



**AGENDA  
CITY COUNCIL MEETING  
MUNICIPAL BUILDING COUNCIL CHAMBERS  
101 N. MAIN STREET, FORT ATKINSON, WISCONSIN  
NOVEMBER 19, 2019 ~ 7:00 P.M.**

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of November 5, 2019 regular Council meeting.
4. Public Hearings
  - a. Public hearing on 2020 budget.

Action – 1. Adoption of 2020 City, Sewer, Water and Stormwater budgets.

2. Approve Resolution confirming levy for City purposes.

3. Approve Resolution confirming total levy to be collected and approving overall gross tax rate.

4. Approve Resolution adopting stormwater rates for 2020.

5. Approve special assessments/charges and delinquent bills to be included in the 2019 tax roll.
  - b. Public hearing on vacating a portion of alley between Roosevelt and Cloute Streets.

Action – Refer to item 9-a below.
5. Public Comment
6. Petitions, Requests and Communications
  - a. Request by Driftskipper Snowmobile Club to mark trail in Klement Business Park.

Action – Reject—Approve.

7. Resolutions and Ordinances

None.

8. Reports of Officers, Boards and Committees

- a. Minutes of Plan Commission meeting held November 12, 2019.

Action – Accept and file.

- b. Minutes of Tourism Commission meeting held August 15, 2019.

Action – Accept and file.

- c. Minutes of Historic Preservation Commission meeting held October 14, 2019.

Action – Accept and file.

9. Unfinished Business

- a. Order vacating a portion of alley between Roosevelt and Cloute Streets.

Action – Reject—Approve.

- b. Review and approve solar option for Fire Station, and update on renovation and expansion project.

Action – Reject—Approve.

10. New Business

- a. Request for 2020 purchase of utility vehicle, attachments and mower for Parks Department as budgeted.

Action – Reject—Approve.

- b. Review and approve 2020 Small Animal Collection Contract with Jefferson County Humane Society.

Action – Reject—Approve.

11. Miscellaneous

- a. Approve Special Event for Riverwalk Tree Lighting and Caroling on November 30, 2019 at the Riverwalk Plaza.

Action – Reject—Approve.

- b. Disallowance of claim for sewer backup.

Action – Reject—Approve.

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

Action – Accept and file.

12. Claims, Appropriations and Contract Payments

- a. Verified claims.

Action – Motion to approve list of verified claims presented by the Director of Finance and to authorize payment.

13. Adjournment

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

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**CITY OF FORT ATKINSON**  
**City Council Minutes ~ November 5, 2019**

CALL MEETING TO ORDER.

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

ROLL CALL.

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

APPROVAL OF MINUTES OF OCTOBER 15, 2019 REGULAR COUNCIL MEETING AND OCTOBER 29 AND 30, 2019 BUDGET WORKSHOPS.

Cm. Becker moved, seconded by Cm. Johnson to approve the minutes as presented. Motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

None.

RESOLUTIONS AND ORDINANCES

a. *Ordinance rezoning property upon which the Crown of Life Christian Academy is to be constructed north of Montclair Place and west of Premier Place.*

Manager Trebatoski stated this is the third and final reading.

Cm. Hartwick moved, seconded by Cm. Johnson to approve and adopt Ordinance rezoning property upon which the Crown of Life Christian Academy is to be constructed north of Montclair Place and west of Premier Place. Motion carried on a roll call vote.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. *Minutes of Plan Commission meeting held October 22, 2019.*

b. *Minutes of Historical Society Board meeting held September 19, 2019.*

c. *Building, Plumbing and Electrical Permit Report for October, 2019.*

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

UNFINISHED BUSINESS

a. *Recommendation from Plan Commission to approve Certified Survey Map creating a new parcel at N3127 Highway K (extra-territorial).*

Cm. Hartwick moved, seconded by Cm. Becker to approve the recommendation from Plan Commission to approve Certified Survey Map creating a new parcel at N3127 Highway K (extra-territorial).

*b. Conceptual infill residential development on Grove Street property.*

Assistant City Engineer Tom Williamson presented the design for Grove Street. Any redevelopment of this area should take into consideration the existing lot sizes and existing dwellings located nearby. The existing lots within this block appear to be fairly consistent which would allow the six lots to be developed. Some of the lots would be approximately 66' x 132' and two others a bit larger. Cost to develop and prepare these lots for construction would be approximately \$115,000. The lot dimensions will be appropriate once the zoning code is final and adopted, early 2020.

Cm. Becker inquired on the construction of basements. Williamson confirmed that this is one of the items that will be further researched, however initial review shows potential for basements.

Cm. Scherer asked about the relocation of the community gardens. Manager Trebatoski confirmed relocation is planned.

Cm. Becker moved, seconded by Cm. Scherer to approve the conceptual design and move forward with planning and platting of six lots on Grove Street property. Motion carried.

NEW BUSINESS

*a. Review and approve 911 Joint Powers Agreement with Jefferson County Sheriff's Department.*

Manager Trebatoski reviewed the annual agreement and recommended approval.

Cm. Scherer moved, seconded by Cm. Johnson to approve the 911 Joint Powers Agreement with Jefferson County Sheriff's Department. Motion carried.

MISCELLANEOUS

*a. Approve Special Event for Crown of Life Christian Academy's "Thankful Run and Fellowship" to be held November 16, 2019.*

Cm. Becker moved, seconded by Cm. Johnson to approve the Special Event for Crown of Life Christian Academy's "Thankful Run and Fellowship" to be held November 16, 2019. Motion carried.

*b. Temporary Class "B" License to sell fermented malt beverages for Crown of Life Christian Academy's "Thankful Run and Fellowship" event to be held on November 16, 2019 at 1401 North High Street.*

Cm. Hartwick moved, seconded by Cm. Scherer to approve the Temporary Class "B" License to indirectly sell fermented malt beverages for Crown of Life Christian Academy's "Thankful Run and Fellowship" event to be held on November 16, 2019 at 1401 North High Street contingent upon purchasing products from a distributor and having licensed operators. Motion carried.

*c. Granting operator licenses.*

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

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CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. *Verified claims.*

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.

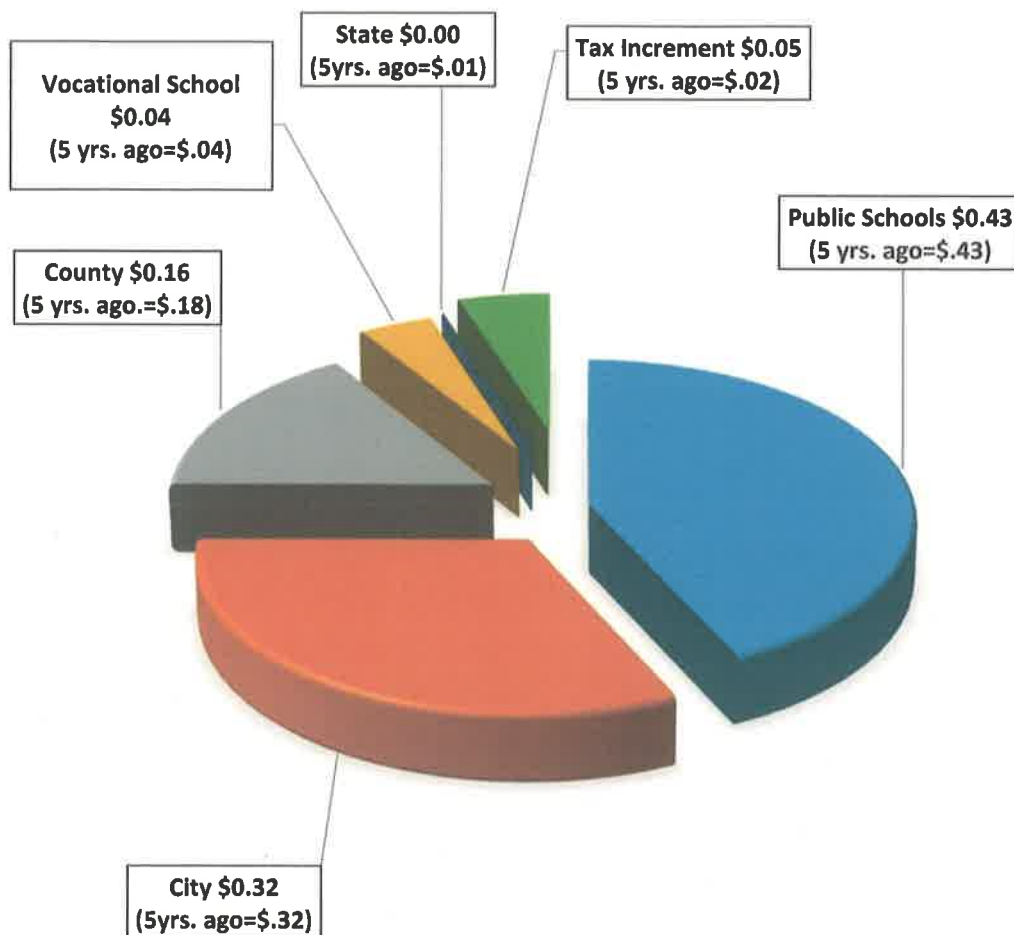
ADJOURNMENT

Cm. Scherer moved, seconded by Cm. Hartwick to adjourn. Meeting adjourned at 7:21 pm.

Respectfully submitted,

Michelle Ebbert  
City Clerk/Treasurer

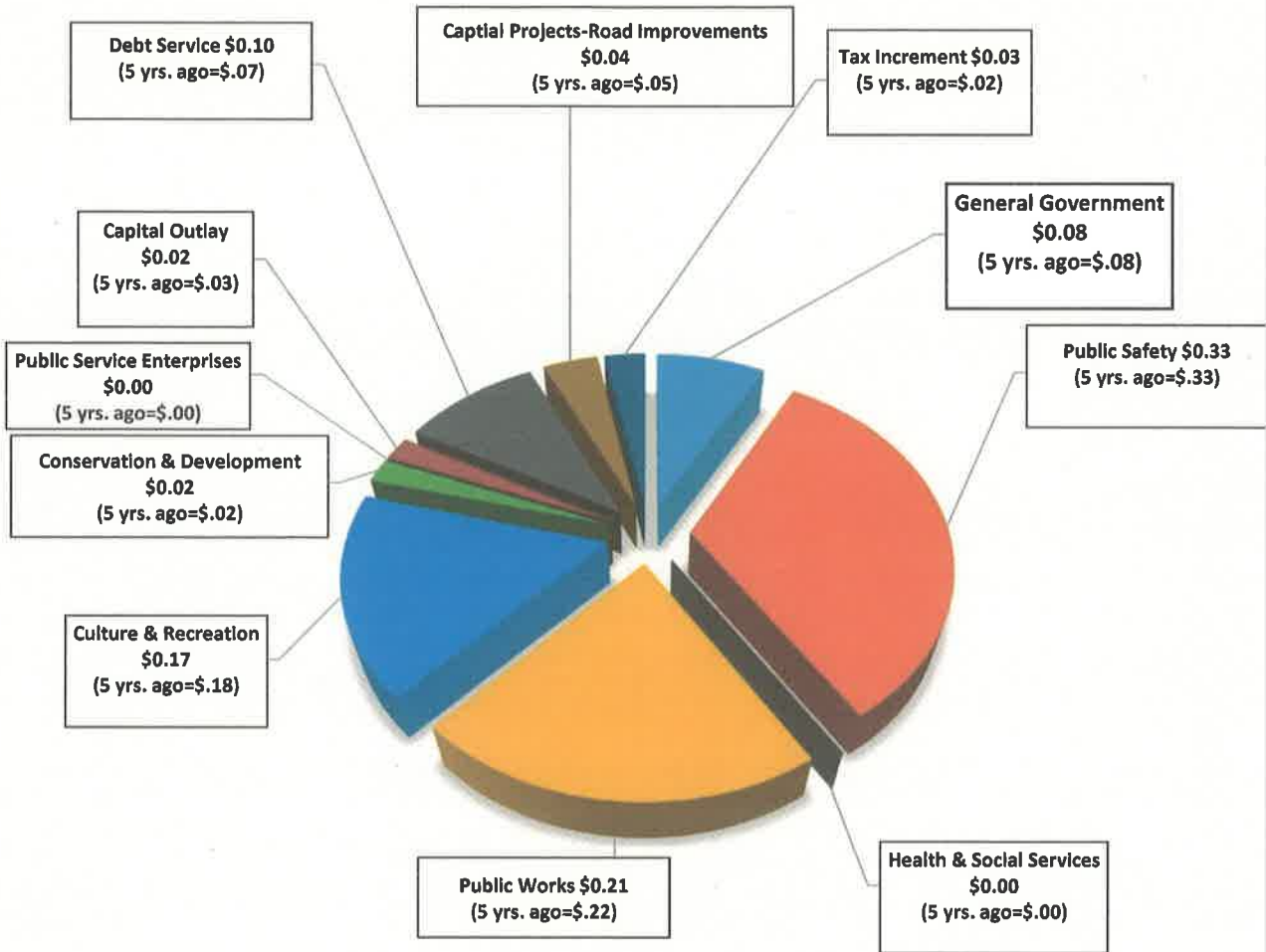
# WHERE THE 2019 TAX DOLLAR GOES



Public Schools	\$0.43	\$10,069,938.69
City	\$0.32	\$7,563,424.00
County	\$0.16	\$3,723,863.25
Vocational School	\$0.04	\$834,135.74
State	\$0.00	\$0.00
Tax Increment	\$0.05	\$1,173,496.33 *
	<u>\$1.00</u>	<u>\$23,364,858.01</u>

\*Estimate

## WHERE THE 2019 CITY PROPERTY TAX DOLLAR GOES

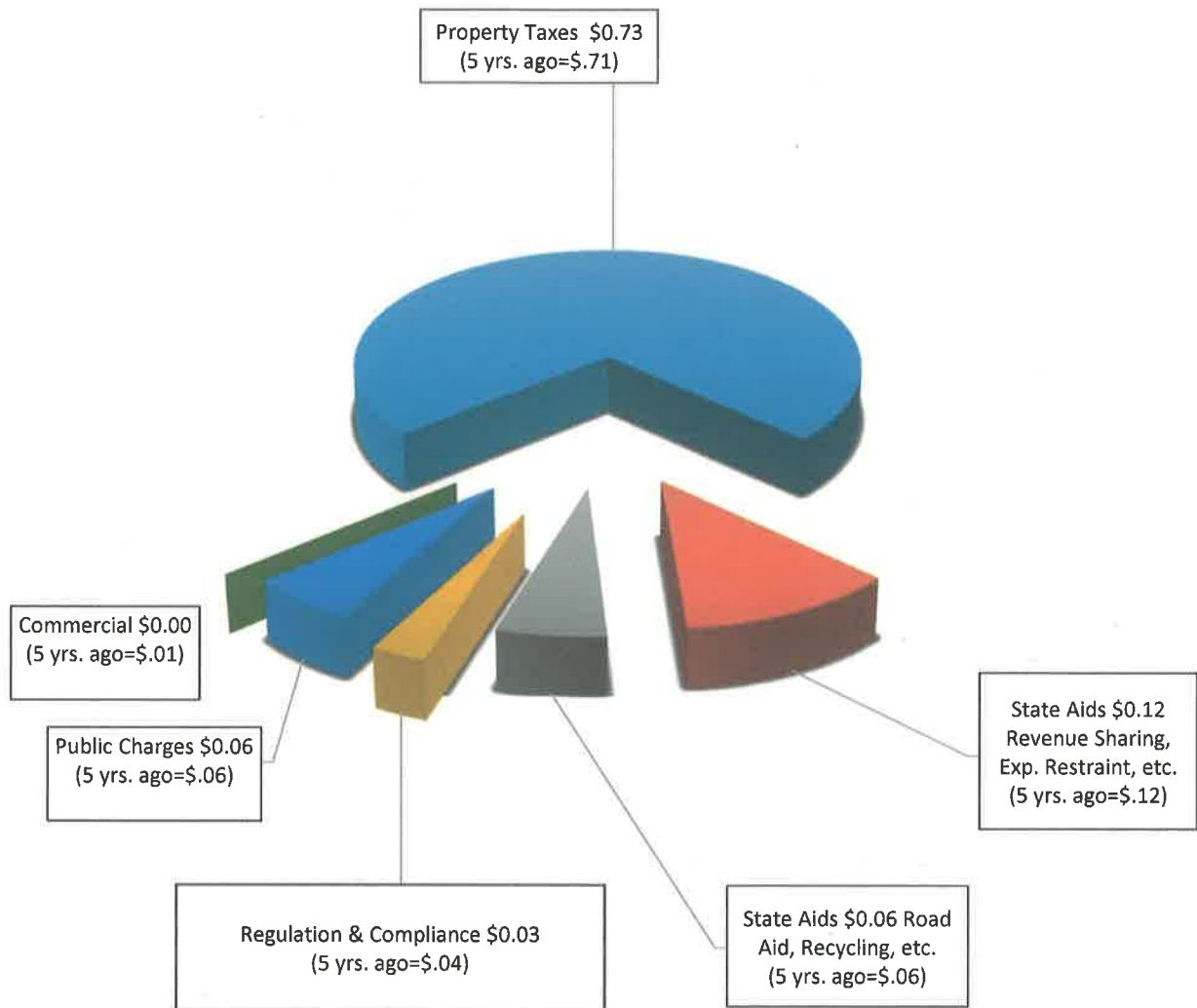


General Government	\$0.08	\$ 854,125
Public Safety	\$0.33	\$ 3,718,939
Health & Social Services	\$0.00	\$ 33,300
Public Works	\$0.21	\$ 2,425,838
Culture & Recreation	\$0.17	\$ 1,922,517
Conservation & Development	\$0.02	\$ 217,736
Public Service Enterprises	\$0.00	\$ -
Capital Outlay	\$0.02	\$ 225,250
Debt Service	\$0.10	\$ 1,099,749
Capital Projects-Road Improvements	\$0.04	\$ 475,000
Tax Increment	\$0.03	\$ 399,959 *
	<b>\$1.00</b>	<b>\$ 11,372,413</b>

\* Estimate



## WHERE THE 2019 REVENUES ARE DERIVED



Property Taxes	\$0.73 (Including Utility & TIF)	\$8,253,443.00
State Aids	\$0.12 (Revenue Sharing, Exp. Restraint, etc. )	\$1,311,600.00
State Aids	\$0.06 (Road Aid, Recycling, etc.)	\$677,000.00
Regulation & Compliance	\$0.03 (License Fees)	\$370,450.00
Public Charges	\$0.06 (Fire & Recreation Fees)	\$716,560.00
Commercial	\$0.00 (Interest & Property Sales)	\$43,360.00
	<u>\$1.00</u>	<u>\$11,372,413.00</u>

## COMPARISON OF TAX LEVIES & RATES

Taxes for the City of Fort Atkinson for 2019, payable in 2020, are based on local assessed valuation of \$926,617,700 and the following amounts for the five taxing units:

TAXING UNIT	2019 GENERAL PURPOSE TAX LEVY	TIF DISTRICTS TAX INCREMENT	TOTAL 2019 LEVY	2018 LEVY	LEVY INCREASE (DECREASE)
State	\$ -	\$ -	\$ -	\$ -	\$ -
County	\$ 3,723,863.25	\$ 196,920.55	\$ 3,920,783.80	\$ 3,871,929.05	\$ 48,854.75
School District	\$ 10,069,938.69	\$ 532,506.36	\$ 10,602,445.05	\$ 9,808,097.82	\$ 794,347.23
Vocational School	\$ 834,135.74	\$ 44,110.09	\$ 878,245.83	\$ 851,587.79	\$ 26,658.04
City	\$ 7,563,424.00	\$ 399,959.33	\$ 7,963,383.33	\$ 7,692,712.99	\$ 270,670.34
TOTAL	\$ 22,191,361.68	\$ 1,173,496.33	\$ 23,364,858.01	\$ 22,224,327.65	\$ 1,140,530.36

TAXING UNIT	2019 RATE	2018 RATE	INCREASE (DECREASE)	2019 EQUALIZED RATE	2018 EQUALIZED RATE	INCREASE (DECREASE)
State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County	\$ 4.231285243	\$ 4.227269983	\$ 0.004015260	\$ 3.943	\$ 4.135	\$ (0.192)
School District	\$ 11.442092084	\$ 10.708222431	\$ 0.733869653	\$ 10.663	\$ 10.475	\$ 0.188
Vocational School	\$ 0.947797382	\$ 0.929741082	\$ 0.018056300	\$ 0.883	\$ 0.909	\$ (0.026)
City	\$ 8.594033257	\$ 8.398701084	\$ 0.195332173	\$ 8.009	\$ 8.216	\$ (0.207)
TOTAL	\$ 25.215207966	\$ 24.263934580	\$ 0.951273386	\$ 23.498	\$ 23.735	\$ (0.237)
State School Credit		\$1.936273239				
	\$ 25.215207966	\$22.327661341				
				EQUALIZED INCREASE	- % =	TIF INCREMENT
				TID #6 \$ 5,645,100.00	11.30%	\$ 132,605.08
				TID #7 \$ 17,456,100.00	34.96%	\$ 410,254.32
				TID #8 \$ 26,837,400.00	53.74%	\$ 630,636.93
				TOTAL \$49,938,600.00	*	\$1,173,496.33
					* Estimated	

2019 Equalized Valuation \$994,300,600 Assessed Ratio 93.19%  
 2018 Equalized Valuation \$936,226,400 Assessed Ratio 97.82%  
 2017 Equalized Valuation \$903,920,400 Assessed Ratio 101.58%  
 2016 Equalized Valuation \$870,654,000 Assessed Ratio 103.32%  
 2015 Equalized Valuation \$874,030,900 Assessed Ratio 102.09%  
 2014 Equalized Valuation \$850,864,400 Assessed Ratio 105.25%  
 2013 Equalized Valuation \$824,011,600 Assessed Ratio 109.3%  
 2012 Equalised Valuation \$854,624,100 Assessed Ratio 105.6%  
 2011 Equalized Valuation \$868,282,600 Assessed Ratio 103.7%  
 2010 Equalized Valuation \$862,971,300 Assessed Ratio 103.8%  
 2009 Equalized Valuation \$907,987,000 Assessed Ratio 98.20%  
 2008 Equalized Valuation \$915,405,200 Assessed Ratio 96.64%  
 2007 Equalized Valuation \$896,539,400 Assessed Ratio 97.81%  
 2006 Equalized Valuation \$858,736,000 Assessed Ratio 100.09%

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## SUMMARY OF PROPOSED TAX RATE BY FUND

	Levy	Rate
<b>GENERAL FUND</b>		
Revenues	\$ 3,409,030.00	
(excluding property tax, debt service and capital projects)		
Expenditures	<u>\$ (9,397,705.00)</u>	
Net Surplus (Deficit)	\$ (5,988,675.00)	
<b>NET TAXES - GENERAL FUND</b>	<u>\$ 5,988,675.00</u>	6.462940434
<b>DEBT SERVICE FUND</b>		
Revenues	\$ 22,147.00	
Expenditures - Principal & Interest	<u>\$ (1,121,896.00)</u>	
Net Surplus (Deficit)	\$ (1,099,749.00)	
<b>TOTAL DEBT SERVICE FUND</b>	<u>\$ 1,099,749.00</u>	1.186842211
<b>TOTAL GENERAL FUND &amp; DEBT SERVICE</b>	<u><u>\$ 7,088,424.00</u></u>	7.649782645

<b>CAPITAL PROJECTS - ROAD IMPROVEMENTS</b>		
Revenues	\$ -	
Expenditures	<u>\$ (475,000.00)</u>	
Net Surplus (Deficit)	\$ (475,000.00)	
<b>TOTAL CAPITAL PROJECTS</b>	<u><u>\$ 475,000.00</u></u>	0.512617016

<b>TAX INCREMENT FUND</b>		
Increment	<u>\$ 399,959.33</u>	0.431633596
<b>TOTAL INCREMENT FUNDS</b>	<u><u>\$ 399,959.33</u></u>	

### TOTAL GENERAL FUND, DEBT SERVICE, TAX INCREMENT & CAPITAL PROJECTS LEVY

\$ 7,963,383.33 \$ 8.594033257

\*Based on an assessed value of \$926,617,700

4-a-2

## RESOLUTION NO. \_\_\_\_

WHEREAS, the financial requirements for 2020 municipal operations and estimated revenues have been determined as follows:

EXPENDITURES:	General Government	\$ 854,125	
	Public Safety	3,718,939	
	Health & Social Services	33,300	
	Public Works	2,425,838	
	Culture & Recreation	1,922,517	
	Conservation & Development	217,736	
	Public Service Enterprises	<u>-0-</u>	
		\$ 9,172,455	
	Outlay Expenses	\$ 225,250	
	Capital Project -	475,000	
	Road Improvements	<u></u>	
		\$ 9,872,705	+1.73%
Debt Service (Less: Gen'l Fund Advance)		<u>\$ 1,099,749</u>	+9.53%
TOTAL GEN'L FUND EXPENDITURES		\$10,972,454	
Less Revenues (Other than Property Taxes)		<u>\$(3,409,030)</u>	
		\$ 7,563,424	
Plus Tax Increment for TIF Districts		<u>\$ 399,959.33</u>	+27.50%
Net Expenses Over Revenues		\$7,963,383.33	
TAXES LEVIED FOR CITY PURPOSES		<u>\$7,963,383.33</u>	+3.52%

## SUMMARY OF PROPOSED TAX RATE BY FUND

<u>GENERAL FUND</u>	<u>LEVY</u>	<u>RATE</u>
Revenues (excluding property tax, debt service & capital projects)	\$3,409,030	
Expenditures	<u>(9,397,705)</u>	
Net Surplus (Deficit)	\$(5,988,675)	
NET TAXES - GENERAL FUND	\$5,988,675	\$6.462940434*

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**DEBT SERVICE FUND**

Revenues	\$ 22,147	
Expenditures - Principal & Interest	<u>(1,121,896)</u>	
	\$(1,099,749)	
<b>TOTAL DEBT SERVICE FUND</b>	<b>\$1,099,749</b>	<b>\$1.186842211*</b>
<b>**TOTAL GENERAL FUND &amp; DEBT SERVICE**</b>	<b>\$7,088,424</b>	<b>\$7.649782645*</b>

**CAPITAL PROJECTS – AIRPORT & ROAD IMPROVEMENTS**

Revenues	\$ -0-	
Expenditures	<u>\$ (475,000)</u>	
	\$ (475,000)	
<b>**TOTAL CAPITAL PROJECTS**</b>	<b>\$ 475,000</b>	<b>\$0.512617016*</b>

**TAX INCREMENT FUND**

Increment	\$ 399,959.33	\$0.431633596*
<b>TOTAL GENERAL FUND, DEBT SERVICE &amp; CAPITAL</b>	<b><u>\$7,963,383.33</u></b>	<b><u>\$8.594033257*</u></b>

\* Based on an assessed value of \$926,617,700.

DATED: November 19, 2019.

MOTION BY: \_\_\_\_\_

SECOND BY: \_\_\_\_\_

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4-a-3

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

WHEREAS, the financial requirements of the various taxing districts have been determined as follows:

<u>TAXING UNIT</u>	<u>TOTAL LEVY</u>	<u>2019 RATE/M</u>
State	\$ -0-	\$ -0-
County	\$ 3,920,783.80	\$ 4.231285243
School District	\$10,602,445.05	\$11.442092084
Vocational School	\$ 878,245.83	\$ 0.947797382
City	<u>\$ 7,963,383.33</u>	<u>\$ 8.594033257</u>
	<u>\$23,364,858.01*</u>	<u>\$25.215207966*</u>

RESOLVED that the City Council hereby approves and confirms the amounts proposed to be appropriated to the several taxing districts for the year ending December 31, 2019.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to spread against the total assessed valuation of property in the City of Fort Atkinson heretofore determined to total the amount of \$23,364,858.01\* upon the General Tax Roll for 2019 a tax rate of \$25.215207966\* per thousand of assessed valuation.

Dated: November 19, 2019.

\* Estimated

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

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

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4-a-4

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

**Stormwater  
2020 ERU Rate**

WHEREAS, in accordance with the Stormwater Utility Ordinance adopted by the City of Fort Atkinson on September 1, 2009, the following ERUs (equivalent runoff units) are charged for each parcel in the City of Fort Atkinson (each ERU represents 3,096 square feet of impervious area).

Single family parcels	1.0 ERU
Duplexes	0.7 ERUs/unit/year
Three & four family units	0.5 ERUs/unit/year
Five family & larger units, commercial, industrial, schools and churches will have their impervious areas measured to determine their stormwater fees.	

NOW, THEREFORE, BE IT RESOLVED, that the ERU numbers and rates for the year 2020 will be as follows:

ERUs – 10,333 (Estimate)  
ERU rate \$52.50/year  
\$8.75 bi-monthly

The stormwater charges are billed to the utility customer and are payable at the same time, and in the same manner as water and wastewater charges.

Dated this 19<sup>th</sup> day of November, 2019.

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

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

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4-a-5

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

**Date:** November 14, 2019

**TO:** City Council  
**FROM:** City Clerk/Treasurer  
**SUBJECT:** 2019 Tax Roll Special Assessments and Charges

**Background:**

**State Statute. 66.0703 Special assessments, generally**

(13) Every special assessment levied under this section is a lien on the property against which it is levied on behalf of the municipality levying the assessment or the owner of any certificate, bond or other document issued by public authority, evidencing ownership of or any interest in the special assessment, from the date of the determination of the assessment by the governing body. The governing body shall provide for the collection of the assessments and may establish penalties for payment after the due date. The governing body shall provide that all assessments or installments that are not paid by the date specified shall be extended upon the tax roll as a delinquent special assessment, as defined under s. 74.01 (3), against the property and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes apply to the special assessment, except as otherwise provided by statute.

**Discussion:**

As required, notices of outstanding balances on account receivables, water and sewer utility accounts were sent in early October. Account holders (owners, tenants, property owners) have the opportunity to submit payment by November 15<sup>th</sup>\*\*\* to avoid the outstanding balance being certified and levied as a special charge.

Properties that receive complaints for various nuisances (lawn mowing or property repairs) are mailed notices of payment due with notification that unpaid balances are to be certified on the tax roll with interest.

*\*\*The final total will be provided at the November 19<sup>th</sup> Council meeting as final payments were being accepted through Friday, November 15<sup>th</sup>.*

**Financial Analysis:**

Delinquent Water, Sewer and Stormwater Utilities	\$
Accounts Receivable	\$ 1,124.03
Total	\$

**Staff Recommendation:**

To approve the special charges to be included in the 2019 tax roll certification.

*(The final total will be provided at the November 19<sup>th</sup> Council meeting.)*

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4-b

**NOTICE OF PUBLIC HEARING**

OFFICIAL NOTICE IS HEREBY GIVEN that a public hearing will be held before the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, for the purpose of soliciting public input on the proposed vacation of a portion of dedicated alley running between Roosevelt Street and Caswell Street, abutting parcel numbers 226-0614-3334-073 and 226-0614-3334-080 in the City of Fort Atkinson.

Said public hearing to be held in the Council Chambers of the Municipal Building on **Tuesday, November 19, 2019 at 7:00 p.m.**

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

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

/s/ Michelle Ebbert, City Clerk

PUBLISH:   October 21, 2019  
                  October 28, 2019  
                  November 4, 2019

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6-a

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

**Date:** Oct. 31, 2019

**TO:** City Council  
**FROM:** Andy Selle, P.E.  
**SUBJECT:** Driftskipper Snowmobile Club Request

**Background:**

Since 2009, the Driftskipper Snowmobile Club has requested to mark a trail in Klement Business Park to give them access from Poeppel Road to Business 26.

**Discussion:**

The Club has done a good job of marking and monitoring the trail. There have not been any issues or problems with their use of the trail. The City would have the option of terminating the request when development occurs in the Park, if problems develop with the Club's use, or for any other reason. They will also be marking a trail along Business 26, but that road is under County jurisdiction and will need their approval.

**Financial Analysis:**

There are no financial obligations to the City for approving this request.

**Staff Recommendation:**

Staff recommends approving this request.

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October 18, 2019

To the City of Fort Atkinson,

The Fort Atkinson Driftskipper Snowmobile Club is seeking permission to sign a trail on the south side of the Business Park. Approximately 20 years ago, we appeared before the City Counsel for this approval.

Our club is insured and registered as a club with the state. Previously, we had a detailed map showing the route. (See attachment)

We would sign the trail to DNR standards, and we would be in the road right of way, 40' off the roadway. We have contacted both Spacesaver and Riverstone about the trail, and have their permission, as it would not be on their property.

The purpose of the trail is to get from Poeppel Road to the Business Park, Shell gas station and to Groeler Road.

Todd Lueder,  
Fort Atkinson Driftskippers

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DRIFSKI-01

SCHAMPION

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/4/2019

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

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

<b>PRODUCER</b> Schwartz & Shea Ins Agency - Janesville PO Box 1660 Janesville, WI 53547		<b>CONTACT NAME:</b> Stephanie Champion	
		<b>PHONE (A/C, No, Ext):</b> (608) 754-3336	<b>FAX (A/C, No):</b> (608) 754-6609
		<b>E-MAIL ADDRESS:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
		<b>INSURER A:</b> West Bend Mutual	<b>15350</b>
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

<b>INSURED</b>  <b>DRIFT SKIPPERS</b> c/o Mike Koser, Treas 501 Clover Ln Fort Atkinson, WI 53538
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## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			2056383	11/9/2019	11/9/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Certificate Holder is not an Additional Insured

## CERTIFICATE HOLDER

## CANCELLATION

City of Fort Atkinson 101 N Main St Fort Atkinson, WI 53538	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Stephanie Champion

8-a

**CITY OF FORT ATKINSON**  
**Plan Commission ~ November 12, 2019**  
**1,016th 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, Greenhalgh, Lescohier, Engineer Selle and Manager Trebatoski. Also present: City Clerk/Treasurer and Building Inspector.

Excused absence: Cm. Highfield and Cm. Frame.

APPROVAL OF MINUTES OF OCTOBER 22, 2019 PLAN COMMISSION MEETING.

Cm. Greenhalgh moved, seconded by Cm. Johnson to approve the minutes of the October 22, 2019 Plan Commission meeting. Motion carried.

REVIEW AND APPROVE REQUEST FOR ELECTRONIC MESSAGE BOARD SIGN FOR BLODGETT GARDEN CENTER AT 1222 JANESVILLE AVENUE

Engineer Selle reviewed the request. The electronic sign will be placed over the existing static board sign on the existing sign. No comments were received from departments.

Cm. Greenhalgh moved, seconded by Cm. Lescohier to approve the request for an electronic message board sign for Blodgett Garden Center at 1222 Janesville Avenue. Motion carried.

REVIEW AND APPROVE REQUEST FOR ELECTRONIC MESSAGE BOARD SIGN AT RIVERSTONE RESTAURANT AT 1905 CENTRAL COAST LANE

Engineer Selle reviewed the request. The electronic sign will be placed below the existing stone that features their name on the existing monument. No comments were received from departments. Inspector Juarez spoke on the upcoming code that requires specifications on electronic signs, especially in areas where street lights do not exist.

Cm. Lescohier moved, seconded by Cm. Greenhalgh to approve the request for an electronic message board sign for RiverStone Restaurant at 1905 Central Coast Lane. Motion carried.

ADJOURNMENT

Cm. Greenhalgh moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 4:06 pm.

Respectfully submitted  
Michelle Ebbert  
City Clerk/Treasurer

1 of 1

**Fort Atkinson Tourism Commission Meeting Minutes  
Thursday, August 15, 2019 at 8:00 a.m.  
Chamber Board Room**

## **MINUTES**

### **Voting Members:**

Appointed City Council Member: Mason Becker (expires 2020)  
 Tourism Entity: Julie Nordeen (expires 2020)  
 Hotel Industry Representative: MaryJo Eggers (expires 2020)  
 Chamber Tourism Commission Appointee: Mariah Hadler (expires 2020)  
 Chamber Tourism Commission Appointee: John Raub (expires 2020)  
 Non-voting – Matt Trebatoski, Merrilee Lee, Olivia Reinke and Carrie Chisholm

**In Attendance:** Mary Jo Eggers, Julie Nordeen, Mason Becker, Mariah Hadler, Olivia Reinke

**Absent:** Merrilee Lee, Carrie Chisholm, Matt Trebatoski

### **Call to Order:**

Olivia called the meeting of the Fort Atkinson Area Chamber of Commerce Tourism Commission to order at 8:05 am.

### **Minutes**

Minutes from the May 2019 meeting were approved. (Eggers/Becker)

### **Financials**

Financial statements from second quarter 2019 were approved. (Hadler/Becker).  
 Olivia provided the group with financial reports to-date as well, showing the second quarter room tax deposit. This resulted in a positive net income. Olivia noted that the room tax is ahead of last year by around \$20,000. All hotels seem to be doing well, per the room tax report. Mason noted that the Courtyard business seems to be picking up as well.

### **Tourism Manager Report**

Olivia share updates regarding the following projects: Discover WI filming, Farm Technology Days, Jefferson County Tourism Council, Fort Farmers Market, hiring a Fall Intern at the Chamber, and the reprint of the 2020 Quality of Life book and visitor guide. Discover WI summer filming has concluded. The air date has been set for the episode as May 16, 2020 and a second air date will be July 31 2021. Olivia will be serving in the Jefferson County Tourism Council president role for the time being. The Farmers Market has hired an associate manager, Kaity Schmear who helps with the day-of market tasks. Olivia will hire an Intern to assist with Fall Tourism initiatives. Olivia also explained some additional marketing avenues that could compliment the Quality of Life book. More information will be available at the November meeting.

### **New Business**

There were no Tourism Sponsorship Applications to review. The group did review the Tourism Counts Award nominations. It was decided by a unanimous vote that the Fort Atkinson Parks and Recreation department will be the 2019 recipient of the Tourism Counts Award. The award will be presented at the Fall Open House on Tuesday, October 1<sup>st</sup> at the Koshkonong Mounds Country Club. No action was taken or needed but Olivia did pose the question to the group to begin thinking about a strategic planning process and setting some initiatives in place for 2020. Additionally, she asked for some suggestions on how to promote

retail as a tourism asset. A discussion was lead by Marlah about the Fort14 race and the future planning of the event. As details develop there may be opportunity to collaborate on promotional efforts throughout the whole community.

### **Committee Member Reports**

Mason gave an update from the City. There has been discussion in regard to reducing the speed limit on Janesville Ave. He mentioned that being a walkable and bikeable community plan into the greater Outdoor Recreation conversation. Mason requested in put from businesses along that road be emailed to the City Manager in time for the Tuesday, August 20<sup>th</sup> City Council meeting.

**Adjourn at 9:00am (Nordeen/ Becker)**

### **Next Meetings**

Please mark your calendars:

4<sup>th</sup> Quarter TC meeting – Thursday, November 14, 2019 at 8:00am







8-C

**FORT ATKINSON HISTORIC PRESERVATION COMMISSION MEETING  
DWIGHT FOSTER LIBRARY, SECOND FLOOR MEETING ROOM  
209 MERCHANTS AVENUE, FORT ATKINSON, WISCONSIN  
OCTOBER 14, 2019 ~ 6:30 P.M.**

1. Call meeting to order at 6:34pm
2. Roll call: Julia Ince, Emily Yavuzcetin, Kirsten Winski, Roz Highfield, Chuck Washburn, and Steve Mode
3. Approval of minutes of September 9, 2019 meeting: Chuck approves, Kirsten seconds, motion passed.
4. Treasurer's report: Fort Foundation balance \$8420.99. City balance is \$1136.00.
5. Report on correspondences with commission: Merilee Lee asked Julia about unspent budget for year, Julia let her know we are working on how to spend it. Also, Merilee did an interview for Discover Wisconsin on the Water Tower. Tammy Doellstedt forwarded Wisconsin Association of Historic Preservation Commissions newsletter. Matt Trebatowski recommended the commission reach out to the Rotary Club about the cleaning of Vet graves.
4. Unfinished Business
  - a. Water Tower Report: 37 visitors at the tower on October 5th with a donation of \$34. Phil Niemeyer and Sarah Cassidy were the docents. October 7th Tower had 27 St Paul's scouts and 2 docents. Tammy Doellstedt and Roz Highfield. Tower will have one more tour the following weekend, a FAHS class reunion of 1969.
  - b. Website and Facebook Updates: No updates to report.
5. New Business
  - a. Project Working with City Cemeteries to Clean Vet's Graves: Kirsten will meet with Cemetery president, Brad Wilcox, to learn how to clean the graves. Cemetery is cleaning brush and trees. Also, Kirsten will help clean the statue in the cemetery. Kirsten is working with Merilee and Brad on how to hold an event.
  - b. Sponsoring Fort Community Band Concert: Commission will need to decide what we would like to raise money for and what we will serve. Commission will add this to a winter agenda.

1 of 2

- c. Historic District Banners: Emily created a sample for banners, commission agreed that a simple design is best. Julia worked with some possible images for the banner. Commission discussed where we would like to see the banners placed. Emily will reach out to Rudy Bushcott and find out what we need to do to get the ball rolling. Julia met with Chamber about a poster that people could buy or we could give to people that are new to town.
  - d. Certificates of Appreciation – to people who have maintained a historic structure: Chuck would like to see a certificate for the gentleman that built the fort structures and is restoring the cannons.
  - e. Projects to Complete by End of 2019: banners, brackets, certificates, frames.
6. Miscellaneous: Steve Mode from Jefferson Co Historic Preservation spoke to how we can work with other commissions to bounce ideas off of each other. He is working on an interactive map that a person can click on and receive information on that landmark or building, much like the commission is planning to add to fortpreserves.org in the future.

a. Next Meeting – Monday November 11, 2019, 6:30pm

7. Adjournment at 7:56pm

*It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.*

9-a

## ORDER

Pursuant to Resolution No. 1321 passed by the City Council on October 1, 2019.

IT IS HEREBY ORDERED that that portion of dedicated right-of-way being an alley more precisely described as follows: beginning at the SE Corner of Lot 11 of Cloute Brothers Addition to the City of Fort Atkinson; thence N69d48'W, along the south line of said Lot 11, 128.39 feet more or less to the SW Corner of Lot 11 also being the SE Corner of Lot 5; thence continue N69d48'W, along the south line of said Lot 5, 32.33 feet more or less; thence Westerly, along the south line of Lot 5, 82.4 feet more or less to the SW Corner of Lot 5 and the east line of Cloute Street; thence South, along said east line, 20 feet to the NW Corner of Lot 4; thence Easterly, along the north line of Lot 4, 79.36 feet more or less to the NE Corner of Lot 4 also being the NW Corner of Lot 3; thence S69d48'E, along the north lines of Lot 3, Lot 2 and Lot 1, 168.02 feet more or less to the NE Corner of Lot 1 and the west line of Roosevelt Street; thence North, along the west line of Roosevelt Street, 20 feet to the point of beginning, in the City of Fort Atkinson, be and the same is hereby vacated. The parcel numbers abutting this vacation are 226-0614-3334-073 and 226-0614-3334-080.

Passed by the City Council of the City of Fort Atkinson on the 19<sup>th</sup> day of November, 2019.

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Michelle Ebbert, City Clerk/Treas.

1 of 2



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



9-6

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

**Date:** November 14, 2019

**TO: City Council (11/19/2019 Meeting)**

**FROM: Daryl Rausch, Fire Chief**

**SUBJECT: Fire Station Solar Options**

### Background

Our comprehensive plan calls for us to purchase or integrate energy efficiencies and / or renewable energy sources into any new city equipment, remodeling, or new facilities.

As we finalize design of the fire station addition/renovation we are working to identify the best solution related to solar power generation to help offset future operating costs.

Towards this end we are proposing the following options and requesting direction from the city council related to selection of one or the other.

### Discussion

Currently the Fire Station is using 60,000 kWh annually, and the future projection is around 150,000 kWh annually. The size of the building will certainly increase usage as we are almost doubling the size (*Existing 12,198 sq. ft. to the new facility at 23,221 sq. ft.*).

We have asked for, and received, proposal (See Attachment A) using the roof top area of the new west addition (Attachment A, Option A) or using both the west and east roof tops (Attachment A, Option B).

- Option A will provide approximately 50% of the current usage but only 25% of future usage. This is due to additional square footage being constructed. On top of the size increase, the station will also be functioning per health and occupancy codes. A large increase will be the makeup air units which are currently not running.
- Option B will provide 88% of the current usage or at least 44% of projected usage.
- Another option, to include solar panels on the roof of the existing apparatus bays, in an attempt to approach 80% of the projected usage was considered but due to significant roof reconstruction needed, this option is not deemed feasible.

The future projections used to determine usage are based on Attachment B, which identifies Madison Fire Stations in similar size. For comparison, Station #12 is a newer station similar in size and function to what we are planning.

1 of 8

### Financial Impact & Funding Source

The funding is part of the initial project budget. In addition to the system costs noted (*\$65,650 after FOE Incentive*) some additional cost to construct the east side roof to support the system will be required. Including all costs, the solar project estimate is slightly less than the \$93,000 budgeted for the system.

### Recommendation

We recommend approval of the larger of the two system proposals (Option B) as included in the initial project budget.

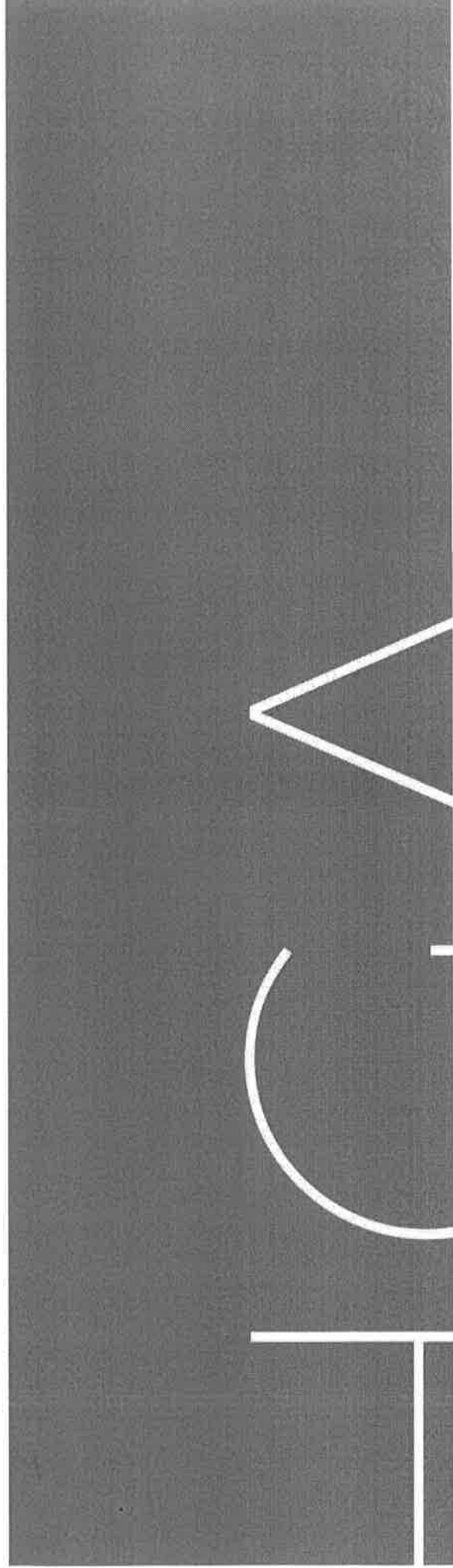
HGA

ATTACHMENT A

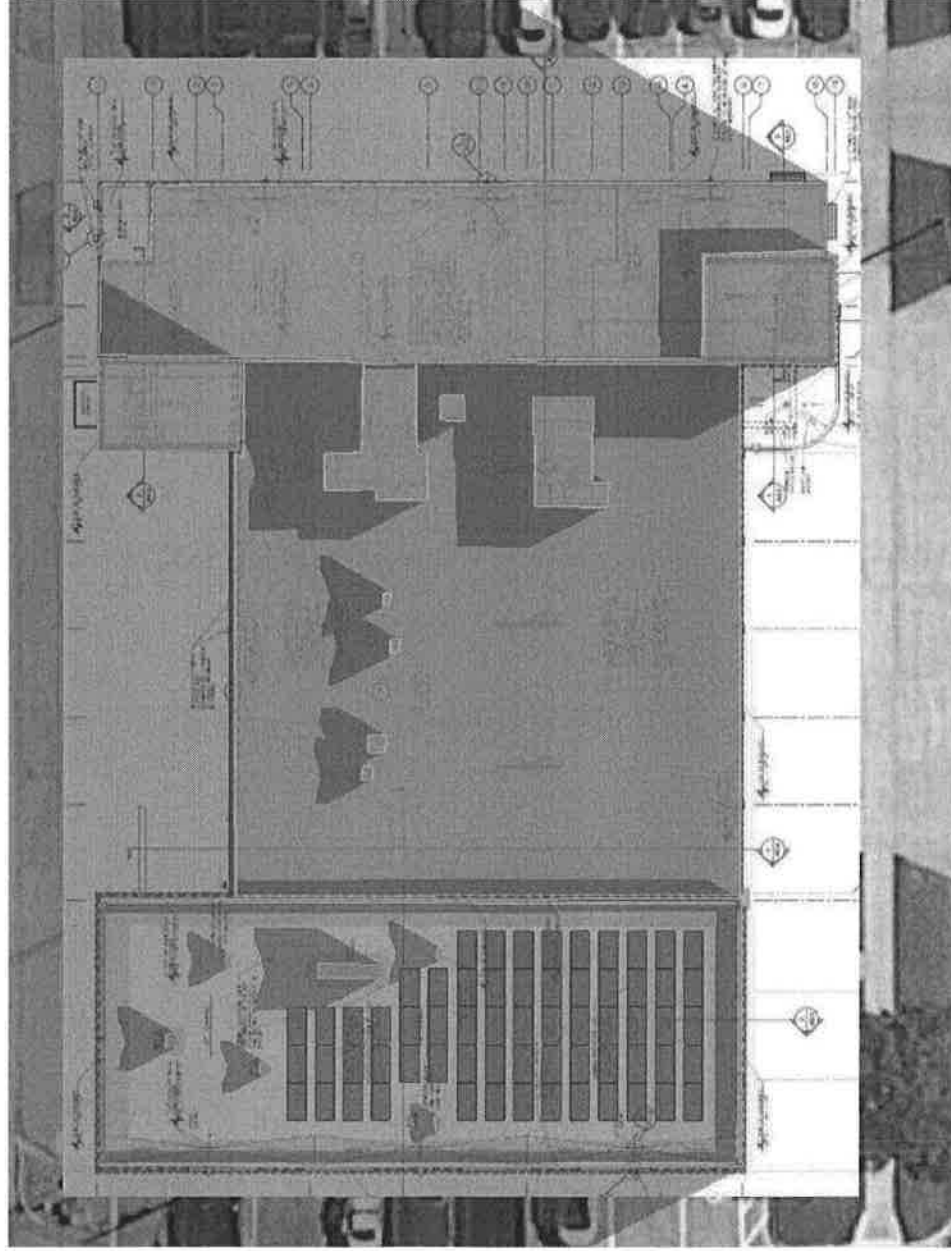
# FORT FS SOLAR PV OPTIONS

Mike Barnett PE

11/8/2019, Rev4



# Option A



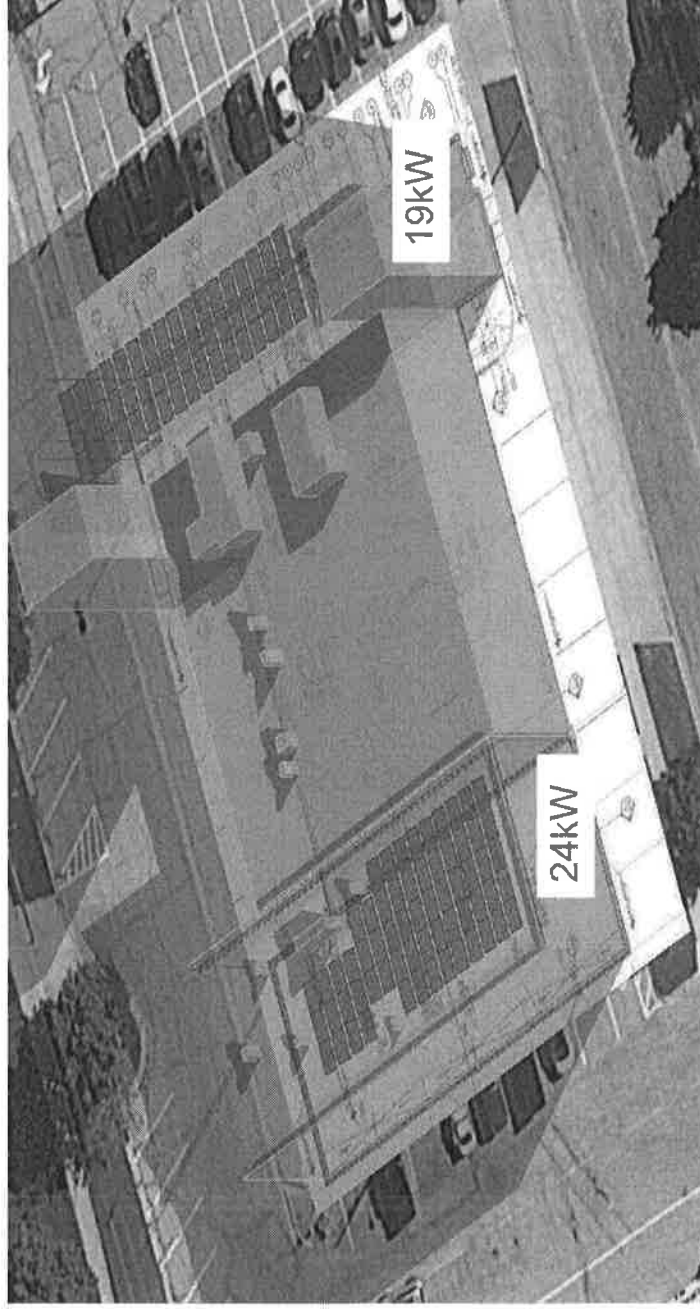
- 24 kW (dc)
- \$1,850/kW(dc) (pre-incentive)
- Cost:  
\$44,400 - \$7,000(incentive)=  
\$37,000
- 29,900 kWh/yr
- 50% of current electric use
- 25% of estimated future electric use



## Option A - Iso



## Option B



- 43 kW(dc) Total
- \$1,800/kW(dc) (pre-incentive)
- Cost:  
\$77,400 - \$11,750<sub>(incentive)</sub> =  
\$65,650
- 52,100 kWh/yr
- 88% of current electric use
- 44% of estimated future electric use

# Summary



	Option A	Option B
System Size (kW dc)	24 kW	43 kW
Cost (before incentive)	\$44,400	\$77,400
Cost (after incentive)	\$37,000	\$65,650
% of current electricity offset	50%	88%
% of future electricity offset (guesstimate)	25%	44%

View All Properties (71)

Energy Highlights

Refresh Metrics

Add/Edit/Delete Groups

Add/Edit/Delete Views

## ATTACHMENT B

Name	Energy Current Date	Site EUI (kBtu/ft <sup>2</sup> )	Source EUI (kBtu/ft <sup>2</sup> )	Weather Normalized Site Electricity Intensity (kWh/ft <sup>2</sup> )
<u>Firestation #6</u> 4274413	08/31/2019	75.1	108.7	4.8
<u>Firestation #5</u> 4274412	08/31/2019	79.0	113.6	5.1
<u>Firestation #13</u> 4331257	08/31/2019	22.5	55.4	5.2
<u>Fire Administration - Fire 1</u> 4393333	08/31/2019	52.9	96.3	6.6
<u>Firestation #9</u> 2655380	08/31/2019	118.0	164.3	6.8
<u>Firestation #7</u> 4274414	08/31/2019	72.0	116.5	6.8
<u>Firestation #8</u> 4274415	08/31/2019	60.9	106.5	7.0
<u>Firestation #4</u> 4274411	08/31/2019	73.0	119.3	7.0
<u>Firestation #11</u> 4274407	08/31/2019	102.3	150.4	7.2
<u>Firestation #3</u> 4274410	08/31/2019	91.5	142.2	7.7
<u>Firestation #2</u> 4274409	09/30/2019	107.5	173.7	10.0
<u>Firestation #10</u> 4274406	04/30/2018	119.2	186.7	10.1
<u>Firestation #12</u> 4274408	02/28/2019	46.0	119.1	11.5
<u>Fire Station #14</u> 6684832	NA	NA	NA	NA

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First

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10-a

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

**Date:** Nov. 4, 2019

**TO: City Council & City Manager**

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

*Scott Lastusky*

**SUBJECT:** Request for 2020 purchase of Utility Vehicle, Attachments, Mower

**Background:** Parks & Recreation currently operates three zero-turn mowers (SCAG brand, made in Wisconsin) and is authorized to purchase an additional mower in 2020. Parks & Recreation removes snow from City-property sidewalks/trails and is authorized to purchase a utility vehicle & various attachments in 2020 to help clear the snow & lay salt/sand.

Parks & Recreation, for moderate to large snowfalls, will operate two snowblower attachment "mowers" and two broom mounted "mowers", plus a pick-up for parking lots & the spreader/salter for the narrow walkways, Riverwalk and the Main St. bridge. The utility vehicle is narrow enough to drive on our walks (exception: Robert St. bridge walk).

For repair purposes & parts inventory we prefer that our mowers stay as one brand. The SCAG mower is an excellent machine and is available at a very affordable municipal government price because it is made in Wisconsin.

**Discussion:** For 2020, we are purchasing a Utility Vehicle, V-plow & Sand/Salter for it, a snowblower attachment for the John Deere and a SCAG zero-turn mower. If we bundle the purchase of these items and have a Purchase Order created before Dec. 1 we will be able to save 9% on the majority of the purchase (see below). These purchases would take place in 2020 anyway, but ordering earlier will improve the pricing and the overall cost to get all items.

Also, because some of the items to be ordered are utilized for snow purposes an early order date allows for an opportunity to use the equipment during the current snow season. Example: we currently hand salt portions of sidewalk or try to use larger City equipment in confined areas. This will benefit trails and sidewalks this year.

No invoice for the items will occur prior to January 1, 2020.

**Financial Analysis:** The City of Fort Atkinson will save over \$2,900 in the purchase of these items by securing an early Purchase Order to avoid a price increase for next year. The second estimate is a viable second option from a dealer that Parks & DPW have utilized before, but is above our bundled first estimate.

**Option 1:** Combined John Deere Municipal Contract (Utility Brand)/Mid-State Equipment (SCAG) (Watertown) \$44,795.49

**Option 2:** Triebold Power (Kubota Brand Utility Vehicle)(Whitewater)/Mid-State (for SCAG) \$49,124.06

The creativity in the first purchase option was recommended by Mid-State, allowing the City of Fort to utilize Wis/Iowa Government Pricing by purchasing directly through John Deere for the Utility Vehicle & Snowblower attachment. The V-Plow and Spreader & SCAG mower purchased through the Wisconsin Municipal Discount in a purchase through Mid-State of Watertown.

Price increases for these items will occur on orders after Dec. 1, 2019. This early purchase order for the Snowblower attachment will reduce the impact on the Parks Supplies account by nearly \$1,300.

We did not have a Fort Atkinson option on the Utility Vehicle purchase and we were aware that the mower option available locally wouldn't match our brand in place and was not in a price range to allow it.

The Parks & Recreation Department would utilize \$42,000 in 2020 Capital Outlay, with Parks Supplies funds of \$2,795.49, to complete the entire purchase.

**Staff Recommendation:** Our staff that utilizes the equipment and I recommend the purchase of the John Deere Utility Vehicle with attachments, including the Snowblower attachment, and the SCAG mower from the vendors noted in Option 1 at a total price not to exceed \$44,795.49.

1 of 1



10-6

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

**Date:** Nov. 13, 2019

**TO:** City Council  
**FROM:** Matt Trebatoski, City Manager  
**SUBJECT:** Small Animal Collection Contract

Attached is the Small Animal Collection Contract for 2020 with the Humane Society of Jefferson County. The Contract is based on a per capita rate, and the rate for 2020 is \$2.7202 per person, up 1.5% from 2019. Our population increased forty-seven (47) people, which raised the overall increase slightly to 2.3%. The following is a history of the costs of stray animal pickup:

	<u>PREPAY DISC.</u>	<u>% INCREASE</u>
2015 - \$2.47 x 12,364 = \$30,539	- \$741 = \$29,798	+2.1%
2016 - \$2.53 x 12,355 = \$31,258	- \$741 = \$30,517	+2.4%
2017 - \$2.59 x 12,441 = \$32,222	- \$739 = \$31,483	+3.2%
2018 - \$2.63 x 12,401 = \$32,615	- \$496 = \$32,119	+2.0%
2019 - \$2.68 x 12,390 = \$33,205	- \$619 = \$32,586	+1.5%

The breakdown for 2020 would be as follows:

2020 Contract Amount (\$2.7202 X 12,437)	\$33,831.13	
January Annual Payment Discount	<u>- 507.46</u>	
	\$33,323.66	+2.3%

The proposed budget for 2020 is \$33,300, so we will be just over.

Revenues from license fees, late charges, County payback and running at large fees are projected to be \$22,000. The Humane Society provides the many services required by State law including: (1) 24-hour a day stray animal pickup; (2) shelter for unwanted pets; (3) euthanizing in a humane manner; (4) advertising to locate owners; and (5) compliance with state/local laws.

The City of Fort Atkinson charges \$10.00 for neutered/spayed cats and dogs and \$15.00 for unneutered/unspayed cats and dogs. This year we licensed 1,340 dogs and 321 cats.

The Humane Society is offering two payment options for 2020 as outlined in the attached letter from the Executive Director. We would plan to take advantage of the \$507.46 discount by paying the full amount in January.

The action would be to authorize the City Manager and City Clerk to sign the Contract.

1 of 5

November 5, 2019

Michelle Ebbert  
Clerk & Treasurer, City of Fort Atkinson  
101 N. Main St.  
Fort Atkinson, WI 53538

Dear Michelle,

Thank you for working with the Humane Society of Jefferson County for your animal control services in 2019. We hope your municipality will continue to trust in our expertise and services for the 2020 contracting year.

I have met with the Board of Directors and we have discussed animal control rates for the upcoming year. The standard cost of living increase in rates for 2020 will be a very modest 1.5%. This is below the current Consumer Price Index of 1.70 and is part of our continuing effort to be fair and supportive of our contracting municipalities.

Your contract amount for 2020 will be \$2,819.26 monthly or \$33,831.13 per year. However, if you elect to pay in January as you have in the past, your cost will be \$33,323.66 and result in an **additional savings of 1.5%**.

Please sign both copies and return one to us at your earliest convenience.

It is our strong desire to maintain the level of service we provide as well as maintaining relationships with the municipalities that we serve. We want to continue to be your animal control provider for years to come. **Please let us know if you plan any changes to your municipal animal fee structure for residents so we can be ready to go on 1/1/20.**

If you have any questions, please feel free to give me a call at 920-674-2048.

Thanks!

Jeff Okazaki  
Executive Director, Humane Society of Jefferson County

2 of 5



THE HUMANE SOCIETY OF JEFFERSON COUNTY, INC.  
W6127 Kiesling Road, Jefferson, Wi. 53549  
(920) 674-2048 Fax (920) 674-9176

### SMALL ANIMAL COLLECTION CONTRACT

THIS CONTRACT, made and entered into by and between the **City of Fort Atkinson**, a municipal corporation, organized and existing under and by virtue of the laws of the State of Wisconsin, hereinafter called First Party, and the Humane Society of Jefferson County, Inc., a private non-profit corporation, with its principal place of business in Jefferson County, Wisconsin, hereinafter called the Second Party.

#### WITNESSETH:

In consideration of this contract, First Party agrees to allow Second Party to retain all boarding fees and agrees to pay **\$2,819.26** monthly or **\$33,831.13** annually, to collect, impound, process, and dispose of all dogs and cats unlawfully at large in the **City**. If the First Party chooses to pay the full annual balance within 30 days of the start of the calendar year, a discount of **1.5%** will be applied to the annual fee, for a total payment of **\$33,323.66**.

The payment to be made by the First Party shall be computed upon the basis of the population of said city as established by the newer of the most recent Federal Census or most current estimate, at the rate of **\$2.72 (Two dollars and seventy-two cents)** for each person living within such area. The population of the **City of Fort Atkinson** based on most current estimate, is **12,437**.

Second Party in connection herewith specifically agrees to perform the following services:

1. The Second Party will furnish and maintain facilities and equipment adequate for the housing, shelter, care, and disposal of all dogs and cats unlawfully at large, and to impound them under and pursuant to Wisconsin Statutes and ordinances of the **City** now existing or as hereafter amended, the object being to impound such stray dogs and cats and to return to the rightful owner or place in a new home or euthanize same under the ordinances of the First Party. **Animals other than dogs and cats will be boarded for the required holding period and if not redeemed and reimbursed by the owner, the cost of caring for said animal shall be billed to the municipality.**
2. The Second Party will impound and keep such animals above referred to until otherwise disposed of in accordance with Wisconsin Statutes and the ordinances of the First Party, now in force, or as hereafter amended during the term covered by this contract, and will employ and pay competent persons to perform and will collect,



take, keep and dispose of all dogs and cats tendered to it by or from any department of the First Party. Such animals will be received or picked up on a twenty-four-hour basis, seven days a week. For purposes of redemption of stray dogs and cats, the Animal Shelter shall be open at least thirty hours per week.

3. Second Party will wholly cooperate with First Party and any and all departments of the First Party in performance and observance of the ordinances of the First Party and Wisconsin Statutes.
4. Second Party will cooperate with any duly elected or appointed official of the First Party in the prosecution of violations of any ordinance of the First Party in the prosecution of violations of any ordinance of the First Party or Wisconsin Statutes, with respect to dogs or cats. Second Party agrees to maintain telephone answering services and provide two-way communication with at least one animal control vehicle. Second Party agrees to provide First Party with the names and addresses of owners redeeming stray pets after all legal obligations have been met pursuant to ordinances of the First Party.
5. The term of this contract shall be for a period of twelve months starting on **January 1, 2020** and ending on **December 31, 2020**.
6. This contract shall be in full force and effect, and binding upon the parties hereto, when legally executed by the First Party by resolution approved by the **City** of the First Party, and when executed by the Second Party by its proper officers as provided by the Second Party by its proper officers as provided by law.
7. Second Party agrees to fulfill the First Party's requirement under Jefferson County Ordinance 24 to impound any stray dog or cat that is suspect in a bite case, for a ten-day observation period as required by state law.
8. Second Party agrees to carry liability insurance which shall save harmless the First Party and protect the public and any person from any and all claims for damages by reason of bodily injury or property damage arising from the activities by the Second Party under the terms of this contract. Upon approval of this contract by the **City** Council the Second Party shall furnish the First Party with proper affidavits executed by representatives of insurance companies qualified to do business in Wisconsin, evidencing that said insurance company or companies have issued liability insurance policies effective during the life of this contract, protecting the public and any person from injuries or damage sustained by reason of the carrying out of the activities under this agreement. The affidavit shall specifically evidence the following forms of insurance protection:
  - a. Public liability insurance covering all activities and operations performed by the persons directly employed by the Second Party.

- b. Bodily injury liability insurance and property damage liability insurance on any and all motor vehicles employed in the activities and operation of the Second Party under this agreement, whether owned by the Second Party or by other persons, firms, or corporation.
9. Second Party shall have the right to retain any all voluntary contributions received by it in connection with the collection and disposal of animals under the contract and shall further have the right to dispose of such animals as provided for by Wisconsin Statutes and the ordinances of the First Party.
10. In addition thereto, Second Party shall report monthly to the First Party by giving a complete record of all the animals handled by Second Party for the First Party.

IN WITNESS WHEREOF By: Matt Trebatoski, City Manager

the parties have executed this agreement on the \_\_\_\_\_ day  
of November, 2019.

Or by: \_\_\_\_\_  
~~Mayor/Administrator~~ City Manager

Or by: \_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Treasurer

THE HUMANE SOCIETY OF JEFFERSON COUNTY, INC.

By: \_\_\_\_\_  
Executive Director

By: \_\_\_\_\_  
Board President



11-a

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

**Date:** November 12, 2019

**TO:** City Council  
**FROM:** Michelle Ebbert, City Clerk/Treasurer  
**SUBJECT:** Special Event – Riverwalk Plaza Tree Committee

**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:**

**Event:** Riverwalk Plaza Tree Lighting and Caroling

**Date:** Saturday November 30<sup>th</sup>

**Location:** Riverwalk Plaza

**Contact Person:** Lisa Tuttle Woods

**Hours of Event:** 5:00 pm

**Estimated Number of Attendees:** 50 +/-

Music onsite will be caroling during the lighting. No street closures, tents or alcohol. Mobile Merchant Christmas Tree salesperson Norman Rabl offered to donate the trees that will arrive on November 25<sup>th</sup>. Coordination of tree placement will require Parks & Recreation. The members of the group will be watering the tree.

Information of the event was routed to Departments on November 12, 2019 with no comments or concerns.

**Financial Analysis:**

There is no financial impact to the City.

**Staff Recommendation:**

Approve the Special Event of Riverwalk Plaza Tree Lighting and Caroling by the Riverwalk Plaza Tree Committee on November 30, 2019 in the Riverwalk Plaza.

1 of 3



CITY OF FORT ATKINSON  
Special Event Application

Name of Business/Group Organizing Event: <u>RIVERWALK PLAZA TREE COMMITTEE</u>	
Contact Person for Event: <u>LISA TUTTLE WOODS</u>	
Phone Number: <u>920-728-0217</u>	Email: <u>Lwoods@dayinsurancewi.com</u>
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details: <u>CAROLING &amp; TREE LIGHTING</u>	
Event Name: <u>RIVERWALK PLAZA TREE LIGHTING</u>	
Event Date: <u>SAT. NOV. 30</u>	
Event Location: <u>RIVERWALK PLAZA</u>	
Estimated Number of Attendees: <u>50 PEOPLE ?</u>	Hours of Event: <u>4:30-5 PM</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 checked="" type="checkbox"/> I will be having music Start and end time of music: <u>5 PM</u> <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>Lisa Tuttle Woods</u>	

Office Use Only

Date Submitted to Clerk: 10-24-19 Date Emailed to Departments: 11-13-19

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 comments provided</u>
<input checked="" type="checkbox"/> Engineer and Building Inspection	<u>no comments provided</u>
<input checked="" type="checkbox"/> Electrician	<u>no comments provided</u>
<input checked="" type="checkbox"/> Fire and Rescue Department	<u>no comments provided</u>
<input checked="" type="checkbox"/> Library and Museum	<u>no concerns</u>
<input checked="" type="checkbox"/> Parks & Recreation	<u>will assist group as requested</u>
<input checked="" type="checkbox"/> Police Department	<u>no concerns</u>
<input checked="" type="checkbox"/> Public Works Department	<u>no concerns provided</u>
<input checked="" type="checkbox"/> Wastewater and Water Utility	<u>concern addressed.</u>

Date Reported to City Council (if necessary): 11-19-19

Comments, Contingencies, Findings:

October 22, 2019

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

Dear Mr. Trebatoski & Fort Atkinson City Council Members,

Thank you for your time and attention given to reviewing and considering our request for a Riverwalk Plaza Tree to be placed and a tree lighting event to take place on Saturday, November 30<sup>th</sup>, 2019, 4:30-5:00pm. It is our hope that our planning and implementation efforts, in collaboration with the City Council and other community businesses and members, will lead to a beautiful holiday tree being displayed and enjoyed by the community in the Riverwalk Plaza in downtown Fort Atkinson.

We would like to share the current details and logistics of this project and we welcome your feedback to ensure a successful Riverwalk Plaza Tree project. We are seeking City approval to move forward with planning as we commit to providing detailed updates through continuance and to completion, with a reflection on the overall project when completed this year and the goal to be considered for replication as an annual event.

In our initial discussions about a Riverwalk Plaza Tree project, Norm Rabl was contacted directly and he has graciously offered to donate the tree that would arrive by Monday, November 25, 2019. An approval of this project would allow us to provide him with the advanced notice needed to obtain a 10 to 12-foot special cut tree to fit the Riverwalk Plaza space. His knowledge and gift of time will also be crucial to selecting and ordering the appropriate tree anchoring system which will also be reviewed prior to install with the Fort Atkinson Parks and Recreation and City Engineering Department. The Retail Committee has committed to watering the tree upon arrival and through the month of December. We anticipate needing help from the *Park & Rec* to safely place lights on a live tree of this size, with many volunteers offering to donate decorations and time to trim the tree prior to the lighting event. We anticipate that the tree will be taken down no later than January 5, 2020, with the Retail Committee working with the *Park & Rec* to complete that process. Volunteers will be secured to clean and restore the area of the Riverwalk Plaza used for the tree.

If you have additional questions or concerns, please contact Fort Atkinson Chamber of Commerce Retail Committee member, Lisa Tuttle Woods at (920) 728-0217 or John Kutz with MSI General Corporation at (920) 650-5032. We sincerely hope that you, members of the City Council, and community businesses and members share in our excitement to enhance the Riverwalk Plaza during this holiday season, creating a beautiful centerpiece in this space to be enjoyed by all who visit downtown Fort Atkinson.

Respectfully Submitted,

Riverwalk Plaza Tree Committee

3 of 3



11-b

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

**Date:** November 14, 2019

**TO:** City Council  
**FROM:** City Clerk/Treasurer  
**SUBJECT:** Disallowance of Claim – Jones and Jung

**Background:**

EMC Insurance Company represents the City for property, liability and workers' compensation insurance. Should a property owner/individual wish to file an accident report with the City, the report is submitted to EMC Insurance for review. EMC will perform an investigation and obtain facts regarding the report. Additionally, EMC contact various Departments to understand the details and basis of the report. EMC will make a final determination and decide if the City is legally responsible for the accident. If the City is not found to be responsible, the claimant can choose to serve the Clerk with a Notice of Claim. The Notice of Claim is provided to EMC and they respond with a recommendation to disallow the claim as the City was not found to be responsible.

**Discussion:**

On October 16<sup>th</sup> I received via email an Accident Report from Mr. Josh Jones and Ms. Jennifer Jung stating a sewer backup occurred at their residence on September 25<sup>th</sup>. EMC conducted the appropriate research with Public Works Superintendent Kent Smith. Following investigation, the City was found to not be responsible for the sewer backup. EMC provided documentation dated October 24<sup>th</sup> to Mr. Jones and Ms. Jung informing them of the decision.

**Financial Analysis:**

Mr. Jones is requesting compensation for the clean-up, loss of personal items and repair of their property, \$5,335.34.

**Staff Recommendation:**

To recommend the disallowance of the claim submitted by Mr. Jones as recommended by EMC Insurance and the City Attorney and not offer any compensation as the City of Fort Atkinson was found not liable for the accident.

1 of 10

## ACCIDENT REPORT

Policyholder Name: CITY OF FORT ATKINSON

Policy #: 3X09563

### Accident/Incident Information

Date and Time Incident Occurred

09-25-19 5:40pm.

Date and Time Incident Reported

09-25-19 5:47pm.

Incident Location (Include address and specific location in or around building)

1438 Endl Blvd.  
Ft. Atkinson WI 53538  
Basement

List Injured/Affected Property or Person(s) (Names, addresses, phone numbers)

see attached 1438 Endl Blvd.  
Ft. Atkinson WI 53538

Incident Description

sewer back up from city's main line

Describe Any Injury/Loss (Damage)

sewer backed up into basement causing damage to flooring, dry wall and personal items.

Describe Medical Treatment Administered

N/A

RECEIVED

OCT 10 REC'D

CITY OF FORT ATKINSON  
CLERK / TREASURER

2 of 10

### Witness Information

Witness #1 Name <b>Joseph Bies</b>	Phone Number <b>(920) 563-0291</b>
Witness Description of Accident/Incident	
Witness #2 Name <b>Servpro</b>	Phone Number <b>(920) 674-3002</b>
Witness Description of Accident/Incident	

### Investigation Results

List Contributing Factors/Root Causes		
List Recommended Corrective Actions along with Name of Supervisor Responsible for Implementing		
Investigation Form Completed By	Phone Number	Date Completed

### Follow Up Actions

List Corrective Actions Taken and Date Implemented	
Form and Completion of Corrective Actions - Reviewed By	Date

**RECEIVED**

OCT 10 REC'D

CITY OF FORT ATKINSON  
CLERK/TREASURER

3 of 10



Milwaukee Claim Department



October 24, 2019

Josh Jones  
1438 Endl Blvd  
Fort Atkinson, WI 53538

sent via e-mail: jonesbies@yahoo.com

RE: Our Insured: City of Fort Atkinson  
Claim Number: 1550806  
Loss Date: 09/25/2019  
Claimant: Josh Jones and Jennifer Jung

Dear Mr. Jones,

Thank you for speaking with me regarding the above-mentioned matter.

The policy under which this claim was submitted is one of liability insurance. It is our obligation to pay only for claims for which our policyholder is legally responsible. After review of the information provided, there is no negligence on the part of our policyholder. Therefore, we are unable to assist you with payment of this claim. If you have not done so already, we recommend you report this to your homeowners insurance carrier.

Should you wish to pursue this matter further, you may choose to serve the City of Fort Atkinson with a Notice of Claim. Please be advised that service of this document does not change the liability. However, once the City responds, it will shorten the statute of limitations should you choose to file a lawsuit.

Sincerely,

Jennifer Carrera, Claims Adjuster II  
EMC INSURANCE COMPANIES  
Direct: 262-717-3927  
Fax: 888-992-6125  
Jennifer.M.Carrera@EMCIns.com

CC: City of Fort Atkinson



P.O. Box 327 | Brookfield, WI 53008-0327 | 262.717.3900 | 855.495.1800 | F 888.992.6125 | milwaukee.claims@emcins.com | www.emcins.com

Employers Mutual Casualty Company  
EMCASCOS Insurance Company  
EMC Reinsurance Company

Illinois EMCASCO Insurance Company  
Dakota Fire Insurance Company  
EMC Property & Casualty Company

Union Insurance Company of Providence  
Hamilton Mutual Insurance Company  
EMC Risk Services, LLC

EMC Underwriters, LLC  
EMC National Life Company (affiliate)

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11/1/2019

Notice of Claim

To Whom It May Concern:

We received a denial letter from EMC Insurance Co. on 10/24/2019.

After talking to Michelle Ebbert it is our intention to appeal this denial and request a hearing in regards to this claim. The reason for this appeal is we had the exact same thing happen to our residence in 2014 and it was covered by the city. The reason for this claim is the city sewer backed up into our basement due to a blockage in the main sewer line. As stated above the sewer also backed up into our basement in 2014 and was covered by the city. Listed below are the amounts we are requesting and the reason for those amounts. We have contacted our Insurance company and they can cover up to \$5,000. We are asking if you can cover the remainder of the claim.

Clean up provided by ServPro \$2,713.14

Loss of personal items and work wages \$766.20

Repairs from cleanup and replacement of drywall and flooring Provided by LandMark Home Improvement \$6,856

Total = \$10,335.34

Home Owners \$5,000

Remainder of claim = \$5,335.34

Joshua Jones



Jennifer Jung



jonesbies@yahoo.com

1438 Endl Blvd Fort Atkinson WI

920-540-7087

RECEIVED

NOV X 1 REC'D

CITY OF FORT ATKINSON  
CLERK / TREASURER

5 of 10



## Landmark Home Improvements

N3604 County Road K  
Jefferson, WI 53549  
(414) 208-7874

Landmarkhomeimprovement78@gmail.com

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### Customer Information:

Name: Josh Jones

Date 10/15/2019

Address: 1438 Endl Blvd Fort Atkinson, WI

Telephone:

Email:

### Estimate Information:

Description of work order:

Location: 1438 Endl Blvd

LVT Damaged Section of Floor \$2000.00

Drywall Patching \$700.00

Finish Drywall and Paint affected walls \$1300.00

Remove and install LVT in remaining area to match \$2856.00

Total estimate: \$6856.00

Craig Danowski

10/15/2019

Customer Signature

date

Contractor Signature

date

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SERVPRO of Jefferson  
County/Oconomowoc  
1416 Poplar Dr Suite A  
Waukesha, WI 53188 US  
(920) 674-3002



## INVOICE

### BILL TO

Jennifer Jung  
1438 Endl Blvd  
FORT ATKINSON, WI 53538  
USA

INVOICE # 3949

DATE 10/07/2019

DUE DATE 11/06/2019

TERMS Net 30

DATE	ACTIVITY	AMOUNT
09/30/2019	Water Remed Water Restoration	3,439.24

Thank you for choosing SERVPRO® of Southwest Waukesha County  
and SERVPRO® of Jefferson County/Oconomowoc for your  
restoration needs!

BALANCE DUE

**\$3,439.24**

\*\*Note: A 1.5% per month (18% per year) , interest charge will be automatically assessed on any unpaid balance after 30 days. Payments are applied to interest charges first, then the original balance. Accounts that are past due after 45 days will be sent to our collections agency.

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Losses due to sewer back up

Loss of pay

4 hours @ \$18.60 = \$74.40

8 hours @ \$21.10 = \$ 168.80

Materials

4 ceiling tiles = \$20

3 boxes of flooring = \$78

Personal Items

Luggage set = \$50

Bookshelf = \$25

Trunk = \$50

Air Mattress = \$50

4 Bar stools = \$100

Fan = \$20

Decorations

Snowman lamp = \$20

Christmas tree and wreath set = \$100

Halloween Masks = \$10

Elves decoration = \$10

Total = \$776.20

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Milwaukee Claim Department



November 4, 2019

City of Fort Atkinson  
c/o Michelle Ebbert, City Clerk  
101 N Main Street  
Fort Atkinson, WI 53538

RECEIVED  
NOV 17 2019  
CITY OF FORT ATKINSON  
CLERK / TREASURER

Re: Claim Number: 1550806  
Insured: City of Fort Atkinson  
Date of Loss: 09/25/2019  
Claimant: Joshua Jones and Jennifer Jung

Dear Ms. Ebbert,

As you are aware, we are the general liability insurance carrier for the City of Fort Atkinson and have been handling the above claim. We ask that you formally disallow the claim of Joshua Jones and Jennifer Jung. We would issue a letter from this office; however, due to statutory requirements, the letter must come from the governmental body itself.

We are asking that the City of Fort Atkinson, on its own letterhead, forward a brief letter to Joshua Jones and Jennifer Jung. This letter should be sent certified, return receipt requested and simply state the following:

***The City of Fort Atkinson is providing this letter in response to the Written Notice of Claim that was sent to the City on your behalf, dated November 1, 2019.***

***In conformance with Wisconsin Statute 893.80, the City of Fort Atkinson has officially denied your claim. No action on this claim may be brought after six (6) months following the receipt of this communication.***

The letter must be kept brief, because any addition to the above body can be viewed as a complication, which may negate the disallowance.

Please forward a copy of the letter of disallowance to our office so it can become a part of our file.

If you have any questions, please feel free to contact me.

9 of 10

P.O. Box 327 | Brookfield, WI 53008-0327 | 262.717.3900 | 855.495.1800 | F 888.992.6125 | [www.emcins.com](http://www.emcins.com)



Sincerely,

A handwritten signature in cursive script, appearing to read "Jill Carrera".

Jennifer Carrera, Claims Adjuster II  
EMC Insurance Companies  
Direct: 262-717-3927  
Fax: 888-992-6125  
E-mail: Jennifer.M.Carrera@EMCins.com

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