



**AGENDA
CITY COUNCIL MEETING
MUNICIPAL BUILDING COUNCIL CHAMBERS
101 N. MAIN STREET, FORT ATKINSON, WISCONSIN
MAY 21, 2019 ~ 7:00 P.M.**

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of May 7, 2019 regular Council meeting.
4. Public Hearings

None.
5. Public Comment
6. Petitions, Requests and Communications
 - a. Presentation from Fort HealthCare and Fort Healthy of signs designating Fort Atkinson as a "Healthy Community".

Action – Accept.
 - b. Request by Fat Boyz, 219 South Main Street, to hold annual event behind their property on June 29, 2019 and block part of the parking lot and alley, and for change to their premise description for liquor license.

Action – Reject—Approve.
 - c. Request by Crown of Life Christian Academy to change street name from Lady Gloria Drive to Berea Drive.

Action – Reject—Approve.

7. Resolutions and Ordinances

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

Action – Reject—Approve and adopt Ordinance.

8. Reports of Officers, Boards and Committees

- a. Minutes of Plan Commission meeting held May 14, 2019.

Action – Accept and file.

- b. Minutes of Tourism Commission meeting held February 14, 2019.

Action – Accept and file.

- c. Minutes of Historic Preservation Commission meetings held March 11, 2019 and April 8, 2019.

Action – Accept and file.

- d. Minutes of License Committee meeting held May 15, 2019.

Action – Accept and file.

- e. Minutes of Historical Society Board meeting held April 13, 2019.

Action – Accept and file.

9. Unfinished Business

- a. Recommendation from Plan Commission to approve Preliminary Certified Survey Map creating one new parcel in the 1300 block of Greene Street.

Action – Reject—Approve Survey.

- b. Recommendation from Plan Commission to approve Ordinance amending definition for “Structures” in the Zoning Code.

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

9. Unfinished Business (Continued)

- c. Review and approve Service Agreement with University of Wisconsin Whitewater to perform owner-occupied housing study project.

Action – Reject—Approve.

10. New Business

- a. Review and approve quote for purchase of aerial lift truck for Department of Public Works as budgeted.

Action – Reject—Approve quote.

- b. Request to appropriate funds from Police Department Outlay Account to Fire Department Outlay Account for vehicle transfers.

Action – Reject—Approve budget appropriation.

- c. Review and approve bid for 2019 street maintenance program.

Action – Reject—Approve and award bid.

- d. Review and approve bid for 2019 water main and street reconstruction project.

Action – Reject—Approve and award bid.

- e. Review and approve Petition and Resolution for County Highway Aid.

Action – Reject—Approve and adopt Resolution.

11. Miscellaneous

- a. Granting operator licenses.

Action – Reject—Approve.

11. Miscellaneous (Continued)

- b. City, Sewer, Water and Stormwater Utility Financial Statements as of April 30, 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 ~ May 7, 2019

CALL MEETING TO ORDER.

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

ROLL CALL.

Cm. Becker, Cm. Johnson, Cm. Scherer, Cm. Hartwick and Pres. Kotz. Also present: City Manager, City Clerk/Treasurer, City Attorney and City Engineer.

APPROVAL OF MINUTES OF APRIL 16, 2019 REGULAR COUNCIL MEETING.

Cm. Becker moved, seconded by Cm. Johnson to approve the minutes of April 16, 2019 regular council meeting. Motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

None.

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.*

The annual request was reviewed by Chamber staff. This event is entering its 16th year. Departments did not provide any concerns or comments. Cm. Chris Scherer excused himself from this agenda item discussion and recommendation.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the request by Chamber of Commerce for various street closures for Rhythm on the River event on Saturday, August 24, 2019. Motion carried with Cm. Scherer abstaining.

b. *Request by BASE to hold annual Fly-In Breakfast at the Airport on June 2, 2019.*

Engineer Selle presented the request by BASE for their event for the 12th year. Proof of insurance was provided. This event is run at no cost to the City. This is one of their largest fundraisers.

Cm. Hartwick moved, seconded by Cm. Scherer to approve the request by BASE to hold annual Fly-In Breakfast at the Airport on June 2, 2019. Motion carried.

c. *Update by Fort Mobility Assist on use of Easter Seals Accessible Transportation grant funds.*

Beth Gehred provided the update on the grant and use of funds. She provided the six goals which later turned into six programs. Michael Hansen, Mobility Manager of Jefferson County Aging and Disability Resource Center was also present.

Cm. Hartwick asked about the counseling facility in Whitewater. Ms. Gehred provided that graduates offer services through the school year.

Cm. Hartwick mentioned the School District has a wheelchair accessible van. A partnership may be available between Brown Cab and the District.

Manager Trebatoski thanked Ms. Gehred and those that worked very hard over the years.¹

Cm. Hartwick moved, seconded by Cm. Becker to accept and file the update by Fort Mobility Assist on use of Easter Seals Accessible Transportation grant funds. 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.*
This is the third reading of ordinance. No comments or concerns were received by staff.

Cm. Hartwick moved, seconded by Cm. Johnson to approve and adopt 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. Motion carried on a roll call vote.

b. *Ordinance designating one parking stall in front of Municipal Building for taxi cab stand.*
This is the third reading of ordinance. No comments or concerns were received by staff.

Cm. Becker moved, seconded by Cm. Scherer to approve and adopt Ordinance designating one parking stall in front of Municipal Building for taxi cab stand. Motion carried on a roll call vote.

c. *Ordinance pertaining to curbside pick-up of alcohol beverages.*
This is the second reading of ordinance. No comments or concerns were received by staff.

Cm. Hartwick asked about violating the ordinance, aside from a penalty, can a stipulation be added that the Council can review their license or premise. Council discussed various numbers of violations that a business may receive prior to further action.

Cm. Hartwick moved, seconded by Cm. Johnson to send the ordinance to its third reading with addition under sub (12) that provides a business can receive two or more violations within licensing period and the Council may revoke the extension of premises description. Motion carried.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. *Appointment of Committee members by Council President and City Manager.*
Cm. Becker moved, seconded by Cm. Johnson to approve the appointment of Committee members by Council President and City Manager. Motion carried.

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

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

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

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

f. *Appointment of Ryan (Rocky) Baldry and Becky Romens and reappointment of Steve*

2 of 4

Mahoney to Parks & Recreation Advisory Board for three-year terms.

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

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

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

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

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

Cm. Hartwick moved, seconded by Cm. Becker to approve the recommended Board and Committee appointments/reappointments as presented. Motion carried.

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

Cm. Hartwick moved, seconded by Cm. Becker to accept and file the minutes. Motion carried.

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

Cm. Scherer moved, seconded by Cm. Becker to accept and file the permit report. Motion carried.

UNFINISHED BUSINESS

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

Cm. Hartwick moved, seconded by Cm. Johnson to accept and file the recommendation from Ambulance Advisory Committee to accept 2018 year-end report from Ryan Bros. Ambulance. Motion carried.

NEW BUSINESS

None.

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.*

Cm. Scherer moved, seconded by Cm. Johnson to approve the Temporary Class B 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 contingent upon having licensed operators and purchasing products from a distributor. Motion carried.

b. *Granting operator licenses.*

Cm. Becker moved, seconded by Cm. Scherer to approve the granting of operator licenses. Motion carried.

c. *City, Sewer, Water and Stormwater Utility Financial Statements as of March 31, 2019.*

Manager Trebatoski provided a quarterly review of the funds.

Cm. Hartwick moved, seconded by Cm. Becker to approve the City, Sewer, Water and Stormwater Utility Financial Statements as of March 31, 2019. Motion carried.

3 of 4

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. Verified claims.

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

ADJOURNMENT

Cm. Scherer moved, seconded by Cm. Hartwick to adjourn. Meeting adjourned at 7:46 pm.

Respectfully submitted,

Michelle Ebbert
City Clerk/Treasurer

4 of 4



POLICE DEPARTMENT

6-10
Adrian J. Bump
CHIEF OF POLICE

05-08-19

To: City Council

From: Adrian Bump, Chief of Police

Fat Boyz Annual Anniversary Celebration Request

I support this event and recommend the City Council approve the request as long as the extended venue aligns with the same areas used in past years.

As in years past I also request that Fat Boyz take the necessary precautions to ensure that patrons taking advantage of the outside area are properly and safely contained within the designated area. I believe an assigned employee or security person present to ensure patrons do not leave the designated area with open intoxicants will help make the event safe.

Respectfully,

Adrian Bump

Chief of Police

1 of 3

May 03, 2019

City Council of Fort Atkinson
Attention: Matt Trebatoski
101 N Main Street
Fort Atkinson, WI 53538

Dear Mr. Trebatoski and members of the Fort Atkinson City Council;

I am writing this letter to kindly request permission from the City of Fort Atkinson to use the public parking lot and alley in the back of my business, Fat Boyz Inc. located at 219 S Main Street. Reason for the request is to host a motorcycle drawing and possible pig roast during the 14th Anniversary Celebration of Fat Boyz. The plan is to use the same space outside as you have allowed us to use the past few years around this time for the same purpose.

This is not an all day request; we are kindly asking to use part of the parking lot (from mail boxes to south exit) and alley only from 2:00 pm – 9:00 pm (also allowing some time before and after for set-up & take down / cleanup). We will not have a tent outside but are asking to rope it off for this time period *and* allow sales and open carryout of alcoholic beverages only during this time period.

Here is a summary:

Date being requested:	Saturday, June 29 th 2019
Time requested:	2:00 pm – 9:00 pm
Requestor:	Fat Boyz Inc.
Request Location:	Use of Parking lot and alley between US Post Office and businesses located at 201 S Main St – 235 S Main St
Reason / event:	14th Anniversary Celebration of the business at which time we will be hosting a drawing of a motorcycle. Request to host this drawing outside and allow / sell alcohol during this time period.

If you have any questions, please do not hesitate to contact me, 920-563-3051 or Cell 920-728-3415.

Sincerely,

John Dawson
Owner / Operator Fat Boyz Inc.

2 of 3



The area requested to be closed off for this event is the alley space and parking stalls directly behind the business and will not disrupt traffic through the parking lot, and postal customers will be able to still use the mail drop-off boxes.



6-C

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: May 14, 2019

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: Street Name Change

Background:

The Crown of Life Christian Academy has approached the City with a request to change the name of the street their school will be built on. They are looking to achieve a better sense of ownership and connection to the academy through this change.

Discussion:

The current name of the street upon which the school is going to be constructed is Lady Gloria Drive, which was named by CBF Investment Company LLC, the original developer of this area. CBF has been contacted to see if they would object to renaming the street, and they have indicated they give their consent to the name change. A copy of the letter from the ownership of CBF is attached.

The Academy has requested that the street name be changed to "BEREA DRIVE". We do not see an issue with this request, as it is a very short stretch of road at this time and has had no addresses assigned to it yet.

Financial Analysis:

Minimal cost to make and install a new sign.

Staff Recommendation:

Staff recommends approving the request to rename the street currently known as Lady Gloria Drive to Berea Drive.

1 of 3

**CBF INVESTMENT CO LLC
3234 CO HWY N
COTTAGE GROVE, WI 53527**

April 25, 2019

**Dean Matt Oppermann
Crown of Life Christian Academy**

Dear Mr. Oppermann:

Please be advised that we fully give our consent to the name changes of the street signs you requested.

We are looking forward to the building of this new school.

Sincerely,

**Owners
Rodney Hetts
Rhonda Hetts Shore
Renee Hetts Beilke
Randy Hetts Connery**

SE 1/4 and SW 1/4 of the SW 1/4 of Section 32, T6N, R14E, City of Fort Atkinson, Jefferson County, WI

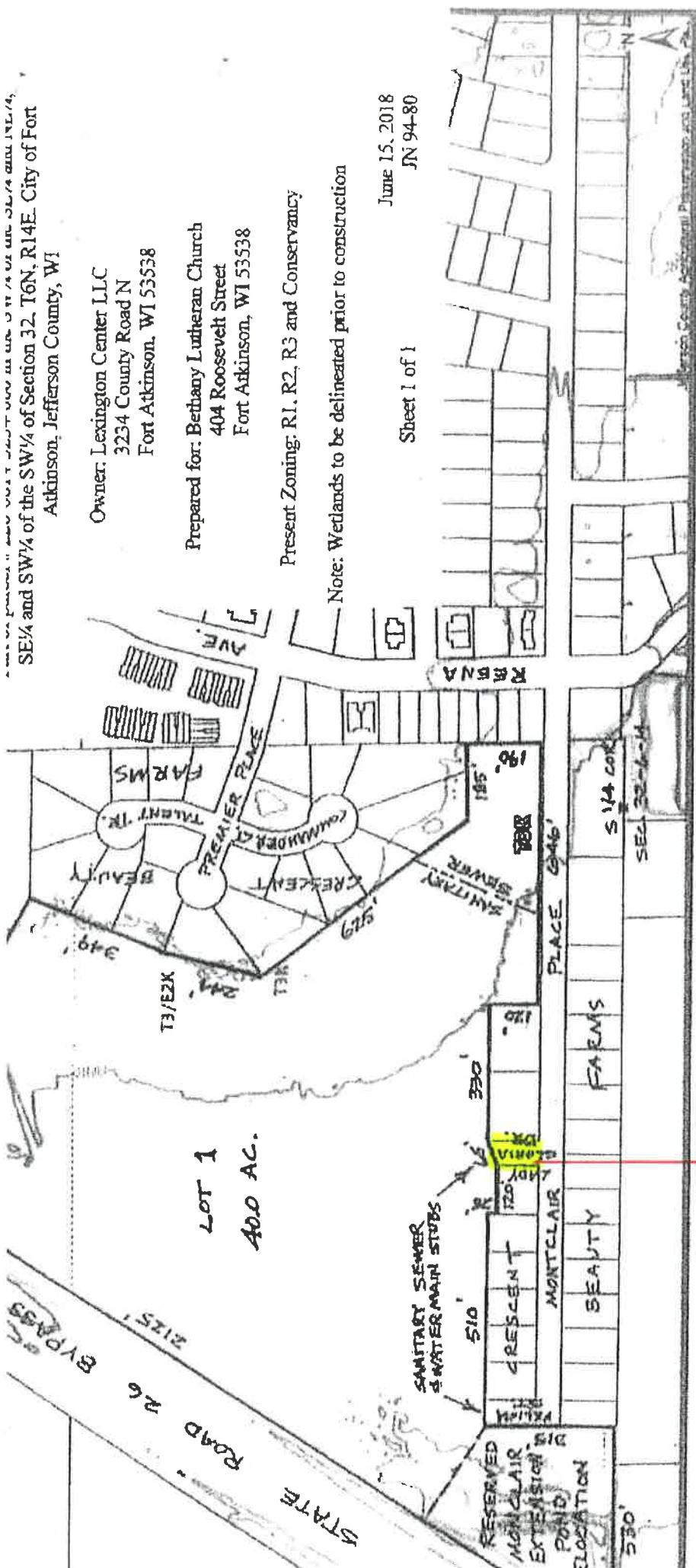
Owner: Lexington Center LLC
3234 County Road N
Fort Atkinson, WI 53538

Prepared for: Bethany Lutheran Church
404 Roosevelt Street
Fort Atkinson, WI 53538

Present Zoning: R1, R2, R3 and Conservancy

Note: Wetlands to be delineated prior to construction

June 15, 2018
Sheet 1 of 1
JN 94-80



- ☐ ZONE AE BSE 1% (100YR) Slopes > 20% - Terrain Data 10 Foot Contours
- ☐ 0.2% FLD HAZ (500 YR) ☐ 0 - 20% Slope — 10 ft contour interval
- ☐ Flood Storage Districts 2/4/2015 ☐ Slope > 20% — 50 ft contour interval
- ☐ Wetlands > 2 Ac DNR Official 2 Foot Contours — 100 ft contour interval
- ☐ Wetlands > 2 Ac 2008 2 ft contour interval
- ☐ Ditches 2 ft contour interval
- BSE 1%(100 YR)

Jefferson County Geographic Information System

DISCLAIMER: This map is not a substitute for an actual field survey or other information. The accuracy of this map is limited to the quality of the source data used in its preparation. Jefferson County makes no warranty, representation or claim concerning this information.

STREET
LOCATION

3 of 3

7-a

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.

1 of 2

- 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 and subject to section 1-10 (Penalty Provisions) and section 6-32 (Penalties) of the city's Code of Ordinances. If a business receives two or more violations within licensing period, the City Council may revoke the extension of premises description.

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

CITY OF FORT ATKINSON
Plan Commission ~ May 14, 2019
1,008th Meeting

CALL TO ORDER.

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

ROLL CALL.

Present: Commissioners Frame, Johnson, Greenhalgh, Highfield, Manager Trebatoski and Engineer Selle. Also present: City Attorney, Building Inspector and City Clerk/Treasurer.

Cm. Lescohier arrived at 4:02 pm.

APPROVAL OF MINUTES OF APRIL 9, 2019 PLAN COMMISSION MEETING.

Cm. Greenhalgh motioned, seconded by Cm. Johnson to approve the minutes of the April 9, 2019 Plan Commission meeting. Motion carried.

REVIEW AND APPROVE PRELIMINARY CERTIFIED SURVEY MAP CREATING ONE NEW PARCEL IN THE 1300 BLOCK OF GREENE STREET.

Engineer Selle reviewed the request to break off a lot from an existing double lot. Sanitary and water are stubbed to this lot. Departments have reviewed the request and have no comments or concerns.

Cm. Greenhalgh moved, seconded by Cm. Frame to approve and refer to City Council the Preliminary Certified Survey Map creating one new parcel in the block of 1300 Greene Street. Motion carried with Cm. Johnson abstaining.

REVIEW AND APPROVE REQUEST FOR ELECTRONIC MESSAGE BOARD FOR BLACKHAWK PHASE III, LLC AT 1233 JANESVILLE AVENUE.

Engineer Selle provided the sign for review. This property will be used as a fitness facility and various office space. The former sign will be removed and new electronic message sign placed several feet to the north. The sign is not located in the right of way, meets dimensions and allowances for this type of sign.

Cm. Frame moved, seconded by Cm. Highfield to approve the request for electronic message board for Blackhawk Phase III, LLC at 1233 Janesville Avenue. Motion carried.

REVIEW AND APPROVE ORDINANCE AMENDING DEFINITION FOR 'STRUCTURES' IN THE ZONING CODE.

Inspector Juarez provided the current language, 'anything constructed or erected, the use of which requires location on the ground or that is attached to something having a location on the ground' and the proposed language, 'anything constructed or erected, the use of which requires location on the ground or that is attached to something having a location on the ground. Structure is not included to include parking lots, driveways, sidewalks or landscaping'.

Cm. Greenhalgh moved, Cm. Johnson seconded to approve and refer to City Council the Ordinance amending definition for 'structures' in the Zoning Code. Motion carried.

1 of 2

ADJOURNMENT

Cm. Frame moved, seconded by Cm. Greenhalgh to adjourn. Meeting adjourned at 4:10 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer

8-b

Fort Atkinson Tourism Commission Meeting Minutes
Thursday, February 14 2019 at 8:00 a.m.
Chamber Board Room

MINUTES

Voting Members:

Appointed City Council Member: Davin Lescohier (expires 2019)

Tourism Entity: Julie Nordeen (expires 2019)

Hotel Industry Representative: MaryJo Eggers (expires 2019)

Chamber Tourism Commission Appointee: Mariah Hadler (expires 2019)

Chamber Tourism Commission Appointee: Valbon Beqiri (expires 2018)

Non-voting – Matt Trebatoski, Merrilee Lee, Olivia Ault and Carrie Chisholm

In Attendance: Julie Nordeen, Davin Lescohier, Olivia Ault, MaryJo Eggers, Matt Trebatoski, Merrilee Lee,

Absent: Valbon Beqiri, Carrie Chisholm, Mariah Hadler

Call to Order:

Olivia called the meeting of the Fort Atkinson Area Chamber of Commerce Tourism Commission to order at 8:20 am.

Minutes

Minutes from the November 2018 meeting were approved. (Lescohier/Eggers)

Financials

Financial statements from fourth quarter 2018 were approved. (Lescohier/Nordeen). Olivia noted that we ended 2018 with about \$2,400 in checking. We received fourth quarter income in January, which was about \$22,000 and nearly \$2,500 more than last year

Reports

Farmers Market Report

Olivia shared a few updates. There is a new co-market manager. Kaitlin Celkis will be replacing Anne Drehfal as of the March 2nd market. Additionally, Olivia has been working on consolidating the farmer market website to be within the chamber website. This will streamline processes and help make sure the information is up to date. The URL of fortfarmersmarket.com will remain however it will lead to a page on the chamber website instead.

Tourism Manager Report

Olivia has been working on updating all information on various online calendars. These include: Travel WI, Wis Travel, Enjoy Jefferson County, We Go Places, Greater Madison Visitor Bureau, the chamber website and Facebook. Olivia will be attending a breakfast meeting on February 26 with the Greater Madison Visitor Bureau. Fort Tourism partners with the GMVB and this breakfast will help Olivia learn how to capitalize on that partnership. Additionally, Olivia shared that the Winter Activities video has nearly 20,000 views between Facebook and Youtube. Lastly, Olivia wanted the group to know that she was recently voted to be Vice President of the Jefferson County Tourism Council.

1 of 2

Old Business:

Discover WI Episode:

Discover WI will be in Fort Atkinson on Saturday, February 16 for the first filming day. This will capture the winter recreation taking place at Haumerson's Pond. Olivia talked with Merrilee about coordinating some shooting dates with the museum staff to discuss the history of Fort Atkinson. The two will follow up along with the producer of the episode. Additionally, Olivia share with the group a few other communities in the area that will have a 2020 Discover WI episode. They include: Dodge County (Waupun, Beaver Dam, Watertown) - April 4, Johnson Creek - April 25, Stoughton - May 9, and Whitewater – TBD. The Fort Atkinson episode will first air on May 16, 2020. Olivia will share plans on a premier event the week leading up to that air date. Olivia mentioned that after speaking with the Discover WI sales person, having multiple episodes within the county in the same year will strength the tourism message and allow for some collaboration in the future with a county tourism video. During the discussion about the episode Lescohier wondered how we will track the tourism impact. Olivia can work with Eggers and other hotels in Fort Atkinson to gather data. This would be ongoing and not immediate after the episode.

Farm Technology Days:

On the topic of Farm Technology Days, Olivia updated the group that the scope of initially partnering with Watertown tourism to do joint marketing has changed. Given the week is already busy, Olivia has instead found a way to gather attendees' data to serve advertising after the event. This will give a specific message that will direct people to return to Fort Atkinson for other events or activities. This will not affect the special project budget.

New Business:

2019 Appointments:

Olivia confirmed with Matt and the group that the appointment of Valbon Beqiri will expire and be up for a new person during the city elections. A new person will need to apply with the city and be appointed during the May 4th city council meeting. Eggers suggested reaching out to Stephanie Sayles with the Riverstone Event Center to encourage her to apply. The business must reside within Fort Atkinson to be eligible for the commission. Lescohier confirmed that he will be stepping off the city council and therefore his spot on the tourism commission will be vacant. A new city council member will be appointed the commission in May as well.

Review Tourism Grant/ Funding Application

The group had a discussion regarding the current "application for financial sponsorship for advertising of events that promote tourism." New in the 2019 budget is a line item of \$2,500 to fund the approved applications. In 2018 this was embedded within special projects. Olivia asked the group for history about the application. Eggers and Nordeen confirmed it hasn't been used in the past. Olivia will use this application as an answer to anyone who inquiries about obtaining tourism funding. Olivia will add to the form a request for verification of non-profit status. The form will be accessible from the chamber website but there are no plans to advertise the availability. Any grant applications that Olivia receives will be brought to the quarterly commission meetings. At this time the total dollar amount available will not be advertised however if requests are unrealistic this decision will be revisited.

8-C

**Fort Atkinson Historic Preservation Commission
March Meeting
March 11, 2019, 6:30pm
Dwight Foster Library, Fort Atkinson**

Meeting called to order at 6:30pm

Present: Julia Ince, Emily Yavuzcetin, Roz Highfield, Kirsten Winski and
Chuck Washburn (Tammy Doellstedt joined later in meeting)

1. Introduction of New Commission Members: members went around and introduced themselves.
2. Approval of January Meeting Minutes: Julia moves to accept, Kirsten seconds, motion passed
3. Treasurer's Report: City budget \$1199.00, Fort Community Foundation balance not available (assuming nothing has been spent since 01/19).
4. Correspondence with Commission: Julia got call from caretaker of Evergreen Cemetery, Cottage on Local Landmark list, would like to paint new color, Julia advised. Brian from city contacted Julia about re-writing city code. Tammy Doellstedt contacted Julia in regards to a donation made to Water Tower Fund by FAHS Class of 1978.

Old Business

5. Election of New Commission Treasurer: Julia makes a motion to nominate Roz Highfield as new treasurer, Kirsten seconds. Commission passes.
6. Website and Facebook Updates- Emily showed commission the work Custom Creative has done on the webpage, John is ready for it to go live pending any drastic changes the commission feels should be made prior. Commission recommended Wix.com for hosting. Emily will follow up with John. \$40 for a google maps

1 of 4

plug-in to eventually have an interactive tour map on webpage.
Julia moved to spend the money, Roz seconds, motion passed.

New Business

7. Downtown Historic Dist. and Fort City Zoning Code Rewrite:
Tammy Doellstedt joined the meeting to discuss this topic. She gave the history of the Black Hawk building. Commission was clarifying correspondence from the city on how we would like certain code to be written. Julia will reach out to Brian for more information. Commission members were encouraged to attend city's meeting at library on Wednesday, March 13 to give input.
8. Future Commission Goals: Tabled due to time

Adjournment: meeting ended 7:58pm

Next Meeting - Monday, April 8, 2019, 6:30pm
Dwight Foster Library

Fort Atkinson Historic Preservation Commission

April Meeting

April 8, 2019, 6:30pm

Dwight Foster Library, Fort Atkinson

Meeting called to order at 6:35pm

Present: Julia Ince, Emily Yavuzcetin, Roz Highfield, Kirsten Winski and Chuck Washburn

1. Approval of March Meeting Minutes, Julia approves, Chuck seconds, passed by commission
2. Treasurer's Report: nothing to report. Roz will contact city about how to check funds.
3. Correspondence with Commission: Julia letter about state conference, Tammy about Jeff Armstrong about Water Tower window.

Old Business

4. Water Tower Report: Tammy Doellsteadt contacted Julia and informed her that a window on the Water Tower was open and not accessible from the staircase. Tree Trimming company was able to help with that.
5. Website and Facebook Updates: Kirsten took over website design and maintenance now that the site is live. She will begin with the "Alteration to Historic Buildings" section's wording. Commission discussed how we can word this section to help homeowners understand if they are a local landmark or another designation and whether they would need to fill out the form that is linked to on that page currently. Kirsten will make a gmail account where the commission can access documents and images.
6. Commission Promotion: Commission would like to make it clear that being on the State and National registry does not restrict a

homeowner from making changes. Fort Atkinson Mag could possibly do an article about the grant money and tax breaks when homes are on the state and national registry. Chuck would like an agenda item for May's meeting where he can speak to the historical buildings within the historical district. Banners were addressed again for historic districts.

New Business

7. Downtown Historic Dist. and Fort City Zoning Code Rewrite: Julia, Chuck and Roz were able to attend the city meeting. Commission is hoping to have Brian Juarez attend a meeting to help us understand what type of say we have in how owners can change exterior of buildings/homes. Commission hopes to be able to help homeowners with applying for grants.
8. WAHPC State Conference: None of the members are able to attend the conference. Julia encouraged members to look for other that they may want to attend.
9. Future Commission Goals: Julia asked members to come up with new ideas or existing ideas that they think should be address in 2019. #1 Re-write of new website (wording, clarification of alterations, ect), #2 Banners, #3 Commission education, guest speakers (ex. our articles of incorporation, knowledge about state/national registers, grants, ect). Julia mentioned the possibility of using committees to head up some of the goals.

Adjournment at 7:54pm

Next Meeting - Monday, May 13, 2019, 6:30pm
Dwight Foster Library

8-d

CITY OF FORT ATKINSON
Licensing Committee ~ May 15, 2019

CALL MEETING TO ORDER.

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

ROLL CALL.

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

REVIEW APPLICATIONS AND MAKE RECOMMENDATION FOR ALCOHOL BEVERAGE LICENSE APPLICATIONS FOR THE LICENSING PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2020.

Clerk Ebbert provided a review to the Committee on the types of licenses, license combinations, quotas, fees and confirmed inspections performed by the Police Department. The renewal period includes a new agent for Walgreens, addition to a premise description for Nomadic and a name change for Fort Investments, LLC doing business as Fort 88 Smokehouse.

Cm. Hartwick moved, seconded by Cm. Scherer to approve and refer to Council the alcohol beverage renewal applications for the licensing period of July 1, 2019 to June 30, 2020 contingent upon payment of all monies owed to the City of Fort Atkinson. Motion carried.

REVIEW OF CIGARETTE AND TOBACCO PRODUCT RETAIL LICENSE APPLICATIONS FOR LICENSING PERIOD JULY 1, 2019 THROUGH JUNE 30, 2020.

Clerk Ebbert stated that one application has not been submitted yet, however it is expected shortly.

Cm. Hartwick moved, seconded by Cm. Scherer to approve and refer to Council the cigarette and tobacco product retail license applications for licensing period July 1, 2019 through July 30, 2020. Motion carried.

ADJOURNMENT.

Cm. Scherer moved, seconded by Cm. Hartwick to adjourn the meeting. Meeting adjourned at 4:50 pm.

Respectfully submitted

Michelle Ebbert
City Clerk/Treasurer

1 of 1



8-e

FORT ATKINSON HISTORICAL SOCIETY'S BOARD MEETING

Thursday, April 13, 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 Bonnie Geyer at 4:00.

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

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

Also in Attendance: None

3. **Public Comments:** none

4. **Review and Approve:** March board meeting minutes & April committee minutes – routed prior to meeting.

Action: Motion to approve L. Gray, seconded by B. Cheek. Approved.

5. **Director's Report:** Routed prior to meeting.

- Begun school tours for the new 4th grade Lorine Niedecker unit for the public schools.
- Art show season has begun with part one of the Mary Hoard Art Show in swing.
- Planning for spring/summer programming is well underway

6. **Treasurer's Report:** Loren Gray – In the first quarter the Historical Society ended with a \$13,000 surplus and the trust fund had a good start to the year.

7. **Committee Reports:**

Development: Bonnie Geyer - did meet

Administration: Loren Gray – did meet

8. **Report of the Audit Committee:** Bob Cheek and Steve Larson: committee members met and using the financial protocols set forth by the Administration Committee. Using the financial records provided by Dana Bertelsen, assistant director, the committee found that all was satisfactory.

Question: have we ever done a professional audit?

Answer: once in recent memory, after the building campaign was completed.

Action: Jude Hartwick moved to approve and file the findings of the audit committee; second by Sue Johnson, all in favor.

9. Discussion to create an ad hoc Admin Committee: tabled

10. Programming and Marketing Moments:

- 59th Mary Hoard Art Show Part 1 has finished and we are transferring to part 2.
- Rendezvous (26th annual) will be end of May.
 - Advertising has included TV commercials in the past, but will be replaced with our social media – Youtube (will open new channel), Facebook.
 - Theme is “Boats of the Fur Trade”.
 - Director is looking for more volunteers to replace paid individuals than in previous years, in effort to make more profit. ex – ticket booths.
 - City Council has approved use of Rock River Park.

11. Update on Open Historical Society Positions:

Collections Manager position – has been filled by Alisha Bade who started this week.

12. Project and Facility Updates: Mower was picked up next week for tune-up. Zach Finch will be mowing again this year.

13. Upcoming Meeting Dates:

Development Committee: Thursday, May 2nd at 4:00 pm

Administration Committee: Thursday, May 9th at 4:00 pm

Full Board Meeting: Thursday, May 16st at 4:00pm

14. Items for Agenda for Next Meeting: none

15. Announcements: none

16. Adjourn: Motion to adjourn L. Gray, seconded by K. Gomez, adjourned at 4:25.



9-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: May 13, 2019

TO: Planning Commission

FROM: Andy Selle, P.E.

SUBJECT: Greene St - Preliminary CSM

Background:

This is a request for a preliminary certified survey map to break off a lot from an existing double lot within the City. Sanitary and water are already stubbed to this lot, indicating it was intended to be buildable when the subdivision was created decades ago.

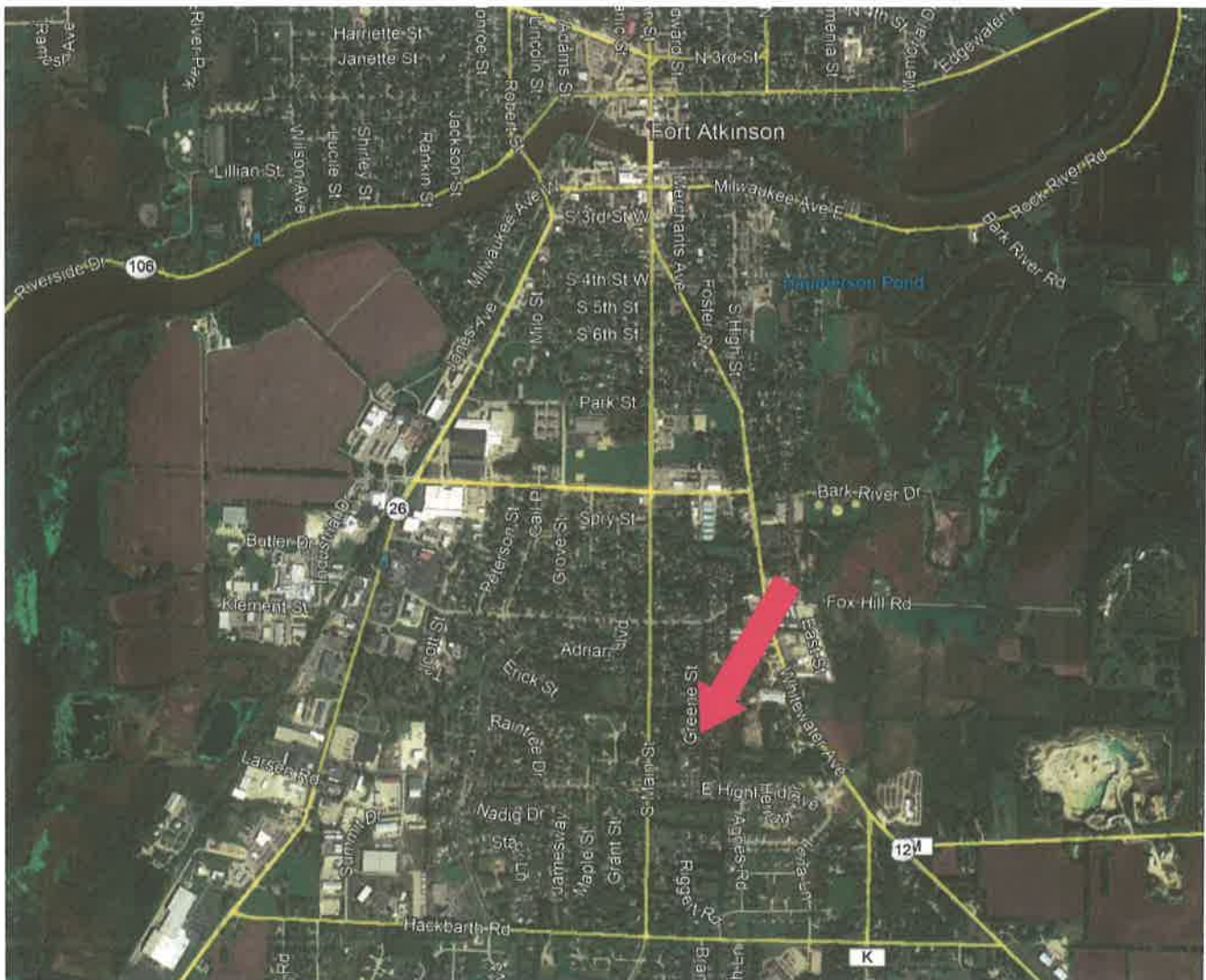


Figure 1: Property location in the City of Fort Atkinson

1 of 4

City Department Reviews:

City departments have reviewed the submittal and have no concerns.



Figure 2: Proposed land addition (approximate)

Recommendation:

Staff recommends approval of the request.

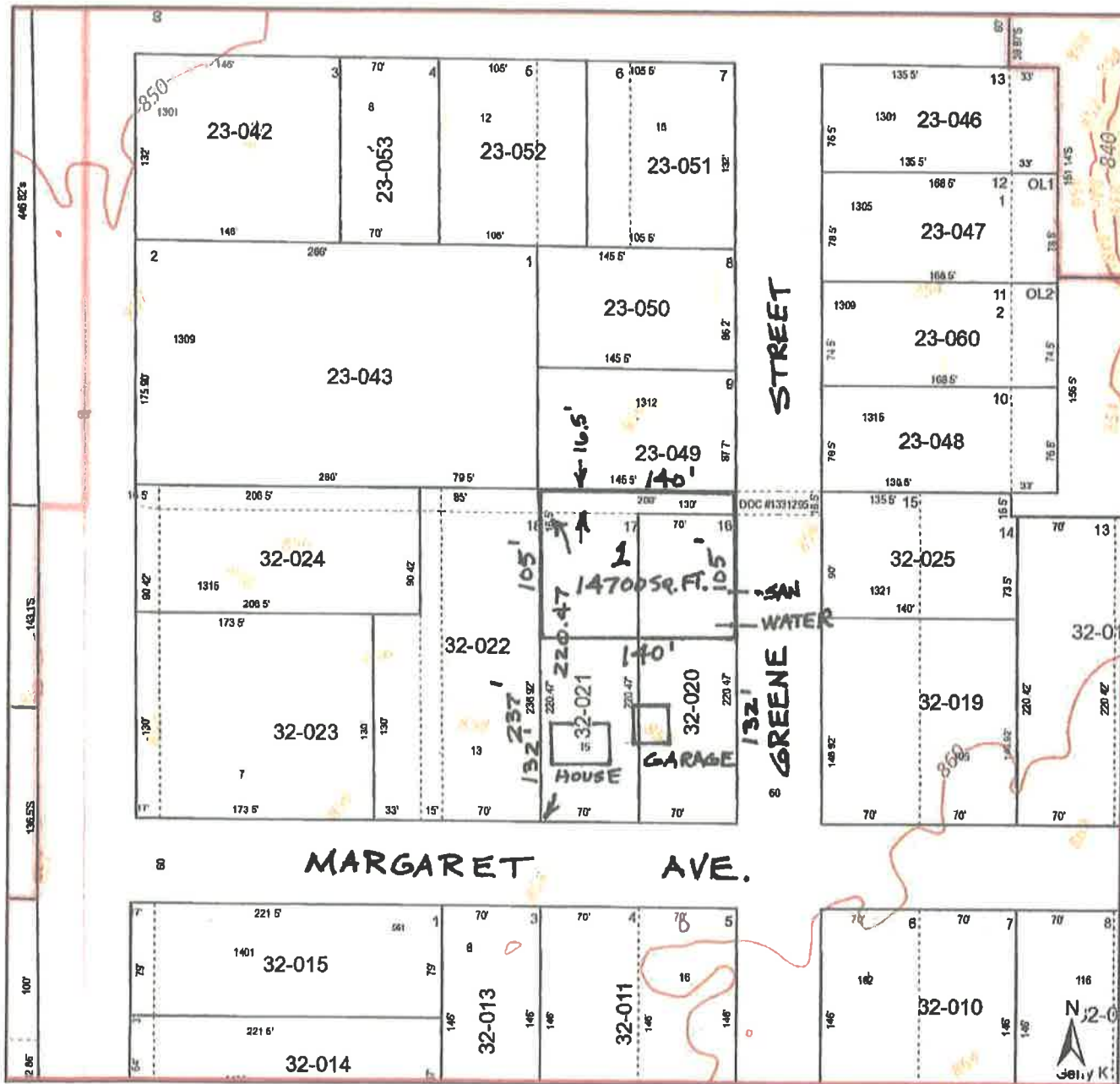
Attachments:

Original Submittal

PRELIMINARY CERTIFIED SURVEY MAP

Part of Lots 16 and 17, SCHIMEK'S ADDITION and other lands in the SW¼ of the NW¼ and NW¼ of the SW¼ of Section 10, T5N, R14E, City of Fort Atkinson, Jefferson County, WI

Jefferson County Land Information



- | | | | |
|-------------------------|----------------------|--------------------------|---------------------------|
| — Municipal Boundaries | — Road Right of Ways | — Streams and Ditches | — 50 ft contour interval |
| — Parcel Lines | — Section Lines | — 2 Foot Contours | — 100 ft contour interval |
| — Property Boundary | — Surface Water | — 2 ft contour interval | |
| — Old Lot/Meander Lines | — Map Hooks | — 10 Foot Contours | |
| — Rail Right of Ways | — Tax Parcels | — 10 ft contour interval | |

100 50 0 100 Feet
1 inch = 100 feet

3 of 4

[illegible]

- ## CURRENT LAYOUT

4 of 4



1 inch = 50 feet

Printed on: April 22, 2019

Author: Public User



DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: May 2, 2019

TO: Matt Trebatoski, City Manager

FROM: Brian Juarez, Building Inspector

SUBJECT: Definition Change

Background:

The "Definitions" section of our Zoning Code was written in 2001 and was intended to make clear the meanings behind various zoning and construction terms. The current definition of "Structure" has changed significantly over the years and has become outmoded.

Discussion:

In order to avoid confusion and/or mistakes due to the changed terms, we would like to make the definition for the term "Structure" match the intended purpose and to be consistent with current Code definitions. This change will allow developers and/or builders to have a clear understanding of the term when proposing new development to the City.

Financial Analysis:

Zero (\$0) cost for the City.

Staff Recommendation:

Adopt definition change.

ORDINANCE NO. _____

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

That Chapter 15, Zoning Ordinance, Article 15-14, Definitions, be amended as follows:

Remove the section entitled “**Structure**” in its entirety and replace it with the following:

CURRENT LANGUAGE:

Structure

Anything constructed or erected, the use of which requires location on the ground or that is attached to something having a location on the ground.

PROPOSED LANGUAGE:

Structure

Anything constructed or erected, the use of which requires location on the ground or that is attached to something having a location on the ground. Structure is not intended to include parking lots, driveways, sidewalks or landscaping.

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

2 of 2



9-c

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: May 15, 2019

TO: City Council

FROM: Matt Trebatoski, City Manager

SUBJECT: Owner-Occupied Housing Study Project

Background:

As you recall, Baker Tilly Virchow Krause recently completed and presented a Multifamily Rental Housing Study for the City and Chamber of Commerce. The study concluded that there is a definite market for the addition of affordable, independent senior, and market rate rental housing in the City of Fort Atkinson, with vacancy rates ranging from 0.0% to 0.5%, and a potential number of units that could be added totaling 200.

The one element the study did not include was owner-occupied single-family, two-family, and condominium units. At the time of approving the Baker Tilly study, it was noted that we may also need to engage the research of UW-Whitewater or Madison to assess the demand for owner-occupied units.

Discussion:

The general purpose of the owner-occupied housing study would be to determine what the current and future demands for single-family, two-family, and condominium housing actually are in the city. The project, coupled with the Baker Tilly report would provide us with the information we need to approach and attract prospective residential developers to the community.

Attached is a proposed service agreement from the University of Wisconsin-Whitewater (UWW) to perform an Owner-Occupied Housing project. The potential demand for owner-occupied housing would be assessed and based on the format provided in the recent Baker Tilly report for multi-family housing. UWW would deliver a full report of outcomes, a summary report, and a presentation.

Financial Analysis:

The fee for the UWW owner-occupied housing study project is \$4,200.

You may recall, the Chamber raised \$5,000 through its member businesses and also received a grant of up to \$7,000 from the Community Foundation. Additionally, the city pledged to contribute \$2,000 toward the study. With the Baker-Tilly study costing \$9,500, there are still funds available to cover the cost of this study.

Recommendation:

We recommend approving the service agreement with the University of Wisconsin-Whitewater to perform an owner-occupied housing study project in an amount not to exceed \$4,200.

Please contact me if you have any questions.

1 of 7

University of Wisconsin-Whitewater Service Agreement

This Service Agreement ("Agreement") is entered into as of the date of last signature below ("Effective Date") between the Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Whitewater, a public educational institution of the State of Wisconsin ("University"), and City of Fort Atkinson ("Sponsor").

Whereas, the parties agree as follows:

1. Statement of Work

The Sponsor desires to have the University undertake a service project entitled "Fort Atkinson Single Family and Two Family; or Owner-Occupied Housing Project" ("Project"), in accordance with the scope of work described in Attachment A. The University agrees to use reasonable effort to perform the Project. The Sponsor acknowledges that the University makes no express or implied warranties for results of the Project.

2. Principal Investigator

The Project will be supervised by Dr. Russell Kashian ("Principal Investigator"). If for any reason he/she is unable to continue to serve as principal investigator and a successor, acceptable to both the University and the Sponsor, is not available, this Agreement may be terminated as provided in Article 6.

3. Period of Performance

The period of performance of the Project shall commence on May 15, 2019, and end August 21, 2019, ("Term"). The Term may be extended by mutual written agreement of the parties. This Agreement shall expire ninety (90) days after the Term ends.

4. Reimbursement of Costs

The University shall be reimbursed by the Sponsor for all direct and indirect costs incurred in connection with the Project in the amount of \$4,200. A budget is attached as Attachment B. While it is estimated that this amount is sufficient to conduct the Project, the University may submit to the Sponsor a revised budget requesting additional funds. The Sponsor is not liable for any cost in excess of the amount specified herein without written authorization from the Sponsor.

5. Payment Schedule

This is a fixed-price agreement. Payment shall be made in accordance with the following schedule:

- 50% is due upon execution of the Agreement;
- 50% is due 30 days after the period of performance ends.

Checks shall be made payable to the Board of Regents of the University of Wisconsin System (ID #39-6006492) and sent to:

University of Wisconsin—Whitewater
Cashiers Office
P.O. Box 88
Whitewater, WI 53190

6. Termination

Performance under this Agreement may be terminated by the Sponsor upon sixty (60) days' written notice. Performance may be terminated by the University if circumstances beyond its control preclude continuation of the Project. Upon termination, the University will be reimbursed for all costs and non-cancelable commitments incurred in the performance of the Project and not yet paid for, such reimbursement together with other payments not to exceed the total amount specified in Article 4.

In the event that either party hereto shall commit any breach of or default in any of the terms or conditions of this Agreement, and also shall fail to remedy such default or breach within thirty (30) days after receipt of written notice thereof from the other party hereto, the party giving notice may, at its option and in addition to any other remedies which it may have at law or in equity, terminate this Agreement by sending notice of termination in writing to the other party to such effect, and such termination shall be effective as of the date of the receipt of such notice.

7. Publicity

The parties will mutually agree on any press releases or other publicity related to the services performed under this Agreement.

8. Deliverables

The University shall furnish to the Sponsor the deliverables identified in Attachment A ("Deliverables"). The University shall make no claim to any such Deliverables provided in accordance with this Agreement.

9. Confidentiality

Unless otherwise required by law, the University will exercise reasonable effort to maintain in confidence proprietary information disclosed or submitted to the University by the Sponsor that is designated in writing as confidential information at the time of disclosure ("Confidential Information"). Confidential Information does not include information which:

- a. is generally available in the public domain or becomes available to the public through no act of the University; or

- b. is independently known prior to receipt thereof or is discovered independently by an employee of the University who had no access to the information supplied by the Sponsor under this Agreement; or
- c. is made available to the University as a matter of lawful right by a third party.

The University retains the right to refuse to accept any such information which is not considered to be essential to the completion of the Project. The obligations of the University under this Article 9 shall survive and continue for one (1) year after this Agreement ends.

10. Liability

The Sponsor agrees to hold the University, its officers, employees, or agents, harmless from any loss, claim, damage, or liability of any kind involving an officer, employee, or agent of the Sponsor arising out of or in connection with this Agreement, except to the extent that such loss, claim, damage, or liability is founded upon or grows out of the acts or omissions of any of the officers, employees, or agents of the University while acting within the scope of their employment where protection is afforded by ss. 893.82 and 895.46(1), Wis. Stats.

11. Warranties

THE UNIVERSITY MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE DELIVERABLES, WHETHER TANGIBLE OR INTANGIBLE, OR DEVELOPED UNDER THIS AGREEMENT; OR THE MARKETABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OF THE DELIVERABLES. THE UNIVERSITY SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, CONSEQUENTIAL, SPECIAL, OR OTHER DAMAGES SUFFERED BY ANY PERSON RESULTING FROM THIS PROJECT OR THEIR USE OF THE DELIVERABLES.

12. Equipment

Equipment, supplies, and materials purchased or produced under this Agreement shall be owned by the University, unless expressly stated otherwise herein.

13. Assignment

Neither party shall assign this Agreement to any third party without the prior written consent of the other party; however, the Sponsor may assign this Agreement to a successor in ownership of all or substantially all its business assets, provided that such successor shall expressly assume in writing the obligation to perform in accordance with the terms and conditions of this Agreement. Any other purported assignment shall be void.

14. Independent Inquiry

Nothing in this Agreement shall be construed to limit the freedom of researchers who are participants in this Agreement, whether paid under this Agreement or not, from engaging

in similar projects made independently under other grants, contracts or agreements with parties other than the Sponsor.

15. Independent Contractor

In the performances of all services under this Agreement, each party and its personnel shall be deemed to be and shall be an independent contractor and, as such, shall not be entitled to any benefits applicable to employees of the other party. Neither party is authorized or empowered to act as agent for the other for any purpose and shall not on behalf of the other enter into or make any contract, warranty, or representation as to any matter. Neither party shall be bound by the acts or conduct of the other.

16. Insurance

The University warrants and represents that it has adequate liability coverage, such protection being applicable to officers, employees, and agents while acting within the scope of their employment by the University.

17. Notices

Notices and communications hereunder shall be deemed made if given by registered or certified envelope, postage prepaid, and addressed to the party to receive such notice, invoice, or communication at the address given below, or such other addresses as may hereafter be designated by notice in writing.

If to Sponsor:

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

If to the University:

Technical Matters:

Dr. Russell Kashian
Fiscal and Economic Research Center
800 W Main, Hyland Hall 4302B
Whitewater, WI 53190
262-472-5584
kashianr@uww.edu

Administrative Matters:

Becky Mueller
Office of Research and Sponsored Programs

800 W Main St, Andersen Library 2248
Whitewater, WI 53190
262-472-1049
muellerr@uww.edu

18. Governing Law

This Agreement shall be governed by the laws of the State of Wisconsin.

19. Entire Agreement

Unless otherwise specifically provided, this Agreement embodies the entire understanding between the University and the Sponsor for this Project, and any prior or contemporaneous representations, either oral or written, are superseded. No amendments or changes to this Agreement, including without limitation, changes in the statement of work, budget, and period of performance, shall be effective unless made in writing and signed by authorized representatives of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate by proper persons duly authorized.

**BOARD OF REGENTS OF THE
UNIVERSITY OF WISCONSIN
SYSTEM**

Name: Carl Fox
Title: Director
Date: _____

Name:
Title:
Date: _____

Attachment A
Scope of Work

The recent comprehensive plan update by Vandewalle & Associates, Inc. and the multi-family housing assessment by Baker Tilly Virchow Krause, LLP, found that there is a current and growing demand for housing in the City of Fort Atkinson. The main goal of the Fort Atkinson Single Family and Two Family; or Owner-Occupied Housing Project is to determine the owner-occupied housing demand. The change in the demand for multi-family housing is predominately found in the Baker Tilly report provided to the City of Fort Atkinson. The potential of single-family housing (this includes two families and condominium developments), will be based on the format provided by the recent Baker Tilly report on the potential demand for multifamily housing. This proposal will look at change in demand for owner-occupied housing, and both market based and affordable housing. It will look to possible government assistance. It will also examine the current available, buildable lots, and look at re-development opportunities. As stated, the ultimate goal of this research is to determine the existing and potential lack of supply of owner-occupied housing demand.

The FERC will provide a full report of outcomes, a summary report and a PowerPoint presentation.

Attachment B
Budget

Student Researchers.....	\$4,038
Fringe Benefits.....	\$162



10-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: 5/21/19

TO: City Council

FROM: Kent Smith, Superintendent of Public Works

SUBJECT: Purchase Aerial Lift Truck (bucket truck)

Background:

The Department of Public Works has \$200,000.00 budgeted in the 2019 Capital Outlay Account to purchase a new Aerial Lift Truck (bucket truck). It is anticipated that we will receive approximately \$20,000.00 when we sell our current 2001 bucket truck, which is in fair condition, on the Wisconsin Surplus On-Line Auction site.

Discussion:

Specifications were developed and quotes were obtained for a 2019/2020 Aerial Lift Truck. The aerial lift portions of the units are similar in height, the truck chassis portions for both units are identical International chassis.

Financial Analysis:

Two price quotes were obtained from the following:

- Utility Sales and Service Inc (Appleton, WI)
 - Versa-Lift model VO270 with International chassis - \$219,158.00
 - Note – to get this price we must pay for the truck chassis when it arrives.
- Altec Inc. (Neenah, WI)
 - Altec model LR7-60E70RM with International chassis - \$219,681.00

The purchase will be funded through a short-term (9 months) borrowing of \$200,000.00 and the proceeds from the sale of the 2001 bucket truck.

Recommendation:

I am requesting the City Council accept the quote from Utility Sales and Service (Versa-Lift) for \$219,158.00 and authorize solicitation of interest rate quotations on a short-term loan from local banks.

10/1



POLICE DEPARTMENT

Adrian J. Bump
CHIEF OF POLICE

05-09-19

To: Fort Atkinson City Council
City Manager Trebatoski

From: Adrian Bump, Chief of Police and Daryl Rausch, Fire Chief

Re: Budget Appropriation Request (Transfer of funds from PD Outlay to FD Outlay)

The current 2019 Budget for the Police Department included in it the purchase of 2 new squad cars within the Capital Improvement Budget. This purchase of 2 vehicles was with the understanding that one of the newer squad cars in the current fleet would be transferred to the Fire Department. After further analysis of the budget plan using input from Fire Chief Rausch a way to improve our purchase plan was identified.

The Police Department is currently trying to raise funds through donations to purchase a new K9 Squad. The purchase amount is approximately \$48,000 for the entire replacement project. The Fire department upon receiving the squad car from our fleet is looking to paint the vehicle from black to white to match its current fleet at a price tag of \$5,900. The transfer of the fleet vehicle, purchase of new fleet vehicles and the upfitting required to get them ready for emergency response service will require additional budgeted funds. These 2 separate projects will also require several manpower hours that also bring with it a significant budgetary cost.

With the notion of being as fiscally responsible as possible with budgeted and donated funds, we believe a significant cost savings measure for both agencies will be to do the following:

1. Reduce the Squad Car Outlay Account for the Police Department by \$10,000.00.
2. Supplement the Police Department squad purchase with \$10,000.00 of K9 donation funds specifically raised for a new squad car.
3. Keep the Squad originally identified for transfer to the Fire Department within the Police Fleet.
4. Transfer the reduced \$10,000.00 to the Fire Department Outlay Account for the purchase of a Fire Department SUV.

101 South Water Street W Fort Atkinson, WI 53538 P: 920.563.7777 F: 920.563.3311

<http://www.fortatkinsonwi.net/departments/police.htm>

1 of 2



POLICE DEPARTMENT

Adrian J. Bump
CHIEF OF POLICE

5. Assign the K9 Unit our newest Squad, 2018 Ford Interceptor SUV

The transfer of funds would occur between the below two accounts:

From: 01-60-0062-1100 Police Department Outlay \$10,000.00

To: 01-60-0062-3100 Fire Department Outlay \$10,000.00

The quick math on the positive financial impact for this change is estimated at \$29,900 for the police department and an additional \$6,000 for the Fire Department. Based on this savings and the efficiency factor for both agencies, we present this information and request approval for the budget appropriation that will positively impact both the Fire Department and Police Department.

Respectfully,

Adrian Bump
Chief of Police

Daryl Rausch
Fire Chief



10-c + 10-d

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: May 16, 2019

TO: City Council

FROM: Andy Selle, P.E., Tom Williamson

SUBJECT: 2019 Street Program Bids

Background:

The 2019 street program consists of two project categories. The *Water Main and Street Reconstruction* work includes both water main relay and complete street reconstruction, with intersection realignments, and replacement of new asphalt. These locations include Roosevelt Street North of Madison Ave., Messmer Street commencing at the Zaffke Street intersection and terminating in a new turn around, and Zaffke Street from Casswell Street to Messmer Street. We will be laying plastic water main and moving away from ductile iron. Plastic costs less, is easier to install, is more flexible, and more inert to corrosive forces than the traditional ductile iron product. However, we won't know the true performance for at least 50-75 years.

The 2019 *Rehabilitation Work* includes removing and relaying new asphalt on Milwaukee Ave from Main Street to the Bark River and Commonwealth Avenue from Elsie to Montclair. A new fiber additive to the asphalt will be used in this project to see if reflective cracking can be reduced, a problem we struggle to control on resurfacing projects. Work will finish on the Elsie St emergency water main replacement from 2018. A single lift of asphalt will provide the permanent patch on this section.

The 2019 *Maintenance Work* will be performed by our DPW and consists of crackfill and various patching along a number of streets in town. No contracted work will be occurring this year.

Discussion:

Street Rehabilitation - Two firms replied to the request, Rock Road and Payne and Dolan. Payne and Dolan was the low bidder. Bid summary results are below.

	Engineer's Estimate	Payne and Dolan	Rock Road
DESCRIPTION	SUBTOTAL	SUBTOTAL	SUBTOTAL
E. MILWAUKEE AVE.	\$ 295,720.00	\$ 305,121.50	\$ 332,372.63
ELSIE ST.	\$ 9,464.00	\$ 9,612.00	\$ 12,077.09
COMMONWEALTH DR.	\$ 84,540.00	\$ 84,971.70	\$ 91,468.48
TOTAL BID	\$ 389,724.00	\$ 399,705.20	\$ 435,918.20

187

Water Main and Street Reconstruction – Two firms replied to the request for bid, Maddrell Excavating, LLC. and E &N Hughes Co. Inc. Maddrell Excavating, LLC. was the low bidder. The price below exceeds the 2019 budget for work. We intend to remove the majority of Zaffke from the planned work, and will conservatively allocate \$25,000 to water main work and \$25,000 to street work to create an endpoint near the Zaffke/Mesmer intersection that will allow a smooth continuation of work in the future. This will reduce the total cost for Zaffke from \$150,006 to \$50,000.

	ENGINEER EST.	MADIRELL	E&N HUGHES CO.
ROAD	SUBTOTAL	SUBTOTAL	SUBTOTAL
SUB-TOTAL WATER MAIN	\$ 125,520.00	\$ 123,485.00	\$ 181,118.50
SUB-TOTAL SANITARY SEWER	\$ 4,000.00	\$ 2,240.00	\$ 4,536.00
SUB-TOTAL STORM SEWER	\$ 62,335.00	\$ 49,928.00	\$ 80,220.40
SUB-TOTAL ROADWAY	\$ 157,663.50	\$ 170,004.00	\$ 182,886.85
TOTAL ROOSEVELT ST	\$ 349,518.50	\$ 345,657.00	\$ 448,761.75
SUB-TOTAL WATER MAIN	\$ 105,420.00	\$ 107,100.00	\$ 133,424.00
SUB-TOTAL SANITARY SEWER	\$ 12,000.00	\$ 13,900.00	\$ 17,830.00
SUB-TOTAL STORM SEWER	\$ 3,875.00	\$ 2,445.00	\$ 3,342.00
SUB-TOTAL ROADWAY	\$ 208,685.00	\$ 231,942.25	\$ 206,046.50
TOTAL MESSMER ST	\$ 329,980.00	\$ 355,387.25	\$ 360,642.50
SUB-TOTAL WATER MAIN	\$ 72,350.00	\$ 72,605.00	\$ 93,664.00
SUB-TOTAL SANITARY SEWER	\$ 2,000.00	\$ 1,120.00	\$ 2,268.00
SUB-TOTAL ROADWAY	\$ 76,371.00	\$ 76,281.85	\$ 85,065.75
TOTAL ZAFFKE ST	\$ 150,721.00	\$ 150,006.85	\$ 180,997.75
TOTAL PROJECT BASE BID	\$ 830,219.50	\$ 851,051.10	\$ 990,402.00

Financial Analysis:

A total of four accounts will be used to fund the work described above. In general terms; the Street Fund – composed of our annual street program allocation and the additional wheel tax funds – will pay for street pavement and concrete work, the Sanitary Utility will pay for any sanitary rehab work, the Stormwater Utility will pay for any catch basin and storm pipe improvements, and the Water utility will pay for all water improvements as well as one third of the cost of the street improvements above. The trench width necessary to install new water main in the street is roughly one third the width of the street.

2 of 7

2019 Street Program Account Revenue	AMOUNT
General Street Fund (2019)	\$ 475,000.00
Wheel Tax (2019 Estimated)**	\$ 219,000.00
Carryover 2018 Street Fund	\$ 41,852.00
GRAND TOTAL	\$ 735,852.00
2019 Street Program Account Expenses	AMOUNT
Zaffke, Messmer, Roosevelt Project	\$ 258,353.83
Design Zaffke Hill Area	\$ 27,801.00
E Milwaukee Ave Project	\$ 305,121.50
Commonwealth Project	\$ 84,971.70
City Crew Crackfill / Patching**	\$ 40,000.00
MISC Expenses	\$ 14,657.00
GRAND TOTAL	\$ 730,905.03
** FINAL NUMBERS WON'T BE KNOWN UNTIL WORK IS PERFORMED/ FY YEAR END.	
BALANCE (Revenue - Expenses)	\$ 4,946.97
2019 Utility Accounts for Street Work	AMOUNT
WATER UTILITY W/ 1/3 ROAD*	\$ 413,585.42
STORMWATER UTILITY	\$ 82,637.00
WASTEWATER UTILITY	\$ 17,260.00
* \$400K budgeted for main replacement	

Recommendation:

We recommend awarding the 2019 Water Main and Street Reconstruction Contract to Madrell Excavating, LLC. in the amount of \$790,727.65.

We recommend awarding the 2019 Street Rehabilitation contract to Payne and Dolan in the amount of \$399,705.20.

We further ask that both contracts be allowed to exceed their totals by 10% with the approval of the City Manager and Engineer. Any excess beyond 10% will return to council for approval.

3 of 7

DETAILED BIDS

	Engineer's Estimate		Payne and Dolan		Rock Road	
DESCRIPTION	UNIT PRICE	SUBTOTAL	UNIT PRICE	SUBTOTAL	UNIT PRICE	SUBTOTAL
E. MILWAUKEE AVE.						
TRAFFIC CONTROL	\$ 2,500.00	\$ 2,500.00	\$1,725.00	\$ 1,725.00	\$ 2,942.61	\$ 2,942.61
EROSION CONTROL (INLET PROTECTION)	\$ 2,500.00	\$ 2,500.00	\$1,700.00	\$ 1,700.00	\$ 1,115.02	\$ 1,115.02
SAW CUT (BUTT JOINT)	\$ 10.00	\$ 4,000.00	\$ 1.55	\$ 620.00	\$ 1.98	\$ 792.00
30" CURB AND GUTTER RESTORATION (REMOVE AND REPLACE)	\$ 40.00	\$ 38,000.00	\$ 36.25	\$ 34,437.50	\$ 52.48	\$ 49,856.00
PARTIAL DEPTH MILLING (2.5" Depth)	\$ 3.00	\$ 19,200.00	\$ 1.86	\$ 11,904.00	\$ 2.89	\$ 18,496.00
FULL DEPTH ASPHALT PAVEMENT RECLAMATION (8" PULVERIZE DEPTH)	\$ 2.00	\$ 12,400.00	\$ 1.26	\$ 7,812.00	\$ 0.37	\$ 2,294.00
BASE STONE GENERAL GRADING, SHAPING, AND EXCESS REMOVAL	\$ 1.00	\$ 6,200.00	\$ 1.94	\$ 12,028.00	\$ 4.31	\$ 26,722.00
1.00" LEVEL COURSE ASPHALT (9.5 MM)	\$ 4.00	\$ 25,600.00	\$ 4.45	\$ 28,480.00	\$ 4.06	\$ 25,984.00
1.75" BINDER COURSE ASPHALT (19.0 MM)	\$ 68.00	\$ 44,200.00	\$ 67.50	\$ 43,875.00	\$ 68.70	\$ 44,655.00
1.75" SURFACE COURSE APSHALT	\$ 7.00	\$ 88,200.00	\$ 7.20	\$ 90,720.00	\$ 7.05	\$ 88,830.00
GLASPAVE (GP25) INTERLAYER FABRIC (ROAD FABRICS)-SEE SPEC	\$ 2.75	\$ 34,650.00	\$ 3.40	\$ 42,840.00	\$ 3.59	\$ 45,234.00
PAINT STRIPING	\$ 0.45	\$ 5,670.00	\$ 0.95	\$ 11,970.00	\$ 0.95	\$ 11,970.00
		\$ -		\$ -		\$ -
(ALT. BID ITEM) 1.75" SURFACE COURSE APSHALT WITH ACE FIBERS-SEE SPEC	\$ 8.00	\$ 100,800.00	\$ 8.55	\$ 107,730.00	\$ 8.12	\$ 102,312.00
EAST MILWAUKEE AVE. SUB-TOTAL		\$ 283,120.00		\$ 288,111.50		\$ 318,890.63
SUB-TOTAL WITH ALTERNATE BID ITEMS		\$ 295,720.00		\$ 305,121.50		\$ 332,372.63
ELSIE ST.						
TRAFFIC CONTROL	\$ 500.00	\$ 500.00	\$ 150.00	\$ 150.00	\$ 1,071.29	\$ 1,071.29
PARTIAL DEPTH MILLING (2" DEPTH)	\$ 2.00	\$ 1,992.00	\$ 1.50	\$ 1,494.00	\$ 2.50	\$ 2,490.00
1.75" SURFACE COURSE APSHALT	\$ 7.00	\$ 6,972.00	\$ 8.00	\$ 7,968.00	\$ 8.55	\$ 8,515.80
		\$ -		\$ -		\$ -
ELSIE ST. SUB-TOTAL		\$ 9,464.00		\$ 9,612.00		\$ 12,077.09
COMMONWEALTH DR.						
TRAFFIC CONTROL	\$ 500.00	\$ 500.00	\$ 275.00	\$ 275.00	\$ 1,108.72	\$ 1,108.72
EROSION CONTROL (INLET PROTECTION)	\$ 500.00	\$ 500.00	\$ 300.00	\$ 300.00	\$ 248.54	\$ 248.54
SAW CUT (BUTT JOINT)	\$ 10.00	\$ 640.00	\$ 1.55	\$ 99.20	\$ 1.98	\$ 126.72
FULL DEPTH ASPHALT PAVEMENT RECLAMATION (8" PULVERIZE DEPTH)	\$ 2.00	\$ 9,200.00	\$ 1.07	\$ 4,922.00	\$ 0.37	\$ 1,702.00
BASE STONE GENERAL GRADING, SHAPING, AND EXCESS REMOVAL	\$ 1.00	\$ 4,600.00	\$ 1.93	\$ 8,878.00	\$ 4.50	\$ 20,700.00
1.75" BINDER COURSE ASPHALT (19.0 MM)	\$ 68.00	\$ 32,300.00	\$ 66.10	\$ 31,397.50	\$ 65.58	\$ 31,150.50
1.75" SURFACE COURSE APSHALT	\$ 7.00	\$ 32,200.00	\$ 7.12	\$ 32,752.00	\$ 6.56	\$ 30,176.00
		\$ -		\$ -		\$ -
(ALT. BID ITEM) 1.75" SURFACE COURSE APSHALT WITH ACE FIBERS-SEE SPEC	\$ 8.00	\$ 36,800.00	\$ 8.50	\$ 39,100.00	\$ 7.92	\$ 36,432.00
COMMONWEALTH DR. SUB-TOTAL		\$ 79,940.00		\$ 78,623.70		\$ 85,212.48
SUB-TOTAL WITH ALTERNATE BID ITEMS		\$ 84,540.00		\$ 84,971.70		\$ 91,468.48
TOTAL BID		\$ 372,524.00		\$ 376,347.20		\$ 416,180.20
TOTAL BID WITH ALTERNATE BID ITEMS		\$ 389,724.00		\$ 399,705.20		\$ 435,918.20

4 of 7

Item No.	DESCRIPTION	UNIT	BID QUANTITY	Engineer's Estimate		MADRELL EXCAVATING		E&N HUGHES CO. INC.	
				UNIT PRICE	SUBTOTAL	UNIT PRICE	SUBTOTAL	UNIT PRICE	SUBTOTAL
ROOSEVELT STREET									
Water Main Improvements									
1	Install 8-inch PVC C-900 Water Main	LF	905	\$ 70.00	\$ 63,350.00	\$ 83.00	\$ 75,115.00	\$ 111.50	\$ 100,907.50
2	Connection to Existing Water Main	EA	3	\$ 2,500.00	\$ 7,500.00	\$ 2,300.00	\$ 6,900.00	\$ 6,294.00	\$ 18,882.00
3	Install 1-inch dia. Poly Services	LF	330	\$ 84.00	\$ 27,720.00	\$ 64.00	\$ 21,120.00	\$ 103.00	\$ 33,990.00
4	Install Service Tap, Corporation, Curb Stop &	EA	11	\$ 500.00	\$ 5,500.00	\$ 350.00	\$ 3,850.00	\$ 610.00	\$ 6,710.00
5	Hydrant Assembly	EA	1	\$ 4,200.00	\$ 4,200.00	\$ 5,700.00	\$ 5,700.00	\$ 7,592.00	\$ 7,592.00
6	Install 8-Inch Gate Valve	EA	4	\$ 1,500.00	\$ 6,000.00	\$ 1,600.00	\$ 6,400.00	\$ 1,688.00	\$ 6,752.00
7	Abandon Existing Water Services	EA	11	\$ 750.00	\$ 8,250.00	\$ 100.00	\$ 1,100.00	\$ 50.00	\$ 550.00
8	Abandon Existing Gate Valves	EA	2	\$ 750.00	\$ 1,500.00	\$ 200.00	\$ 400.00	\$ 145.00	\$ 290.00
9	Abandon Existing Water Main & Hydrants	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 2,900.00	\$ 2,900.00	\$ 5,445.00	\$ 5,445.00
SUB-TOTAL WATER MAIN				\$ 125,520.00		\$ 123,485.00		\$ 181,118.50	
Sanitary Sewer Improvements									
10	Adjust Manhole and Install Internal/External S	EA	4	\$ 1,000.00	\$ 4,000.00	\$ 560.00	\$ 2,240.00	\$ 1,134.00	\$ 4,536.00
SUB-TOTAL SANITARY SEWER				\$ 4,000.00		\$ 2,240.00		\$ 4,536.00	
Storm Sewer Improvements									
11	Remove Catch Basins	EA	3	\$ 1,000.00	\$ 3,000.00	\$ 300.00	\$ 900.00	\$ 268.00	\$ 804.00
12	Remove Storm Sewer	LF	116	\$ 35.00	\$ 4,060.00	\$ 18.00	\$ 2,088.00	\$ 18.40	\$ 2,134.40
13	RCP CL V Storm Sewer 18-Inch	LF	425	\$ 65.00	\$ 27,625.00	\$ 54.00	\$ 22,950.00	\$ 104.00	\$ 44,200.00
14	RCP CL V Storm Sewer 15-Inch	LF	75	\$ 65.00	\$ 4,875.00	\$ 49.00	\$ 3,675.00	\$ 99.00	\$ 7,425.00
15	RCP CL V Storm Sewer 12-Inch	LF	60	\$ 65.00	\$ 3,900.00	\$ 46.00	\$ 2,760.00	\$ 89.00	\$ 5,340.00
16	Manhole/Inlet - 4-foot Diameter	LF	4	\$ 2,750.00	\$ 11,000.00	\$ 2,600.00	\$ 10,400.00	\$ 3,058.00	\$ 12,232.00
17	Catch Basln - 2 ft. x 3 ft.	EA	3	\$ 2,250.00	\$ 6,750.00	\$ 2,100.00	\$ 6,300.00	\$ 1,870.00	\$ 5,610.00
18	Inlet Protection - Type D	EA	9	\$ 125.00	\$ 1,125.00	\$ 95.00	\$ 855.00	\$ 275.00	\$ 2,475.00
SUB-TOTAL STORM SEWER				\$ 62,335.00		\$ 49,928.00		\$ 80,220.40	
Roadway Improvements									
19	Remove Concrete Drive/Road	SY	150	\$ 25.00	\$ 3,750.00	\$ 22.00	\$ 3,300.00	\$ 5.80	\$ 870.00
20	Remove & Replace Concrete Curb and Gutter	LF	450	\$ 25.00	\$ 11,250.00	\$ 34.00	\$ 15,300.00	\$ 38.62	\$ 17,379.00
21	Shape and Roll Base	SY	3150	\$ 1.50	\$ 4,725.00	\$ 1.66	\$ 5,229.00	\$ 2.10	\$ 6,615.00
22	Mill Existing Pavement and Remove Material	SY	3150	\$ 3.00	\$ 9,450.00	\$ 3.25	\$ 10,237.50	\$ 4.25	\$ 13,387.50
23	Subgrade Excavation	SY	3150	\$ 10.00	\$ 31,500.00	\$ 11.50	\$ 36,225.00	\$ 5.25	\$ 16,537.50
24	Concrete Pavement Replacement	SY	150	\$ 50.00	\$ 7,500.00	\$ 65.00	\$ 9,750.00	\$ 72.65	\$ 10,897.50
25	Base Repair (EBS)	SY	236	\$ 35.00	\$ 8,260.00	\$ 18.25	\$ 4,307.00	\$ 16.85	\$ 3,976.60
26	8-inch Gravel Base Aggregate Dense 1-1/4-inch	TN	1487	\$ 18.00	\$ 26,766.00	\$ 14.00	\$ 20,818.00	\$ 16.25	\$ 24,163.75
27	Tack Coat	SY	3150	\$ 0.10	\$ 315.00	\$ 0.20	\$ 630.00	\$ 0.20	\$ 630.00
28	HMA Pavement 3 LT 58-28 S (2-1/4-inch Binder	TN	440	\$ 65.00	\$ 28,600.00	\$ 67.00	\$ 29,480.00	\$ 81.00	\$ 35,640.00
29	HMA Pavement 5 LT 58-28 S (1-3/4-inch Surface	SY	3150	\$ 7.25	\$ 22,837.50	\$ 7.05	\$ 22,207.50	\$ 9.65	\$ 30,397.50
30	Restoration with Matting	SY	190	\$ 9.00	\$ 1,710.00	\$ 8.00	\$ 1,520.00	\$ 3.75	\$ 712.50
31	Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 11,000.00	\$ 11,000.00	\$ 21,680.00	\$ 21,680.00
SUB-TOTAL ROADWAY				\$ 157,663.50		\$ 170,004.00		\$ 182,886.85	
TOTAL ROOSEVELT ST. BID				\$ 349,518.50		\$ 345,657.00		\$ 448,761.75	

5 of 7

Item No.	DESCRIPTION	UNIT	BID QUANTITY	Engineer's Estimate		MADDRELL EXCAVATING		E&N HUGHES CO. INC.	
				UNIT PRICE	SUBTOTAL	UNIT PRICE	SUBTOTAL	UNIT PRICE	SUBTOTAL
	MESSMER STREET				\$ 26,277.25				
	Water Main Improvements								
32	Install 8-inch PVC C-900 Water Main	LF	760	\$ 70.00	\$ 53,200.00	\$ 83.00	\$ 63,080.00	\$ 114.00	\$ 86,640.00
33	Connection to Existing Water Main	EA	1	\$ 2,500.00	\$ 2,500.00	\$ 2,200.00	\$ 2,200.00	\$ 2,462.00	\$ 2,462.00
34	Install 1-inch dia. Poly Services	LF	230	\$ 84.00	\$ 19,320.00	\$ 64.00	\$ 14,720.00	\$ 73.00	\$ 16,790.00
35	Install Service Tap, Corporation, Curb Stop &	EA	8	\$ 500.00	\$ 4,000.00	\$ 350.00	\$ 2,800.00	\$ 610.00	\$ 4,880.00
36	Hydrant Assembly	EA	2	\$ 4,200.00	\$ 8,400.00	\$ 5,700.00	\$ 11,400.00	\$ 5,982.00	\$ 11,964.00
37	Install 8-Inch Gate Valve	EA	5	\$ 1,500.00	\$ 7,500.00	\$ 1,600.00	\$ 8,000.00	\$ 1,688.00	\$ 8,440.00
38	Abandon Existing Water Services	EA	8	\$ 750.00	\$ 6,000.00	\$ 100.00	\$ 800.00	\$ 50.00	\$ 400.00
39	Abandon Existing Gate Valves	EA	4	\$ 750.00	\$ 3,000.00	\$ 200.00	\$ 800.00	\$ 145.00	\$ 580.00
40	Abandon Existing Water Main & Hydrants	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 3,300.00	\$ 3,300.00	\$ 1,268.00	\$ 1,268.00
	SUB-TOTAL WATER MAIN				\$ 105,420.00		\$ 107,100.00		\$ 133,424.00
	Sanitary Sewer Improvements								
41	Adjust Manhole and Install Internal/External S	EA	5	\$ 1,000.00	\$ 5,000.00	\$ 560.00	\$ 2,800.00	\$ 1,134.00	\$ 5,670.00
42	Sanitary Manhole (Lamphole Replacement)	VF	20	\$ 350.00	\$ 7,000.00	\$ 555.00	\$ 11,100.00	\$ 608.00	\$ 12,160.00
	SUB-TOTAL SANITARY SEWER				\$ 12,000.00		\$ 13,900.00		\$ 17,830.00
	Storm Sewer Improvements								
43	Remove Catch Basins	EA	1	\$ 1,500.00	\$ 1,500.00	\$ 250.00	\$ 250.00	\$ 268.00	\$ 268.00
44	Catch Basin - 2 ft. x 3 ft.	EA	1	\$ 2,250.00	\$ 2,250.00	\$ 2,100.00	\$ 2,100.00	\$ 2,799.00	\$ 2,799.00
45	Inlet Protection - Type D	EA	1	\$ 125.00	\$ 125.00	\$ 95.00	\$ 95.00	\$ 275.00	\$ 275.00
	SUB-TOTAL STORM SEWER				\$ 3,875.00		\$ 2,445.00		\$ 3,342.00
	Roadway Improvements								
46	Remove Curb and Gutter	LF	1025	\$ 5.00	\$ 5,125.00	\$ 4.50	\$ 4,612.50	\$ 4.65	\$ 4,766.25
47	Remove Concrete Drive	SY	15	\$ 25.00	\$ 375.00	\$ 22.00	\$ 330.00	\$ 6.15	\$ 92.25
48	Clearing & Grubbing	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 8,800.00	\$ 8,800.00	\$ 6,650.00	\$ 6,650.00
49	Excavation Common: Cul-de-sac Revisions	LS	1	\$ 21,750.00	\$ 21,750.00	\$ 29,000.00	\$ 29,000.00	\$ 5,800.00	\$ 5,800.00
50	Excavation Common: Roosevelt St Intersection	LS	1	\$ 12,375.00	\$ 12,375.00	\$ 10,550.00	\$ 10,550.00	\$ 4,060.00	\$ 4,060.00
51	Excavation Common: Zafke St Intersection	LS	1	\$ 13,350.00	\$ 13,350.00	\$ 10,300.00	\$ 10,300.00	\$ 4,640.00	\$ 4,640.00
52	Mill Existing Pavement and Remove Material	SY	3400	\$ 3.00	\$ 10,200.00	\$ 3.25	\$ 11,050.00	\$ 4.25	\$ 14,450.00
53	Remove & Replace Concrete Curb and Gutter	LF	200	\$ 25.00	\$ 5,000.00	\$ 34.00	\$ 6,800.00	\$ 38.65	\$ 7,730.00
54	Subgrade Excavation	SY	3400	\$ 10.00	\$ 34,000.00	\$ 11.50	\$ 39,100.00	\$ 5.25	\$ 17,850.00
55	New Concrete Curb and Gutter	LF	875	\$ 15.00	\$ 13,125.00	\$ 22.50	\$ 19,687.50	\$ 26.10	\$ 22,837.50
56	Concrete Pavement Replacement	SY	15	\$ 50.00	\$ 750.00	\$ 65.00	\$ 975.00	\$ 72.65	\$ 1,089.75
57	Base Repair (EBS)	SY	255	\$ 35.00	\$ 8,925.00	\$ 18.25	\$ 4,653.75	\$ 16.85	\$ 4,296.75
58	8" Gravel Base Aggregate Dense 1-1/4-inch	TN	1038	\$ 15.00	\$ 15,570.00	\$ 14.00	\$ 14,532.00	\$ 16.25	\$ 16,867.50
59	Shape and Roll Base	SY	3400	\$ 1.50	\$ 5,100.00	\$ 1.66	\$ 5,644.00	\$ 2.10	\$ 7,140.00
60	Tack Coat	SY	3400	\$ 0.10	\$ 340.00	\$ 0.20	\$ 680.00	\$ 0.20	\$ 680.00
61	HMA Pavement 3 LT 58-28 S (2-1/4-Inch Binder	TN	475	\$ 65.00	\$ 30,875.00	\$ 67.50	\$ 32,062.50	\$ 81.00	\$ 38,475.00
62	HMA Pavement 5 LT 58-28 S (1-3/4-Inch Surface	SY	3400	\$ 7.25	\$ 24,650.00	\$ 7.05	\$ 23,970.00	\$ 9.65	\$ 32,810.00
63	Inlet Protection - Type D	EA	1	\$ 125.00	\$ 125.00	\$ 95.00	\$ 95.00	\$ 275.00	\$ 275.00
64	Silt Fence	LF	100	\$ 4.00	\$ 400.00	\$ 3.00	\$ 300.00	\$ 2.25	\$ 225.00
65	Restoration with Matting	SY	350	\$ 9.00	\$ 3,150.00	\$ 8.00	\$ 2,800.00	\$ 3.75	\$ 1,312.50
66	Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 6,000.00	\$ 6,000.00	\$ 13,999.00	\$ 13,999.00
	SUB-TOTAL ROADWAY				\$ 208,685.00		\$ 231,942.25		\$ 206,046.50
	TOTAL MESSMER STREET BID				\$ 329,980.00		\$ 355,387.25		\$ 360,642.50

6 of 7

Item No.	DESCRIPTION	UNIT	BID QUANTITY	Engineer's Estimate		MADDELL EXCAVATING		E&N HUGHES CO. INC.	
				UNIT PRICE	SUBTOTAL	UNIT PRICE	SUBTOTAL	UNIT PRICE	SUBTOTAL
	ZAFFKE STREET								
	Water Main Improvements								
67	Install 8-inch PVC C-900 Water Main	LF	535	\$ 70.00	\$ 37,450.00	\$ 83.00	\$ 44,405.00	\$ 94.00	\$ 50,290.00
68	Connection to Existing Water Main	EA	1	\$ 2,500.00	\$ 2,500.00	\$ 2,800.00	\$ 2,800.00	\$ 5,759.00	\$ 5,759.00
69	Install 1-Inch dia. Poly Services	LF	175	\$ 84.00	\$ 14,700.00	\$ 64.00	\$ 11,200.00	\$ 109.00	\$ 19,075.00
70	Install Service Tap, Corporation, Curb Stop & C	EA	6	\$ 500.00	\$ 3,000.00	\$ 350.00	\$ 2,100.00	\$ 610.00	\$ 3,660.00
71	Hydrant Assembly	EA	1	\$ 4,200.00	\$ 4,200.00	\$ 5,700.00	\$ 5,700.00	\$ 6,630.00	\$ 6,630.00
72	Install 8-inch Gate Valve	EA	2	\$ 1,500.00	\$ 3,000.00	\$ 1,600.00	\$ 3,200.00	\$ 1,688.00	\$ 3,376.00
73	Abandon Existing Water Services	EA	6	\$ 750.00	\$ 4,500.00	\$ 100.00	\$ 600.00	\$ 50.00	\$ 300.00
74	Abandon Existing Gate Valves	EA	2	\$ 750.00	\$ 1,500.00	\$ 200.00	\$ 400.00	\$ 145.00	\$ 290.00
75	Abandon Existing Water Main & Hydrants	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 2,200.00	\$ 2,200.00	\$ 4,284.00	\$ 4,284.00
	SUB-TOTAL WATER MAIN				\$ 72,350.00		\$ 72,605.00		\$ 93,664.00
	Sanitary Sewer Improvements								
76	Adjust Manhole and Install Internal/External S	EA	2	\$ 1,000.00	\$ 2,000.00	\$ 560.00	\$ 1,120.00	\$ 1,134.00	\$ 2,268.00
	SUB-TOTAL SANITARY SEWER				\$ 2,000.00		\$ 1,120.00		\$ 2,268.00
	Roadway Improvements								
77	Remove & Replace Concrete Curb and Gutter	LF	125	\$ 25.00	\$ 3,125.00	\$ 34.00	\$ 4,250.00	\$ 38.30	\$ 4,787.50
78	Shape and Roll Base	SY	1660	\$ 1.50	\$ 2,490.00	\$ 1.66	\$ 2,755.60	\$ 2.10	\$ 3,486.00
79	Mill Existing Pavement and Remove Material	SY	1660	\$ 3.00	\$ 4,980.00	\$ 3.25	\$ 5,395.00	\$ 4.25	\$ 7,055.00
80	Subgrade Excavation	SY	1660	\$ 10.00	\$ 16,600.00	\$ 11.50	\$ 19,090.00	\$ 5.25	\$ 8,715.00
81	Base Repair (EBS)	SY	125	\$ 35.00	\$ 4,375.00	\$ 18.25	\$ 2,281.25	\$ 16.85	\$ 2,106.25
82	8-inch Gravel Base Aggregate Dense 1-1/4-inch	TN	850	\$ 18.00	\$ 15,300.00	\$ 14.00	\$ 11,900.00	\$ 16.25	\$ 13,812.50
83	Tack Coat	SY	1660	\$ 0.10	\$ 166.00	\$ 0.20	\$ 332.00	\$ 0.20	\$ 332.00
84	HMA Pavement 3 LT 58-28 S (2-1/4" Binder, 19r	TN	230	\$ 65.00	\$ 14,950.00	\$ 67.50	\$ 15,525.00	\$ 81.00	\$ 18,630.00
85	HMA Pavement 5 LT 58-28 S (1-3/4" Surface, 9.5	SY	1660	\$ 7.25	\$ 12,035.00	\$ 7.05	\$ 11,703.00	\$ 9.65	\$ 16,019.00
86	Restoration with Matting	SY	150	\$ 9.00	\$ 1,350.00	\$ 7.00	\$ 1,050.00	\$ 3.75	\$ 562.50
87	Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 9,560.00	\$ 9,560.00
	SUB-TOTAL ROADWAY				\$ 76,371.00		\$ 76,281.85		\$ 85,065.75
	TOTAL ZAFFKE STREET BID				\$ 150,721.00		\$ 150,006.85		\$ 180,997.75

747



10-e

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: May 14, 2019

TO: City Council

FROM: Andy Selle, P.E.

SUBJECT: 2019 County Road Aid Fund

Background:

Jefferson County has a match program in place, known as the County Road Aid Fund. In place since 2005, the program allows municipalities to contribute cash to an account based upon the total length of streets in their jurisdiction; the County will in turn match that amount, effectively doubling the value. The work is then performed by the County crews, up to the amount available in the fund.

Fort Atkinson has contributed to this fund since 2015.

Financial Assessment:

The requested amount, \$6,182 will be taken from the Street Program Budget. Our current balance in this account is \$24,604, which includes both the City capital and County match.

Staff Recommendation:

I recommend a resolution to take \$6,182 from the 2019 Street Program budget to fund the 2019 County Road Aid Fund and to authorize Manager Trebatoski to fill out the attached petition, confirming this commitment.

1 of 4

RESOLUTION NO. ____

WHEREAS, the City Council of the City of Fort Atkinson deems it to be in the best interest of said City to petition Jefferson County for County Highway Aid for the year 2020;

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Atkinson does hereby authorize the City Manager and City Clerk to petition said County for County Highway Aid in the amount of \$6,182.00 payable by said County forthwith pursuant to the Petition for County Highway Aid as attached hereto.

Adopted: May 21, 2019.

Motion by: _____

Second by: _____



Jefferson County Highway Department

1425 S. Wisconsin Drive

Jefferson, WI 53549

920-674-7266

920-674-7289 fax

William T. Kern

Highway Commissioner

Highway Account Specialist

Alice Fischer

April 25, 2019

**Michele Ebbert, City Clerk
City of Fort Atkinson
101 North Main Street
Fort Atkinson, WI 53538**

Dear Michele,

This letter is in regards to the County Road Aid Petition Money. This year it has been decided to handle the County Road Aid similar to last year. Like last year, we have decided that the municipalities should only send in their portion of the funds and that the Highway Department will match these funds in 2020. This means that in April of 2020, we will be applying our matching funds to your account so that the full amount can be used in 2020 for road construction projects.

We would appreciate having the enclosed petition form and your municipalities' portion of the petition monies returned to the County Highway Office by **June 30, 2019**. The petition is being mailed to you in duplicate. Please return the original to the Highway Office after your city meeting in order that the Highway Committee can report to the County Board of Supervisors. The duplicate is for your files.

The City of Fort Atkinson has 61.82 miles of city streets, according to the mileage established by the Wisconsin Department of Transportation. Therefore, the municipalities' amount of the petition that is due by June 30, 2019 is \$6,182.00. The county share amounting to \$6,182.00 will be applied to the municipalities account in April of 2020.

On April 19, 2005, the County Board of Supervisors adopted Resolution No. 2005-02 establishing the procedure for County Road Aid to towns, villages and cities for road projects. The most notable change in County Road Aid is that the Jefferson County Highway Department has the right of first refusal on future road construction projects.

We again offer the cooperation and help of our Highway Department if you wish to consult us regarding proposed street work in the City of Fort Atkinson. Please notify our office if you are going to do any construction, so that our staff may assist you in assessing your needs and making recommendations.

If there are any questions regarding this or other matters related to our department, please contact me or another member of our staff.

Sincerely,

JEFFERSON COUNTY HIGHWAY DEPARTMENT

**William T. Kern
Highway Commissioner**

3 of 4

NOTE: Petition and check for municipalities' portion of petition MUST be in our office by June 30. If there is a concern with the date please contact our office.

PETITION FOR COUNTY HIGHWAY AID

The City of Fort Atkinson, Jefferson County, Wisconsin, hereby petitions the Board of Supervisors of the County of Jefferson as follows:

1. That heretofore, to-wit, on the _____ day of May, 20 19, at a lawful meeting of the governing body of said municipality a resolution was duly adapted to appropriate funds for the improvement of highways in said municipality at a cost estimated as follows:

Local municipality share \$6,182.00 (to be paid by June 30)

County of Jefferson share \$6,182.00 (to be applied to account in April)

Total improvement costs \$12,364.00

2. That the County of Jefferson share of the appropriation does not exceed the maximum of \$100.00 per mile of local roads in said municipality.
3. That said municipality is willing to abide by the rules set forth in Resolution No. 2005-02 adopted April 19, 2005, and to offer the Jefferson County Highway Department a right of first refusal for the work.

4. According to the resolution, City of Fort Atkinson takes the position of **(must check one)**:

 X Will participate in County Road Aid this year.

 Does not wish to participate in County Road Aid this year.

WHEREFORE, said municipality requests that the Board of Supervisors of the County of Jefferson grant this petition for County highway aid in the sum of \$ \$6,182.00 in accordance with the provisions of s.83.14 and s. 83.03(1) of the Wisconsin Statutes and in accordance with the resolutions of said Board of Supervisors heretofore adopted.

Dated this _____ day of May, 20 19.

City of Fort Atkinson

Matt Trebatoski, City Manager

Michelle Ebbert, City Clerk

NOTE: Petition and check for municipalities' portion of petition **MUST** be in our office by June 30

4 of 4



11-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: May 17th, 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. Lorenzo Garcia | La Cabana |
| 2. Benjamin Mason | Paddy Coughlin's |
| 3. Isabel Hookstead-Montiel | Stop-n-Go Janesville Ave |
| 4. Austin Padinger | Stop-n-Go Madison Ave |
| 5. Anna Rathbun | Paddy Coughlin's |

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