



**AGENDA
CITY COUNCIL MEETING
MUNICIPAL BUILDING COUNCIL CHAMBERS
101 N. MAIN STREET, FORT ATKINSON, WISCONSIN
APRIL 4, 2019 ~ 7:00 P.M.**

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of March 19, 2019 regular Council meeting.
4. Public Hearings

None.
5. Public Comment
6. Petitions, Requests and Communications
 - a. Request by Chamber of Commerce to hold Farmers Market in parking lot across from Post Office on Saturdays from May to October, and to close South Water Street East on six occasions for special events.

Action – Reject—Approve request.
 - b. Request to close a portion of Purdy Street on Saturday, June 1, 2019 for American Legion Fishing Derby.

Action – Reject—Approve request.
7. Resolutions and Ordinances
 - a. Ordinance amending zoning of 124 West Milwaukee Avenue (Fire Department) and 101 South Water Street West (Police Department) from C-3 to C-5.

Action – Reject—Approve and adopt Ordinance.

7. Resolutions and Ordinances (Continued)

- b. Resolution proclaiming May 4, 2019 as World Migratory Bird Day in the City of Fort Atkinson.

Action – Reject—Approve and adopt Resolution.

- c. Resolution to update Wisconsin Public Employer's Group Health Insurance Program.

Action – Reject—Approve and adopt Resolution.

8. Reports of Officers, Boards and Committees

- a. Minutes of Historic Preservation Commission meeting held January 14, 2019.

Action – Accept and file.

- b. Minutes of Transportation and Traffic Review Committee meeting held March 14, 2019.

Action – Accept and file.

- c. Minutes of Joint City Council / Plan Commission meeting held March 19, 2019.

Action – Accept and file.

- d. Minutes of Historical Society Board meeting held February 21, 2019.

Action – Accept and file.

- e. Minutes of Finance Committee meeting held March 27, 2019.

Action – Accept and file.

9. Unfinished Business

- a. Recommendation from Transportation and Traffic Review Committee to amend parking restrictions on the north side of West Sherman Avenue west of North Main Street to two-hour parking from 9:00 a.m. to 8:00 p.m. Sundays through Saturdays, and Ordinance.

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

- b. Recommendation from Transportation and Traffic Review Committee to designate one parking stall in front of the Municipal Building for taxi cab stand, and Ordinance.

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

- c. Recommendation from Transportation and Traffic Review Committee to approve five locations for pedestrian activated crosswalks.

Action – Reject—Approve.

- d. Recommendation from Finance Committee to return Revolving Loan Fund (RLF) cash on hand to Department of Administration (DOA) and buyout the receivables to establish a new City loan program to comply with DOA RLF closeout program.

Action – Reject—Approve.

- e. Recommendation from Finance Committee to focus on blight properties and then low to moderate income benefit in determining projects to apply for grant under RLF closeout program.

Action – Reject—Approve.

10. New Business

None.

11. Miscellaneous

- a. 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 ~ March 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, Cm. Hartwick and Pres. Becker. Also present: City Manager, City Attorney, City Clerk/Treasurer, City Engineer and Water Supervisor.

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

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

PUBLIC HEARINGS

a. *Public hearing on Annual Report on Stormwater Permit.*

After three calls, Pres. Becker closed public hearing – Refer to item 10-a below.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

a. *Request by Memorial Day Committee to hold annual parade on Monday, May 27, 2019 from American Legion to Evergreen Cemetery.*

Manager Trebatoski reviewed the annual request. Departments reviewed the request without concerns.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the request by Memorial Day Committee to hold annual parade on Monday, May 27, 2019 from American Legion to Evergreen Cemetery. Motion carried.

b. *Request by Hoard Museum to close Foster Street from South Fourth Street West to Whitewater Avenue for Dairy Day at the MOOseum event on Saturday, June 15, 2019.*

Museum Director Merrilee Lee was present to review their annual request. A cow parade is held on Foster Street.

Cm. Hartwick moved, seconded by Cm. Lescohier to approve the request by Hoard Museum to close Foster Street from South Fourth Street West to Whitewater Avenue for Dairy Day at the MOOseum event on Saturday, June 15, 2019. Motion carried.

c. *Request to hold Buckskinners Rendezvous event on May 24-26, 2019 at Rock River Park and for waiver of gun discharge ordinance.*

Museum Director Merrilee Lee reviewed the annual event. No concerns or changes were provided.

Cm. Lescohier moved, seconded by Cm. Kotz to approve the request to hold Buckskinners Rendezvous event on May 24-26, 2019 at Rock River Park and for waiver of gun discharge ordinance. Motion carried.

d. Request to pursue proclamation from State of Wisconsin declaring the City be named as Intersectional Peony City of Wisconsin.

Museum Director Merrilee Lee provided the proclamation.

Cm. Kotz moved, seconded by Cm. Johnson to approve the request to pursue proclamation from State of Wisconsin declaring the City be named as Intersectional Peony City of Wisconsin. Motion carried.

e. Request to proclaim March, 2019 as Colorectal Cancer Awareness Month in the City of Fort Atkinson.

Manager Trebatoski read the proclamation.

Cm. Hartwick moved, seconded by Cm. Lescohier to approve the request to proclaim March, 2019 as Colorectal Cancer Awareness Month in the City of Fort Atkinson. Motion carried.

RESOLUTIONS AND ORDINANCES

a. Ordinance amending zoning of 124 West Milwaukee Avenue (Fire Department) and 101 South Water Street West (Police Department) from C-3 to C-5.

Manager Trebatoski stated this is the second reading of the Ordinance. No comments have been received.

Cm. Hartwick moved, seconded by Cm. Johnson to send the Ordinance to its third reading. Motion carried.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. Building, Plumbing and Electrical Permit Report for February, 2019.

b. Minutes of Joint City Council / Plan Commission meeting held March 5, 2019.

c. Minutes of Plan Commission meeting held March 12, 2019.

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

UNFINISHED BUSINESS

a. Review and approve change order for S.C.A.D.A equipment at Water Utility.

Supervisor Tim Hayden reviewed the change order for the upgrade to the SCADA system. Due to the short timeline, the design process was not completely thorough. As the project progresses, several improvements have arisen.

1. The MCC at Well#5 lacks control system drawings and requires continuous service due to the age of the control equipment. The booster pump control utilizes a single variable frequency drive with 10+ switching contactors which offers no redundancy or power savings. The work will be performed by Altronex and is quoted at \$18,920.

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2. In order to collect draw down readings from the wells, pressure transducers need to be installed. SUEZ can perform this task in 20 hours at a quote of \$4,900.
3. The work to be performed at Well #5 will add hours to the contract with MSA at a quote of \$7,350.
4. In anticipation of additional items, a contingency fund is requested at \$8,830. This is 2.6% of the total project that could be used with the approval of Hayden, Engineer Selle and Manager Trebatoski.

The total cost of additional work is \$31,170 and the requested contingency of \$8,830. Adjustments will be made to items in the CIP to assist with accommodating this change order. Approval of the additional work will increase the total budget for the new SCADA system with contingency to \$332,400.

Cm. Lescohier moved, seconded by Cm. Hartwick to approve the additional items (Altronex \$18,920, SUEZ \$4,900, MSA \$7,350) totaling \$31,170 and an additional \$8,830 for a contingency fund activated with the approval of the City Manager, City Engineer and Water Supervisor. Motion carried on a roll call vote.

b. *Recommendation from Plan Commission to approve Preliminary Certified Survey Map creating a two-acre parcel at N1023 County Hwy. K and rezoning to A-3 (non-prime residential) (extra-territorial).*

Engineer Selle reviewed the recommendation. No comments have been received.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the recommendation from Plan Commission to approve Preliminary Certified Survey Map creating a two-acre parcel at N1023 County Hwy. K and rezoning to A-3 (non-prime residential) (extra-territorial). Motion carried.

NEW BUSINESS

a. *Review and approve Annual Report on Stormwater Permit and authorize signature by proper officials.*

Engineer Selle provided the annual report.

Cm. Kotz moved, seconded by Cm. Johnson to approve the Annual Report on Stormwater Permit and authorize signatures by proper officials. Motion carried.

MISCELLANEOUS

a. *Granting operator licenses.*

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

b. *City, Sewer, Water and Stormwater Utility Financial Statements as of February 28, 2019.*

Cm. Hartwick moved, seconded by Cm. Lescohier to accept and file the City, Sewer, Water and Stormwater Utility Financial Statements as of February 28, 2019. Motion carried.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. Verified claims.

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Cm. Lescohier moved, seconded by Cm. Kotz 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 the meeting. Meeting adjourned at 7:24 pm.

Respectfully submitted

Michelle Ebbert
City Clerk/Treasurer



FORT ATKINSON AREA
CHAMBER OF COMMERCE

Carrie Chisholm
Executive Director
244 N Main Street
Fort Atkinson, WI 53538
P|(920) 563-3211

6-a

March 11, 2019

Dear Matt,

The Fort Atkinson Farmers Market is entering its 17th season in our community, and we would once again like to officially request the use of the Municipal Parking lot on Milwaukee Avenue (across from the Post Office) for every Saturday from 6:00am until 1:00pm, May 4 through October 26, 2019. This provides time for market set-up and take down as well as for the official market from 8:00am to noon.

We would also request the closure of South Water Street alongside the municipal lot, six times during the season (May 25, June 15 and 29, July 27, August 31, September 28) to accommodate our Arts Saturdays and other special community events. Please note the June 15th date is the third Saturday of the month.

Finally, we wish to thank the city and the many departments that support our weekly market. Without the help of your office, Parks & Recreation, Public Works, the Police Department and many others, we would not be able to provide a quality and safe environment for our customers.

If you have any questions, please feel free to contact either of the market managers. Thank you again for your continued support in making the Fort Farmers Market a great community event and one of the best Saturday morning destinations in Jefferson County.

Warmest regards,

Kaitlin Myren-Celkis & Jodi Landowski
Co-Market Managers, Fort Farmers Market
manager.fortfarmersmarket@gmail.com
920.397.9070

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6-b

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 27, 2019

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: American Legion Fishing Derby

Background:

Annually since 2014, the City Council has approved a request from the American Legion Fishing Derby Committee to hold a fishing derby in the area of their property at 201 South Water Street East.

Discussion:

The Fishing Derby Committee is requesting that Purdy Street north of South Water Street East be closed from 4:00 a.m. to 4:00 p.m. on Saturday, June 1, 2019 for the safety of their participants and guests during the fishing derby. City Staff has reviewed the request and there were no comments or concerns received.

The adjoining property owner (High Pointe Properties) has also indicated they have no concerns and are in support of the event.

Financial Analysis:

None.

Staff Recommendation:

Staff is recommending that the request from the American Legion Fishing Derby Committee to close a portion of Purdy Street for their annual event on June 1, 2019 from 4:00 a.m. to 4:00 p.m. be approved.

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American Legion Post 166(Paul Frank Florine)
201 S. Water Street E.
Fort Atkinson, WI. 53538

RECEIVED

MAR 20 2019

CITY OF FORT ATKINSON
CITY MANAGER

City Council
City of Fort Atkinson
111 North Main St.
Fort Atkinson, WI. 53538

March 18, 2019

Re: American Legion Fishing Derby road closure

Council members;

The American Legion Post 166 Fishing Derby is in its 6th year and is growing in popularity. This said, the increased popularity brings us a large number of participants. In order to mitigate automobile/pedestrian incidents on Purdy St next to the American Legion building at 201 S Water St E, we ask that Purdy St (North of Water St East) be blocked from vehicular traffic on June 1, 2019 from 4am -4pm to facilitate a safe environment for our participants and guests. Requested support from the City of Fort Atkinson would be the use of 2-3 wooden barricades for adequate posting of road closure. I look forward to your reply and would be happy to discuss said plan further if necessary.

On behalf of the Fishing Derby Committee, I would also like to invite the members of the City Council, as well as the City Manager to join us at our event to get an idea of what we are bringing to our community.

Respectfully,

A handwritten signature in cursive script that reads "Betty Schelb".

Betty Schelb
American Legion Post 166 Auxiliary Secretary & Fishing Derby Committee Member
1524 Rangita Street Fort Atkinson, WI 53538
(920) 563-7629

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7-a

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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7-b

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 27, 2019

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: World Migratory Bird Day

Background:

Annually since 2016, the City Council has approved a Resolution declaring the first Saturday in May as World Migratory Bird Day in the City of Fort Atkinson.

Discussion:

World Migratory Bird Day is to urge citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community.

Financial Analysis:

None.

Staff Recommendation:

Staff is recommending that the Resolution declaring May 4, 2019 as World Migratory Bird Day in the City of Fort Atkinson be approved and adopted.

1 of 2

RESOLUTION NO. _____

World Migratory Bird Day Resolution

- **Whereas**, migratory birds are some of the most beautiful and easily observed wildlife that share our communities, *and*
- **Whereas**, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring, *and*
- **Whereas**, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide, *and*
- **Whereas**, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes, *and*
- **Whereas**, public awareness and concern are crucial components of migratory bird conservation, *and*
- **Whereas**, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations, *and*
- **Whereas**, since 1993 World Migratory Bird Day (formerly International Migratory Bird Day) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S., *and*
- **Whereas**, hundreds of thousands of people will observe WMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun, *and*
- **Whereas**, while WMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants, *and*
- **Whereas**, WMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action,

NOW THEREFORE I, Matt Trebatoski, as City Manager of the City of Fort Atkinson, Wisconsin, do hereby proclaim May 4, 2019 as

World Migratory Bird Day

in the City of Fort Atkinson, Wisconsin, and I urge all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

Dated this _____ day of April in the year 2019.

Signed: _____
Matt Trebatoski, City Manager

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7-c

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 18, 2019

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Resolution to Update Wisconsin Public Employer's Group Health Insurance Program

Background:

The Department of Employee Trust Funds (ETF) is requiring participants to sign and submit an updated resolution to participate in the Wisconsin Public Employers group health insurance program (WPE-GHIP). This will not change the program that is offered to employee or retirees.

Discussion:

The reasons for the new resolution are as follows: Administrative ease, updated content and reorganized information. Details noted below.

1. ETF has created one reference source for the WPE-GHIP. Previously, information was provided in a variety of publications such as the Local Health Insurance Employer Administrative Manual, the contract between the Group Insurance Board and the participating health insurance providers and several employer bulletins. These resources are now combined into the Local Employer Health Insurance Standards, Guidelines and Administration Manual.
2. The original resolution the Board signed stated that the Board agreed to abide by the terms of the program set forth in the contract between the Group Insurance Board and the participating health insurance providers. With the movement of those contract provisions to this new employer manual, that resolution is no longer accurate.

Financial Analysis:

None.

Staff Recommendation:

To approve and adopt the Existing Employer Update Resolution - Wisconsin Public Employer's Group Health Insurance Program.

1 of 2

Wisconsin Department of Employee Trust Funds

**EXISTING EMPLOYER UPDATE RESOLUTION
WISCONSIN PUBLIC EMPLOYERS' GROUP HEALTH INSURANCE PROGRAM**

RESOLVED, by the City Council of the City of Fort Atkinson
(Governing Body) (Employer Legal Name)

that pursuant to the provisions of Wis. Stat. § 40.51 (7) hereby determines to continue in the Wisconsin Public Employers (WPE) Group Health Insurance program that is offered to eligible personnel through the program of the State of Wisconsin Group Insurance Board (Board), and agrees to abide by the terms of the program as set forth in the *Local Employer Health Insurance Standards, Guidelines and Administration Manual* (ET-1144).

We will continue to participate in the program option in which we are currently enrolled. If we wish to elect a new program option for 2020 we will file a separate resolution to do so.

All participants in the WPE Group Health Insurance program need to be enrolled in a program option. Individual employees cannot choose between program options.

The resolution must be received by the Department of Employee Trust Funds as soon as possible, but no later than October 1, in order to continue participation without lapse. If more time is needed, contact ETF.

The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the Board to provide such Group Health Insurance.

Certification

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the 4th day of April, year 2019 and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this day of April, year 2019.

I understand that Wis. Stat. § 943.395 provides criminal penalties for knowingly making false or fraudulent statements, and hereby certify that, to the best of my knowledge and belief, the above information is true and correct.

39-6005451

Federal tax identification number (FEIN/TIN)

69-036-0980-000

ETF employer identification number

Number of eligible employees 91

Jefferson

Employer county

miebbert@fortatkinsonwi.net

Employer benefit contact email address

Authorized employer representative signature

Michelle Ebbert

Authorized employer representative printed name

Clerk/Treasurer

Authorized representative title

CITY OF FORT ATKINSON

101 North Main St; Fort Atkinson;

Mailing address

WI 53538

Submit completed form to ETF at ETFSMBESSNewEmployer@etf.wi.gov
or fax to 608-267-4549.

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8-a

**Fort Atkinson Historic Preservation Commission
January Meeting
January 14, 2019, 6:30pm
Dwight Foster Library, Fort Atkinson**

Meeting called to order at 6:41pm.

In attendance: Julia Ince, Kathy Marr, Roz Highfield, Emily Yavuzcetin

1. Approval of December meeting minutes, Julia moves to approve, Emily seconds, passed unanimously
2. Treasurer's report: City budget \$1199.00, Fort Community Foundation balance not available
3. Correspondence with commission: email from Tricia stating her resignation

Old Business

4. Updates on Commission Members: Welcome to Roz Highfield, Introductions of current members
5. Water Tower Tours Report: No tours in Month of December
6. Website and Facebook Updates: Commission discussed bi-weekly or monthly postings on history of homes/buildings in Fort Atkinson.
7. Website Rebuild Report: Questionnaire from John at Custom Creative, committee gave opinions on items such as mission statement, target audience, call to action, creation of organization. Committee discussed the current website layout and how it can be improved.

New Business

8. Commission Promotion and Future Goals: New member recruitment, Treasury position is now open. Possibility of joining the Wisconsin Association of Historic Preservation Commissions.

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Adjourned at: 7:49pm

Next Meeting: Monday, February 11, 2019, 6:30pm, Dwight Foster
Library

**TRANSPORTATION & TRAFFIC REVIEW COMMITTEE MINUTES
CITY OF FORT ATKINSON
CONFERENCE ROOM, POLICE DEPARTMENT
MARCH 14, 2019 - 2:00 p.m.**

The meeting was called to order by Chairman Selle at 2:04 p.m. in the Conference Room of the Police Department.

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

Members Absent: Carter and Rice

Others Present: City Manager Trebatoski, Asst. City Engineer Williamson, Adel Salameh of Verlo, Karl Schulte of Running, Inc./Brown Cab, and members of the Transit Group

1. Motion to approve Minutes of the December 13, 2018 meeting made by Bump, second by Maas. Motion passed by unanimous voice vote.

2. Parking Requests:

- a. Discuss two hour parking in a portion of Lot 5, west of Post Office and east of South Main St.

Selle indicated his Department has been monitoring this lot during the lunch hour recently, and there have been spaces available each time they have checked it. Selle read an email from Tony Brus, property owner in this area, who indicated he is opposed to the request for two-hour parking.

Johnson indicated he put this request forward on behalf of the owner of Fat Boyz who is having problems with enough customer parking. The request is only for approximately one-third of the lot and only for Monday through Friday.

Selle indicated he has a cautious concern with setting a precedent in this matter.

Maas suggested that a head count be done of the businesses in this area to see how they feel about this request.

Motion by Johnson, seconded by Maas, to seek more information from surrounding businesses on the request and to bring the matter back to the next Committee meeting. Motion carried.

- b. Discuss changing two hour parking regulations along the north side of West Sherman Ave.

Adel Salameh of Verlo addressed the Committee indicating they have business hours from 9:00 a.m. to 8:00 p.m. seven days per week. He indicated there are

times when his customers have to park blocks away and walk to his business, and with the average age of his customers being 50, it is difficult at times for them to walk that far. He indicated that their business is busiest on the weekends. He feels the current fee of \$10 for parking tickets is too low and that the parking restrictions need to be enforced more.

Motion by Selle, seconded by Johnson, to amend the two-hour parking restriction on the north side of West Sherman Avenue from a point 45 feet west of North Main Street to a point 130 feet east of Mechanic Street to be effective from 9:00 a.m. to 8:00 p.m., Sunday through Saturday. Motion carried.

3. Speed Limit Reviews:
None.

4. Traffic Signal Reviews:
None.

5. Transit Items:

- a. Quarterly update from Brown Cab on the Fort Atkinson Shared Ride Taxi Program.

Karl Schulte of Brown Cab indicated January and February ridership numbers were down, however he blamed part of that on the weather. They have also been advertising for help and blames the slow response to that on the weather as well.

Mr. Schulte indicated Brown Cab has started marketing more by placing ads on the radio and in the newspaper. A new brochure is in production and will be distributed to locate stores, hospital, churches, Municipal Building, etc.

A discussion also took place on whether or not the City has any control over Uber and other private providers, and Mr. Schulte indicated the City has no control over that.

No action taken on this matter.

- b. Discuss establishing a taxi cab stand location in downtown area.

Selle said a spot of the Main Street bridge was discussed for locating a taxi cab stand. However, he said if it didn't work out and it was desired to discontinue the parking spot, it would be difficult to get the paint off the pavement on the bridge. Therefore, it is being recommended that a stall in front of the Municipal Building be designated as taxi cab parking.

It was felt that this way more people may decide to use taxis if they are more visible.

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Motion by Bump, seconded by Selle, to designate a stall in front of the Municipal Building for a taxi cab stand. Motion carried.

6. Safe Routes to School:

- a. Discussions regarding a FASD / City collaboration on the Middle School pickup/drop off area.

Selle indicated meetings have been taking place with staff of the Police Department, School District, City and bus company to discuss the safety of pedestrians, cars, etc. in the area of the Middle School. Discussions are also taking place regarding possibly hiring an expert to study the situation.

The matter will be brought back to the Committee at a later meeting.

There are five locations being looked at for putting in pedestrian activated lighted crosswalk signs. At some of the locations, the possibility of also putting in bump outs to slow traffic is being investigated.

Funding through a transit grant and City funds will be used for this project. An application to the Community Foundation will also be submitted.

Armstrong moved, seconded by Johnson, to support the approach for placement of pedestrian crossing improvements and to submit grant application.

7. Miscellaneous
None.

8. Adjournment:

Maas moved, seconded by Armstrong, to adjourn the meeting and passed by unanimous voice vote. The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Leila Carl, Adm. Secretary

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8-c

CITY OF FORT ATKINSON
Joint City Council / Plan Commission Meeting ~ March 19, 2019

CALL MEETING TO ORDER.

President Becker called the joint meeting of the City Council and Plan Commission to order at 5:30 pm.

ROLL CALL.

City Council Members: Cm. Johnson, Cm. Lescohier, Cm. Hartwick and Pres. Becker
Planning Commission members: Comm. Greenhalgh, Comm. Scherer, Comm. Lescohier, Engineer Selle and Manager Trebatoski. Also Present: City Clerk/Treasurer

Excused absence: Comm. Frame, Comm. Kutz and Cm. Kotz.

FINAL REVIEW OF COMPREHENSIVE PLAN UPDATE.

Manager Trebatoski reviewed the changes from the last meetings and suggestions provided from residents, Plan Commission and City Council.

PLAN COMMISSION REVIEW AND APPROVE RESOLUTION RECOMMENDING THE PLAN TO THE CITY COUNCIL.

Comm. Greenhalgh moved, seconded by Comm. Scherer to approve the Resolution recommending the Comprehensive Plan to the City Council. Motion carried.

PLAN COMMISSION ADJOURNS.

Comm. Greenhalgh moved to adjourn, seconded by Comm. Scherer. Adjourned at 5:36 pm.

CITY COUNCIL REVIEW AND APPROVE ORDINANCE ADOPTING THE PLAN.

Cm. Hartwick moved, seconded by Cm. Lescohier to suspend the rules and move the Ordinance through its second and third readings. Motion carried on a roll call vote.

Cm. Hartwick moved, seconded by Cm. Lescohier to adopt the Ordinance adopting the Comprehensive Plan. Motion carried on a roll call vote.

CITY COUNCIL ADJOURNS.

Cm. Hartwick moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 5:40 pm.

Respectfully submitted

Michelle Ebbert
City Clerk/Treasurer

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8-d



FORT ATKINSON HISTORICAL SOCIETY'S BOARD MEETING

Thursday, February 21, 2019 4:00 pm

William D Knox Library and Archives; Hoard Historical Museum

401 Whitewater Ave, Fort Atkinson, WI 53538

920-563-7769 www.hoardmuseum.org

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

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

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

Also in Attendance: Beverly Dahl (recorder), Steve Olsen (PremierBank)

3. Public Comments

4. Introduction of Steve Olsen, PremierBank:

Steve Olsen is our Trust officer at Premier Bank. He spoke to the Board in 2018, at that time the Board requested an annual report. Mr. Olsen had several hand-outs, and high-lighted the following points:

- Capital Markets Exhibits – US equity market was down 14% in the 4th quarter, 5% over the year. International markets were lower, Emerging and Global Equity markets were similar.
- 2017 returns were higher than average in anticipation of the Administration change, but 2018 had various concerns such as trade war talk, tariffs, Brexit, the government shutdown, and 4th quarter concerns about interest rates action by Federal Reserve.
- In 2019, the US market is up again for the last 8 straight weeks.
- Historical Society portfolio is down 6.37%. It underperformed the benchmark because we had more international investments, and transitioned from individual stocks to equity funds at a time that some stocks were falling. The portfolio is up 4.3% this year to date. The coming year may be volatile, but the portfolio is expected to stay about even to current value.
- Asset allocation is 50/50 between market and fixed income allocations.
- The Trust disbursement to the Historical Society this year will be 4% - \$40,000 – divided quarterly.

5. Review and approve December board meeting minutes & January committee minutes:

Motion to approve S. Johnson, seconded K. Gómez. Motion approved.

6. Director's Report: December and January reports were reviewed:

- Total attendance for 2018 was about 1000 over 2017. Shop sales were good for holiday sales. Museum was closed during end of year holidays, but opening for several days between the holidays was worthwhile. Historically, attendance immediately after New Year's is negligible.

1 of 3

- There were many piano recital room rentals in December.
- *The Lands We Share* was a major exhibit in December, with concentration on the Hake Farm. The exhibit is still moving through Wisconsin.
- We exceeded the inventoried item goal of 2500 items in 2018, with 3144 items inventoried.
- Staff participated in the Winter Market, with information outreach and Gift Shop items for sale.
- January attendance was sparse, as expected, with the Museum closed most days for weather, holidays, and maintenance. (We generally close if the school district closes, but it's not a hard rule. We also call volunteers to cancel their shifts if weather looks dangerous.)
- January Facility activity:
 - Our snow-blower required maintenance.
 - Staff worked on upcoming programming activities.
 - Staff went to the Geneva Lake Museum in Lake Geneva. That museum is similar to ours in terms of local stories and scope, with Native Americans and European settlement, but they diverge to spotlight Chicago area vacation visitors.

7. Treasurer's Report: L. Gray – report distributed prior to meeting.

- 2018 total revenue \$261,000, spent \$264,000, about \$3000 deficit, close to budgeted \$1000 deficit.
- 2018 Market performance - portfolio down \$87,000.
- In 2019, \$40,000 will be distributed from trust account.

Motion to approve – S. Larson, seconded S. Johnson, approved.

8. Committee Reports:

Development by Bonnie Geyer – report routed prior to meeting

Administration by Loren Gray – no meeting was held

9. Marketing moment: Museum promotion – staff are working on expanding social media – Facebook, Instagram, website, and also looking at expanding advertising, with newspapers farther away. Staff have also changed the event calendar printing schedule from a 12 to 6 month schedule to provide better accuracy. The current calendar runs through Rendezvous. Summer program additions will be in next printing. Each new calendar will be different colored from the previous to differentiate them.

10. Membership update: Second renewal notices went out to about 100 members. We are still receiving membership renewals, with a very high rate of renewal. Board member D. Jones sent personal thank-you's to those community businesses she worked with.

11. 80th Anniversary programming: New Logo created for the event. Hoard Historical Literary Circle (board members K. Gomez and B. Geyer are organizing) will meet March 13 for the first time, with 14 signed up to date. *Bark River Chronicles* is first book. This is thought to be the first book club organized by the F.A. Historical Society. We are working with Dwight Foster Library to have selected books available.



12. Update on hiring process for Collections Manager: The application process will close tomorrow. The Director has received 7 applications - all strong candidates. She will sort out most likely

candidates to invite for interviews by the Director, Asst. Director, and Operations Asst. Dahl. The position is for 12 hours per week, \$12 per hour, within open hours, with the actual work schedule variable depending on the new-hires schedule.

13. Discussion of board member elections: The Board President checked with all board members due for term renewal, all indicated they would renew board membership. The actual election will be at the Annual Meeting on Feb. 27. 5 members are due for re-election. (Any vacancies would have been addressed by a Nominating Committee.) The next Board meeting is the Officer Election. A 3 member Nominating committee is needed to create an officer slate for March meeting. Cheek, Gray, Lee will form committee and create slate.

14. Project and facility updates:

The Historical Society snow blower will be returned from repair this week by R&M motors. We are regularly spreading salt on walks. City clears the parking lot and most of the public sidewalks. DPW helped remove an ice dam in loading dock area and moved ice out to prevent leaking into the building.

A new display case is in the rear entry vestibule. It was donated by workers rehabbing a nearby home. A new glass shelf has been added. It will contain archive-related materials (reproductions to avoid ultra-violet damage) in the case. Example: antique cameras and reproduced historic photos.

G. Misfeldt, maintenance worker, will be on vacation through March. We will be calling volunteers to help set-up events, and have a weekly cleaning service.

15. Upcoming meeting dates

Development Committee: Thursday, March 7th at 4:00 pm

Administration Committee: Thursday, March 14th at 4:00 pm

Full Board Meeting: Thursday, March 21st at 4:00pm

Annual Members Meeting: Wednesday, February 27th

16. Items for agenda for next meeting: none

17. Announcements: Board members are needed to help serve wine and coffee at the Annual Dinner. Director will email volunteers with schedule and assignments

18. Adjourn: Motion to adjourn at 4:47 by L. Gray, seconded S. Johnson. Adjourned.

8-e

CITY OF FORT ATKINSON
Finance Committee Minutes ~ March 27, 2019

CALL TO ORDER

President Becker called the meeting to order at 3:30 pm.

ROLL CALL

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

MOVE INTO CLOSED SESSION PURSUANT TO SECTION 19.85(1)(e) WISCONSIN STATUTES TO DISCUSS RENEWAL OF RURAL FIRE CONTRACTS WITH TOWNSHIPS (CURRENT CONTRACTS EXPIRE DECEMBER 31, 2019)

Cm. Kotz moved, seconded by Cm. Lescohier to go into Closed Session pursuant to section 19.85(1)(e) Wisconsin Statutes to discuss renewal of rural fire contracts with townships (current contracts expire December 31, 2019). Motion carried on a unanimous roll call vote.

No action will be taken on this item.

FINANCE COMMITTEE WILL MOVE BACK INTO OPEN SESSION AFTER APPROXIMATELY 20 MINUTES.

Cm. Kotz moved, seconded by Cm. Lescohier to reconvene into open session. Motion carried on a unanimous roll call vote.

REVIEW AND APPROVE REVOLVING LOAN FUND CLOSEOUT PROGRAM RECOMMENDATIONS

Manager Trebatoski discussed the RLF program that has existed since the early 1980's. The program functions as a low interest loan to businesses and has been tied to job creation. Most recent loan holders include Fort Investments LLC, Blodgett Milling Company and Badger 47 LLC. The fund which began with \$600,000 has grown to \$1,500,000. Unfortunately, the Department of Housing and Urban Development (HUD) has had challenges with the program and has decided to close out the program with various options to municipalities who have current loans with businesses.

Our cash on hand is to be returned to the Department of Administration, however we will have an option to apply for non-competitive grants for reuse of the funds for eligible projects. Eligible projects have three criteria and the selected project must meet one of the national objectives: 1. Low and moderate income benefit, 2. Slum or blight, 3. Urgent local need.

As far as the three existing loans, the City has the opportunity to buy out the outstanding loan balances and continue servicing these loans until paid. This comes at a fortunate time when the General Fund can assist with the buyout of the three loan balances and build up a fund with the loan repayments for future administration.

Cm. Kotz moved, seconded by Cm. Lescohier to recommend to the City Council that the City return the cash on hand and buyout the receivables using our General Fund Balance in order to maximize the amount of grant funding we may apply for and further recommend establishing a new city loan program to be funded with the receivables of the three remaining businesses with loans currently outstanding. Motion carried unanimously.

Manager Trebatoski then discussed the three national objective qualification criteria that must be observed and met for project eligibility when applying to the DOA to receive the \$1.5 million back in the form of CDBG grants. Various projects were reviewed with potential for improvements and meeting the criteria. The Committee discussed properties that could be determined as blight could enhance value and

1 of 2

benefit the community greatly by improving areas of the City that may not otherwise be improved without the assistance of the grant.

Cm. Kotz moved, seconded by Cm. Lescohier to recommend to the City Council to determinate projects the city would like to apply for to receive \$1.5 million back in the form of CDBG grants from DOA with focus on blight/slum properties then low and moderate income benefit. Motion carried unanimously.

ADJOURNMENT

Cm. Kotz moved, seconded by Cm. Lescohier to adjourn the meeting. Adjourned at 5:02 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer

9-a



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 8, 2019

TO: Traffic and Transit Review Committee

FROM: Andy Selle, PE

SUBJECT: Request to change 2 hour parking along north side of Sherman Ave.

Background: A request had been made to change the wording of the 2 hour parking restriction along the north side of Sherman Avenue from N. Main Street to the west. The existing signage is for "2 hour parking from 9 a.m. to 5 p.m. on weekdays" and is signed from 45 feet west of N. Main Street to a point 130 feet east of Mechanic Street (see attached drawing).



Discussion: Adel Salameh, owner of the Verlo business located at 201 N. Main Street has requested changing the parking restriction to either remove the words weekday and the time stipulations, leaving "2-hour parking" or keep the weekday wording and change the hours of restriction from 9 a.m. to 9 p.m. He contends that with the growing usage of the Creamery Building for events on evenings and weekends, long term parking after 5 p.m. creates challenges for retail businesses. The Creamery Building has a parking lot with at least 116 parking stalls available for event parking or evening parking. The change of the restriction along the north side of Sherman Avenue would affect 13 parking stalls and require a change of the ordinance. A new **Sec. 94-526. - Specific limitations** of the Code of Ordinances would have to be written to show either a removal of the "weekday and 9 a.m. to 5 p.m." wording or just the addition of the "9 a.m. to 9 p.m." wording with the weekday wording remaining.

Recommendation: Staff recommends changing the stalls to simply be 2-hour parking

1 of 3

ORDINANCE NO. _____

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

That Chapter 94, TRAFFIC AND VEHICLES, Article VIII, Traffic Schedule, Division 6, Stopping, Standing and Parking, Subdivision II, Parking Prohibited, Sec. 94-457, No parking areas, *West Sherman Avenue*, be deleted in its entirety.

West Sherman Avenue.

The north side of the street from its intersection with North Main Street to a point 45 feet west, and the area from 50 feet west to 145 feet west of Mechanic Street.

The south side of the street from its intersection with North Main Street to a point 225 feet west, and the area from Mechanic Street to a point 46 feet west.

That Chapter 94, TRAFFIC AND VEHICLES, Article VIII, Traffic Schedule, Division 6, Stopping, Standing and Parking, Subdivision V, Two-Hour Limit, Sec. 94-526, Specific limitations, *Sherman Avenue* be repealed and replaced with the following:

Sherman Avenue

The north side of the street from a point 130 feet east of Mechanic Street west to the bike trail.

The south side from a point 225 feet west of the intersection with North Main Street west to the bike trail.

Both sides of the street from its intersection with North Main Street east to Edward Street.

That Chapter 94, TRAFFIC AND VEHICLES, Article VIII, Traffic Schedule, Division 6, Stopping, Standing and Parking, Subdivision V, Two-Hour Limit, Sec. 94-526, Specific Limitations, (b) be created as follows:

- (b) No person shall park, stop or leave standing any vehicle, whether attended or unattended, for more than two hours, between the hours of 9:00 a.m. and 8:00 p.m. on Sundays through Saturdays, on the following streets or portions thereof:

Sherman Avenue

The north side of the street from a point 45 feet west of North Main Street to a point 130 feet east of Mechanic Street.

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

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

Adopted: _____, 2019.

Pres. of the City Council

ATTEST:

Michelle Ebbert, City Clerk

3 of 3

9-b



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 8, 2019

TO: Traffic and Transit Review Committee

FROM: Andy Selle, PE

SUBJECT: Establishing a Cab Parking Space in the Downtown area.

Background: At the December 3, 2018 Transportation meeting the subject of providing a designated parking space for cabs to park during the day was discussed. The proposal was to provide a location that the cabs could occupy during the wait periods between pickups and transportation and to be available for persons that would be in the downtown area and would be looking for transportation. This Cab Stand should also have a sign that would provide information as to phone numbers, hours of operation and fees to help visitor's access cab service. The site would be expected to be occupied in slower times of the day when the cabs are waiting for customers and are in between the heavier usage times.

Discussion: The Cab Stand should be used as a marketing tool. Signage with information is difficult to place in prominent locations, such as on the bridge or in front of the Municipal Building. However, the street could be painted yellow with a "TAXI" or "CAB" stencil in place. Staff recommends placing the location in front of the Municipal Building if the committee decided to pursue the option.



1 of 3



ORDINANCE NO. _____

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

That Chapter 94, TRAFFIC AND VEHICLES, Article VIII, Traffic Schedule, Division 6, Stopping, Standing and Parking, Subdivision I, In General, Sec. 94-434, Taxi cab parking, be created as follows:

The first parking stall on the west side of North Main Street north of North Water Street West in front of the Municipal Building (101 North Main Street) shall be designated for taxi cab parking only.

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.

Pres. of the City Council

ATTEST:

Michelle Ebbert, City Clerk

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9-c



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 11, 2019

TO: Traffic and Transit Review Committee

FROM: Andy Selle, PE

SUBJECT: Safe Routes to School Crossings

Background: As part of the FASD/City collaboration on safe routes to school discussions, the City Engineering Department staff has been looking into five different locations that would be candidates for improvements in the street crossings associated with routes to school. Attached are the five proposed locations that are being considered for improvements. The department is proposing to install solar RRFB signs and blinker lights on aluminum poles at the crossings to enhance the safety of the crossings and at the Janesville Avenue crossing install a center pedestrian island with a center RRFB to aid with the crossing. At the other locations minor curb and sidewalk changes are being considered to change the crossing distances and channel existing traffic to make the crossings safer. Staff is gathering cost estimates and investigating various funding sources for the construction of these improvements.

Discussion: The Engineering staff is interested in discussing the proposal and hearing comments regarding the crossings and the improvements.



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CROSSING LOCATIONS

1. Crossing at the intersection of W. 1st St. and the Rock River.

2. Crossing at the intersection of W. 2nd St. and the Rock River.

3. Crossing at the intersection of W. 3rd St. and the Rock River.

4. Crossing at the intersection of W. 4th St. and the Rock River.

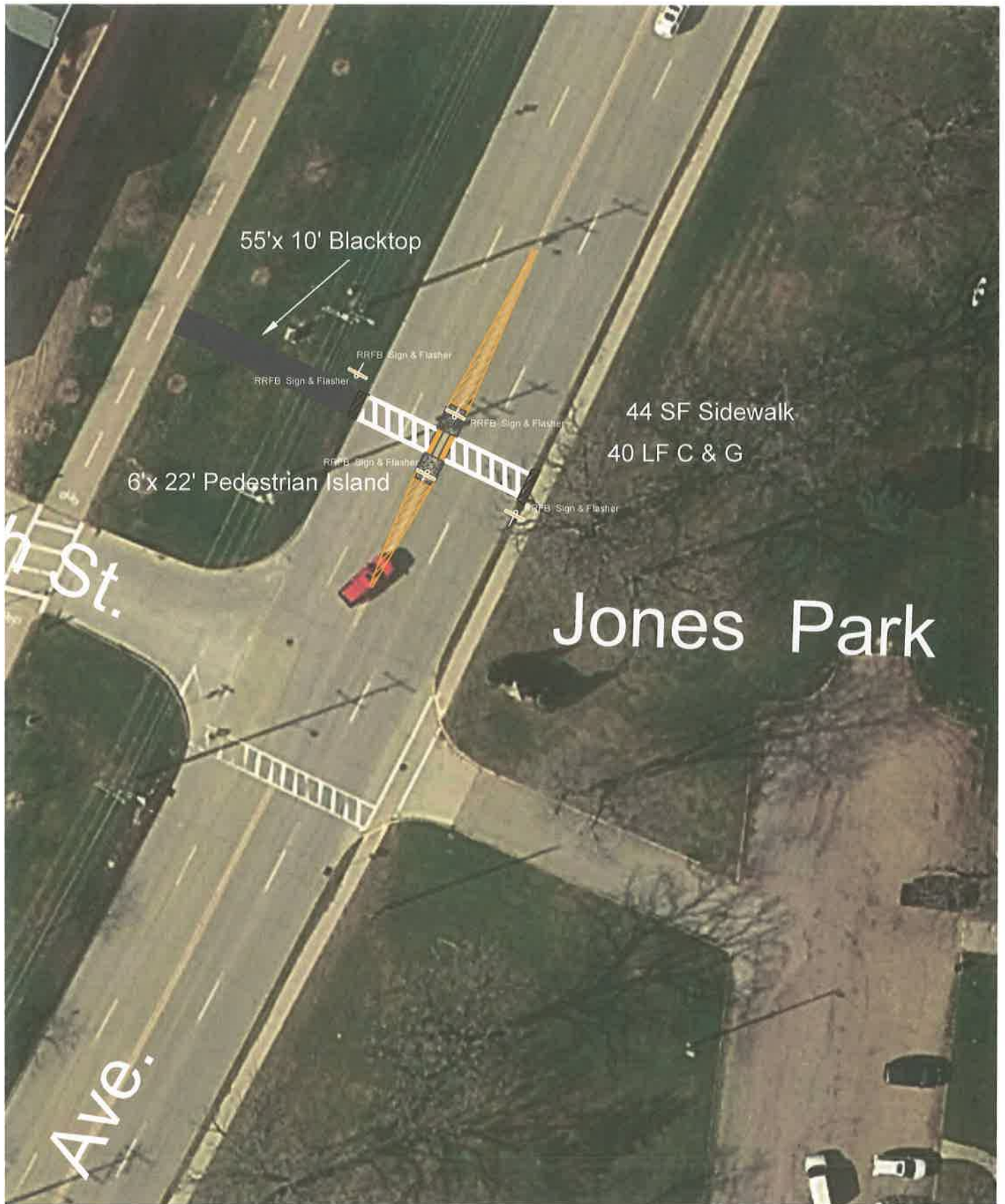
5. Crossing at the intersection of W. 5th St. and the Rock River.

Other labeled streets include: W. 6th St., W. 7th St., W. 8th St., W. 9th St., W. 10th St., W. 11th St., W. 12th St., W. 13th St., W. 14th St., W. 15th St., W. 16th St., W. 17th St., W. 18th St., W. 19th St., W. 20th St., W. 21st St., W. 22nd St., W. 23rd St., W. 24th St., W. 25th St., W. 26th St., W. 27th St., W. 28th St., W. 29th St., W. 30th St., W. 31st St., W. 32nd St., W. 33rd St., W. 34th St., W. 35th St., W. 36th St., W. 37th St., W. 38th St., W. 39th St., W. 40th St., W. 41st St., W. 42nd St., W. 43rd St., W. 44th St., W. 45th St., W. 46th St., W. 47th St., W. 48th St., W. 49th St., W. 50th St., W. 51st St., W. 52nd St., W. 53rd St., W. 54th St., W. 55th St., W. 56th St., W. 57th St., W. 58th St., W. 59th St., W. 60th St., W. 61st St., W. 62nd St., W. 63rd St., W. 64th St., W. 65th St., W. 66th St., W. 67th St., W. 68th St., W. 69th St., W. 70th St., W. 71st St., W. 72nd St., W. 73rd St., W. 74th St., W. 75th St., W. 76th St., W. 77th St., W. 78th St., W. 79th St., W. 80th St., W. 81st St., W. 82nd St., W. 83rd St., W. 84th St., W. 85th St., W. 86th St., W. 87th St., W. 88th St., W. 89th St., W. 90th St., W. 91st St., W. 92nd St., W. 93rd St., W. 94th St., W. 95th St., W. 96th St., W. 97th St., W. 98th St., W. 99th St., W. 100th St.

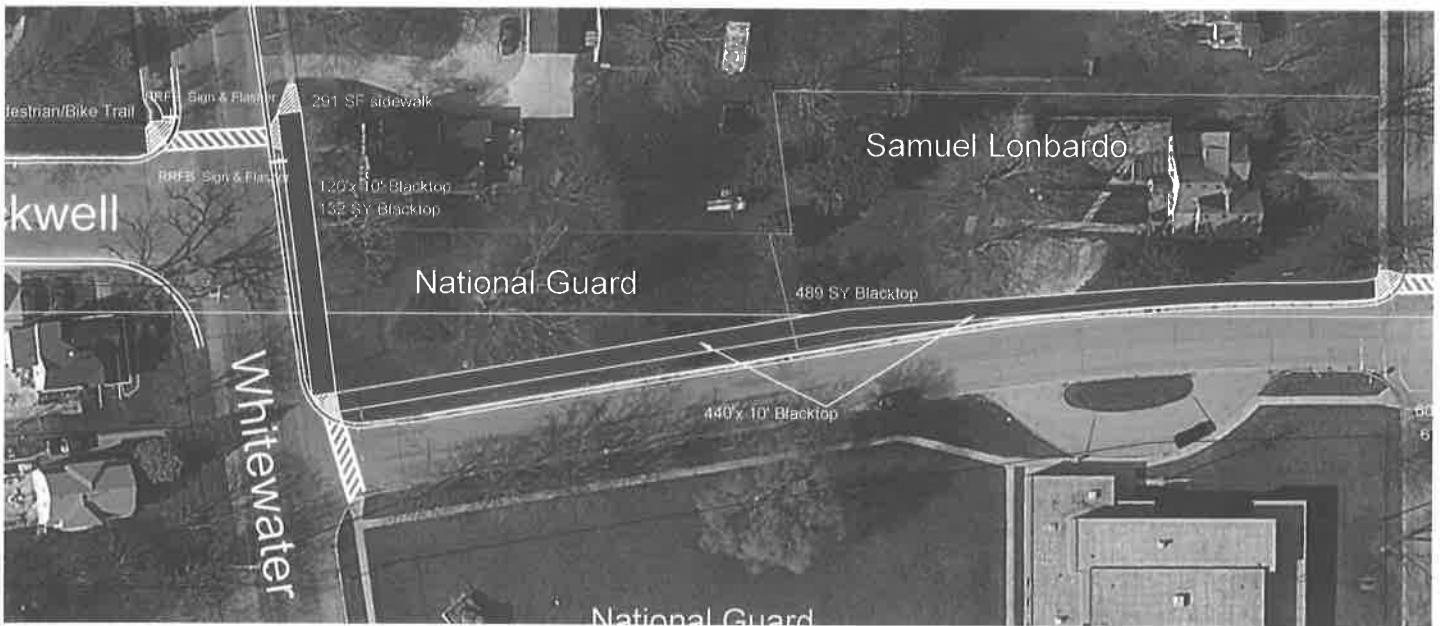
Rock Island High School

Rock River

20









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9-d + 9-e

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 12, 2019

TO: Finance Committee

FROM: Matt Trebatoski, City Manager

SUBJECT: CDBG Revolving Loan Fund (RLF) Closeout Program

Background:

As you know, the city has successfully held and operated an economic development revolving loan fund program since the 1980's. The program, which functions as a low interest loan to businesses and is tied to job creation has helped over 20 business entities and entrepreneurs either with locating, expanding or keeping their businesses in Fort Atkinson.

Some of the most recent loans have been to Badger47, LLC for the Creamery Building redevelopment project and Fort Investments, LLC for the purchase of the former Capn's building to open a new restaurant called The Rustic. A couple of the earlier loan agreements were to well-known and longstanding businesses such as Badger Press, ETI, Blackhawk Senior Living and Wisconsin Packaging.

Needless to say, this fund has been instrumental in allowing the city to assist new and existing businesses close financing gaps for them to be able to start or expand their businesses in Fort Atkinson.

The fund originally began with Community Development Block Grant (CDBG) dollars of around \$600,000 and has since grown to approximately \$1,500,000.

Discussion:

The RLF program can be challenging to operate. Many of the 130+ locally held RLFs may only make a few loans per year or less. Many RLFs don't routinely or consistently revolve money or do not generate enough program income annually to continue to revolve the funds. This is in direct conflict with the Department of Housing and Urban Development's (HUD) expectations that funding revolve every 12 months.

Local governments are supposed to have the capacity and knowledge to operate their own programs in full accordance with all of HUD's rules and regulations. The state's role is to monitor compliance with the federal rules and regulations. Many local governments have challenges correctly administering RLF programs.

Due to issues of non-compliance and mounting pressure from HUD, the state decided to close the CDBG RLF Program. The state submitted a plan to create an RLF closeout program which HUD approved.

The CDBG-CLOSE program officially started on February 1, 2019. New loans can no longer be made. February 1, 2019 starts the two year window for municipalities to turn in their funds to the

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Department of Administration (DOA) and apply for non-competitive grants for reuse of the funds for eligible projects.

The cash on hand balance must be returned to DOA and will be held until 1/31/21 exclusively for the municipality who returned the funds. Municipalities have the opportunity to buyout outstanding loan balances. The City would need to come up with the source of funding in the amount of the outstanding RLF loan receivables balance and return those funds to the State along with the cash on hand.

Cities who are unable or unwilling to buyout the loan receivables balance in the two year window must continue to service the outstanding loans. After the cash on hand is submitted to DOA, cities must collect repayments from the businesses for all outstanding loans and forward them to DOA every month. Loan repayments will not be held for the city to reuse through the CDBG-CLOSE program. The city will not be able to claim the balances for grant projects.

Eligible CDBG-CLOSE grant projects must meet a national objective (see attached illustration).

Financial Analysis:

The City of Fort Atkinson currently has just under \$1.5 million in its RLF. Approximately \$1 million is in cash and \$500,000 is in receivables. If the city were to return the cash on hand and buyout the \$500,000 in receivables, we would be able to apply to DOA for grants totaling the full \$1.5 million for CDBG eligible projects. There is no match requirement for CLOSE grants.

Recommendation:

I would recommend the city return the cash on hand and buyout the receivables using our General Fund Balance in order to maximize the amount of grant funding we may apply for. I would further recommend establishing a new city loan program to be funded with the receivables of the three remaining businesses with loans currently outstanding.

We are fortunate that this comes at a time when the General Fund is in a position to afford a buyout like this and still provide the working capital for the city to meet cash flow needs and a comfortable margin of safety to address unanticipated expenditures / emergencies.

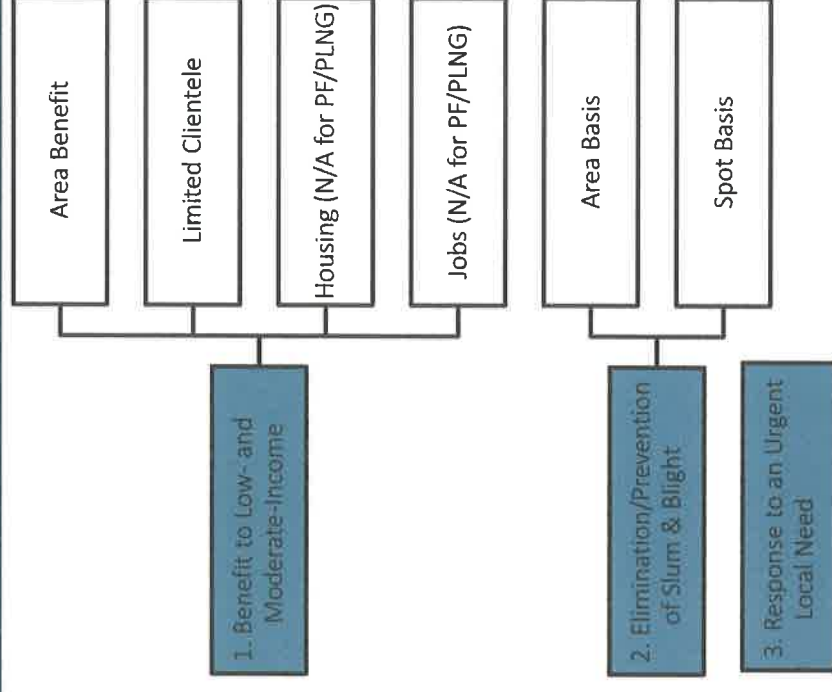
I feel it is very important for the city to maintain some level of funding for business loans. Buying back the current receivables would eventually build up a fund of approximately \$500,000, which could grow from there. The city would have the option to pay back the General Fund with the interest income earned over the principal amount (over an extended period of time) or keep it in and grow the loan fund.

The final piece of the CDBG-CLOSE program will be to determine what eligible project(s) the city would like to apply for to receive the \$1.5 million back in the form of CDBG grants from DOA.

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NATIONAL OBJECTIVE QUALIFICATION

- Must be an Eligible CDBG Activity
- Must meet 1 of 3 CDBG National Objectives:
 1. LOW- AND MODERATE-INCOME (LMI)
 2. SLUM & BLIGHT (SB)
 3. URGENT LOCAL NEED (ULN) *[PF Only]*
- LMI Projects given priority





CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 28, 2019

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Revolving Loan Funds

Badger 47, LLC

- Balance as of 04/01/2019 - \$246,970.04
- Payments of \$5,800 are made quarterly in February, May, August and November. Approximately \$4,500 of the payment is applied to principal.
- Final payment is anticipated 02/19/2021.
- The final payment will be a balloon payment of approximately \$215,613.08

Blodgett Milling Company

- Balance as of 04/01/2019 - \$108,394.68
- Payments of \$4,467.17 are made quarterly in March, June, September and December. Approximately \$3,300 of the payment is applied to principal.
- Final payment is anticipated 03/18/2026.

Fort Investments, LLC

- Balance as of 04/01/2019 - \$136,949.47
- Payments of \$2,900 are made quarterly in February, May, August and November. Approximately \$2,200 of the payment is applied to principal.
- Final payment is anticipated 08/18/2022.
- The final payment will be a balloon payment of approximately \$107,803.49

February, May, August, November principal payments ~ \$6,700 per month - \$26,800 per year
March, June, September, December principal payments ~ \$3,300 per month - \$13,200 per year



11-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 29, 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. Christopher Bixby | Lions Quick Mart |
| 2. Amity Sierra | LaCabana |
| 3. Samantha Smith | 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.

1 of 1