



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

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of April 16, 2019 regular Council meeting.
4. Public Hearings

None.
5. Public Comment
6. Petitions, Requests and Communications
 - a. Request by Chamber of Commerce for various street closures for Rhythm on the River event on Saturday, August 24, 2019.

Action – Reject—Approve.
 - b. Request by BASE to hold annual Fly-In Breakfast at the Airport on June 2, 2019.

Action – Reject—Approve.
 - c. Update by Fort Mobility Assist on use of Easter Seals Accessible Transportation grant funds.

Action – Accept and file.

7. Resolutions and Ordinances

- a. Ordinance amending parking restriction 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. Sunday through Saturday.

Action – Reject—Approve and adopt Ordinance.

- b. Ordinance designating one parking stall in front of Municipal Building for taxi cab stand.

Action – Reject—Approve and adopt Ordinance.

- c. Ordinance pertaining to curbside pick-up of alcohol beverages.

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

8. Reports of Officers, Boards and Committees

- a. Appointment of Committee members by Council President and City Manager.

Action – Reject—Approve appointments.

- b. Reappointment of Simon Dorfman to Cable Television Committee for a five-year term.

Action – Reject—Approve.

- c. Reappointment of Scott Housley and Jonah Ralston to Economic Development Commission for three-year terms.

Action – Reject—Approve.

- d. Reappointment of Roz Highfield to Historic Preservation Commission for a five-year term.

Action – Reject—Approve.

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

- e. Reappointment of Diana Shull and appointment of Julie Olver and Autumn Harden to Dwight Foster Public Library Board for three-year terms.

Action – Reject—Approve.

- f. Appointment of Ryan (Rocky) Baldry and Becky Romens and reappointment of Steve Mahoney to Parks & Recreation Advisory Board for three-year terms.

Action – Reject—Approve.

- g. Appointment of Roz Highfield and Davin Lescohier to Plan Commission for three-year terms.

Action – Reject—Approve.

- h. Appointment of Russell Turk to Police and Fire Commission for a five-year term.

Action – Reject—Approve.

- i. Reappointment of Mary Zentner to Sex Offender Residence Board for a two-year term.

Action – Reject—Approve.

- j. Reappointment of Mary Jo Eggers, Julie Nordeen and Mariah Hadler and appointment of John Raub to Tourism Commission for one year terms.

Action – Reject—Approve.

- k. Reappointment of Jim Woodman to Board of Zoning Appeals for a two-year term.

Action – Reject—Approve.

- l. Minutes of Ambulance Advisory Committee meeting held April 15, 2019.

Action – Accept and file.

- m. Building, Plumbing and Electrical Permit Report for April, 2019.

Action – Accept and file.

9. Unfinished Business

- a. Recommendation from Ambulance Advisory Committee to accept 2018 year-end report from Ryan Bros. Ambulance.

Action – Reject—Approve.

10. New Business

None.

11. Miscellaneous

- a. Temporary beer and wine license for Rotary Club's Beer and Wine Fest Fundraiser to be held at the Fort Atkinson Club on May 18, 2019.

Action – Reject—Approve.

- b. Granting operator licenses.

Action – Reject—Approve.

- c. City, Sewer, Water and Stormwater Utility Financial Statements as of March 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 ~ April 16, 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, Public Works Supervisor Kent Smith, Wastewater Supervisor Paul Christensen and Assistant Engineer Tom Williamson.

APPROVAL OF MINUTES OF APRIL 4, 2019 REGULAR COUNCIL MEETING.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the minutes of the April 4, 2019 regular City Council meeting. Motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

Ann Engelman, 428 Sherman Ave. E. spoke on behalf of the request for Brock's event. The event is requested from 6:00 pm to 10:00 pm. However Brock's requested it be extended to 11:00 pm. She added that past events ended at 10:00 pm with respect to Rhythm on the River. There is a challenge of rock band music with acoustics, solid buildings, water and space. She supports the event, however requests the event end at 10:00 pm. She would like the Council to even consider an end time of 9:00 pm.

PETITIONS, REQUESTS AND COMMUNICATIONS

a. *Notification from Arbor Day Foundation of Tree City USA Award for 2018.*

Public Works Supervisor Kent Smith and Olivia Witthun, DNR Urban Forester presented the Tree City USA award to the City for the 27th year. Ms. Witthun spoke of the accomplishments of the City and encouraged everyone to plant a tree.

Cm. Kotz moved, seconded by Cm. Johnson to accept the Tree City USA award. Motion carried.

b. *Request to proclaim April 26, 2019 as Arbor Day in the City of Fort Atkinson.*

Cm. Hartwick moved, seconded by Cm. Johnson to proclaim April 26, 2019 as Arbor Day in the City of Fort Atkinson. Motion carried.

c. *Request by Fort Atkinson Generals to hold Baseball Fest at Jones Park on June 13-16, 2019.*

Manager Trebatoski reviewed the annual request by the Generals. They work with appropriate Departments to assist with any event needs. No concerns were provided by Departments.

Cm. Lescohier moved, seconded by Cm. Hartwick to approve the request by Fort Atkinson Generals to hold Baseball Fest at Jones Park on June 13-16, 2019. Motion carried.

d. *Request by Brock's Riverwalk to use public space on South Water Street East on May 11, 2019 for outdoor event and for change to alcohol license premise description.*

Clerk Ebbert presented the request by the Brocks for an event on May 11th adjacent to their business on City property. They have been granted this in the past without conflicts from the event. They would like the event to extend to 11:00 pm, however area residents encourage the 10:00 pm ending time as the noise can carry along the river to their homes. Certificate of Insurance, allowance of the electricity and confirmation from the neighboring building/business has been presented.

Departments share the same concerns as in the past, specifically the Wastewater, Fire and Police. Mr. Brock was asked to confirm the enclosed area for outdoor sales and consumption. City Ordinance requires the area to be enclosed with allowance of an emergency exit. Brock confirmed the area is confined by sawhorses distributed by the Public Works Department. They allow for quick set up and tear down by his security. Brock also uses wristbands to confirm those of age and only allows entrance from the bar. Emergency exits are available by shifting the sawhorses. He added that the audience level in 2018 was low, however past years he has seen over 900.

Cm. Johnson confirmed the request for only one date. Brock confirmed he wants to address one event at a time.

Cm. Lescohier asked Brock to explain the benefit between 6:00 to 10:00 pm or 7:00 to 11:00 pm? Brock stated some bands set their time to start at 7:00 pm as the crowds do not always come out until then. Sometimes starting earlier, they may be only playing to a couple dozen attendees.

Cm. Hartwick questioned if the permanent light fixtures can support some type of canvas to serve as a sound barrier. Brock confirmed the posts are not strong or safe enough to support any materials they are made of thin metal tubing.

Pres. Becker appreciates the events that Brock's offer, however he tends to lean towards 10:00 pm, the same time frame as past events.

Cm. Lescohier moved, seconded by Cm. Hartwick to approve the request by Brock's Riverwalk to use public space on South Water Street East on May 11, 2019 for outdoor event from 6:00 pm to 10:00 pm and for change to alcohol license premise description. Motion carried.

RESOLUTIONS AND ORDINANCES

a. *Ordinance amending parking restriction 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. Sunday through Saturday.* Manager Trebatoski stated this is the second reading. No comments or concerns have been received.

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

b. *Ordinance designating one parking stall in front of Municipal Building for taxi cab stand.* Manager Trebatoski confirmed this is the second reading without comments or concerns.

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 March, 2019.*

2 of 5

- b. *Minutes of Plan Commission meeting held April 9, 2019.*
- c. *Minutes of Ordinance Committee meeting held April 10, 2019.*

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

UNFINISHED BUSINESS

- a. *Recommendation from Plan Commission to approve Preliminary Certified Survey Map creating a 2.8 acre parcel at W5273 Highway 106 (extra-territorial).*

Cm. Hartwick moved, seconded by Cm. Johnson to approve the recommendation from Plan Commission to approve Preliminary Certified Survey Map creating a 2.8 acre parcel at W5273 Highway 106 (extra-territorial). Motion carried.

- b. *Recommendation from Ordinance Committee to approve Ordinance pertaining to curbside pick-up of alcohol beverages.*

Clerk Ebbert reviewed the recommendation allowing curbside pick-up of alcohol beverages with specific requirements set forth in the ordinance. Penalty provisions and the bond schedule were reviewed by Attorney Westrick that was approved from 2012.

Cory Krisher from Festival Foods confirmed the process to verify they are 21 and to show they are of age when picking up groceries.

Cm. Hartwick moved, seconded by Cm. Lescohier to send the ordinance to its second reading. 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.

Pres. Becker presented a Certificate recognizing Cm. Lescohier for his 10 years of service on the City Council.

MOTION TO ADJOURN – SINE DIE

Cm. Hartwick moved, seconded by Cm. Johnson to adjourn - sine die. Motion carried.

The City Clerk will administer the oath of office to newly elected Council members.

Clerk Ebbert administered the oath of offices to newly elected Council members Mason Becker, Paul Kotz and Chris Scherer.

The City Manager called to order the first meeting of the 2019-2020 City Council.

Present: Cm. Kotz, Cm. Johnson, Cm. Scherer, Cm. Hartwick and Cm. Becker.

Ballot for President of the Council – new President takes chair.

The City Clerk distributed ballots to the Council members to vote for President of the City Council and after counting the votes, Cm. Kotz was elected President.

Ballot for President Pro Tem.

Pres. Kotz stated the next order of business is the ballot for President Pro Tem. Upon counting the votes, Cm. Becker was elected President Pro Tem.

Selection of Council member on Plan Commission.

Cm. Hartwick nominated Cm. Johnson, seconded by Cm. Becker. There were no other nominations. Motion carried. Cm. Johnson will serve as the Council member on Plan Commission.

Designation of official City newspaper.

Cm. Hartwick moved, seconded by Cm. Becker to approve the Daily Union as the official City newspaper. Motion carried.

NEW BUSINESS

a. Review and approve 2018 Annual Report on Recycling Program and authorize signature by proper officials.

Engineer Selle reviewed the annual report and addressed any comments or questions.

Cm. Hartwick asked if our recycling numbers have improved over time. Selle will look into comparison on prior years.

Cm. Hartwick moved, seconded by Cm. Scherer to approve the 2018 Annual Report on Recycling Program and authorize signature by proper officials. Motion carried.

b. Request by Beautification Council to place murals on Water Utility building on North Water Street West and on top of reservoir at Jones Park.

Manager Trebatoski introduced President of the Beautification Council – Jude Hartwick. Hartwick presented the murals selected by the Beautification Council and discussed the designated areas. The work will be done at no cost to the City. A mural will be painted on the top of the Jones Park Reservoir and the other on the Water Street Water Utility building wall along the river. Discussion continued on the type of paint to be used and possible tree trimming to allow maximum exposure.

Cm. Becker moved, seconded by Cm. Johnson to approve the designs and placement on the murals on Water Utility building on North Water Street West and on top of reservoir at Jones Park. Motion carried with Cm. Hartwick abstained.

c. Review and approve contract for design services for upgrades at Wastewater Treatment Plant as budgeted.

Wastewater Supervisor Christensen reviewed the contract submitted by Donohue and Associates. The facility plan was updated including a plan to meet phosphorous compliance and ensuring necessary upgrades and scheduled replacement of major equipment. Five firms were contacted with only two responding. Symbiont also provided a quote.

Cm. Becker moved, seconded by Cm. Hartwick to approve the contract for design services for upgrades at Wastewater Treatment Plant with Donohue and Associates in the amount of \$53,574 utilizing replacement funds. Motion carried on a roll call vote.

d. Review and approve quote for replacement of biological phosphorus zone mixers at Wastewater Treatment Plant as budgeted.

4 of 5

Christensen discussed the replacement budget for three biological phosphorous zone mixers. Based on experience, the Department recommends using the same vendor as the three mixers replaced in 2018. Xylem/Flygt Water Solutions provided a quote of \$25,609.33 including freight. Staff budgeted \$27,000.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the quote from Xylem/Flygt Water Solutions not to exceed \$25,609.33 for replacement of biological phosphorous zone mixers at the Wastewater Treatment Plant as budgeted. Motion carried on a roll call vote.

MISCELLANEOUS

a. Granting operator licenses.

Cm. Hartwick moved, seconded by Cm. Becker to approve the granting of operator license. Motion carried.

b. Move into closed session after Council meeting pursuant to Section 19.85(1)(e), Wisconsin Statutes, to consider purchase of public property.

Cm. Becker moved, seconded by Cm. Hartwick to move into closed session after Council meeting pursuant to Section 19.85(1)(e), Wisconsin Statutes, to consider purchase of public property. Motion carried on a unanimous roll call vote. Council will not reconvene.

ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Johnson to adjourn the meeting. Meeting adjourned at 8:25 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer



6-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: April 17, 2019

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: Rhythm on the River

Background:

Annually for the past 16 years, the City Council has approved a request from the Chamber of Commerce to block off South Water Street East and East Milwaukee Avenue as well as the parking lot across from the Post Office for the Rhythm on the River event.

Discussion:

The Chamber is requesting that South Water Street East be closed for stage set up and they would like to close East Milwaukee Avenue for food vendors. The parking lot will be used for beverage stands and attendees to either stand or sit for the festivities. They would also like the left turns off from South Main Street onto South Water Street East and East Milwaukee Avenue closed for the event. City Staff has reviewed the request and there were no comments or concerns received. A letter from the Chief of Police regarding his approval of the event is attached.

Financial Analysis:

Some additional staff time will be provided as has been done in the past to support a safe and successful event.

Staff Recommendation:

Staff is recommending that the request from the Chamber of Commerce to close a portion of South Water Street East and East Milwaukee Avenue and to close the parking lot across from the Post Office for the Rhythm on the River event on August 24, 2019 be approved.

1 of 5



**FORT ATKINSON AREA
CHAMBER OF COMMERCE**

KELLEY WESTPHAL
PROJECTS MANAGER
244 NORTH MAIN STREET
FORT ATKINSON, WI 53538
PHONE (920) 563-3210
FAX (920) 563-8946

April 4th, 2019

Matt Trebatoski
101 N. Main St
Fort Atkinson, WI 53538

Dear Matt,

On behalf of the Fort Atkinson Area Chamber of Commerce, we are requesting our usual permit for the Annual Rhythm on the River be placed on the agenda before the City Council. Saturday, August 24, 2019 marks the 17th anniversary of Rhythm on the River. This is a fun, community event that offers free admission to the public.

We would like to request permission for closure of South Water Street East from Main Street to Purdy Street from 6:00 am on Saturday, August 24, 2019 until 12:00 pm on Sunday, August 25, 2019. We also request that the theatre parking lot be closed from 6:00 am on Saturday, August 24 until 12:00 pm on Sunday, August 25. The lot will only be open to the Farmers Market vendors from 6:00 am until 12:00 pm on August 24.

We would like to request closure of East Milwaukee Ave from South Main Street to Merchants Avenue from 1:00 pm on Saturday, August 24 until 12:00 am on Sunday, August 25 to provide a safe walkway for event goers.

The time of the August 24th event will be from 5:00 pm to 11:00 pm. The Rhythm on the River committee would like to request permission to place the stage on South Water Street East and position the two beverage bars in the middle of the lot and utilize East Milwaukee Avenue for the food court for food vendors.

The previous food vendors have been given first right of refusal and they will provide their own generator and any other materials needed. The food service will start at approximately 5:00 pm. There will be two bands performing again this year. The opening band, Altar Boy Picnic will play from 5:00 pm to approximately 6:30 pm. Apex and Wade Root and the Flashback will be playing from 7 pm to 11 pm.

The Public Works Department will drop off the barricades and "No Parking" signs on Friday, August 23rd. It will be the Chamber's responsibility to put up the barricades on Saturday and take them down on Sunday. We would like to request permission to barricade the North East end of South Water Street East for a dumpster delivery the afternoon of Friday, August 23rd. Additionally, we would like to request cones blocking off the right turn lane from Main Street onto Milwaukee Street East. We would also like the left turn lane in front of JM Carpets blocked to access Milwaukee Street East. This area will be used for the Taste of Fort food vendors. We would also request that the left turn lane on Main Street to Water Street be blocked in front of Brock's River Walk Tavern and Grill as the stage will be set up, and no entry will be granted during the hours of the event.

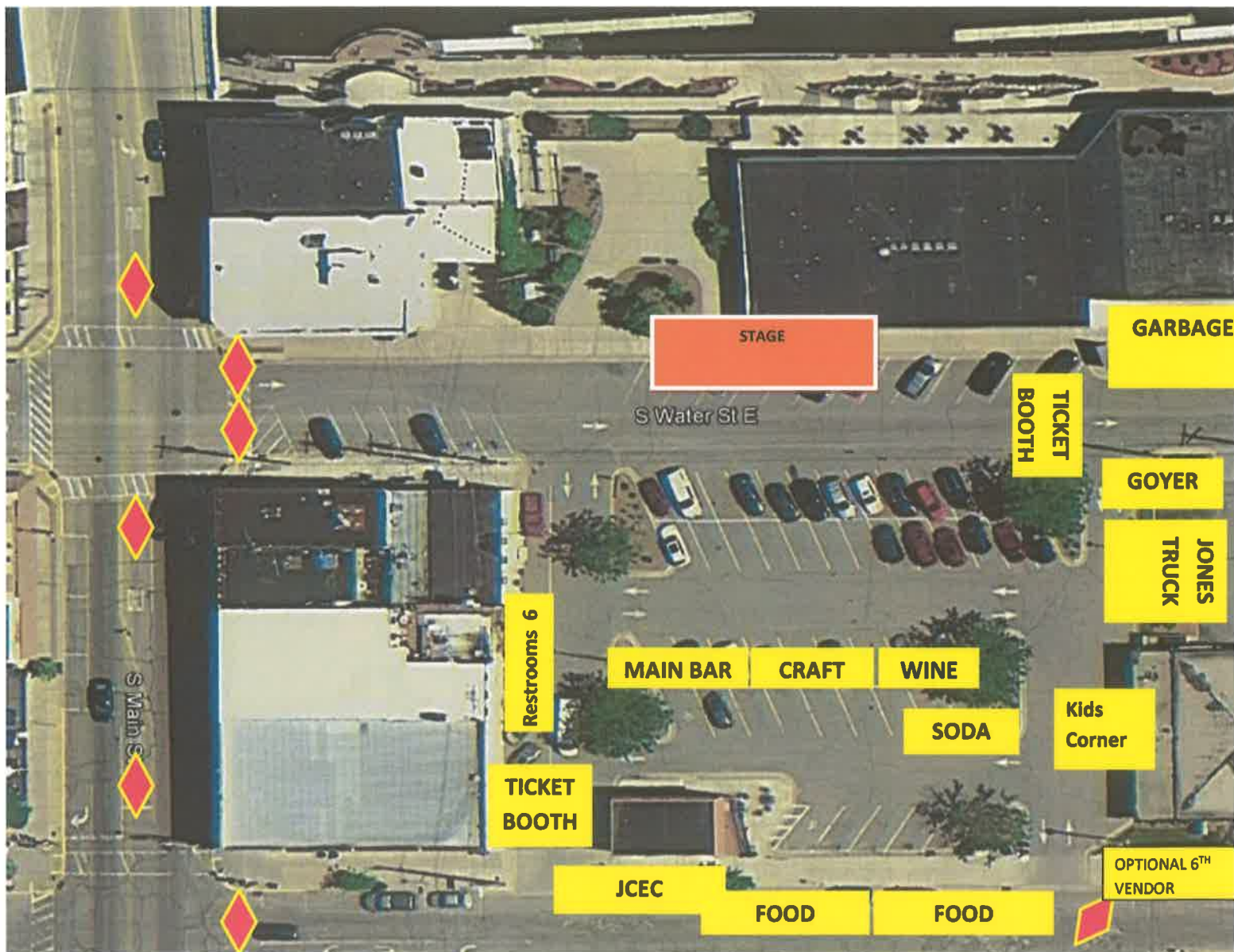
2 of 5

JCEC will provide security and all persons consuming alcohol that evening will be required to wear a bracelet confirming the legal drinking age. The application for the beer license will be submitted with payment.

Thank you for your consideration.

Sincerely,

Kelley Westphal
Projects Manager, Fort Atkinson Chamber of Commerce





POLICE DEPARTMENT

Adrian J. Bump
CHIEF OF POLICE

04-09-19

City Council
City of Fort Atkinson

Ref: 2019 Rhythm on the River Event

City Council Members:

The Police Department has no issues or concerns as related to the Rhythm on the River event as requested. The Police Department has an expectation to continue working with the stakeholders of this event to ensure proper planning is completed.

The Police Department will prepare an Event Action Plan to ensure the proper resources and actions are completed prior to, during and after the event. It will be necessary that the police department be involved with planning meetings as they occur. This event will require an additional 4-6 officers and 1 dispatcher be added to the schedule during the event. The Police department will again require that all roadways that are closed for the event be reinforced with the concrete barriers consistent with the 2018 set up. These barriers were placed by DPW.

There are currently no new areas of concern. Because of the open communication between the event planners and the police department, each year this event becomes better and safer. The Police Department will plan to be involved and help ensure a safe and positive event.

Respectfully,

Adrian Bump
Chief of Police

5 of 5



6-b

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: April 24, 2019

TO: City Council
FROM: Andy Selle, P. E.
SUBJECT: Boys & Girls Club – Request for Fly-In Breakfast

Background:

The Badgerland After School Enrichment Program (BASE – formerly Boys & Girls Club of Fort Atkinson) is requesting to hold their 12th Annual Fly-In Breakfast event at the Airport on Sunday, June 2, 2019.

Discussion:

The Fly-In will run from approximately 8:00 a.m. to noon. There will also be static display aircraft and classic car display.

Financial Analysis:

The City would have no costs associated with the event.

Staff Recommendation:

The Club has sponsored this event for eleven years, and there have not been any issues or problems in the past; I do not anticipate any at this event. Staff recommends approval of the request to hold the Fly-In Breakfast on June 2, 2019.

1 of 3



BASE

Badgerland After School Enrichment Program Inc.

April 18th, 2019

Board of Directors

Steve Schafer, *Chair*
Hannah Bare, *Vice Chair*
Steve Molthen
Whitney Townsend
Jayne Pfeifer
Jordan Lippert
Nicole Leibman
Sam Anhalt
Deb Tipton
Trista Taylor
Eric Haubenschild
Leigh Ann Scheuerell, *Purdy Principal*
David Geiger, *Luther Principal*
Jennifer Walden, *Rockwell Principal*
Brent Torrenga, *Barrie Principal*

Alicia Norris
Executive Director
920.568.8858
alicia@basefortatkinson.org

Melissa Willkomm
Director of Operations
920.728.4427
melissa@basefortatkinson.org

www.basefortatkinson.org



Follow us on...



Matt Trebatoski
City Manager
City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538
Re: Fly-In Breakfast

Sunday, June 2nd

Dear Matt,

Badgerland After School Enrichment Program (BASE) is planning our annual fly-in breakfast event at the airport on Sunday, June 2nd to run from approximately 8am to noon. This is a fundraiser for our local organization in which the entire community is invited. Jones Dairy Farm will be sponsoring the breakfast for the benefit of BASE. The breakfast will be provided in the Chemair Hangar and the general public will be invited. There will be static display aircraft and classic car display.

Aircraft owners and pilots are invited from southern Wisconsin. The local pilot community will be directing aircraft in and out of parking areas. We do plan to offer airplane rides this year and will make the required notification with the FAA. I will be dropping off a copy of the poster we are using to publicize the event. You can expect a certificate of liability insurance in the near future. Let me know if you have questions.

Sincerely,

Steve Schafer, Board Chair



2 of 3



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/17/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Day Insurance Agency 904 Madison Ave Fort Atkinson WI 53538	CONTACT NAME:		
	PHONE (A/C, No, Ext): (920) 563-5872	FAX (A/C, No):	
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Philadelphia Indemnity Insuran		18058
	INSURER B: SFM Mutual Insurance Company		11347
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

INSURED (920) 568-8858
BASE Fort Atkinson
734 Madison Ave
Fort Atkinson WI 53538

COVERAGES

CERTIFICATE NUMBER: Cert ID 2037

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSO WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	PHPK1895029	10/15/2018	10/15/2019	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ 5,000
	<input checked="" type="checkbox"/> Professional Liability					PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG	\$ 2,000,000
	OTHER:						\$
A	AUTOMOBILE LIABILITY		PHPK1895029	10/15/2018	10/15/2019	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$
							\$
	UMBRELLA LIAB					EACH OCCURRENCE	\$
	EXCESS LIAB					AGGREGATE	\$
	DED	RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	105572.201	10/15/2018	10/15/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	E L EACH ACCIDENT					\$ 100,000	
	E L DISEASE - EA EMPLOYEE					\$ 100,000	
	E L DISEASE - POLICY LIMIT					\$ 500,000	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A					
	If yes, describe under DESCRIPTION OF OPERATIONS below						
							\$
							\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Wings & Wheels Breakfast

City of Fort Atkinson is an Additional Insured with respect to General Liability when required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

City of Fort Atkinson
100 N Main St
Fort Atkinson WI 53538

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.


AUTHORIZED REPRESENTATIVE

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3 of 3

Fort Atkinson Mobility Assist Update

Helping people get to the places
they need to go



1

With thanks to



And to all of you, for caring and
sharing thoughts and ideas



2

OUR SIX PROGRAMS

1. Ride United
2. Mobility Manager
3. Senior Center Bus
4. Pedestrian Crossing Improvements
5. Wheelchair Cab for Shared Ride Taxi
6. Outreach & Sustainability



3

Ride United Program



Megan Hartwick, Director
United Way of Jefferson & North
Walworth Counties
unitedway@idcnet.com




4

RIDE UNITED PROGRAM

- Free rides to food pantries
- \$16K from Easter Seals will expand service to three new locations



Year	Count
2016	344
2017	540
2018	753



5

Jefferson County Mobility Manager

Michael Hansen, Mobility
Manager, Jefferson County Aging
and Disability Resource Center
920-675-4049



6

JEFFCO MOBILITY MANAGER

Started the job Mar 4. Responsible for -

- Community transportation planning meetings
- Identifying unmet transportation needs
- Counseling people on transportation options



7

MOBILITY MANAGER

- Coordinate transit services throughout the county
- Assist in developing innovative transportation resources



8

Senior Center Van

Chris Nye, Director, Fort Atkinson Senior Center

cnye@fortatkinsonwi.net

920-563-7773



9

SENIOR CENTER VAN

- Proof of Concept – a van dedicated for use at the Fort Atkinson Senior Center
 - Funds for launching the program
 - \$15,000 – ~~Eastern Shore Grant~~ will allow to program seed money
 - Senior Center will dictate its use and hours of operation



10

SENIORS IN, AROUND, AND HOME



11

Pedestrian Crosswalk Improvements

Andy Selle, City Engineer
aselle@fortatkinsonwi.net



12

2 of 4₂

PEDESTRIAN CROSSINGS

- Five Possible Locations Identified @ \$25K ea





13

Brown Cab Fleet improvement



Karl Schulte, General Manager
Brown Cab



14

SHARED RIDE TAXI

- City Supplied Transit Vehicles
 - Federal / State Subsidy Pays for 80% of New Vehicles
 - \$40,000 new - Eastern State Grant will pay \$8,000
 - City fleet has NO handicap accessible mini-vans

15


Outreach & Sustainability

Beth Gehred, Frankie Fuller,
LaRae Schulz, Fort Atkinson
Mobility Assist members




16

OUTREACH & SUSTAINABILITY



- Act as city liaisons to the County Mobility Manager
- Create outreach materials for presentations to increase awareness of transportation options



17

OUTREACH & SUSTAINABILITY

- Chronicle unmet need in the city
- Serve as placeholder for attracting additional resources for our existing programs
- Assure grant compliance until completion




18



19



20

7-a

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.

1 of 2

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

7-b

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

1 of 1

7-C

ORDINANCE # _____

ONLINE ORDERING AND CURBSIDE PICK-UP OF ALCOHOL BEVERAGES

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

That Chapter 6, ALCOHOL AND NONINTOXICATING BEVERAGES, Article II, Alcohol Beverages, Division 1, Generally, Sec. 6-38, Online Ordering and Curbside Pick-Up of Alcohol Beverages, be created as follows:

Sec. 6-38. Online Ordering and Curbside Pick-Up of Alcohol Beverages

(a) *Online Ordering and Curbside Pickup of Alcohol Beverages.*

(1) No establishment shall allow online purchase of alcohol beverages and curbside delivery of such purchases ("Click and Collect"), without first obtaining an "Extension of Premises" from the Fort Atkinson City Council, upon recommendation of the License Committee to license that portion of the establishment's parking lot that will allow vehicles to park for purposes of picking up their online order.

- a. The licensed establishment shall file a detailed operation plan with their "Extension of Premises" form that clearly details how their "Click and Collect" operation will function. The operation plan shall include the licensee's protocol for assuring that underage persons and intoxicated persons do not pick up alcohol via the "Click and Collect" program.
- b. Failure of licensee to provide a detailed operation plan with their "Extension of Premises" application shall result in the City of Fort Atkinson Clerk's Office not forwarding the "Extension of Premises" form to the License Committee for consideration.

(2) No establishment holding an alcohol beverage license shall allow online purchase and pick-up of alcohol beverages unless the sale is consummated on the licensed premises.

- a. Payment for the purchase must be completed on premises and may not be completed until the purchaser is at the licensed premises and has presented valid photo identification that has been verified by a licensed operator employed by the licensed establishment.
 - b. The licensed operator must verify that the person placing the "Click and Collect" order is the same person picking up the order.
 - c. The sale and delivery of "Click and Collect" purchases shall be made only by a licensed operator.
 - d. No alcohol sales are permitted if the purchaser fails to present valid photo identification.
- 182

- e. The "Click and Collect" system must allow the purchase of alcohol to be denied without affecting the remainder of the purchase.
- (3) Each "Click and Collect" transaction must capture and retain an image of the vehicle into which the order is being loaded for thirty (30) days.
 - (4) Pick-up of "Click and Collect" orders shall be between the hours of 8:00 a.m. and 8:00 p.m.
 - (5) There shall be a minimum four (4) hour waiting period between order time and pick-up time.
 - (6) Orders placed after 2:00 p.m. cannot be picked up until the following day.
 - (7) If the "Click and Collect" purchaser is not the driver of the vehicle into which the order is being loaded, the licensed operator must verify that the driver is 21 years of age or older.
 - (8) The employee to deliver the purchase to the customer's vehicle must be a licensed operator of the City of Fort Atkinson.
 - (9) The licensed operator shall report to his or her manager any purchaser who shows signs of alcohol consumption, and in conjunction with the manager, shall assess sobriety for purposes of approving or denying the sale.
 - (10) The pick-up area for "Click and Collect" purchases shall be clearly defined with visible markings, signs, and/or barriers and must be within 150 feet from the pick-up door and not in a fire lane.
 - (11) No events other than the delivery of "Click and Collect" orders shall be allowed on the expanded premises.
 - (12) Penalty. Any license or person who violates any provision of this subsection shall be subject to forfeiture as determined by resolution of the City Council.

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

2 of 2

8-a

2019-2020

**COUNCIL REPRESENTATION
ON VARIOUS BOARDS/COMMITTEES**

<u>COMMITTEE/BOARD</u>	<u>MEMBERSHIP</u>	<u>CHAIRPERSON</u>
Airport Committee	Chris Scherer	City Manager
Ambulance Advisory Committee	Paul Kotz	Council President
Cable Television Committee	Bruce Johnson	Council Representative
Economic Development Commission	Paul Kotz	Elected by Membership
Finance Committee	Mason Becker/Chris Scherer	Council President
Historical Society Board	Jude Hartwick	Elected by Membership
Library Board	Bruce Johnson	Elected by Membership
License Committee	Jude Hartwick/Chris Scherer	Council President
Ordinance Committee	Mason Becker/Chris Scherer	Council President
Park & Recreation Board	Bruce Johnson	Elected by Membership
Plan Commission	Bruce Johnson	City Manager
Public Works Committee	Mason Becker/Jude Hartwick	Council President
Sex Offender Residence Board	Jude Hartwick	City Manager
Tourism Commission	Mason Becker	Elected by Membership
Transportation & Traffic Review Committee	Bruce Johnson	City Engineer
Zoning Appeals	Jude Hartwick/Chris Scherer	Elected by Membership

NON-COUNCIL COMMITTEES:

Historic Preservation Commission	Elected by Membership
Police & Fire Commission	Elected by Membership

1 of 1



8-b—
8-K

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: April 27, 2019

TO: City Council
FROM: City Council President & City Manager
SUBJECT: Board/Committee Appointments

The following are the recommended Board and Committee appointments/ reappointments:

- 8-b Reappointment of Simon Dorfman to Cable Television Committee for a five-year term.
- 8-c Reappointment of Scott Housley and Jonah Ralston to Economic Development Commission for three-year terms.
- 8-d Reappointment of Roz Highfield to Historic Preservation Commission for a five-year term.
- 8-e Reappointment of Diana Shull and appointment of Julie Olver and Autumn Harden to Dwight Foster Public Library Board for three-year terms.
- 8-f Appointment of Ryan (Rocky) Baldry and Becky Romens and reappointment of Steve Mahoney to Parks & Recreation Advisory Board for three-year terms.
- 8-g Appointment of Roz Highfield and Davin Lescohier to Plan Commission for three-year terms.
- 8-h Appointment of Russell Turk to Police and Fire Commission for a five-year term.
- 8-i Reappointment of Mary Zentner to Sex Offender Residence Board for a two-year term.
- 8-j Reappointment of Mary Jo Eggers, Julie Nordeen and Mariah Hadler and appointment of John Raub to Tourism Commission for one year terms.
- 8-k Reappointment of Jim Woodman to Board of Zoning Appeals for a two-year term.

NOTE: There are openings on the Cable Television Commission and Sex Offender Residence Board for which no applications were received after advertising in the newspaper, on the City's website and Facebook page.

1 of 13

8-e

CITIZEN SERVICE INFORMATION FORM

Name (Print): Oliver Julie L. Date: 4/4/19
Last First Middle

Home Address: 17 S. 6th St Fort Atkinson WI 53538

Business Name: Thrive Economic Development / JCEDC

Business Address: 864 Collins Rd, Ste 111 Jefferson WI 53549

Telephone (Home): 503-314-4049 (Work): 920-674-8789

Email Address: julieoliver@gmail.com

How long have you lived in the City of Fort Atkinson? July 2016

Which Boards, Commissions and/or Committees interest you? Library board

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

I served on the Friends of the Library board for the Watertown Public Library for 2 years and the Library Advocacy Committee for one year. The Advocacy committee was an ad hoc committee formed to support the expansion of the Watertown library. I am very interested in and supportive of public libraries. Please see the →

References:

1. Ben Wehmeier, Jefferson County Phone: 920-674-7101
Administrator (OWN)
2. Chris Scherer, Red Square Audio Phone: 920-728-3145
Fort Atkinson Councilperson
Fort Chamber Board Member

Signature [Signature]

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

2 of 13

Rec'd
4-5-19
L.C.

attached article I wrote, which was published on a blog I
maintained, and by the Watertown Daily Times.

Friends of the Watertown Public Library

Why Libraries Matter

AUGUST 27, 2016AUGUST 28, 2016 ~ JULIE



Though libraries have existed for millennia, the concept of public libraries, accessible to anyone, regardless of age, income or background, is a more modern invention. From books and movies, special events, classes and more, libraries are a vital part of any community.

No longer simply a place to check out books, libraries are a hub of activity in a community. They are places where people can gather, learn, explore and strengthen community bonds. They are places where job seekers can go to search for jobs online, community groups can meet and plan and researchers can access

databases. Nearly 73 percent of libraries are their communities' only source of free computer and Internet access.

During times of economic uncertainty, residents know that they can always turn to the library for information, resources and entertainment. **Libraries are essential.**

As a public service, libraries are extraordinarily effective, serving more than two-thirds of the public with less than 2 percent of all tax dollars. In fact, on average, the cost to a taxpayer for access to all the resources the public library has to offer is a mere \$31 a year. That's about the cost of one hardcover book these days. *Public libraries are a bargain.*

Libraries are important to small business and entrepreneurs as well. They provide resources that identify funding sources and other business-related information. Many more recently updated libraries are also able to offer spaces for entrepreneurs to collaborate and share. Small businesses and entrepreneurs drive local economic growth. As you can see, public libraries are important to a wide range of people in a community and play a crucial role.

Furthermore, when libraries are located in a downtown area, as ours is in Watertown, something special happens. When people come downtown to visit the library, they often visit other places downtown. They spend money in shops and restaurants. Studies have shown that users who visit the library while completing a longer list of errands report "halo" spending at establishments close to the library. A great downtown library helps contribute to a thriving downtown. *Libraries are important to economic development.*

4 of 13

The time for an expansion and renovation of our library is now. The last expansion took place in 1933 and a lot has changed since then. Our community has grown, and so has its needs. Besides allowing the library to better meet the needs of Watertown residents, a renovation will have a ripple effect. Redevelopment and investment in a building is often a catalyst for nearby building owners to renovate and restore their buildings.

Behind every great community is a great library. Now is the time to help our library, and our city, be the best that it can be.

CREATE A FREE WEBSITE OR BLOG AT WORDPRESS.COM.

8-e

CITIZEN SERVICE INFORMATION FORM

Name (Print): Harden Autumn I Date: 04/29/2019
Last First Middle

Home Address: 401 Jackson Street, Fort Atkinson, WI 53538

Business Name: Nitardy Funeral Home

Business Address: 1008 Madison Ave., Fort Atkinson, WI 53538

Telephone (Home): 920-723-9202 (Work): 920-563-5898

Email Address: autumn.harden@nitardyfuneralhome.com

How long have you lived in the City of Fort Atkinson? 20+ years

Which Boards, Commissions and/or Committees interest you? Library Board

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

Since moving back to Fort Atkinson after college, I have learned about what the community and library have to offer. Anytime I learn that someone local doesn't have a library card, I urge them to get one to utilize the services at the library. I would love to be apart of new offerings from the library and the library board, as I am always an avid listener when it comes to new creative ideas. I am always on board when it comes to intuitive ideas and I am interested in learning about what we could do to make sure our library is used in it's full capacity.

References:

1. Carrie Chisholm Phone: 920-563-3210
244 N. Main Street
Fort Atkinson, WI 53538
2. Tim Humphrey Phone: 920-563-9231
201 S. Main Street
Fort Atkinson, WI 53538

Signature 

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

6 of 13

Rec'd 4-29-19

8-c

CITIZEN SERVICE INFORMATION FORM

Name (Print): PODOLL SARA MARIE Date: 4/25/19
Last First Middle

Home Address: 1100 MOHAWK CT FORT ATKINSON WI 53538

Business Name: FORT FAMILY DENTAL

Business Address: 715 E SHERMAN AVE

Telephone (Home): 763 360 0841 (Work): 920 563 4322

Email Address: SARA.PODOLL@FORTFAMILYDENTAL.COM

How long have you lived in the City of Fort Atkinson? Sept 2017

Which Boards, Commissions and/or Committees interest you? Library Board

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

I am very interested in becoming more involved in town and serving where I can be useful. I think the library board may be a good fit for me as I really enjoy the library as a patron and I think the programming is a great resource for the community. I have work experience in a retail book store and experience on a civic committee in Chippewa Falls where I lived.
References: *previously.*

1. DAVE LUISIER DDS Phone: 920 988 2444

2. Carrie Chisholm Phone: 920 563 3210


Signature

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

7 of 13
Rec'd 5-1-19

8-F

CITIZEN SERVICE INFORMATION FORM

Name (Print): BALDRY ROCKY (RYAN) M Date: 4/3/19
Last First Middle

Home Address: 425 FOSTER ST.

Business Name: SPORT AND SPINE PHYSICAL THERAPY

Business Address: 1618 MEHTA LN.

Telephone (Home): 920-222-1807 (Work): 920-674-7767

Email Address: rockybaldry@yahoo.com

How long have you lived in the City of Fort Atkinson? 16 years

Which Boards, Commissions and/or Committees interest you? PARKS AND REC

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

WE HAVE 4 children who have long been participants in Parks & Rec Programming. My wife & myself have both done so as well. As a family, we recognize the importance & benef. of a strong P&R presence within this community.

References:

1. ANDY SELLE Phone: (425) 218-8370
CITY ENGINEER
2. LARRY GLANEC Phone: (608) 630-1018
PAST BOARD MEMBER


Signature

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

8 of 13
Rec'd 4-3-19

8-F

CITIZEN SERVICE INFORMATION FORM

Name (Print): Romens, Rebecca (Becky) J Date: 4/9/2019
 Last First Middle

Home Address: 1520 Jamesway

Business Name: Remedy

Business Address: 311 N. Main Street

Telephone (Home): 920-568-0883 (Work): 920-723-4546

Email Address: BeckyRomens@charter.net / Rebecca.Romens@RemedyStaff.com

How long have you lived in the City of Fort Atkinson? 20+ years

Which Boards, Commissions and/or Committees interest you?
Advisory Board of Parks & Recreation

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

Graduate from UW-La Crosse, Business Marketing
 Involved with Chamber of Commerce for 10-15 years
 Board member, President, Ambassador
 Professional work history - Recruitment & Staffing
 23+ years.

References:

1. Vince Kent Phone: 920-563-2507
Abendroth

2. Jeff Theder Phone: 920-563-2431
Jones Dairy Farm

Rebecca Romens
 Signature

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

9 of 13

8-9

CITIZEN SERVICE INFORMATION FORM

Name (Print): Highfield Rosalyn Gale Date: 4/9/2019
Last First Middle

Home Address: 811 Dorian Place Fort Atkinson, WI 53538

Business Name: Jefferson County Board of Realtors

Business Address: PO Box 14 Fort Atkinson, WI 53538

Telephone (Home): 920 568-8744 (Work): 920 723-5079

Email Address: rozandtim@gmail.com (Work) myjcbr@gmail.com

How long have you lived in the City of Fort Atkinson? Will be 20 years in October

Which Boards, Commissions and/or Committees interest you? Planning Commission

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

I currently serve on the Historic Preservation Commission as their Treasurer. I have been involved in property management and the real estate industry for over 30 years. As I am now retired from my full time employment as a mortgage loan office, I have the time and commitment to give back to my community. I previously served on the Planning Commission and found it to be interesting and stimulating to be part our vibrant community. I would be interested in serving on this Commission once more.

References:

1. _____ Phone: _____

2. _____ Phone: _____

Signature

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

10 of 13

8-g

CITIZEN SERVICE INFORMATION FORM

Name (Print): Lescolier Davin J Date: 4.11.19
Last First Middle

Home Address: 1102 Menomonee Ct., Fort Atkinson

Business Name: _____

Business Address: _____

Telephone (Home): 563.8433 (Work): 608.755.6443

Email Address: lescolier@charter.net

How long have you lived in the City of Fort Atkinson? Since April 1968

Which Boards, Commissions and/or Committees interest you? Plan Commission

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

- Fort Atkinson City Council, 2009-2019
- Plan Commission Council Representative, 2017-2019

I'd like to use my local knowledge and experience in municipal governance to be a part of the Commission's thoughtful planning and land use decisions that are consistent with the City's Comprehensive Plan.

References:

1. Chuck Franson Phone: 563.6731

2. Carrie Chisholm Phone: 563.3210

Davin Lescolier
Signature

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

11 of 13
Rec'd
4-12-19
A.C.

CITIZEN SERVICE INFORMATION FORM

Name (Print): Turk Russell L. Date: April 4, 2019
Last First Middle

Home Address: 1231 Orchard Lane

Business Name: _____

Business Address: _____

Telephone (Home): 920-542-1025 (Work): 920-542-1144

Email Address: rturk@bankwithpremier.com

Cell: 920.728.
255

How long have you lived in the City of Fort Atkinson? 5 yrs

Which Boards, Commissions and/or Committees interest you? Police & Fire Commission

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

My interest stems from the feeling that I feel as a citizen of a particular community it is important to give back in anyway possible. This is one way to give back with serving on this Commission.

References:

1. Matt Isebatashi

Phone: 920.563.7760

2.

Phone: _____

Signature

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

12 of 13

8-j

CITIZEN SERVICE INFORMATION FORM

Name (Print): Raub John C Date: 2019.04.22
Last First Middle

Home Address: 618 Short St

Business Name: 2 Rivers Bicycle and Outdoor

Business Address: 33 Sherman Avenue W, Fort Atkinson WI

Telephone (Home): 9206505761 (Work): 9206505761

Email Address: jraub@2riversbicycle.com

How long have you lived in the City of Fort Atkinson? 14 years

Which Boards, Commissions and/or Committees interest you? Tourism, Retail

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

2 Rivers Bicycle and Outdoor is in its 9th year. A portion of our business includes canoe, kayak and bicycle rentals that primarily peak during vacation season (June-August). Making Fort Atkinson a thriving tourism destination can have a major benefit to our business, other retailers/restaurants as well as the economics of the entire town. With Chicago only 2.5 hours away and with the assets we have, our tourism economy should far exceed what I see it doing currently.

References:

1. Ben Roehl Phone: 920-723-4281
Roehl Builders

2. Dr. Aaron Beck Phone: 920-728-1824
Fort Healthcare

John C. Raub
Signature

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

13 of 13

8-1

**CITY OF FORT ATKINSON
AMBULANCE ADVISORY COMMITTEE MINUTES
APRIL 15, 2019**

CALL TO ORDER

The meeting was called to order by President Mason Becker in the Conference Room of the Municipal Building at 4:00 p.m.

ROLL CALL.

Members present: President Becker, Chief Daryl Rausch, Chief Adrian Bump, Town of Koshkonong Representative Walt Christensen, City of Fort Atkinson representative Nathan Dunlap and Fort Health Care Rep Mark Meske.

Also present: City Manager Matt Trebatoski, Clerk/Treasurer Michelle Ebbert, Patrick Ryan, Erin Ryan and Rob Lulling of Ryan Bros. and Town of Jefferson Curt Backlund.

APPROVE MINUTES OF APRIL 11, 2018

Chief Rausch moved, seconded by Walt Christensen to approve the minutes from the April 11, 2018 Ambulance Advisory Committee. Motion carried.

REVIEW YEAR-END REPORT FROM RYAN BROS. AMBULANCE

Patrick Ryan provided the 2018 year-end report. He reviewed the call volume as it compared to billed calls and gave examples of each. The differences of Medicare and Medicaid were discussed as it pertains to how patients are billed with this coverage and the percentage of payments actually made. Ryan Bros. is able to utilize TRIP (tax intercept program through Department of Revenue) to collect unpaid balances. They were successful in collecting over \$18,000 in revenue they may not have collected without the program.

Rob Lulling reviewed the events and programming they assisted with throughout the year. They have a great relationship with the community and continue to have their presence known.

Chief Bump moved, seconded by Nate Dunlap to accept and file. Motion carried.

ADJOURNMENT

Walt Christensen moved, seconded by Nate Dunlap to adjourn. Meeting adjourned at 4:16 p.m.

Respectfully submitted
Michelle Ebbert
Clerk/Treasurer

1 of 1



FORT • ATKINSON

Permit Report

8-m

04/01/2019 - 04/30/2019

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
Group: Add/Alter Commercial						
20453	1550 Madison Ave.	CBF Investments	Add/Alter Commercial	Remodel existing office space	15,000	\$250.00
						\$250.00

Group Total: 1

Group: detached garage

20444	1231 Endl Blvd.	Pamela Brown	detached garage	New detached garage and front stoop	12,000	\$159.60
20469	85 Jackson St.	Stephanie Schultz	detached garage	New detached garage	36,000	\$156.00
20485	321 Martin St.	Andy & Sara Christ	detached garage	Raze existing garage and construct new	30,000	\$120.00
						\$435.60

Group Total: 3

Group: Electrical

20438	108 N. Main St.	Ajango Trust	Electrical	4 openings	0	\$33.00
20440	217 Jackson St.	Don Schudlach	Electrical	70 openings (prev. permit had 50 openings -- this is additional)	0	\$82.50
20441	1125 Arndt St.	Kriedeman	Electrical	Sump Pump	0	\$30.75
20449	205 Wollet Dr.	Jared Brandenburg	Electrical	35 fixtures	0	\$56.25
20456	603 Van Buren St.	Robert Farrell	Electrical	2-220V outlets	0	\$40.00
20457	441 Washington	Conor Nelan	Electrical	2-220V outlets	0	\$40.00

1 of 5

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20458	1401 N. High St.	Cloute Properties	Electrical	20 openings	0	\$45.00
20461	1009 Monroe St.	Kathy Kauffman	Electrical	Heater & Air Conditioner	0	\$50.00
20462	201 S. Water St. E.	American Legion Dugout	Electrical	100 amp service; 2-200 amp services; exhaust fan; 2-A.C.; 1 motor	0	\$150.00
20463	1000 Harriette St.	Barrie School	Electrical	Generator; gas line	0	\$50.00
20465	700 Jackson St.	Leanne Purtell	Electrical	Direct wired appliance	0	\$35.00
20467	70 N. Main St.	Premier Bank	Electrical	15 openings	0	\$41.25
20468	634 Short St.	Bob Lewicki	Electrical	20 openings	0	\$45.00
						\$698.75

Group Total: 13

Group: Fence

20436	201 E. Hilltop Tr.	Colleen Brahmstadt	Fence	Chain link fence in rear yard	1,700	\$55.00
20442	1439 Jamesway	Kianna Nieger	Fence	6' wooden privacy fence	5,900	\$55.00
20443	701 Jackson St.	Pat McGinty	Fence	Wood fence - 6'	300	\$55.00
20450	108 Jefferson St.	Andrew Bober	Fence	5' Chainlink side & rear yard	7,930	\$55.00
						\$220.00

Group Total: 4

Group: HVAC

20452	1419 Jamesway	Bill Johnson	HVAC	Replace furnace	0	\$65.00
20454	225 N Main St.	McDonald's Corp.	HVAC	Replace Furnace & A/C	0	\$170.00
20464	1261 Janette St.	Tin Dimenna	HVAC	Fireplace insert	0	\$65.00
20473	409 N Main St.	Ed Szafranski	HVAC	Replace Furnace	0	\$65.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20475	641 Monroe St.	Ron Capek Trust	HVAC	New A/C	0	\$75.00
20476	15 Wilson St.	Floyd Pfeifer	HVAC	Replace Furnace & A/C	0	\$100.00
20477	11 W Hilltop Tr.	Larry Sachse	HVAC	Replace Furnace	0	\$65.00
20478	401 Oakridge Ct.	Ron Jordan	HVAC	Replace A/C	0	\$65.00
20479	825 East St	Ajango Trust	HVAC	Replace Furnace & A/C	0	\$100.00
20480	1200 Comanche Ct.	Adrian Hahn	HVAC	Replace Furnace & A/C	0	\$100.00
20481	302 Maple St.	Nancy LaMuro	HVAC	Replace Furnace	0	\$65.00
20482	1102 Grant St.	Mark Hildebrand	HVAC	Replace A/C	0	\$75.00
20483	222 N High St.	Mark Hildebrand	HVAC	Replace Furnace	0	\$75.00
20484	300 N Main St.	Walgreens	HVAC	Replace six furnaces & A/C's RTU's	0	\$750.00
20486	506 E Milwaukee Ave.	Mark Hildebrand	HVAC	New A/C	0	\$75.00
						\$1,910.00

Group Total: 15

Group: New Duplex

20446	601 Cloute St./1000 Caswell	IC BEAMS LLC	New Duplex	New two unit duplex	200,000	PENDING
20447	814/816 Banker Rd	Ethan Foerster	New Duplex	New two family duplex	245,000	\$428.40
						\$428.40

Group Total: 2

Group: New Single Family

20445	221 Wollet Dr.	Richard & Therese Dary	New Single Family	New single family home	200,000	\$869.50
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Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20471	121 W Blackhawk Dr	Marianne Bardenwerper	New Single Family	New single family home	250,000	\$512.30
						\$1,381.80

Group Total: 2

Group: Plumbing

20435	1500 Dommo Dr.	Gregory Baker	Plumbing	Adding sink in finished basement	0	\$36.00
20437	342 Whitewater Ave.	Casey's General Store	Plumbing	17 Fixtures	0	\$132.00
20451	342 Whitewater Ave.	Casey's General Store	Plumbing	Sewer & Water Lats	0	\$105.00
20460	205 Wollet Dr.	Jared Brandenburg	Plumbing	3 fixtures	0	\$48.00
20466	700 Jackson St.	Leanne Purtell	Plumbing	Water heater	0	\$36.00
20472	925 Lexington Blvd	Fort Atkinson High School	Plumbing	New Irrigation Backflow device	0	\$36.00
20474	308 Nadig Dr.	Sharon Hoffman	Plumbing	Shower	0	\$36.00
						\$429.00

Group Total: 7

Group: Shed

20455	500 Clarence St.	Kevin Krebs	Shed	120'Sq. Shed in side yard	700	\$48.00
20459	612 Lexington Blvd.	Patrick Scheibel	Shed	80'Sq. detached shed	1,200	\$42.00
						\$90.00

Group Total: 2

Group: Single Family Alteration/Addition

20434	1500 Dommo Dr.	Gregory Baker	Single Family Alteration/Addition	Adding bedroom in finished basement	10,000	\$55.35
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Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20439	1125 Arndt St.	Laura Zingen	Single Family Alteration/Ad dition	Add drain tile system	5,000	\$31.50
20448	205 Wollet Dr.	Jared Brandenburg	Single Family Alteration/Ad dition	Finish basement adding bath, family room and bedroom	35,000	\$189.00
20470	233 S Water St E	Christina Vander Mause	Single Family Alteration/Ad dition	Adding trellis to existing deck and modifying to support a hot tub	1,500	\$40.20
						\$316.05

Group Total: 4

						\$6,159.60
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Total Records: 53

5/1/2019

Submitted this 1st day of May, 2019.


 Brian Juarez, Building Inspector


5 of 5

9-a

RYAN BROTHERS AMBULANCE - FORT ATKINSON

2018 YEAR END REPORT

911 CALL VOLUME	
January	122
February	99
March	98
April	91
May	109
June	90
July	98
August	91
September	102
October	108
November	89
December	105
AVERAGE	100.3
TOTAL	1203
PRIMARY RIG	1133
BACK UP RIG	86
ASSIST 738	16

LOCATIONS	CITY	KOSH	OAK	SUM	TWN JEFF	HEB	CTY JEFF	OTHER	MUT AID
January	86	11	7	5	3	3	0	5	2
February	68	12	6	3	2	6	0	2	1
March	69	16	2	2	4	1	0	4	4
April	67	9	2	0	3	4	2	4	5
May	82	14	3	1	1	4	2	2	4
June	56	13	9	2	4	3	1	0	1
July	74	10	3	3	3	3	0	2	1
August	76	6	1	3	0	4	1	1	1
September	80	9	1	2	2	4	0	4	4
October	77	18	1	4	2	0	0	6	3
November	65	16	0	0	0	4	0	1	1
December	78	11	3	3	2	6	0	3	3
AVERAGE	73.4	12.1	3.2	2.3	2.2	3.8	0.5	2.8	2.8
TOTAL	881	146	38	28	26	42	6	34	30

RESPONSE TIMES	MINUTES
DISPATCH/ENROUTE	1.55
ENROUTE/ON SCENE	6.68
SCENE TIME	19.21

CALLED MUTUAL AID
29
735 NON-FORT HOSP CALL
13
735 NON-JEFF CO. CALL
13

UTILIZED FORT 769
1
PROVIDED ALS INTERCEPTS
11
UTILIZED FORT FIRE
11

MC/MA / Insurance	
Write Offs	\$ 594,425.66
REFERRED TO COLLECTIONS	\$ 75,776.20
ACCOUNTS	114

BILLED CALLS
1102
UNBILLABLE
101
COLLECTION RATE
43.5%

We have had no formal complaints

See attached Profit and Loss Statement

See Attached Training Summary

Erin Ryan, Co-Owner

Patrick T. Ryan, Co-Owner

Rob Lulling, Director of Operations

Ryan Bros. Fort Atkinson, LLC
Profit and Loss
January - December 2018

	<u>Total</u>
Income	
4000 INCOME	
4005 Ambulance	1,149,398.13
4010 Collections Agency Allowance	-1,380.62
4035 Interest Income	64.34
4050 Medicare/Insurance Allowances	-594,425.66
4080 State Funding Assistance	4,137.90
Total 4000 INCOME	\$ 557,792.09
Total Income	\$ 557,792.09
Gross Profit	\$ 557,792.09
Expenses	
5000 Direct Cost of Doing Business	
5100 Ambulance Expenses	
5101 Ambulance Repairs	2,262.57
5102 Ambulance Supplies	10,446.10
5105 Fuel	3,307.67
5107 Maintenance	1,200.00
5110 Rental of 735 from RBA Madison	15,300.00
Total 5100 Ambulance Expenses	\$ 32,516.34
5200 PAYROLL EXPENSES	
5202 Employee - Dental	4,882.44
5203 Employee - Health	36,854.71
5204 FICA - Employer (match)	18,600.00
5205 Medicare - Employer (match)	4,350.00
5206 Simple IRA-Employer Match	9,840.00
5212 Wages	300,000.48
5213 On-call time	35,040.00
Total 5200 PAYROLL EXPENSES	\$ 409,567.63
Total 5000 Direct Cost of Doing Business	\$ 442,083.97
6010 Banking	257.39
6025 Contributions	1,610.00
6030 Depreciation	27,701.40

6035 Insurance	
6036 Ambulance	3,601.96
6038 Liability Insurance	4,911.00
6039 Workers Compensation	10,754.30
Total 6035 Insurance	\$ 19,267.26
6045 Interest Expense	991.59
6050 Licenses/Dues/Fees	401.28
6055 Office Expenses	9,851.51
6056 Office Snacks	1,678.48
6060 Professional Expenses	
6061 Accounting	4,200.00
6063 Billing Expense	12,000.00
Total 6060 Professional Expenses	\$ 16,200.00
6070 Rent	42,660.00
6076 Repairs/Maintenance	4,365.12
6090 Taxes	
6092 Property	3,782.66
Total 6090 Taxes	\$ 3,782.66
6100 Telephone	
6101 Business	885.65
Total 6100 Telephone	\$ 885.65
6105 Training	3,000.00
6110 Utilities	5,521.15
Total Expenses	\$ 580,267.46
Net Operating Income/Loss	-22,465.37

2018 Training and Events

Fire Department Meetings – The Ryan Brothers Ambulance – Director of Operations meets with the Fire Chief or designee every other month to talk about issues that may have come up on calls while working together. These meetings were very informative to both parties. Our relationship with the FD remains professional and we continue to work well together.

Police Department – Our relationship with the Fort Atkinson PD remains solid and we continue to work well with all the officers. They have been doing a great job at giving RBA first in reports and providing early CPR/defibrillation and Narcan when appropriate.

Fort Health Care – Our relationship with the Fort Atkinson hospital remains strong and we are still their primary ambulance provider for patients that are being transferred to other facilities. The Director of Operations meets with the ER Manager monthly to continue our excellent working relationship.

Jefferson County EMS Association – RBA has been active in this association. This group meets quarterly and discusses EMS issues, disaster planning and protocol issues. The Ryan Brothers Ambulance Director of Operations serves as the Treasurer of the organization.

Nasco – We have an amazing partnership with the people of Nasco. We are called upon to help develop, trial and test healthcare products, then provide feedback on these products. In return we are provided with state of the art equipment that are made by Nasco. Using these products RBA has developed a state of the art training facility at its headquarters in Madison.

World of Wheels - May 2018 – RBA was asked and agreed to participate in the World of Wheels that was held at Jones Park. Crew members were there to give ambulance tours and to answer any questions about the ambulance and EMS.

Safety City – June 2018 – RBA – Fort Atkinson was contacted and agreed to participate in the annual Safety City that was held at Luther Elementary. The crews discussed the proper use of 911 and gave ambulance tours. We attended two different sessions.

Fort Atkinson Generals - June 2018 – We were contacted and agreed to stand by for several hours on Friday and Saturday night of Fort's annual Baseball Fest at no charge.

City of Fort Atkinson Fireworks - July 2018 – RBA donated their services to the City for coverage of this event.

St. Paul's School 150-year celebration – August 2018 – RBA had an ambulance at the school for this celebration. Provided ambulance tours and answered questions about EMS.

Rhythm on the River - August 2018 – RBA had an ambulance standby at this event free of charge.

Fort High School Athletics – August - October 2018 - RBA – Fort Atkinson stood by at ALL home varsity games, free of charge.

Frosty Rock Run/Walk – November 2018 - RBA had an ambulance standby at this event free of charge.

Fort Atkinson Youth Wrestling Tournament – December 2018 – RBA had an ambulance and Paramedic crew standby at this annual event. These services were donated.



11-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: April 23, 2019

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

Background:

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

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

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

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

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

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

Organization: Bona fide Club

Name: Rotary Club of Fort Atkinson

Street Location: 211 S Water Street E

Manager of affair: Carla Haubenschild

Premises: Fort Atkinson Club main floor and outdoor patio

Name of Event: Beer & Wine Fest Fundraiser

Date of Event: May 18, 2019

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

Financial Analysis:

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

Staff Recommendation:

I would recommend approval of the Temporary Class B Retailer's License to sell fermented malt beverage and wine for the Rotary Club of Fort Atkinson Beer & Wine Fest Fundraiser for use at 211 S. Water Street East for an event scheduled for May 18, 2019 contingent upon having licensed operators and purchasing products from a beverage distributor.

1 of 2

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

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

FEE \$ 10.00

☐ Town ☐ Village ☒ City of FORT ATKINSON

Application Date: 4-8-19

County of JEFFERSON

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

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

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

at the premises described below during a special event beginning 6 PM and ending 9 PM and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☒ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Chamber of Commerce or similar Civic or Trade Organization

☐ Veteran's Organization ☐ Fair Association

(a) Name ROTARY CLUB OF FORT ATKINSON

(b) Address P.O. Box 345 FORT ATKINSON, WI
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized 1937

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President TAYLOR SMITHMAN

Vice President PAUL JOHANSEN

Secretary JOHN MCINTYRE

Treasurer JAMES BERNDSEN

(g) Name and address of manager or person in charge of affair: CARLA HAUBENSCHILD

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

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

(b) Lot _____ Block _____

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

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: MAIN FLOOR, RIVER VIEW, PATIO

3. Name of Event

(a) List name of the event BEER & WINE FEST FUNDRAISER

(b) Dates of event 5/18/19

DECLARATION

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

Officer

[Signature]
(Signature/date)

Officer

John J. McIntyre 4-15-19
(Signature/date)

Date Filed with Clerk

4-17-19

Officer

FORT ATKINSON ROTARY CLUB
(Name of Organization)

(Signature/date)

Officer

(Signature/date)

Date Reported to Council or Board

5-7-19

Date Granted by Council

License No. _____



11-6

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: May 3rd, 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 M Bixby | Lions Quick Mart |
| 2. | Danielle E Huser | Paddy Coughlin's Pub |
| 3. | Nicole Kile-Rasmussen | Stop-n-Go Jsvl Ave |
| 4. | Steven T Krafcky | Lions Quick Mart |
| 5. | Amanda L Zubke | Lions Quick Mart |
| 6. | Kenneth A Lehr | Open |
| 7. | Lori l Malm | Hijynx |

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



11-C

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: April 26, 2019

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: First Quarter Financial Statement Highlights

FUND 1 – GENERAL FUND

- First quarter State road aids have been received.
- Received final WEDC – CDI grant payment of \$99,900 for Badger47 LLC (Creamery building project).
- Alcohol license revenue at 15% of budget due to \$10,000 reserve license fee from LaCabana.
- Building permit fees are only at 17% of budget, but should pick up in the second quarter as more construction begins.
- Parking violation revenues are currently well above budget, mainly due to winter parking tickets.
- County Library funding of \$256,320 has been received for 2019 and is up about \$5,000 from 2018. Funding is formula driven based on circulation.
- Recreation fees right on budget at 25%.
- Payment in lieu of taxes (PILOT) Agreement payments are being paid as agreed.
- Interest on investments is already at \$34,675 due to increased rates at the bank and the Local Government Investment Pool.
- Police Department overtime currently at 3%. This amount will increase with training of new officer and when compensatory time payouts are made.
- Fire Department paid-on-call salaries right around budget at 26% for the quarter.
- Fire Department truck maintenance at 31% of budget due. Was at 48% at this time last year.
- Street machinery supplies in decent shape so far at 33% of budget. Was at 42% at this point last year.

1 of 4

First Quarter Financial Statement Highlights

Page 2

- Snow and ice control accounts got hammered early this year and currently sit at 64% of budget. We were only at 39% after March last year.
- Natural gas accounts are still in relatively good shape even after having a little harsher winter than we've had in recent years.
- Library maintenance and repairs at 79% already due to maintenance contracts.
- Parks natural gas account for Haumerson warming house is only at 8%. Hopefully this expense continues to come in lower than anticipated.
- Economic development expenses are about \$7,700 over budget with payment of the housing market assessment study and an audit of the WEDC – CDI grant. We received a \$5,000 check from the Chamber in 2018 to pay for part of the study and will also receive funds from the Community Foundation in 2019. Half of the grant audit was covered by Badger47 LLC.
- Benefit accounts are all in line.
- Revenues at 67%; expenses at 29%.

FUND 2 – SEWER UTILITY

- Replacement Funds at \$824,301 (\$818,061 in March, 2018). These funds along with a long-term borrowing will be used to upgrade the treatment plant.
- Treasurer's cash \$2,218,603 (\$2,217,495 in March, 2018) – phenomenal shape. We will use some of this surplus to reduce the borrowing for phosphorus improvements and treatment plant upgrades.
- Long-term debt \$860,972 or 5% of assets. We are well positioned for a future borrowing for the treatment plant.
- First quarter sales coming in better than expected at 27%. Primarily due to residential and industrial customers.
- Most expense accounts at or below budget.
- Total revenues at 27%; expenses at 19%.

FUND 3 – WATER UTILITY

- Treasurer's cash at \$997,766 (\$600,806 in the first quarter of March, 2018). Tax payments and capital projects and purchases will reduce cash as we move through the year. Part of the cash balance (\$100,000) is borrowing proceeds yet to be spent to close out the Rockwell Avenue main replacement project.

2 of 4

First Quarter Financial Statement Highlights

Page 3

- Long-term bonds at \$2,559,818, or 19% of assets.
- Sales revenues for the first quarter are at 24%.
- Majority of expense accounts are at or below budget.
- Overall revenues at 25%; expenses at 22%.

FUND 10 – STORMWATER MANAGEMENT

- Cash at \$364,227 compared to \$449,883 in March, 2018. The balance has gone down with the construction of the Larsen Lagoon ponds. There are still some payments to be made to close out the work. We were able to avoid borrowing for this project as planned.
- Replacement funds at \$110,250. The intent is to use these funds for future street sweeper replacement.
- Long-term debt \$1,312,190, or 23% of assets.
- All fee revenues are coming in as anticipated.
- Storm sewer cleaning and street cleaning will increase in the second quarter.
- Revenues at 26%; total expenses at 14%.

FUND 4 – DEBT SERVICE

- Principal and interest payments totaling \$862,563 all made timely.

FUND 5 – TRANSPORTATION IMPROVEMENTS

- Vehicle registration fees at \$44,991, compared to \$52,661 at this time last year. We will need to keep an eye on this to see if this downward trend continues. If so, revenues will have to be adjusted.
- Expenditures will begin in the second quarter as the street program commences.

FUND 6 – REVOLVING LOAN FUND

- Cash on hand - \$1,000,882.
- Principal balance of existing loans is \$492,314.
- All three loans are current.

3 of 4

FUND 7 – EMS

- Revenues performing slightly below budget at 17%.
- Expenses are only at 8% through the first quarter.

FUND 12 – KLEMENT BUSINESS PARK TIF DISTRICT

- Tax Increment of \$107,055 received. Down from \$167,543 in 2018. The decrease was due to the sale price of Riverstone and the elimination of most of the personal property tax by the State.
- Principal and interest payments of \$261,373 made.
- Klement Land Contract payment of \$98,790 made.
- No General Fund advance for 2019 with donations from TIFs 7 and 8. In fact, cumulative advance balance should actually go down around \$105,000.

FUND 13 – DOWNTOWN T.I.F. DISTRICT

- Tax increment of \$382,171 received, compared to \$312,488 in 2018.
- Principal and interest payments of \$221,725 made.
- Anticipate \$146,000 donation to Fund 12 to reduce advance from General Fund.

FUND 14 – NORTHWEST CORRIDOR T.I.F. DISTRICT

- Received Tax Increment of \$417,252 compared to \$299,240 in 2018.
- Principal and interest payments of \$164,247 made.
- Anticipate donation of \$216,000 to reduce Fund 12 advance from General Fund.