



F O R T • A T K I N S O N

**AGENDA  
CITY COUNCIL MEETING  
MUNICIPAL BUILDING COUNCIL CHAMBERS  
101 N. MAIN STREET, FORT ATKINSON, WISCONSIN  
OCTOBER 1, 2019 ~ 7:00 P.M.**

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of September 17, 2019 regular Council meeting.
4. Public Hearings  
None.
5. Public Comment
6. Petitions, Requests and Communications  
None.
7. Resolutions and Ordinances
  - a. Amending Bicycle Ordinance to include e-bikes and e-scooters.  
Action – Reject—Approve; A—Move to third reading; or B—Suspend rules and waive third reading and adopt Ordinance.
  - b. Resolution adopting license fee for e-bikes and e-scooters.  
Action – Reject—Approve and adopt Resolution.
8. Reports of Officers, Boards and Committees
  - a. Minutes of Plan Commission meeting held September 24, 2019.  
Action – Accept and file.

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

- b. Minutes of Police & Fire Commission meeting held September 26, 2019.

Action – Accept and file.

- c. Minutes of License Committee meeting held September 24, 2019.

Action – Accept and file.

9. Unfinished Business

- a. Recommendation from Plan Commission to approve request to rezone property upon which the Crown of Life Christian Academy is to be constructed north of Montclair Place and west of Premier Place, and Ordinance.

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

10. New Business

- a. Review and approve quote for consultant services for water system master plan update.

Action – Reject—Approve.

- b. Request to vacate a portion of the alley between Roosevelt Street and Cloute Street, and Resolution.

Action – Reject—Approve and adopt Resolution; set public hearing for November 19, 2019.

- c. Review and approve purchase of electronic message board sign to be placed in Jones Park at Janesville Avenue entrance.

Action – Reject—Approve.

11. Miscellaneous

- a. Approve Special Event for Fall Harvest Spectacular to be held on October 26, 2019 at Farmers Market and along Main Street.

Action – Reject—Approve.

- b. Granting operator licenses.

Action – Reject—Approve.

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 ~ September 17, 2019**

CALL MEETING TO ORDER.

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

ROLL CALL.

Present: Cm. Becker, Cm. Johnson, Cm. Hartwick and Pres. Kotz. Also present City Manager, City Attorney, City Clerk/Treasurer, City Engineer, Park & Rec Director and Assistant City Engineer.

Excused absence: Cm. Scherer.

APPROVAL OF MINUTES OF SEPTEMBER 3, 2019 REGULAR COUNCIL MEETING.

Cm. Becker moved, seconded by Cm. Johnson to approve the minutes of September 3, 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 Holiday Parade on November 9, 2019 at 5:30 p.m.*

Clerk Ebbert reviewed the special event request by the Chamber for the annual parade. A map was provided that reflects the street closures and the line-up of parade entries. Departments were requested to provide comments or concerns. Public Works was requested to drop off barricades for street closures.

Cm. Hartwick moved, seconded by Cm. Becker to approve the request by Chamber of Commerce for various street closures for Holiday Parade on November 9, 2019 at 5:30 pm. Motion carried.

RESOLUTIONS AND ORDINANCES

None.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- a. *Building, Plumbing and Electrical Permit Report for August, 2019.*
- b. *Minutes of Plan Commission meeting held September 10, 2019.*
- c. *Minutes of Economic Development Fund Subcommittee meeting held September 6, 2019.*
- d. *Minutes of Historic Preservation Commission meeting held August 12, 2019.*
- e. *Minutes of Transportation & Traffic Review Committee meeting held September 12, 2019.*

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

#### UNFINISHED BUSINESS

*a. Review and approve construction of south downtown entry feature.*

Assistant Engineer Rudy Bushcott reviewed the prior discussion held by Council. This feature was designed to have a similar look to existing masonry structures as the corner of South Third Street West and Janesville Avenue, North Main Street and Sherman Avenue, Chamber of Commerce parking lot, and various bike trails, parking lots and parks. Funding for the project is available from the Downtown TIF District at an estimation of \$10,234. This is part of an ongoing enhancement feature. A concern presented during the last meeting was the placement/angle of the signage to ensure it can be viewed from several views. This modification removes the 'welcome' wording aspect.

Cm. Hartwick moved, seconded by Cm. Becker to remove the item from the table. Motion carried unanimously.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the construction of south downtown entry feature at a cost not to exceed \$10,234. Motion carried on a roll call vote.

*b. Recommendation from Transportation & Traffic Review Committee to approve amendment to parking restriction Ordinance for South Water Street.*

Engineer Selle presented the recommendation as nothing currently exists in the Code that addresses the parking restrictions on the north side of South Water Street West. Street signage exists; this action will clean up the ordinance.

Cm. Hartwick moved, seconded by Cm. Becker to suspend the rules and waive the second and third readings of the Ordinance. Motion carried on a roll call vote.

Cm. Hartwick moved, seconded by Cm. Johnson to adopt Ordinance amendment to parking restriction for South Water Street. Motion carried on a roll call vote.

*c. Recommendation from Transportation & Traffic Review Committee to approve installation of left turn arrows at Madison Avenue and Lexington Boulevard at an estimated cost of \$8,500.*

Manager Trebatoski provided the request to install left turn arrows at Madison Avenue and Lexington Avenue. The budgeted cost would not exceed \$8,500. Improving this situation would prevent motorists from using business parking lots as short cuts.

Cm. Becker moved, seconded by Cm. Johnson to approve the recommendation from Transportation & Traffic Review Committee to approve installation of left turn arrows at Madison Avenue and Lexington Boulevard at an estimated cost of \$8,500. Motion carried on a roll call vote.

*d. Recommendation from Transportation & Traffic Review Committee to approve amendment to Bicycle Ordinance to include e-bikes and e-scooters.*

Chief Bump discussed the recent change of SB 152 into law as Act 11 that defines, authorizes and creates a framework for the operation of electric scooters on roadways, sidewalks, bicycle lanes and bicycles ways. Adding the e-scooter and e-bike updates our existing ordinance and allows us to ensure we have specific laws that address changes in the law while treating these new forms of transportation consistent.

Cm. Hartwick moved, seconded by Cm. Becker to send the ordinance to its second reading. Motion carried.

#### NEW BUSINESS

a. *Review and approve quote for purchase of playground equipment for Arrowhead Park.* Park & Rec Director Lastusky presented the playground diagram being requested to be constructed in Arrowhead Park near Cramer Street and W. Blackhawk Drive. The Rotary Club of Fort Atkinson has an interest in adopting the park and committed \$15,000 and obtained a regional grant of \$5,000. The Park & Rec Department received a \$22,000 commitment from the Community Foundation. The Department may contribute up to \$2,000. The complete trail to Laurie Drive would need separate funding and would likely be funded by the Parks Development Fund. Five styles of equipment were reviewed with the selection of a Burke brand to be purchased from Lee Recreation of Cambridge.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the purchase of playground equipment and community build installation option from Lee Recreation of Cambridge, WI not to exceed \$37,772. Motion carried on a roll call vote.

#### MISCELLANEOUS

a. *Request by Ultra Mart Foods, LLC dba Pick 'n Save, 1505 Madison Avenue, for premise description change for their alcohol beverage license.*

Clerk Ebbert discussed the submission to change the premise description. The guidelines and policies provided by Pick 'n Save corresponds with procedures set forth in the Ordinance adopted by the Council on May 21, 2019.

Cm. Becker moved, seconded by Cm. Hartwick to approve the request by Ultra Mart Foods, LLC dba Pick N Save, 1505 Madison Avenue for premise description change for their alcohol beverage license. Motion carried.

b. *Granting operator license.*

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

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

Cm. Hartwick moved, seconded by Cm. Johnson to accept and file the City, Sewer, Water and Stormwater Utility Financial Statements as of August 31, 2019. Motion carried.

#### CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. *Verified claims.*

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

ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 7:38 pm.

Respectfully submitted,

Michelle Ebbert  
City Clerk/Treasurer

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**ORDINANCE NO. \_\_\_\_\_**

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

That Chapter 94, TRAFFIC AND VEHICLES, Article VI, Bicycles and Play Vehicles, Division 2, Bicycles, be deleted in its entirety and replaced with the following:

**DIVISION 2. – BICYCLES, e-BIKES AND e-SCOOTERS**

**Sec. 94-201. - Definitions.**

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) Curb means the lateral boundaries of that portion of a street designed for the use of vehicles, whether marked by a curb or not.
- (b) Registration sticker means a sticker indicating that a bicycle, e-bike or e-scooter is registered.
- (c) e-Scooter means a device weighing less than 100 pounds that has handlebars and an electric motor, is powered solely by the electric motor and human power, and has a maximum speed of not more than 20 miles per hour on a paved level surface when powered solely by the electric motor. "Electric scooter" does not include an electric personal assistive mobility device, motorcycle, motor bicycle, electric bicycle, or moped.
- (d) e-Bike means a bicycle with a motor attached. It must have pedals that are operational, an electric motor that is less than 750w and have a maximum speed of 20mph on level ground.

(Code 1969, § 18.07(1))

Cross reference— Definitions generally, § 1-2.

(Code 1969, § 18.07(20))

**Sec. 94-203. - Registration required.**

- (a) No person shall ride or propel a bicycle, e-Bike or e-Scooter on any street or upon any public path set aside for the exclusive use of bicycles, e-bikes or e-scooters unless such unit has been registered and a sticker is attached thereto.
  - (b) At the time of the issuance of any such registration sticker, the applicant shall pay a registration fee. Registration stickers issued in accordance with this section shall be attached to the bicycles, e-bikes or e-scooters immediately after issuance.
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(c) This section shall apply to all persons who operate bicycles, e-bikes or e-scooters upon the streets sidewalks or paths of the city habitually or frequently.

(d) All bicycles, e-bikes and/or e-scooters must be registered within ten days of purchase.

(Code 1969, § 18.07(2))

Sec. 94-204. - Application for bicycle, e-bike or e-scooter registration.

Application for a bicycle, e-bike or e-scooter registration sticker shall be made upon a form provided by the police department. A registration fee specified in chapter 10 shall be paid to the city before registration is granted.

(Code 1969, § 18.07(3))

Sec. 94-205. - Inspection of bicycle, e-bike or e-scooter.

The police department or any officer assigned such responsibility may inspect each bicycle, e-bike or e-scooter before registering the same and shall refuse registration for any bicycle, e-bike or e-scooter he/she determines to be in unsafe mechanical condition.

(Code 1969, § 18.07(4))

Sec. 94-206. - Issuance of license.

(a) The police department or other designated authority, upon receiving proper application therefor, is authorized to issue a bicycle, e-bike or e-scooter registration, which shall be valid for the duration of ownership.

(b) The police department shall not issue a registration for any bicycle, e-bike or e-scooter where reasonable grounds exist that the applicant is not the owner of or entitled to the possession of such bicycle, e-bike or e-scooter.

(c) The police department shall keep a record of the number of each registration, the date issued, the name and address of the person to whom issued, the number on the frame of the bicycle, e-bike or e-scooter for which issued, and a record of all registration fees collected by him/her. Registration forms and registration stickers shall be serially numbered to coincide with each other.

(d) If a bicycle, e-bike or scooter does not have a serial number and if proof of ownership can be proven, the police department shall assign one to the bicycle, e-bike or e-scooter.

(Code 1969, § 18.07(5))

Sec. 94-207. - Attachment of sticker.

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- (a) The police department, upon issuing a bicycle, e-bike or e-scooter registration, shall also issue a registration sticker bearing the registration number assigned to the unit and the name of the city.
- (b) The registration sticker shall be placed midway on the seat tube for bicycles and e-bikes and on the handlebar base for e-scooters in such a manner to be visible.
- (c) No person shall remove a registration sticker from a bicycle, e-bike or e-scooter except upon a transfer of ownership or if the bicycle, e-bike or e-scooter is dismantled and no longer operated upon any street in the city.

(Code 1969, § 18.07(6))

Sec. 94-208. - Lost registration sticker.

If an owner shall lose his/her registration sticker or it should be destroyed or stolen, he/she shall report same immediately to the police department, which shall then issue to such owner a new registration sticker at a cost to such owner as provided in chapter 110.

(Code 1969, § 18.07(8))

Sec. 94-209. - Alteration of registration sticker.

It shall be unlawful for any person to alter or counterfeit any registration sticker issued in conformity with this division.

(Code 1969, § 18.07(9))

Sec. 94-210. - Transfer of ownership.

Within ten days after any registered bicycle, e-bike or e-scooter has changed ownership or been dismantled and taken out of service or operation, the person in whose name the unit has been registered shall report such information to the police department. In case of change of ownership, the registration shall thereupon be changed to show the name of the new owner; in case of dismantling and taking out of service of operation, the registration shall be canceled.

(Code 1969, § 18.07(7))

Sec. 94-211. - Nonresident.

Any nonresident may operate a bicycle, e-bike or e-scooter that is duly registered in any municipality, and equipped with valid registration plates, without obtaining a local registration, provided that such other municipality wherein the bicycle, e-bike or e-scooter is registered extends the same privilege.

(Code 1969, § 18.07(10))

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Sec. 94-212. - Unclaimed or unidentified bicycles, e-bikes or e-scooters.

All abandoned or unidentified bicycles, e-bikes or e-scooters remaining with the police department shall, after 30 days, be sold at public sale or donated to a charitable organization.

(Code 1969, § 18.07(11))

Sec. 94-213. - Riding on sidewalks.

- (a) It shall be unlawful for any person to operate a bicycle, e-bike or e-scooter upon a sidewalk within the downtown business district of the city. This section shall not prohibit a person from dismounting and walking a bicycle, e-bike or e-scooter upon the sidewalk.
- (b) Riders exercising due care may drive and operate their bicycles, e-bikes or e-scooters upon the sidewalk, other than in the downtown business district, when such riding does not jeopardize the safety of the pedestrians on the sidewalk.
- (c) It shall be unlawful for any person driving a bicycle, e-bike or e-scooter on the sidewalk to attempt to pass another person going in the same direction on the sidewalk without giving a warning and until it becomes evident that the person so warned is aware of the approach of such person driving the bicycle, e-bike or e-scooter. Pedestrians shall at all times have the right-of-way upon the sidewalks; and if necessary, the person driving such bicycle, e-bike or e-scooter shall dismount and vacate the sidewalk to prevent a collision; and any such person driving a bicycle, e-bike or e-scooter upon the sidewalk must have the bicycle, e-bike or e-scooter under control at all times.

Sec. 94-213. - Riding on Paved Recreational Paths.

- (a) Riders exercising due care may drive and operate their bicycles, e-bikes or e-scooters upon the paved recreational paths within the City when such riding does not jeopardize the safety of the pedestrians or other riders traveling on the path.
- (b) It shall be unlawful for any person driving a bicycle, e-bike or e-scooter on the bike paths to attempt to pass another person going in the same direction on the path without giving a warning and until it becomes evident that the person so warned is aware of the approach of such person driving the bicycle, e-bike or e-scooter. Pedestrians shall at all times have the right-of-way upon paved multi use recreational paths; and if necessary, the person driving such bicycle, e-bike or e-scooter shall dismount and vacate the recreational path to prevent a collision; and any such person driving a bicycle, e-bike or e-scooter upon the recreational path must have the bicycle, e-bike or e-scooter under control at all times.

(Code 1969, § 18.07(13))

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Sec. 94-214. - Improper riding, trick riding, racing.

- (a) No person driving a bicycle, e-bike or e-scooter upon a public highway, recreational path, sidewalk or street shall participate in any race, speed or endurance contest.
- (b) No person riding or operating a bicycle, e-bike or e-scooter shall perform or attempt to perform any acrobatic, fancy or stunt riding upon any public highway, recreational path, sidewalk or street.

(Code 1969, § 18.07(14))

Sec. 94-215. - Parking.

- (a) No person shall park any bicycle, e-bike or e-scooter against windows or on the main-traveled portion of a sidewalk, nor in such manner as to constitute a hazard to pedestrians, traffic or property.
- (b) If there is no bicycle rack or other facilities intended to be used for the parking of bicycles, e-bikes or e-scooters in the vicinity, bicycles, e-bikes and/or e-scooters may be parked on the sidewalk in an upright position parallel to and within 24 inches of the curb.

(Code 1969, § 18.07(15))

Sec. 94-216. - Effects of regulations.

- (a) It is unlawful for any person to perform any act forbidden or fail to perform any act required in this division.
- (b) The parent of any child and the guardian of any ward shall not authorize or knowingly permit any child or ward to violate any of the provisions of this division.
- (c) The regulations applicable to bicycles, e-bikes and e-scooters shall apply whenever a bicycle, e-bike or e-scooter is operated upon any highway, street, sidewalk or any path set aside for the use of bicycles, e-bikes and/or scooters subject to those exceptions stated in this division.

(Code 1969, § 18.07(16))

Sec. 94-217. - Penalties.

Every person 16 and over convicted of a violation of any provision of this division shall forfeit not less than \$10.00 or more than \$50.00.

(Code 1969, § 18.07(18))

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Sec. 94-218. - Disposal of offenders according to age.

Any offender under the age of 16 years disregarding the rules and regulations governing the operation of bicycles, e-bikes or e-scooters not in conflict with the state laws shall be dealt with in accordance with the bicycle, e-bike and e-scooter court provisions.

(Code 1969, § 18.07(17))

Sec. 94-219. – Bicycle, e-Bike and e-Scooter court provisions.

The penalty for violating any of the rules and conditions set forth in this division shall be as follows:

- (1) First violation within one-year period: Written warning and notice to parents of violator.
- (2) Second violation within one-year period: Conference with parents, child and police department representative.
- (3) Third violation within one-year period: Municipal Court citation with mandatory appearance to court.

(Code 1969, § 18.07(19))

Secs. 94-220—94-240. - Reserved.

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

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

Adopted: \_\_\_\_\_, 2019.

\_\_\_\_\_  
Pres. of the City Council

ATTEST:

\_\_\_\_\_  
Michelle Ebbert, City Clerk

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**RESOLUTION NO.**

**WHEREAS**, the City of Fort Atkinson established license and permit fees be set by resolution to reflect covering the cost of services and fees allowed per State Statute.

**WHEREAS**, the City of Fort Atkinson is authorized to approve fees by resolution on an annual basis or as needed, and

**BE IT RESOLVED**, that the City Council of the City of Fort Atkinson authorize the following fee schedule:

LICENSE AND PERMIT FEES			
Type of Fee	Amount	Unit/Duration	Comments
ADMINISTRATIVE			
Bicycle, E-Bicycle, E-Scooter: New	\$5.00	Per Bicycle, E-Bicycle, E-Scooter	No expiration
Bicycle, E-Bicycle, E-Scooter: Replacement	\$1.00	Per Bicycle, E-Bicycle, E-Scooter	No expiration

Adopted: \_\_\_\_\_, 2019.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

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**CITY OF FORT ATKINSON**  
**Plan Commission ~ September 24, 2019**  
**1,014th 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 Johnson, Highfield, Greenhalgh, Lescohier, Engineer Selle and Manager Trebatoski. Also present: City Attorney and City Clerk/Treasurer.

Excused absence: Cm. Frame.

APPROVAL OF MINUTES OF SEPTEMBER 10, 2019 PLAN COMMISSION MEETING.

Cm. Greenhalgh motioned, seconded by Cm. Highfield to approve the minutes of the September 10, 2019 Plan Commission meeting. Motion carried.

REVIEW AND APPROVE REQUEST FOR ELECTRONIC MESSAGE BOARD SIGN IN JONES PARK AT THE ENTRANCE ON JANESVILLE AVENUE

Park & Rec Director Lastusky presented the request. Departments have reviewed without any comments or concerns. The sign meets all requirements of the code. The existing sign will be replaced with a new electronic sign. A tree was removed adjacent to the sign that improved the site triangle. The Commission referenced the crosswalk and future pedestrian crossings. This sign is approximately 40 feet from the crosswalk.

Cm. Greenhalgh moved, seconded by Cm. Johnson to approve the request for electronic message board sign in Jones Park at the entrance on Janesville Avenue. Motion carried.

REVIEW AND APPROVE REQUEST TO REZONE PROPERTY UPON WHICH THE CROWN OF LIFE CHRISTIAN ACADEMY IS TO BE CONSTRUCTED NORTH OF MONTCLAIR PLACE AND WEST OF PREMIER PLACE

Engineer Selle discussed the rezoning request. Currently the property is a combination of R1, R2, R3 and Conservancy zoning. The request is to rezone to maintain a combination of R1 and Conservancy. No comments were provided by Staff.

Cm. Greenhalgh moved, seconded by Cm. Highfield to approve the request to rezone property upon which the Crown of Life Christian Academy is to be constructed north of Montclair Place and west of Premier Place. Motion carried.

REVIEW AND APPROVE SITE PLAN FOR CROWN OF LIFE CHRISTIAN ACADEMY PROPOSED TO BE CONSTRUCTED NORTH OF MONTCLAIR PLACE AND WEST OF PREMIER PLACE.

Engineer Selle continued discussion on CLCA in regard to the site plan. Departments reviewed with comments from Building and Zoning, Engineering, Stormwater and Erosion and Sediment Control Plan. The approval is recommended with contingencies. Selle reviewed the traffic impact analysis related to prior zoning that included multi-family and with construction of the school would have less traffic.

Cm. Lescohier questioned the tree line that the neighbors shared concern for. Brian Ertman, Jens Constructions stated no changes to the tree line will happen. Additional trees and shrubs will be planted.

Cm. Greenhalgh referenced the disclosure statement, which reads CLCA "will have undue adverse or detrimental effect...". She asked if it should read "will *not* have undue adverse".

Cm. Greenhalgh moved, seconded by Cm. Johnson to approve the Site Plan for Crown of Life Christian Academy proposed to be constructed north of Montclair Place and west of Premier Place with the following contingencies:

1. A recorded agreement for the areas affected by a future Montclair overpass.
2. Rezoning of the parcel to R1 and Conservancy (approved by Planning Commission with recommendation to the Common Council for approval).
3. Prior to construction – submittal of an erosion and sediment control plan (to be approved by the DNR also).

Motion carried with contingencies.

#### ADJOURNMENT

Cm. Highfield moved, seconded by Cm. Greenhalgh to adjourn. Meeting adjourned at 4:35 pm.

Respectfully submitted  
Michelle Ebbert  
City Clerk/Treasurer

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8-6

**POLICE & FIRE COMMISSION MINUTES  
CITY OF FORT ATKINSON  
Thursday, September 26, 2019 at 4:00 p.m.  
Conference Room, Municipal Building**

The meeting was called to order by Vice-Chairman Jones at 4:00 p.m.

Members present: Hartwick, Jones, Schultz and Turk

Members absent: Frame

Others present: City Manager Trebatoski and Police Chief Bump

1. *Approval of Minutes:* On a Schultz/Hartwick motion, the Minutes of the August 1, 2019 meeting were unanimously approved by a voice vote.
2. *Approve hiring of top candidate from hiring process for the Police Department.*

Chief Bump reviewed the hiring process and answered questions from the Commission. He indicated there were 29 applications received. Chief Bump is requesting Joshua Kinney be appointed to fill a vacancy for police officer, contingent on successful completion of the police academy, psychological testing, medical exam, drug screen, fitness test and background investigation.

On a Schultz/Turk motion, the appointment of Joshua Kinney was approved with the stated contingencies with a start date of November 19, 2019. The motion passed unanimously on a voice vote.

3. *Approve and certify an eligibility list for future vacancies at the Police Department, if applicable.*

Chief Bump requested that Dylan Strese be certified as an eligible candidate on the Eligibility List that would remain effective until January 31, 2020.

On a Hartwick/Turk motion, the Eligibility List was approved, effective until January 31, 2020. The motion passed unanimously on a voice vote with Schultz abstaining due to a conflict of interest.

4. *Adjournment:*

On a Turk/Schultz motion, the Commission adjourned at 4:22 p.m. The motion passed unanimously on a voice vote.

Respectfully submitted,

Richard Schultz, Secretary

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8-C

**CITY OF FORT ATKINSON**  
**Licensing Committee ~ September 24, 2019**

CALL MEETING TO ORDER.

Pres. Kotz called the meeting to order at 5:00 pm.

ROLL CALL.

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

REVIEW APPLICATIONS AND MAKE RECOMMENDATION FOR "CLASS B"  
INTOXICATING LIQUOR AND CLASS "B" FERMENTED MALT BEVERAGE FOR THE  
BUG HOUSE FOR USE AT 225/227 S. MAIN STREET.

Clerk Ebbert reviewed the submission from Mrs. Bugs to apply for the license currently held by Hijynx. Hijynx has closed and gave their license to Mrs. Bugs. Bugs is the owner of the property and has listed it for sale with a local agent. She is hoping having the license would allow her to surrender contingent upon the new building owner being approved. The property would require updating and renovation should it not be used as a tavern. She is aware of the Ordinance that allows the Committee to review the license activity if it is not used for 90 consecutive days. Clerk Ebbert will request a statement/letter from Mr. Punzel stating he will surrender his license contingent upon approval of said license to Mrs. Bugs.

Cm. Hartwick moved, seconded by Cm. Scherer to make recommendation for "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage license for Candace Bugs dba The Bug House for use at 225/227 S. Main Street contingent upon the license being surrendered by Hijynx, LLC and approval for Mrs. Bugs. Motion carried.

ADJOURN

Cm. Hartwick moved, seconded by Cm. Scherer to adjourn. Meeting adjourned at 5:18 pm.

Respectfully submitted,  
Michelle Ebbert  
City Clerk/Treasurer







# EXISTING ZONING

KRECH OWARD  
ARCHITECTS  
277 WEST 10TH AVENUE, SUITE 200  
DENVER, CO 80202  
TEL: 303.733.1100  
WWW.KRECHOWARD.COM

**PRELIMINARY**  
NOT FOR CONSTRUCTION

No.	Revision/Notes	Date

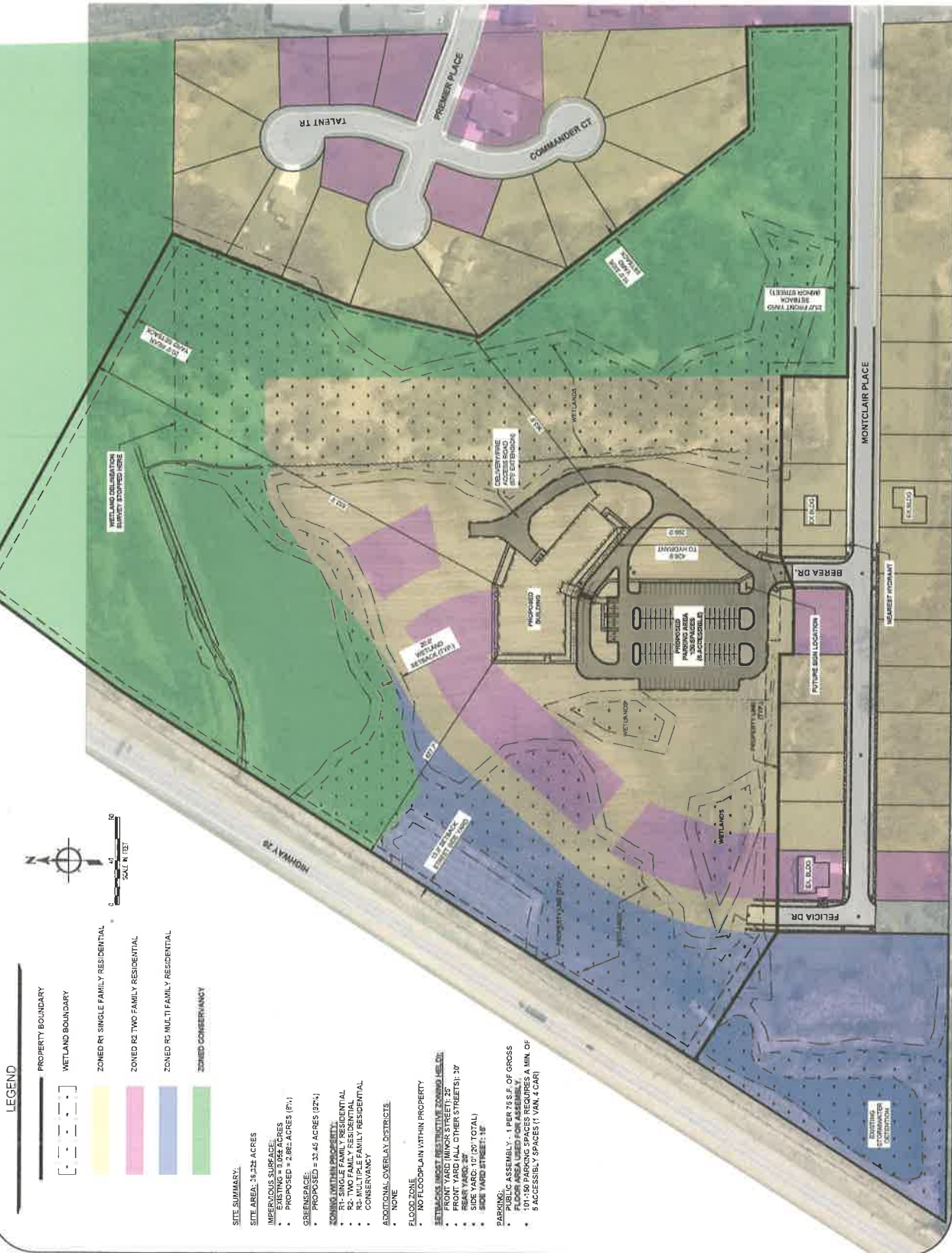
Project Name and Address:  
2500 NORTH LANDSCAPE + DESIGN  
2500 N. LANDSCAPE + DESIGN  
DULLES, VA 20154

**studio north**  
ARCHITECTURE + DESIGN

Project Name and Address:  
CROWN OF LIFE  
CHRISTIAN ACADEMY  
1001 AVENUE, DENVER  
PROJECT LOCATION

Sheet:  
11/2021  
Date:  
2022.11  
AL 2022

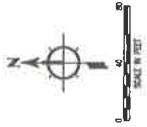
**EX. 1**



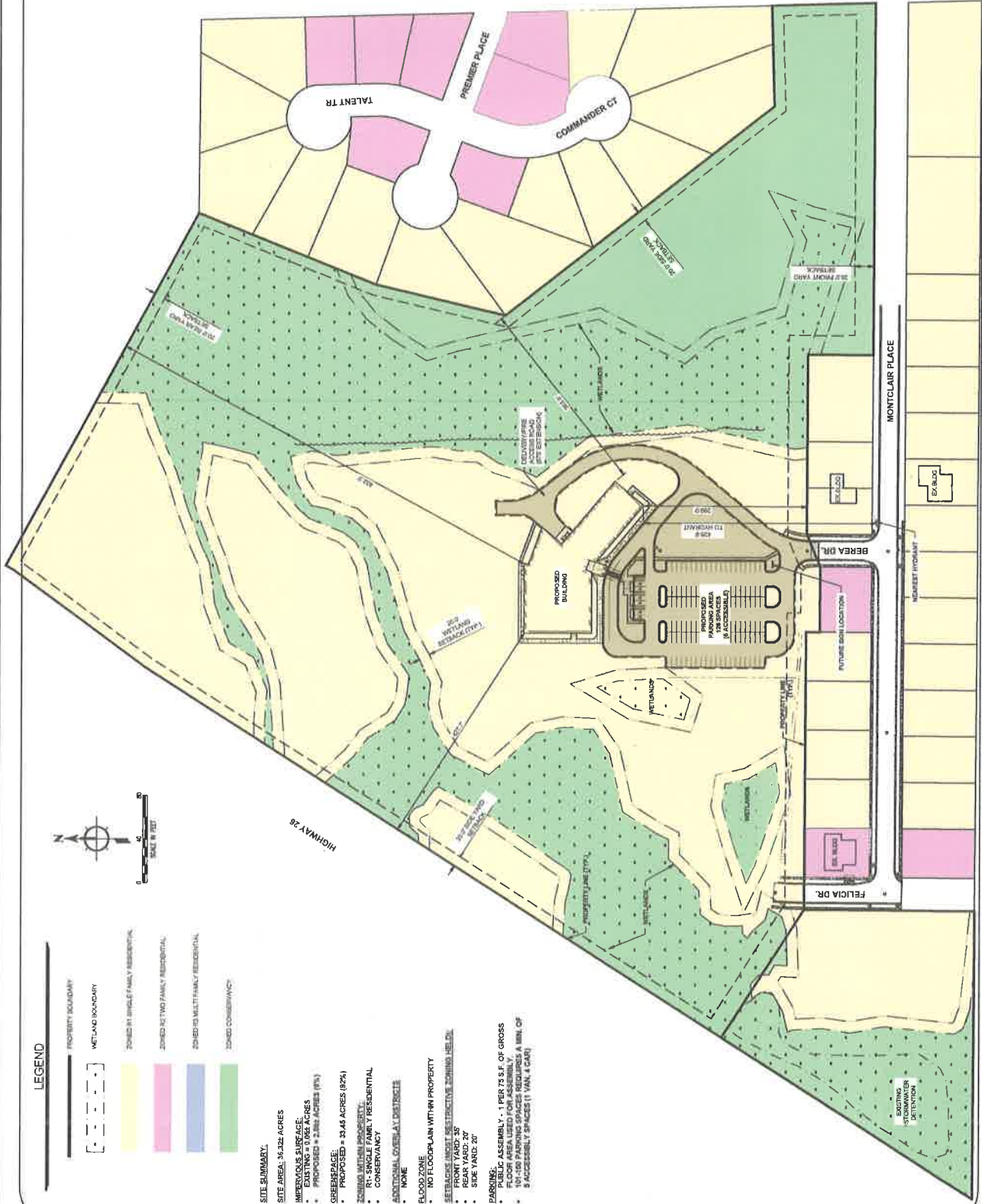
# PROPOSED ZONING

## LEGEND

- PROPERTY BOUNDARY
- WETLAND BOUNDARY
- ZONED R1 SINGLE FAMILY RESIDENTIAL
- ZONED R2 TWO FAMILY RESIDENTIAL
- ZONED R3 MULTIFAMILY RESIDENTIAL
- ZONED CONSERVANCY



- SITE SUMMARY:**
- SITE AREA: 34.326 ACRES
  - IMPERVIOUS SURFACE:
    - EXISTING = 0.066 ACRES
    - PROPOSED = 2.882 ACRES (8%)
  - GREENSPACE:
    - PROPOSED = 23.42 ACRES (68%)
  - ZONING WITHIN PROPERTY:
    - R1 SINGLE FAMILY RESIDENTIAL
    - CONSERVANCY
    - ADDITIONAL OVERLAY DISTRICTS
    - NONE
  - FLOOD ZONE:
    - NO FLOODPLAIN WITHIN PROPERTY
  - SETBACKS MOST RESTRICTIVE ZONING (R1):
    - FRONT YARD: 35'
    - REAR YARD: 35'
    - SIDE YARD: 20'
  - PARKING:
    - PUBLIC ASSEMBLY - 1 PER 75 S.F. OF GROSS FLOOR AREA
    - 10-100 PARKING SPACES REQUIRES A MIN. OF 5 ACCESSIBLE SPACES (1 VAN, 4 CAR)



**KRECH OWARD**  
ARCHITECTS  
1000 NORTH 10TH AVENUE  
SUITE 100  
DENVER, CO 80202  
TEL: 303.733.1000  
WWW.KRECHOWARD.COM

**PRELIMINARY**  
NOT FOR CONSTRUCTION

No.	Revisions/Notes	Date

**studio north**  
ARCHITECTURE + DESIGN  
3500 NORTH 10TH AVENUE, SUITE 100  
DENVER, CO 80202  
TEL: 303.733.1000  
WWW.STUDIONORTH.COM

**CROWN OF LIFE**  
**CHRISTIAN ACADEMY**  
FOR YOUNG MEN  
1000 NORTH 10TH AVENUE, SUITE 100  
DENVER, CO 80202

**EX. 2**  
DATE: 10/03/2017  
PAGE: 9  
AS NOTED

4 of 6

**ORDINANCE NO. \_\_\_\_\_**

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

That Chapter 15, ZONING ORDINANCE, Section 15.6.5, ZONING MAP, be amended so as to change the zoning of the following described property to R-1 (Single Family Residential) and Conservancy District.

See attached Exhibit "A" for zoning boundaries.

Said parcel is identified as parcel number 226-0614-3234-000.

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

5 of 6

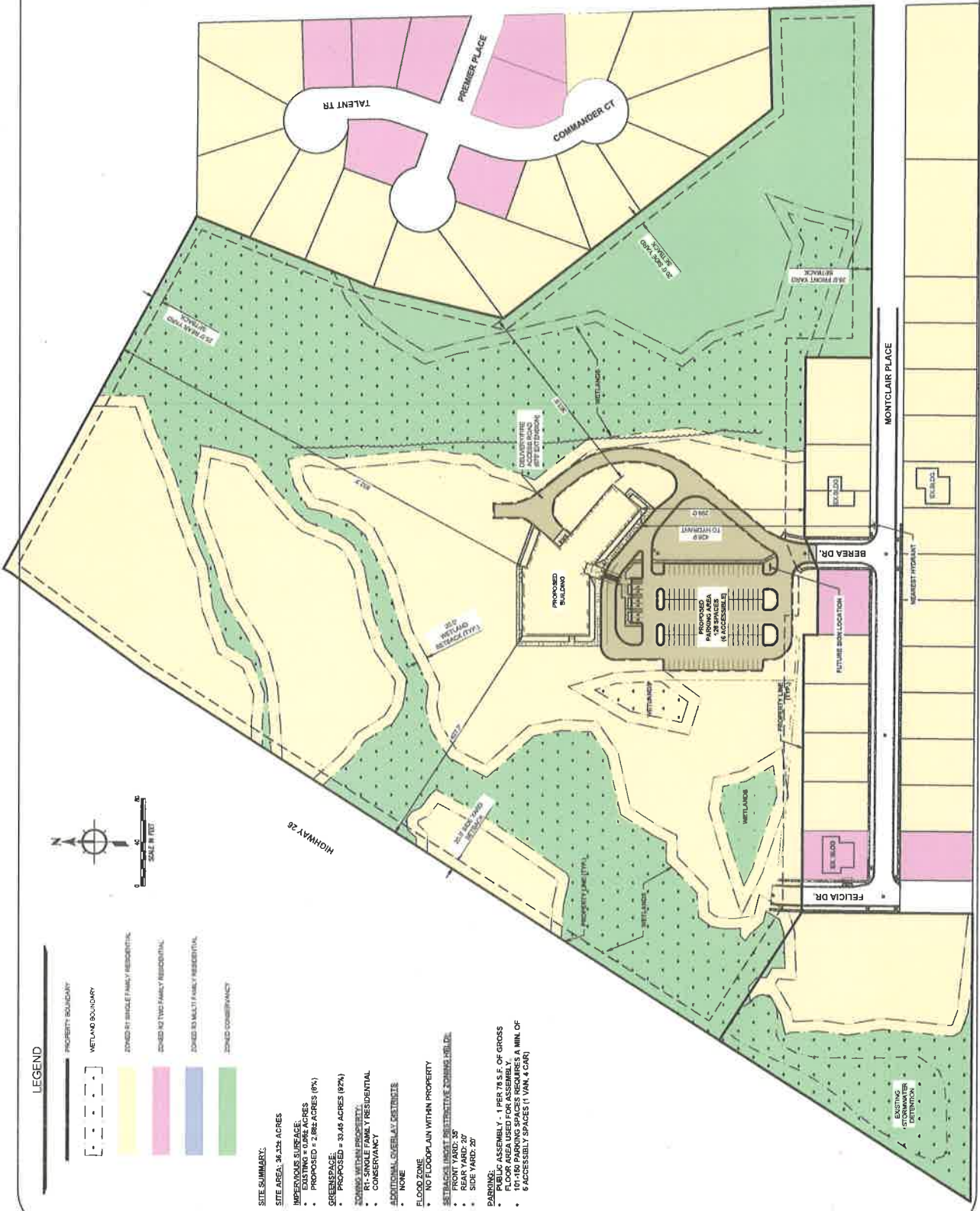
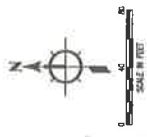


# LEGEND

- PROPERTY BOUNDARY
- WETLAND BOUNDARY
- ZONED BY SINGLE FAMILY RESIDENTIAL
- ZONED BY TWO FAMILY RESIDENTIAL
- ZONED BY MULTI FAMILY RESIDENTIAL
- ZONED CONSERVANCY

## SITE SUMMARY:

- SITE AREA: 34.226 ACRES
- IMPERVIOUS SURFACE:
  - EXISTING = 0.061 ACRES
  - PROPOSED = 2.882 ACRES (8%)
- GREENSPACE:
  - PROPOSED = 33.43 ACRES (92%)
- ZONING WITHIN PROPERTY:
  - R1 SINGLE FAMILY RESIDENTIAL
  - CONSERVANCY
  - ADDITIONAL OVERLAY DISTRICTS:
    - NONE
- FLOOD ZONE:
  - NO FLOODPLAIN WITHIN PROPERTY
- SETBACKS BASED ON DISTRICTIVE ZONING REGULATIONS:
  - FRONT YARD: 30'
  - REAR YARD: 20'
  - SIDE YARD: 20'
- PARKING:
  - PUBLIC ASSEMBLY - 1 PER 75 S.F. OF GROSS FLOOR AREA USED FOR ASSEMBLY
  - TOILETS - 1 PER 100 S.F. OF GROSS FLOOR AREA
  - 6 ACCESSIBLE SPACES (1 VAN, 4 CAR)



**KRECH O'ARD**  
ARCHITECTS INC.  
1000 N. 10TH ST. SUITE 100  
DENVER, CO 80202  
TEL: 303.733.1000  
WWW.KRECHOARD.COM

**PRELIMINARY**  
NOT FOR CONSTRUCTION

No.	Revisions/Issues	Date

**studio north**  
AN ARCHITECTURE DESIGN

**CROWN OF LIFE**  
**CHRISTIAN ACADEMY**  
1000 N. 10TH ST. SUITE 100  
DENVER, CO 80202  
TEL: 303.733.1000  
WWW.KRECHOARD.COM

**EX. 2**

6 of 6





**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** September 27, 2019

**TO: City Council**

**FROM: Tim Hayden**

**SUBJECT: Water System Master Plan**

**Background:**

It is recommended that a water utility conduct a study of their system every ten years. Our previous study was performed thirteen years ago. This study will aid the water utility in determining current system performance, analyzing anticipated future service requirements and creating a twenty year capital improvement plan. Fort Atkinson continues to grow, and a water system master plan is crucial to determine what the water utility will need to do to continue to provide clean, safe, and reliable water to all of its customers.

**Discussion:**

Three firms responded to the RFP. Baxter and Woodman provided a proposal that was both cost competitive and thorough in its approach. The evaluations are attached on a subsequent page. They provided a potential add on plan for a directional flushing plan that was intriguing. Directional flushing is used to "push" sediment that accumulates in the pipe network from upstream (higher) elevations to downstream (lower) elevations by turning valves on and off in the system and ensuring water is being flushed from clean pipes upstream through dirty pipes in the flushing area. It is an incredibly effective tool for maintaining pipe capacity. The utility would like the option to discuss this add on further with Baxter and Woodman and authorize this additional work if it appears to provide value.

**Financial Analysis:**

Baxter and Woodman Water System Master Plan = \$44,500  
Optional Task – Unidirectional Flushing Plan = \$9,900  
10% Contingency \$5,440

Total Cost \$59,840

The project total would be within the budgeted amount in the 2019 CIP.

**Recommendation:**

I recommend that the council award the project to Baxter & Woodman in the amount not to exceed \$59,840.

1 of 2



2 of 2

		1 = Doesn't meet expectations 3 = Meets expectations 5 = Exceeds expectations									
TOTAL		PROJECT APPROACH / SCOPE	Score	TEAM	Score	PROJECT EXAMPLES	Score	FEE	Score	SCHEDULE	Score
25	Baxter Woodman	PROS: Fantastic understanding or our system needs. Clear understanding of the scope of the project and history of the utility. Clear approach to modeling.	5	PROS: The project manager has been involved in our past two master plans. His knowledge of our system in unmatched	5	PROS: Village of Schaumburg, IL. City of West Allis, WI	5	Base Fee: Estimated project cost \$44,500 - 356 hrs.  Optional Task- Unidirectional Flushing Plan \$9,900	5	Project finalized in May of 2020	5
		CONS: none		CONS: None							
21	MSA	PROS: Clear understanding of the project. Hit all the major areas. Liked the formal approach to energy evaluation.	3	PROS: Team is experienced in this type of work	5	PROS: Sun Prairie, WI. Cottage Grove, WI.	5	Base Fee: Project total cost \$55,600 - 324 hrs.  CONS: Significantly higher than competitors	3	Project finalized in May of 2020	5
		CONS: GIS section was a little unclear. This was beyond what was requested in the scope, which was great, but it wasn't clear why it was needed or		CONS: The previous projects we have done with MSA have had turnover of the team during the projects.		CONS:					
23	SEH Inc.	PROS: Clear understanding of the project. Very good layout of the scope items and analysis	5	PROS: Team is experieced in this type of work.	3	PROS: Madison, WI. Grafton, WI	5	Base Fee: Total project cost \$42,000 - 305 hrs	5	Project finalized in May of 2020	5
		CONS:		CONS: Some previous challenges with timeliness		CONS:					



10-6

**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** August 2, 2019

**TO:** City Council

**FROM:** Andy Selle, PE

**SUBJECT:** Resolution to Vacate Alley between Roosevelt St and Cloute St.

**Background:** Bob Jonas, owner of 904 Madison Avenue, requested the City vacate the alley that is located just north of the property at that address. Storm drainage down the unimproved alley was finding its way into the newly remodeled building, traffic from the credit union was creating a conflict in the parking lots along Madison Ave, and the alley remained unimproved (gravel).

This particular alley opening onto Roosevelt Street is being closed as part of the drainage changes that are associated with the water installation and surface reconstruction project along this block on Roosevelt Street.

**Discussion:** By State Statute the City may vacate and discontinue a public right of way by passing a resolution, publishing a notice to vacate and passing an order to vacate. A resolution is being presented at the October 1st meeting indicating the intent to start the vacation process. If passed, the City must publish three notices in the paper indicating a public hearing will be held at the November 19th Council Meeting to discuss the issue and entertain comments from the public on the pending vacation. If after the public comment the Council still wants to vacate the public right of way it will pass an Order that will cause the alley to be vacated. The Order will be recorded at the County and the land will be divided equally between the owners fronting on the right of way.

**Recommendation:** Staff recommends starting the vacation process by passing the resolution to vacate.

1 of 2

**RESOLUTION NO. \_\_\_\_\_**

WHEREAS, the City Council of the City of Fort Atkinson deems it in the public interest that the public dedicated right-of-way being an alley running between Roosevelt Street and Cloute Street more precisely described as follows: beginning at the NE Corner of Lot 1, Block 2 of Cloute Brothers Addition to the City of Fort Atkinson; thence N69d48'W, along the north line of said Lot 1 and Lot 2, 108.20 feet more or less to the NW Corner of Lot 2; thence North, along the extension of the west line of said Lot 2, 20 feet to the south line of Lot 11, Block 2; thence S69d48'E along the south line of said Lot 11, 100.34 feet more or less to the SE Corner of Lot 11 and the west line of Roosevelt Street; thence South, along the west line of Roosevelt Street, 20.25 feet more or less to the point of beginning, in the City of Fort Atkinson be and the same is hereby vacated and discontinued pursuant to Section 66.1003 (4)(b) of the Wisconsin Statutes.

Adopted: October 1, 2019.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_



Parcels included:  
226-0614-3334-073  
226-0614-3334-080

2 of 2



10-C

**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** Sept. 25, 2019

**TO: City Council & City Manager**

**FROM:** Scott Lastusky, Parks & Rec. Director *A. Lastusky*

**SUBJECT:** LED Sign for Community Event Promotion at Jones Park

**Background:** In 2000, a Chamber/Parks & Rec partnership led to a community information sign being constructed in Jones Park on Janesville Ave. It was a low-tech, individual plastic letters sign that allowed our Recreation Supervisor to change the sign weekly (when needed). It had two lights to assist with night viewing. Made of wood, the sign is now in need of repair and with the employee time needed to change letters, the number of individuals turned down because the sign was already reserved and sometimes outdated information staying on for long time periods – it was time to look at all options.

Joel Winn, a Fort citizen & a Rotary Club member, approached our department about gathering info and pricing for an LED sign. We received information from the high school involving a community events sign installed on Madison Ave. a few years ago. It has increased use for high school events and also with community events. We researched the type of signs and sizing and believe the sign fitting our needs is similar with Fort H.S. and we could share promotional slides and training situations with their staff.

Joel and I presented to the Rotary Club and received a \$10,000 donation, the Fort Generals donate annually to Jones Park improvements and will commit up to \$7,000 for this project, Fort Youth Baseball will contribute \$2,500 and the Fort Atkinson Community Foundation pledged up to \$19,500. Purchased items will be within a \$39,000 cost and labor by the Parks Dept. and Electric Dept. staffs will be absorbed within payroll budgets.

The Parks staff will demo the site, pour a concrete slab to hold the brickwork base and complete landscaping. Electric is to the site, so the Electric Dept. will place a conduit in the base to accept wiring, a contractor will build the brick base and the sign contractor will connect the double-sided sign and perform training. The sign is updated using computer software/phone app and is transmitted using cell phone technology.

**Discussion:** The Planning Commission approved this project. It is located 500 feet from the nearest residence, and is located in an area where 1,000 people go to work daily, plus extra local traffic on the road and the bike trail. A sign of this magnitude needs eyeballs viewing it to make sense and this location is at or near the top of the list. It is also located outside of the 20x20 foot site triangle for drivers exiting the Jones Park parking lot. The new sign improves the site line for the exiting driver by nearly a full city block.

Our intent is to put the sign in a “sleep mode” from 10 p.m. to near 6 a.m. because traffic is low, to save energy and to extend the life of the LED panels on the sign. Typically, LED lights would last 100,000 hours or about 17-18 years of our intended use.

The current sign had 62 “public” rentals in 2018 with many additional Chamber and Parks & Rec. events. Note: none of the 95 public events held at Jones Park appeared on the sign. Parks & Rec. will utilize this sign to promote events and should help draw more revenue.

A possible future pedestrian crossing will not be immediately adjacent to the sign.

There will be no charge for messages on this sign (was \$5 for the public to help replace plastic letters).

A number of photos are attached for visual purposes.

**Financial Analysis:** Cost of the sign is \$36,000. There will be a charge for constructing the brick base and for some other site work. Some City labor would be involved on this project. There will be utility costs to operate the sign, but is less than the current two lights for the sign. The cost of materials for the sign project would be funded by donations from civic groups and organizations – not City of Fort funds.

There would be no new annual costs to have this sign function. The lifespan of the sign could range from 12-18 years depending upon the hourly use. There would be no need to budget for additional expenses for some time.

**Staff Recommendation:** I recommend purchasing the LED sign and installation from Signarama of Fond du Lac (dealer for Daktronics brand sign) for an amount not to exceed \$36,000.

1 of 4



Current Sign



Photo Shopped Sign over current location

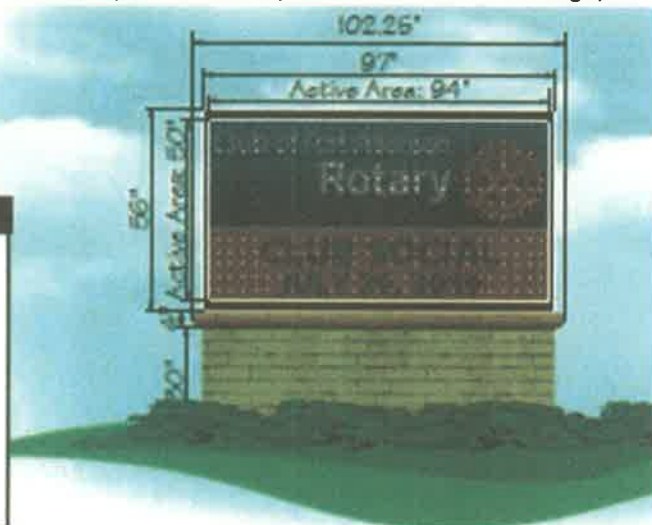


Actual Photo of the Demo Sign in the location. Shows Clarity of Readability.



Actual Dimensions, Brand Name & How we would display (brick base by contractor to hold the sign).

Specifications	
- City: I	
- 90" x 102.25"	
- Daktronics Galaxy Electronic Message Center	
- 15.85mm RGB EMC (90 x 150 matrix)	
- Active Area: 4'2" x 7'10"	
- Cabinet Size: 4'8" x 8'1"	
- On Monument Base	
- Cream City Brick	
- Double Sided Monument Sign	



Proper Comparison: High School LED Sign at corner of Lexington/Madison Ave.

Similar size, same brand & install company, same brick base.

Jones Park: LED quality is about 20% upgrade from H.S. Sign

Clearer option available, better for pedestrians, is about a \$3,000 upgrade.

There is a cellphone-type connection to create messages. No need for internet or wifi or connect a memory stick to sign for messages to be updated.

3 of 4

**Usage of Sign:** The current sign had 62 "public" rentals, rest were Chamber/City of Fort Events.  
Many "public" rentals turned away because a side was taken.  
None of the 95 public events at Jones Park were on the sign during the year.  
There is obvious increased ability to promote City events, emergency notes, etc.  
Policy is no business purchase promotion (but, "Aaron Rodgers Autograph Session, Sept.  
25 2-4 p.m. at Subway South" would be permitted)  
Sign turned off from 10 p.m. to 6 a.m. to save usage on sign and lack of traffic.

**Funding Sources:** Community Foundation, Fort Rotary, Fort Generals, Fort Youth Baseball League

**Legalities:** Sign is located 500 feet from the nearest residence. These residences also deal with  
ballfield lighting that is 1500 watts per light bulb. Sign should be a minimal distraction.  
Sign is outside of the 20 foot by 20 foot site triangle for vehicles exiting from the Jones Park  
parking lot. Site line would be improved by the removal of a pine tree in landscaping.  
Sign is not immediately adjacent to a proposed crosswalk to the Jones Market.  
Electric is already to the current sign and is adequate to operate the more energy efficient  
LED sign.





11-a

**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** September 19, 2019

**TO:** City Council  
**FROM:** Michelle Ebbert, City Clerk/Treasurer  
**SUBJECT:** Special Event – Love Fort Atkinson Initiative

**Background:**

The Special Event Guide and Application was assembled to assist with planning events in the City of Fort Atkinson. The application was created to allow appropriate contact information be obtained and forwarded to Departments. The planning guide is designed to assist members of the community in the planning, preparation and running of events and programs in Fort Atkinson.

**Discussion:**

Refer to attachment for additional information on the event.

**Event:** Fall Harvest Spectacular  
**Date:** Saturday October 26, 2019  
**Location:** Farmers Market, Main Street businesses  
**Contact Person:** Sarah McKinney  
**Hours of Event:** 9:00 am to 3:00 pm  
**Estimated Number of Attendees:** various times 100+

No streets are being requested to be closed.

Information of the event was routed to Departments on September 12<sup>th</sup> with a verification of the placement, maintenance and clean-up of hay bales before/during and after the event.

**Financial Analysis:**

There is no financial impact to the City.

**Staff Recommendation:**

Approve the Fall Harvest Spectacular Special Event put on by Love Fort Atkinson Initiative on Saturday October 26, 2019.

1 of 3



CITY OF FORT ATKINSON  
Special Event Application

Name of Business/Group Organizing Event: <u>Love Fort Atkinson Initiative</u>	
Contact Person for Event: <u>Sarah McKinney</u>	
Phone Number: <u>920-691-6393</u>	Email: <u>lovefortatkinsoninitiative@gmail.com</u>
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: <u>Fall Harvest Spectacular</u>	
Event Date: <u>October 26, 2019</u>	
Event Location: <u>Businesses in Fort Atkinson - focus on main Street</u>	
Estimated Number of Attendees: <u>100+</u>	Hours of Event: <u>9Am- 3pm</u>
Check all applicable boxes: <input type="checkbox"/> I am renting a City Park Attach copy of paid park rental from Parks & Recreation (920) 563-7781. <input type="checkbox"/> I will be having music Start and end time of music: <input type="checkbox"/> I will be closing a street(s) Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771. <input type="checkbox"/> I will be selling beer and/or wine* Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760 *Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide. <input type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.	
By signing, I agree to the following statements: I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event. Responsible Party Signature: <u>Sarah McKinney</u>	

Office Use Only

Date Submitted to Clerk: 9-11-19 Date Emailed to Departments: 9-12-19

Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer	<u>no concerns</u>
<input checked="" type="checkbox"/> EMS - Ryan Brothers Ambulance	<u>no concerns</u>
<input checked="" type="checkbox"/> Engineer and Building Inspection	<u>no concerns</u>
<input checked="" type="checkbox"/> Electrician	<u>no concerns</u>
<input checked="" type="checkbox"/> Fire and Rescue Department	<u>no concerns</u>
<input checked="" type="checkbox"/> Library and Museum	<u>no concerns</u>
<input checked="" type="checkbox"/> Parks & Recreation	<u>no concerns</u>
<input checked="" type="checkbox"/> Police Department	<u>no concerns</u>
<input checked="" type="checkbox"/> Public Works Department	<u>no concerns</u>
<input checked="" type="checkbox"/> Wastewater and Water Utility	<u>no concerns</u>

Date Reported to City Council (if necessary): 10-1-19

Comments, Contingencies, Findings:

2 of 3

Michelle Ebbert

---

To: Love Fort  
Subject: RE: Special event request

The Love Fort Atkinson Initiative is holding an event on October 26, 2019 from 9am-3pm called, Fall Harvest Spectacular. Love Fort Atkinson Initiative was founded to bring local small business owners together to develop awareness and events for our area and to help our small businesses thrive.

The Initiative has teamed up with the Fort Farmer's Market for this event. The Market will be holding their last Saturday of the season and having trick or treating with their vendors and family friendly activities.

The Spectacular will include trick or treating with the businesses in which we are asking that the owners/employees to dress up and have some fun fall decorations out. The Initiative would like each business to have family friendly activities and/or games available. We are hoping to get most of the businesses on Main Street to participate and spread throughout the town.

The Spectacular will also be holding a scarecrow decorating contest that will consist of bales of straw being dropped off in front of each participating business. The businesses will have until Saturday the 26th to decorate their own scarecrow. Pictures will be taken of each scarecrow and posted online for residents to vote on their favorite! This is just a fun way to get residents out and about the town and visiting different businesses.

Lastly, the Farmer's Market and the Initiative are working together to secure a trolley/wagon for rides during the event. It would be available in the market area from 9am-12 and then on Main Street from 12-3pm.

- With the bales, I was thinking of doing drop off around the 14th of October and having them picked up by the 2nd of November. Is that to long of a time period?

Thank you,  
Sarah McKinney  
Love Fort Atkinson Initiative

3 of 3



11-6

**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** September 27, 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. | Royce Rood           | Walgreen's           |
| 2. | Morgan H Wiedenhoeft | Soup's On            |
| 3. | Jacob R Yandry       | Country Inn & Suites |

**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