			
01110.068	DESIGN FEES	199,307.00	
	* Total DESIGN COST 4.9%	199,307.00	
GENERAL CONDITIONS 9.5%			
01110.069	GENERAL CONDITIONS	405,347.00	
	* Total GENERAL CONDITIONS 9.5%	405,347.00	
CM FEE 8%			
01110.070	CM FEES	373,772.00	
	* Total CM FEE 8%	373,772.00	
INSURANCE .055%			
01110.071	INSURANCE	27,753.00	
	* Total INSURANCE .055%	27,753.00	
PERFORMANCE BOND .065%			
01110.072	PERFORMANCE BOND	32,978.00	
	* Total PERFORMANCE BOND .065%	32,978.00	
INFLATION FOR 2020 BUILD			
01741.100	3% INFLATION FOR 2020 SPRING STAR	153,200.00	
	* Total INFLATION FOR 2020 BUILD	153,200.00	
FURNISHINGS			
12400.010	FURNISHINGS (F. F. & E.)	67,000.00	
	* Total FURNISHINGS	67,000.00	
GENERATOR			
16200.900	GENERATOR	100,000.00	
	* Total GENERATOR	100,000.00	
PLYMOVENT			
15700.010	PLYMVENT SYSTEM	72,000.00	
	* Total PLYMOVENT	72,000.00	
	Total Gross Cost	5,498,857.00	
351.927			

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City of Fort Atkinson Fire Dept

PO BOX 620 N216 STATE ROAD 55
KAUKAUNA WI 54130-0620
Phone: (920)766-5795
Fax: (920)766-5004
sales@kellerbuilds.com

Est Date: 08/10/2018
Est #: 18374 BW
Estimator: Bill Willmer / Project Manager :Devin Flanigan

ItemCode	Description	Quantity	UM	TotalCost	OtherTotal
SOLAR SYSTEM					
15701.900	SOLAR SYSTEM	1.00	LS	93,000.00	
	* Total SOLAR SYSTEM			93,000.00	
	Total Gross Cost			93,000.00	

5.952

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OFFICE OF EMERGENCY MANAGEMENT

10-6
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.



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.

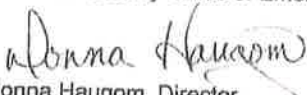
1. Conduct a public hearing at an upcoming board/council meeting. Be sure to allow for citizen comment.
2. Following the close of the public hearing, adopt the plan by resolution.
3. Send me a copy of the resolution – as soon as you can.

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


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
donnah@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 March 5, 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 5th day of March, 2019.

Matt Trebatoski, City Manager

Attest:

Michelle Ebbert, Clerk

4 of 4



11-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 18, 2019

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Chargeback of 2017 Personal Property Taxes

Background:

Wis. Statute 74.42(1) provides that no earlier than February 2 and no later than April 1 the taxation district treasurer may charge back to each taxing jurisdiction within the taxation district except this state, its proportionate share of those personal property taxes for which the taxing district settled in full the previous February, which were delinquent at the time of settlement, which have not been collected in the intervening year and which remain delinquent. For taxes assessed as of January 1, 2011 a taxation district may only chargeback personal property taxes if the taxes are owed by an entity that has ceased operations, or filed a petition for bankruptcy, or are due on personal property that has been removed from the next assessment roll.

Discussion:

There are two personal property accounts that are delinquent and ceased operations according to Statute. The total is \$84.26.

The accounts have been removed from the tax roll.

Financial Analysis:

The uncollected net personal property taxes to be charged back to taxing jurisdictions are as follows:

State and County	\$15.16
School District	\$36.48
Technical College	\$3.31

The portion of chargeback for the City is \$29.31

Staff Recommendation:

To approve the chargeback amount of \$29.31 to be recorded as uncollectable.

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11-10

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 1, 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. | Taylor M Castillo-Wagner | Stop n Go Madison Ave |
| 2. | Ashley Morris | Casey's General Store |
| 3. | Carmen S Petersen | Casey's General Store |
| 4. | Janet M Schuenke | Casey's General Store |

Financial Analysis:

None.

Staff Recommendation:

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

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