



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
DECEMBER 17, 2019 ~ 7:00 P.M.**

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

None.
5. Public Comment
6. Petitions, Requests and Communications

None.
7. Resolutions and Ordinances
 - a. Resolution authorizing borrowing of \$950,000 from Premier Bank for land purchase.

Action – Reject—Approve.
8. Reports of Officers, Boards and Committees
 - a. Minutes of Finance Committee meeting held December 3, 2019.

Action – Accept and file.
 - b. Minutes of Transportation and Traffic Review Committee meeting held December 12, 2019.

Action – Accept and file.

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

- c. Building, Plumbing and Electrical Permit Report for November, 2019.
Action – Accept and file.
- d. Minutes of License Committee meeting held December 11, 2019.
Action – Accept and file.
- e. Minutes of Historic Preservation Commission meeting held November 11, 2019.
Action – Accept and file.

9. Unfinished Business

- a. Recommendation from Finance Committee to approve wage adjustments for 2020.
Action – Reject—Approve.
- b. Recommendation from Finance Committee to approve Employee Handbook changes for 2020.
Action – Reject—Approve.
- c. Recommendation from Finance Committee to approve Rural Fire Protection Contracts.
Action – Reject—Approve.
- d. Recommendation from License Committee to approve “Class B” Intoxicating Liquor and Class “B” Fermented Malt Beverage License for NAP Enterprises, LLC dba Rock River Lanes, 1010 Larsen Road.
Action – Reject—Approve.

10. New Business

- a. Review and approve purchase of body/squad camera system for Police Department as budgeted for 2020.

Action – Reject—Approve.

- b. Review and approve purchase of taser replacements for Police Department as budgeted for 2020.

Action – Reject—Approve.

- c. Review new housing fee report.

Action – Accept and file.

- d. Review and approve purchase of polymer mixing system for Wastewater Utility.

Action – Reject—Approve.

- e. Review and approve contract for sanitary sewer televising, smoke testing, manhole inspections and reporting.

Action – Reject—Approve.

11. Miscellaneous

- a. Appointment of Election Inspectors for 2020 - 2021.

Action – Reject—Approve.

- b. Temporary Class “B” beer and/or wine license for St. Joseph’s School Heart Gala to be held on January 25, 2020.

Action – Reject—Approve.

11. Miscellaneous (Continued)

- c. City, Sewer, Water and Stormwater Utility Financial Statements as of November 30, 2019.

Action – Accept and file.

12. Claims, Appropriations and Contract Payments

- a. Verified claims.

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

13. Adjournment

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

CITY OF FORT ATKINSON
City Council Minutes ~ December 3, 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 Police Chief.

APPROVAL OF MINUTES OF NOVEMBER 19, 2019 REGULAR COUNCIL MEETING.

Cm. Becker moved, seconded by Cm. Johnson to approve the minutes of November 19, 2019 regular Council meeting. Motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

a. *Report by Baker Tilly on 30% audit for Tax Incremental District #8 (Northwest Corridor Development).*

Baker Tilly Auditor Andrea Jansen was present to review the 30% audit report. Cm. Hartwick asked if the boundary can be extended. Manager Trebatoski confirmed it can be extended up to three times.

Cm. Hartwick moved, seconded by Cm. Scherer to accept and file the report by Baker Tilly on 30% audit for Tax Incremental District #8. Motion carried.

RESOLUTIONS AND ORDINANCES

None.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. *Minutes of Historical Society Board meeting held October 17, 2019.*

b. *Minutes of Finance Committee meeting held November 7, 2019.*

c. *Minutes of Plan Commission meeting held November 26, 2019.*

Cm. Becker moved, seconded by Cm. Johnson to approve the Reports of Officers, Boards and Committees. Motion carried.

UNFINISHED BUSINESS

a. *Recommendation from Finance Committee to approve three year contract with Wisconsin Professional Police Association.*

Manager Trebatoski reviewed the recommendations for the three year contract that included wage increases, retirement contribution, Field Training Officers, Officer in Charge Pay and flexibility in prior work experience as it compared to hiring wages.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the recommendation from Finance Committee to approve three year contract with Wisconsin Professional Police Association. Motion carried on a roll call vote.

b. Recommendation from Plan Commission to approve Preliminary Certified Survey Map creating two parcels and request to rezone said parcels located on S.T.H. 26 (extra-territorial).
Cm. Hartwick moved, seconded by Cm. Scherer to approve the recommendation from Plan Commission to approve Preliminary Certified Survey Map creating two parcels and request to rezone said parcels located on S.T.H. 26 (extra-territorial). Motion carried.

NEW BUSINESS

None.

MISCELLANEOUS

a. Granting operator licenses.

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

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

Cm. Becker moved, seconded by Cm. Scherer to move into closed session pursuant to Sec. 19.85(1)(e), Wisconsin Statutes, to consider purchase of public property. Motion carried on a roll call vote.

Council will not reconvene into open session.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. Verified claims.

Cm. Hartwick moved, seconded by Cm. Becker 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. Becker moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 7:19 pm

Respectfully submitted,

Michelle Ebbert
City Clerk/Treasurer

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CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: December 9, 2019

TO: City Council

FROM: Matt Trebatoski, City Manager

SUBJECT: Financing for Land Purchase

Background:

At the August 28, 2019 City Council meeting, authorization was given for the obtaining of quotations on borrowing an amount not to exceed \$1.2 million for the purchase of land located adjacent to the Fort Atkinson High School.

Discussion & Financial Analysis:

Attached is the letter that was sent to the local banks with the loan parameters sought for this borrowing. Based on the specifications, the following quotes were received:

<u>Lender</u>	<u>Interest Rate</u>
Badger Bank	No quote
Johnson Bank	No quote
Premier Bank	2.358%
State Trust Fund	3.250%

Recommendation:

I recommend the ten (10) year loan be awarded to Premier Bank. Funds were included in the 2020 budget for the debt service.

Attached is a resolution that must be adopted to accept the fixed rate of 2.358% from Premier Bank. The amount of the loan will be \$950,000. There is no prepayment penalty associated with this note.

Please contact me if you have any questions.

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November 22, 2019

Steve Dehnert
Badger Bank
220 Grant Street
Fort Atkinson WI 53538

Dear Steve:

At the August 28, 2019 City Council meeting, authorization was given for the obtaining of quotations on borrowing under Section 67.12(12), Wisconsin Statutes, for the purchase, annexation and subdividing of land located adjacent to Fort Atkinson High School.

The city is seeking interest rate quotations for the purchase, annexation and subdividing of the land in the amount of \$950,000. If interested, please submit a quotation for a ten (10) year taxable general obligation promissory note with interest payments semi-annually and principal payment annually.

Attached is an example of how the city would like to have the debt repayment structured (assuming an interest rate of 2.75% for illustration purposes).

Prepayment should be allowed with no penalty. Also, acceleration of total indebtedness due under the note in the event of a default in payment shall not be effective until such non-payment of obligations due under the note has been due for a period of 180 days.

For your reference, I am including the following general information:

1. City 2019 Equalized Valuation (certificate attached)	\$994,300,600
2. City 2019 Assessed Value	\$926,617,700
3. Legal Debt Limit (5% of Equalized Value)	\$ 49,715,030
4. General Obligation Debt Outstanding as of 11/18/19	\$ 18,075,408
5. Unused Margin of Indebtedness	\$ 31,639,622
6. Rating – the City's Long Term Rating by Standard & Poor's in October, 2019 was AA-/Stable; and by Moody's in November, 2016 was Aa3	

Quotations must be in the hands of the City Manager by 2:00 p.m. on Monday, December 9, 2019. The quoted rate must be a net rate. All legal and/or miscellaneous costs, if any, must be paid by the bidder.

City Council approval will be requested on December 17, 2019. We would anticipate the closing and money draw by December 20, 2019.

The City Council reserves the right to reject any and all quotations for any reason.

We appreciate your time and efforts devoted to this request. If you have any questions regarding the specifications, please contact me at 563-7760.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Trebatoski', with a long horizontal flourish extending to the right.

Matt Trebatoski
City Manager



BOND DEBT SERVICE

City of Fort Atkinson
Taxable General Obligation Promissory Notes
Callable: Any Date
Assumes rate of 2.75% for Illustration Purposes

Dated Date 12/20/2019
Delivery Date 12/20/2019

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
12/20/2019					
03/01/2020	120,000	2.750%	5,152.43	125,152.43	
09/01/2020			11,412.50	11,412.50	136,564.93
03/01/2021	85,000	2.750%	11,412.50	96,412.50	
09/01/2021			10,243.75	10,243.75	106,656.25
03/01/2022	85,000	2.750%	10,243.75	95,243.75	
09/01/2022			9,075.00	9,075.00	104,318.75
03/01/2023	85,000	2.750%	9,075.00	94,075.00	
09/01/2023			7,906.25	7,906.25	101,981.25
03/01/2024	90,000	2.750%	7,906.25	97,906.25	
09/01/2024			6,668.75	6,668.75	104,575.00
03/01/2025	90,000	2.750%	6,668.75	96,668.75	
09/01/2025			5,431.25	5,431.25	102,100.00
03/01/2026	95,000	2.750%	5,431.25	100,431.25	
09/01/2026			4,125.00	4,125.00	104,556.25
03/01/2027	95,000	2.750%	4,125.00	99,125.00	
09/01/2027			2,818.75	2,818.75	101,943.75
03/01/2028	100,000	2.750%	2,818.75	102,818.75	
09/01/2028			1,443.75	1,443.75	104,262.50
03/01/2029	105,000	2.750%	1,443.75	106,443.75	
09/01/2029					106,443.75
	950,000		123,402.43	1,073,402.43	1,073,402.43

EXHIBIT A RESOLUTION

*Boxes checked are applicable.
Boxes not checked are inapplicable.
Prepared and intended for use by
commercial banks in transactions
governed by Wisconsin Law.*

(Adopted at an Open Meeting held December 17, 2019)

WHEREAS, the City of Fort Atkinson, Jefferson County, Wisconsin ("City"), is presently in need of funds aggregating \$ 950,000.00 for public purpose(s) of: (1)

Purchase, annexation and subdividing of land located adjacent to Fort Atkinson High School.

; and

WHEREAS, the Council deems it necessary and in the best interests of the City that, pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, the sum of Nine Hundred Fifty Thousand and no/100 Dollars (\$ 950,000.00) be borrowed for such purpose(s) upon the terms and conditions hereinafter set forth:

NOW, THEREFORE, BE IT RESOLVED, that for the purpose(s) hereinabove set forth the City, by its Mayor (or City Manager), and Clerk, pursuant to Section 67.12(12), Wisconsin Statutes, borrow from PremierBank ("Lender"), the sum of \$ 950,000.00, and, to evidence such indebtedness, said Mayor (or City Manager) and City Clerk shall make, execute and deliver to the Lender for and on behalf of the City the promissory note of the City to be dated December 20, 2019, in said principal amount with interest at the rate of Two point three five eight percent (2.358 %) per annum and payable as follows:

[Check (a), (b), (c) or (d); only one shall apply.]

- (a) ☐ **Single Payment.** In one payment on _____, PLUS interest payable as set forth below.
- (b) ☐ **Installments of Principal and Interest.** (2) In _____ equal payments of \$ _____ due on _____, and on ☐ the same day(s) of each _____ month thereafter ☐ every 7th day thereafter ☐ every 14th day thereafter, PLUS a final payment of the unpaid balance and accrued interest due on _____. All payments include principal and interest.
- (c) ☐ **Installments of Principal.** In _____ equal payments of principal of \$ _____ due on _____, and on ☐ the same day(s) of each _____ month thereafter ☐ every 7th day thereafter ☐ every 14th day thereafter, PLUS a final payment of the unpaid principal due on _____, PLUS interest payable as set forth below.
- (d) ☒ **Other.** Installments of Principal: In Ten (10) payments of principal as outlined on the attached Debt Service Schedule delineated as Exhibit C and shall be due on March 1, 2020 and on the same day of each twelfth month thereafter until paid in full, PLUS interest payable as set forth below.

Interest is payable on March 1, 2020, and on ☒ the same day of each sixth (6th) month thereafter, ☐ every 7th day thereafter, ☐ every 14th day thereafter, and at maturity, or, if box (b) is checked, at the times so indicated.

Interest is computed for the actual number of days principal is unpaid on the basis of ☒ a 360 day year ☐ a 365 day year. (2)

Said interest to be payable on the dates set forth above on the outstanding principal balance, with ☐ no prepayment privileges ☒ prepayment privileges on any principal or interest payment date on or after December 20, 2019. A copy of the promissory note shall be attached to this resolution.

- (1) Here describe each purpose in detail. If the purpose is meeting general and current municipal expenses or refinancing obligation of the City, so specify.
- (2) Section 67.12(12), Wisconsin Statutes, does not place any restrictions on the basis of interest rate calculations.

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BE IT FURTHER RESOLVED, that there be, and there hereby is, levied on all the taxable property of the City, a direct annual irrevocable tax sufficient in amount to pay the principal and interest on said note as the same becomes due and payable, said tax to be in the following minimum amounts: (3)

Amount of Tax (principal and interest)	To Meet Note Payments Due On	Year of Levy (must be in year(s) prior to due date)
\$ _____	_____	For the year _____.
\$ _____	_____	For the year _____.
\$ _____	_____	For the year _____.
\$ _____	_____	For the year _____.
\$ _____	_____	For the year _____.
\$ _____	_____	For the year _____.
\$ _____	_____	For the year _____.
\$ _____	_____	For the year _____.
\$ _____	_____	For the year _____.

If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said note when due, the requisite amount shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

In the event that the City exercises its prepayment privilege, if any, then no such direct annual tax shall be included on the tax rolls for the prepayments made and the amount of direct annual tax hereinabove levied shall be reduced accordingly for the year or years with respect to which said note was prepaid.

In each of said levy years, the direct annual tax so levied shall be carried into the tax rolls each year and shall be collected in the same manner and at the same time as other taxes of the City for such years are collected; provided, that the amount of tax carried into the tax roll may be reduced in any year by the amount of any surplus in the debt service account for the note. So long as any part of the principal of, or interest on, said note remains unpaid, the proceeds of said tax shall be segregated in a special fund used solely for the payment of the principal of, and interest on, said note.

BE IT FURTHER RESOLVED, that there be and there hereby is established in the treasury of the City, if one has not already been established, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund. Within the debt service fund, there be and there hereby is established a separate and distinct account designated as the "Debt Service Account for Promissory Note dated December 20, 2019", which account shall be used solely for the purpose of paying principal of and interest on said note. There shall be deposited in said account any accrued interest paid on said note at the time it is delivered to the Lender, all money raised by taxation or appropriated pursuant hereto, and such other sums as may be necessary to pay principal and interest on said note when the same shall become due.

BE IT FURTHER RESOLVED, that the proceeds of said note shall be used solely for the purposes for which it is issued, but may be temporarily invested until needed in legal investments, provided that no such investment shall be in such a manner as would cause said note to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, or the Regulations of the Commissioner of Internal Revenue thereunder; and an officer of the City, charged with the responsibility for issuing the note, shall certify by use of an arbitrage certificate, if required, that, on the basis of the facts, estimates and circumstances in existence on the date of the delivery of the note, it is not expected that the proceeds will be used in a manner that would cause said note to be an "arbitrage bond."

BE IT FURTHER RESOLVED, that the projects financed by the note and their ownership, management and use will not cause the note to be a "private activity bond" within the meaning of Section 141 of the Internal Revenue Code of 1986, as amended, and that the City shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the note.

BE IT FURTHER RESOLVED, that the City Clerk shall keep records for the registration and for the transfer of the note. The person in whose name the note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on the note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such note to the extent of the sum or sums so paid. The note may be transferred by the registered owner thereof by presentation of the note at the office of the City Clerk, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his legal representative duly authorized in writing. Upon such presentation, the note shall be transferred by appropriate entry in the registration records and a similar notation, including date of registration, name of new registered owner and signature of the City Clerk, shall be made on such note.

☐ BE IT FURTHER RESOLVED, that the note is hereby designated as a "qualified tax-exempt obligation" for purposes of Section 265 of the Internal Revenue Code of 1986, as amended, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations. (4)

BE IT FURTHER RESOLVED, that the City officials are hereby authorized and directed, so long as said note is outstanding, to deliver to the Lender any audit statement or other financial information the Lender may reasonably request and to discuss its affairs and finances with the Lender.

BE IT FURTHER RESOLVED, that said note shall be delivered to the Lender on or after the date of said note, upon receipt of the total principal amount of the loan evidenced thereby, plus accrued interest, if any, to date of delivery, provided that, if this is a refinancing, the refunding note shall be immediately exchanged for the note being refinanced.

- (3) First tax levy should be for the current year unless tax roll has already been delivered for collection, and amount of levy should be sufficient to meet all principal and interest payments coming due prior to date for collection of next succeeding tax levy.
- (4) Do not check box if the City will be issuing more than \$10,000,000 of tax-exempt obligations in the calendar year. In that case, banks will not be entitled to deduct, for federal income tax purposes, interest expense that is allocable to carrying or acquiring the note.

City of Fort Atkinson
Loan Amortization Schedule

Loan Date:	12/20/2019
First Payment Date:	3/1/2020
Amount Borrowed:	\$ 950,000.00
Rate:	2.358%
Interest Paid Every 6 Months	Amt Due
Principal Payment Annually	Various Amts
Term:	10 years
Amortization:	10 years

Pmt. No.	Payment Date	Days in Period	Beginning Balance	Scheduled Payment	Interest	Principal	Ending Balance
1	3/1/2020	72	\$ 950,000.00	\$ 124,480.20	\$ 4,480.20	\$ 120,000.00	\$ 830,000.00
2	9/1/2020	184	\$ 830,000.00	\$ 10,003.16	\$ 10,003.16	\$ -	\$ 830,000.00
3	3/1/2021	181	\$ 830,000.00	\$ 94,840.07	\$ 9,840.07	\$ 85,000.00	\$ 745,000.00
4	9/1/2021	184	\$ 745,000.00	\$ 8,978.74	\$ 8,978.74	\$ -	\$ 745,000.00
5	3/1/2022	181	\$ 745,000.00	\$ 93,832.35	\$ 8,832.35	\$ 85,000.00	\$ 660,000.00
6	9/1/2022	184	\$ 660,000.00	\$ 7,954.32	\$ 7,954.32	\$ -	\$ 660,000.00
7	3/1/2023	181	\$ 660,000.00	\$ 92,824.63	\$ 7,824.63	\$ 85,000.00	\$ 575,000.00
8	9/1/2023	184	\$ 575,000.00	\$ 6,929.90	\$ 6,929.90	\$ -	\$ 575,000.00
9	3/1/2024	182	\$ 575,000.00	\$ 96,854.58	\$ 6,854.58	\$ 90,000.00	\$ 485,000.00
10	9/1/2024	184	\$ 485,000.00	\$ 5,845.22	\$ 5,845.22	\$ -	\$ 485,000.00
11	3/1/2025	181	\$ 485,000.00	\$ 95,749.92	\$ 5,749.92	\$ 90,000.00	\$ 395,000.00
12	9/1/2025	184	\$ 395,000.00	\$ 4,760.54	\$ 4,760.54	\$ -	\$ 395,000.00
13	3/1/2026	181	\$ 395,000.00	\$ 99,682.92	\$ 4,682.92	\$ 95,000.00	\$ 300,000.00
14	9/1/2026	184	\$ 300,000.00	\$ 3,615.60	\$ 3,615.60	\$ -	\$ 300,000.00
15	3/1/2027	181	\$ 300,000.00	\$ 98,556.65	\$ 3,556.65	\$ 95,000.00	\$ 205,000.00
16	9/1/2027	184	\$ 205,000.00	\$ 2,470.66	\$ 2,470.66	\$ -	\$ 205,000.00
17	3/1/2028	182	\$ 205,000.00	\$ 102,443.81	\$ 2,443.81	\$ 100,000.00	\$ 105,000.00
18	9/1/2028	184	\$ 105,000.00	\$ 1,265.46	\$ 1,265.46	\$ -	\$ 105,000.00
19	3/1/2029	181	\$ 105,000.00	\$ 106,244.83	\$ 1,244.83	\$ 105,000.00	\$ -

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CITY OF FORT ATKINSON
Finance Committee Minutes ~ December 3, 2019

CALL TO ORDER

President Kotz called the meeting to order at 6:00 pm.

ROLL CALL

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

REVIEW AND RECOMMEND WAGE ADJUSTMENTS FOR 2020.

Manager Trebatoski reviewed the June 2019 discussion regarding an in-house wage assessment. The assessment was performed using salary data from neighboring cities. Funds to fulfill the adjustments are approximately \$187,000 with \$152,000 coming from the General Fund and the balance from the Utilities. Also mentioned in the memorandum is the transition of the Administrative Assistant into a Public Relations/Executive Assistant. Discussion on the Council wage increase to be effective after the spring election.

Cm. Becker moved, seconded by Cm. Scherer to recommend the wage adjustments for 2020 to the City Council. Motion carried.

REVIEW AND RECOMMEND CHANGES TO EMPLOYEE HANDBOOK.

Manager Trebatoski reviewed the memorandum that referenced amendments to the handbook.

Cm. Scherer moved, seconded by Cm. Becker to recommend changes to the Employee Handbook to the City Council. Motion carried.

ADJOURNMENT

Cm. Becker moved, seconded by Cm. Scherer to adjourn the meeting. Adjourned at 6:32 pm.

Respectfully submitted

Michelle Ebbert
City Clerk/Treasurer

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**TRANSPORTATION & TRAFFIC REVIEW COMMITTEE MINUTES
CITY OF FORT ATKINSON
CONFERENCE ROOM, POLICE DEPARTMENT
DECEMBER 12, 2019 - 2:00 p.m.**

The meeting was called to order by Chairman Selle at 2:00 p.m. in the Conference Room of the Police Department.

Members Present: Armstrong, Bump, Bushcott, Carter, Johnson, Rice, Selle and Smith

Members Absent: Maas

Others Present: Karl Schulte of Running, Inc./Brown Cab

1. Motion to approve the Minutes of the September 12, 2019 meeting made by Bump, second by Johnson. Motion passed by unanimous voice vote.
2. Parking Requests:
 - a. *Discuss letter received from Catholic Charities, located at 211 S. Main St., concerning parking restrictions within the public parking lot at the rear of the building.*

The request was for designated stalls for two part-time employees to park behind their office in the public parking lot. The Engineering Department had discussed this matter and felt there is ample parking both in the parking lot behind this building as well as across the street on East Milwaukee Avenue for these employees to park. Johnson indicated he has looked at the public parking lots in this area and there are plenty of open spaces. Johnson also indicated that Fat Boyz had also requested this and were denied.

Bump moved, seconded by Rice, to deny the request for special parking permission as requested by Catholic Charities at 211 South Main Street. Motion carried.

3. Traffic Signal Reviews:

None.

4. Transit Items:
 - a. *Update from Brown Cab on ridership and marketing for preceding quarter.*

Karl Schulte indicated 2019 is going to be a very good year. It could be the best year in four years. This is the second year of the contract, and there is no increase in the hourly rate. Mr. Schulte said there should not be any cost to the City for the 2019 taxi program.

Mr. Schulte said they are working more with postings on Facebook. They are also advertising in the paper and on the radio. He said they would like to do postings on Facebook about once per week and is going to push to achieve that.

No action taken on this item.

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- b. *Review and discuss 2019 and 2020 Shared Ride Taxi Program, including possible fare increase.*

Karl Schulte said he foresees a good year with no cost to the City.

Brown Cab was recommending an increase in the agency fee, package fee and the fee for extra miles. It was indicated that with last year's increases, it brought our rates into the same ballpark as area communities. Selle said if performance measures are met, he would not see a need for an increase in rates. After discussion, the Committee decided not to increase any fares for 2020.

Selle indicated another new vehicle is proposed to be applied for in 2020.

Motion by Bump, seconded by Johnson, that none of the fares be increased for the Shared Ride Taxi Program for 2020. Motion carried.

5. Safe Routes to School:

- a. *Update on Crossings.*

Selle gave an update to the Committee on the various crossings that are being upgraded. Most of the work has stopped now due to the weather and will begin again in the spring.

Updates will be presented to the Committee at future meetings.

- b. *Update on TAP funding.*

Selle indicated this is a Transportation Assistance Program that is tied to the Safe Routes to School Program. The City will have a minimum of \$300,000 to address sidewalk infill, curb cuts with ramps, signage and bike routes. The City's share of the project would be 20% with four years to complete.

Motion by Johnson, seconded by Armstrong, to indicate to the City Council the Committee's support to apply for the TAP funding. Motion carried.

6. Adjournment:

Armstrong moved, seconded by Rice, to adjourn the meeting and passed by unanimous voice vote. The meeting was adjourned at 2:47 p.m.

Respectfully submitted,

Leila Carl, Adm. Secretary

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FORT • ATKINSON

Permit Report

11/01/2019 - 11/30/2019

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
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Group: Add/Alter Commercial

20783	1309 N High St	RCS-Uhaul	Add/Alter Commercial	Remodel fascia and loading dock doors	83,000	\$50.00
						\$50.00

Group Total: 1

Group: Electrical

20781	125 Monroe St	Nicholas Tucholka	Electrical	100 amp service; 1 openings; 1-220V outlet	0	\$60.75
20782	100 Harrison St	Jim Hanson	Electrical	100 amp O.H. Service; Remodel entire home	0	\$125.00
20784	619 Robert St	Jacob Nehlsen	Electrical	New meter for DIY PV system	0	\$55.00
20785	1201 Industrial Dr	Kramer Enterprises	Electrical	200 amp UG service; 15 openings	0	\$71.25
20790	317 Wilson Ave	Matt & Amanda Cheek	Electrical	New single family home electrical	0	\$160.00
20793	513 Foster St	Jerry Spaude	Electrical	200 amp service; 100 openings; 2 exhaust fans	0	\$145.00
20802	1116 Blackhawk Dr	Brian Heinz	Electrical	Replace pedestal	0	\$55.00
20803	29 W Milwaukee Ave	First Congregation al Church	Electrical	2 air conditioners	0	\$50.00
20804	109 Lucile St	Shawn McDonough	Electrical	15 opening	0	\$41.25

1 of 4

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20809	617 N Main St	Scott Pinnow	Electrical	35 openings; 2 elec. heaters; air cond.	0	\$76.25
20810	1601 Madison Ave	Taco Bell	Electrical	65 openings; 2 signs	0	\$98.75
20812	1505-1507 Lena Ln	Jim Hedrick	Electrical	New Condo Electric	0	\$270.00
						\$1,208.25

Group Total: 12

Group: Fence

20795	413 W Hilltop Tr	Karen Bennett	Fence	Six-Foot Wooden Privacy Fence	7,500	\$55.00
						\$55.00

Group Total: 1

Group: Fireplace

20780	517 S Fourth St E	Dan Roahen	Fireplace	freestanding gas	8,000	\$65.00
						\$65.00

Group Total: 1

Group: HVAC

20786	313 Monroe St.	Buddy Oshel	HVAC	Replace Furnace	0	\$65.00
20787	213 Monroe St.	Peter Hlavacek	HVAC	Replace Furnace	0	\$65.00
20788	100 Harrison	Jim Hansen	HVAC	New Furnace & A/C	0	\$135.00
20791	317 Wilson Ave	Matt & Amanda Cheek	HVAC	New single family home HVAC	0	\$210.00
20794	1100 Madison Ave	Family Dental	HVAC	Replace A/C	0	\$65.00
20806	731 Messmer St	Diane Kincaid	HVAC	Replace Furnace & A/C	0	\$100.00
20807	1302 Montclair Pl	Becky Ryan	HVAC	Replace Furnace	0	\$110.00
20808	1232 Sioux Tr	Sandy Lewis	HVAC	Replace Furnace	0	\$65.00
20813	813 Van Buren St	Tyrone Evans	HVAC	Replace Furnace	0	\$65.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20814	616 Jones Ave	Richard Jones	HVAC	Replace Furnace	0	\$65.00
20815	622 Robert St	Joe Benzschawel	HVAC	Replace Furnace	0	\$65.00
20816	1200 Iroquois Ct	Dave Kilburg	HVAC	Replace Furnace	0	\$65.00
20817	326 Jones Ave	Jessica Clayton	HVAC	Replace Furnace	0	\$65.00
20818	831 Whitewater Ave	Ryan Ebert	HVAC	Replace Furnace	0	\$65.00
20819	1105 Mohawk Ct	Suzanne Hendrickson	HVAC	Replace Furnace	0	\$65.00
20820	420 W Milwaukee Ave	Ted Jones	HVAC	Replace Furnace	0	\$65.00
20821	502 N Fourth St	Sally Sexton	HVAC	Replace Furnace	0	\$65.00
						\$1,400.00

Group Total: 17

Group: New Condo

20796	1505-1507 Lena Ln	Jim Hedrick	New Condo	New Condo	200,000	\$1,017.70
						\$1,017.70

Group Total: 1

Group: New Single Family

20789	317 Wilson Ave	Matt & Amanda Cheek	New Single Family	New single family home	351,000	\$847.15
						\$847.15

Group Total: 1

Group: Plumbing

20792	317 Wilson Ave	Matt & Amanda Cheek	Plumbing	New single family home plumbing	0	\$219.00
20799	110 Radloff St	Mike Hintz	Plumbing	New single family home plumbing	0	\$330.00
20800	100 Harrison St	James Hanson	Plumbing	Home remodeling	0	\$96.00
20801	1401 N High St	Cloute Properties	Plumbing	4 fixtures	0	\$54.00

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Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20811	601 Cloute St / 1000 Caswell	IC BEAMS LLC	Plumbing	New two unit duplex	0	\$222.00
20822	1309 N High St.	U Haul	Plumbing	Remodel bathrooms, removing one.	0	\$48.00
						\$969.00

Group Total: 6

Group: Sign

20797	1905 Central Coast Ln	Mark Southern	Sign	EMB sign	33,460	\$55.00
20798	1222 Janesville Ave	Laura Latsch	Sign	EMB sign	25,000	\$55.00
						\$110.00

Group Total: 2

Group: Single Family Alteration/Addition

20805	513 Foster St	Jerry Spaude	Single Family Alteration/Addition	remodel home interior	40,000	\$142.50
20823	1514 Montclair Pl.	Chad & Yolanda Riddell	Single Family Alteration/Addition	Finish basement adding bath, family room and bedrooms	45,000	\$195.00
						\$337.50

Group Total: 2

						\$6,059.60
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Total Records: 44

12/2/2019

Submitted this 2nd day of Dec., 2019.


 Brian Juarez, Building Inspector

8-d

CITY OF FORT ATKINSON
License Committee ~ December 11, 2019

CALL MEETING TO ORDER.

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

ROLL CALL.

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

REVIEW APPLICATIONS AND MAKE RECOMMENDATION FOR "CLASS B" INTOXICATING LIQUOR AND CLASS "B" FERMENTED MALT BEVERAGE FOR NAP ENTERPRISES, LLC DBA ROCK RIVER LANES, 1010 LARSEN ROAD.

Clerk Ebbert presented the application and appropriate documentation. The business is set to be sold and effective January 1, 2020.

Cm. Scherer moved, seconded by Cm. Hartwick to recommend Council approve "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage for NAP Enterprises, LLC dba Rock River Lanes, 1010 Larsen Road. Motion carried.

REVIEW APPLICATIONS AND MAKE RECOMMENDATION FOR "CLASS B" INTOXICATING LIQUOR AND CLASS "B" FERMENTED MALT BEVERAGE FOR 29 SHERMAN AVE W LLC DBA (TO BE DETERMINED), 29 SHERMAN AVENUE WEST.

Clerk Ebbert presented the information for the applicants. Proper documentation was completed and submitted following the purchase of 29 Sherman Ave West property.

Cm. Hartwick moved, seconded by Cm. Scherer to recommend Council approve "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage for 29 Sherman Ave W LLC dba (to be determined), 29 Sherman Avenue West. Motion carried.

ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Scherer to adjourn. Adjourned at 4:35 pm.

Respectfully,
Michelle Ebbert
City Clerk/Treasurer

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F O R T • A T K I N S O N

8-e

**FORT ATKINSON HISTORIC PRESERVATION COMMISSION MEETING
DWIGHT FOSTER LIBRARY, SECOND FLOOR MEETING ROOM
209 MERCHANTS AVENUE, FORT ATKINSON, WISCONSIN
NOVEMBER 11, 2019 ~ 6:30 P.M.**

1. Call meeting to order at 6:37pm
2. Roll call: Julia Ince, Emily Yavuzcetin, Kirsten Winski
3. Approval of minutes of October 14, 2019 meeting: Julia approves, Kirsten seconds, passed.
4. Treasurer's report: City balance \$1136.00, Foundation fund \$8467.55
5. Report on correspondences with commission: Emily has reached out to Matt Trebatoski, Rudy Bushcott, and Carrie Chisholm about the banners. Kirsten has been in contact with Brad Wilcox from the cemetery.
4. Unfinished Business
 - a. Water Tower Report: nothing to report
 - b. Website and Facebook Updates: Julia and Kirsten met and looked at the different links from the website. They noticed that there were not any links to local landmarks or how to register a site as a landmark. Brad at the cemetery was wondering if the Soldier statue could be a landmark even if the cemetery cannot be. A link needs to be added to the website if available.
 - c. Project Working with City Cemeteries to Clean Vet's Graves: Kirsten is still in contact with Brad, but the weather has not allowed them to do any work on them. She reached out to president of Rotary, Paul Johnsen, since they were showing interest in the cleaning. She will update at next meeting.
 - d. Historic District Banners: Emily reviewed the examples of the banners and poles. Kirsten moves to approve the purchase of the poles for banners, Julia seconds, motion passed.
5. New Business
 - a. New Commission Goals: possible ideas include an annual report, ice cream social participation

1 of 2

6. Miscellaneous

- a. Next Meeting – Monday December 9, 2019, 6:30pm

7. Adjournment: 7:35pm

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 + 9-b

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: November 27, 2019

TO: Finance Committee

FROM: Matt Trebatoski, City Manager

SUBJECT: Recommended Wage and Handbook Changes for 2020

Wage Adjustments

At the Finance Committee meeting held on June 13, 2019, the committee decided that staff should begin conducting an in-house wage assessment. Attached is the memo from that meeting, which explained the need for a study.

The assessment was performed using salary data primarily from the cities of Jefferson, Watertown and Whitewater. Additional wage information was obtained from other communities and sources when comparable positions were difficult to find locally, and/or when a broader comparison was needed.

The assessment was completed in September and identified the need for a collective increase across all full-time positions within the organization of approximately \$187,000, with \$152,000 coming from the General Fund and the balance coming from the Utilities. Increases range from 1% to 9%, with the majority falling between 3% and 6%.

As was discussed in the budget message for 2020, we are looking to transition the administrative assistant position into a Public Relations/Executive Assistant. This position is included in the updated pay structure schedule. The salary range was developed using like-positions from the MRA (Management Association for Human Resources) 2019 Benchmark Compensation Survey for Wisconsin. Only one local comparable was available.

Attached is a copy of the analysis and the proposed new pay structure. All of the proposed full-time wage adjustments were factored into the 2020 budget, along with a proposed 2% increase for most part-time employees and a 3% increase for paid-on-call firefighters. The part-time pay schedule also includes an increase of \$50 per month for each Councilmember and a \$60 per month increase for the Council President. Council rates have not been changed since 1997.

Handbook Changes

A full review and revision of the Employee Handbook was completed for 2018. No amendments were done for 2019. For 2020, we are recommending the following changes be made:

1. Clean up language regarding Regular Part-Time Employee pro rata benefits eligibility to be more clear and consistent throughout the document. No changes are being proposed to the actual benefits themselves (pages 3, 8, 10-11, and 13-14).

1 of 11

2. Increase the amount of vacation time for new hires from one week (40 hours) to two weeks (80 hours). This change is being proposed to assist with the recruitment of future employees. Time off is becoming more and more important to all prospective employees (page 8).
3. Update the method for reporting a workplace injury for worker's compensation (page 13).
4. Add language to formalize the existing policy that for health insurance, employees married to each other will be offered either two single plans, or one family plan. Also add that for dental insurance, employees married to each other will be offered either two single plans, one employee/spouse plan, or one family plan. This has always been the case for health insurance, however it is new for dental. Current employees married to each other (two couples) will still be allowed to retain two separate family or employee/spouse dental plans (page 14).
5. Increase Safety shoe allowance – From: Up to \$85.00; To: Up to \$100.00. The last increase was made in 2005 (page 15).
6. Alcohol and Drug Policy – Define PBT, change breathalyzer to breath alcohol test, and place responsibility for contacting a union representative to the employee, not the employer (pages 31-32).

All modifications are tracked and shown in red on the attached copy of the handbook for your reference and approval.

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CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: June 7, 2019

TO: Finance Committee

FROM: Matt Trebatoski, City Manager

SUBJECT: Employee Compensation for 2020

I would like to have an informal discussion on how we approach employee compensation for 2020 and beyond. I have been beginning to hear from department heads more frequently on how we are starting to fall a little behind on pay in some areas. This does not come as a major surprise given we have only been able to provide 1% to 1.5% increases over the last several years.

To remain competitive and fair so we are able to continue attracting and retaining good employees, we may need to consider conducting a compensation study. This could be done in-house without the assistance of a consultant, saving the city money.

Compensation plans and schedules could be obtained from surrounding municipalities (our most direct competition for most positions) and evaluated to see where we truly stand. The trickier part will be for some of the higher-up, department head positions where individuals are typically more willing and able to relocate for better pay. We will likely have to reach out a little farther and be more selective in finding comparables for these positions.

The biggest challenge of course will be funding a new compensation plan or schedule. The last thing we want to do is conduct a study and end up determining we can't afford to implement it. This may mean we need to forego the traditional across the board wage increase for 2020 and potentially in future years as well. It may also mean we need to phase in the new rates over a 2-3 year time period. Regardless, if we choose to move forward with a study, we need to be willing to commit to it.

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CITY OF FORT ATKINSON, WISCONSIN
PAY ANALYSIS - 2020

2019 Current Pay Rates

Grade	Job Title	Start	18 Months	36 Months	Final Step (36 Months)	
Recreation Admin Assistant,						
4	Public Works Admin Assistant	\$ 16.3543	\$ 17.2146	\$ 18.1203	2020 Wage Assessment	Percent Increase
4	Public Works Admin Assistant		\$ 18.1203		19.29	6.46%
4	Recreation Admin Assistant	\$ 17.2146	\$ 18.1203		19.29	6.46%
Library Assistant, Assistant Museum Director, Court Clerk, Police Clerk, Deputy Clerk, Deputy Treasurer and Utility Clerk						
5	Library Assistant II	\$ 17.3850	\$ 18.2994	\$ 19.2628		
5	Library Assistant II		\$ 19.2628		20.76	7.77%
5	Library Assistant II		\$ 19.2628		20.76	7.77%
5	Deputy Clerk		\$ 19.2628		20.76	7.77%
5	Deputy Treasurer	\$ 18.2994	\$ 19.2628		20.76	7.77%
5	Utility Billing Clerk		\$ 19.2628		20.76	7.77%
5	Assistant Museum Director		\$ 19.2628		20.76	7.77%
5	Muni Court Clerk		\$ 19.2628		20.76	7.77%
5	Police Records Clerk		\$ 19.2628		20.76	7.77%
6	Administrative Assistant	\$ 17.7340	\$ 18.6658	\$ 19.6480		
6	Administrative Assistant		\$ 19.6480		21.18	7.80%
7	Telecommunicator	\$ 18.0754	\$ 19.0256	\$ 20.0281		
7	Telecommunicator		\$ 20.0281		21.9	9.35%
7	Telecommunicator		\$ 20.0281		21.9	9.35%
7	Telecommunicator	\$ 18.0754	\$ 20.0281		21.9	9.35%
7	Telecommunicator		\$ 20.0281		21.9	9.35%
8	Senior Director	\$ 19.4491	\$ 20.4339	\$ 21.8216		
8	Senior Director		\$ 21.8216		23.72	8.70%
Public Works Crewman, Park Caretaker, Building Maintenance, Water Crewman						
9	Building Maintenance	\$ 20.0863	\$ 21.1426	\$ 22.2575		
9	Building Maintenance		\$ 22.2575		22.59	1.49%
9	Park Caretaker		\$ 22.2575		22.59	1.49%
9	Public Works Crewman		\$ 21.1426	\$ 22.2575		
9	Public Works Crewman	\$ 20.0863	\$ 22.2575		22.59	1.49%
9	Public Works Crewman	\$ 20.0863	\$ 22.2575		22.59	1.49%
9	Public Works Crewman	\$ 20.0863	\$ 22.2575		22.59	1.49%
9	Water Crewman	\$ 20.0863	\$ 22.2575		22.93	3.02%
9	Water Crewman	\$ 20.0863	\$ 22.2575		22.93	3.02%

4811

10	Wastewater Crewman	\$	20.9272	\$	21.6493	\$	22.5897
10	Wastewater Crewman	VACANT				\$	22.5897
11	Water Meter/Service, Aquatics Specialist						
11	Heavy Equipment Operator, Sweeper Operator	\$	21.0257	\$	21.7584	\$	22.7096
11	Aquatics Specialist					\$	22.7096
11	Heavy Equip Operator					\$	22.7096
11	Heavy Equip Operator	VACANT					
11	Heavy Equip Operator					\$	22.7096
11	Sweeper Operator					\$	22.7096
11	Water Meter/Service	VACANT					
12	Wastewater Specialist	\$	21.4849	\$	22.2616	\$	23.0489
12	Wastewater Specialist					\$	23.0489
12	Wastewater Specialist	\$	21.4849			\$	23.0489
16	Park Crewleader, Water Maintenance, Public Works Crewleaders, Mechanic	\$	22.4580	\$	23.2566	\$	24.1638
16	Mechanic			\$	23.2566	\$	24.1638
16	Park Crewleader					\$	24.1638
16	Public Works Crewleader					\$	24.1638
16	Public Works Crewleader					\$	24.1638
16	Public Works Crewleader					\$	24.1638
16	Water Maint/Distrib Tech	VACANT					
17	Wastewater Technicians	\$	22.5565	\$	23.3658	\$	24.2735
17	Wastewater Technicians					\$	24.2735
17	Wastewater Technicians					\$	24.2735
17	Wastewater Technicians					\$	24.2735
17	Wastewater Technicians					\$	24.2735
18	Youth Library, Youth Director, Construction Foreman, Shop Foreman, Park & Rec Foreman	\$	23.2566	\$	24.1092	\$	25.0277
18	Construction Foreman					\$	25.0277
18	Park & Rec Foreman					\$	25.0277
18	Shop Foreman					\$	25.0277
18	Youth Director					\$	25.0277
18	Youth Library					\$	25.0277
19	Wastewater Foreman	\$	23.3658	\$	24.2296	\$	25.1481
19	Wastewater Foreman					\$	25.1481
20	Water Operator/Foreman	\$	23.5577	\$	24.7356	\$	26.0400
20	Water Operator/Foreman					\$	26.0400
20	Water Operator/Foreman					\$	26.0400

22.93

4.45%

4.45%

4.45%

4.45%

4.47%

4.47%

3.09%

3.09%

3.09%

3.09%

3.09%

4.15%

4.15%

4.15%

4.15%

4.84%

4.84%

7.48%

7.48%

4.84%

6.97%

3.30%

3.30%

508/11

21	Museum Dir./Ref Librarian, Exec Asst/PR Coord.	\$	24.1403	\$	25.4099	\$	26.7493	
21	Museum Director			\$	26.7493			27.4
21	Reference Librarian			\$	26.7493			27.4
21	Executive Asst./Public Relations Coordinator							27.4
22	PW Supervisor	\$	25.4915	\$	26.8319	\$	28.2459	30.89
22	Public Works Supervisor							
23	Fire Division Chief	\$	18.7491	\$	19.7350	\$	20.7749	
23	Fire Division Chief			\$	20.7749			21.5
23	Fire Division Chief			\$	20.7749			21.5
23	Fire Division Chief			\$	20.7749			21.5
26	Asst Engineer/Electrician/Building Inspector	\$	29.5430	\$	31.0972	\$	32.7341	
26	Asst Engineer			\$	32.7341			33.23
26	Asst Engineer II	\$	29.5430					1.51%
26	Electrician			\$	32.7341			3.59%
26	Building Inspector / Zoning Admin.			\$	32.7341			3.59%
27a	Police Lieutenant	\$	32.5206	\$	33.3326	\$	34.1649	
27a	Police Lieutenant			\$	33.3326	\$	34.1649	35.19
27b	Police Captain	\$	33.4950	\$	34.2461	\$	35.0175	
27b	Police Captain			\$	35.0175			36.95
27b	Police Captain			\$	35.0175			5.52%
27b	Police Captain			\$	35.0175			5.52%
27b	Police Captain			\$	35.0175			5.52%
28	Library Director, Park & Rec Director, Public Works Superintendent, Water & Wastewater Supervisor	\$	32.2463	\$	33.9434	\$	35.7293	
28	Public Works Superintnd.			\$	35.7293			37.32
28	Park & Rec Director			\$	35.7293			4.45%
28	Water Supervisor	\$	32.2463			\$	35.7293	4.45%
28	Wastewater Supervisor			\$	35.7293			4.45%
28A	Library Director	\$	33.0935	\$	33.9434	\$	35.7293	
28A	Library Director			\$	35.7293			4.45%
29	Clerk/Treasurer	\$	33.5980	\$	35.3660	\$	37.2259	
29	Clerk/Treasurer			\$	37.2259			4.39%
30	Fire Chief/Emerg Mmngmnt Dir	\$	36.9006	\$	38.7395	\$	40.6754	
30	Fire Chief/Emerg Mmngmnt Dir			\$	40.6754			3.38%
32	Police Chief	\$	37.6499	\$	39.6323	\$	41.7167	
32	Police Chief			\$	41.7167			6.19%
33	Engineer	\$	39.3925	\$	41.4651	\$	43.6475	
33	Engineer			\$	43.6475			3.83%
36	Manager/Finance Director	\$	-	\$	-	\$	47.8801	
36	Manager/Finance Director			\$	47.8801			5.70%

6/10/06

CITY OF FORT ATKINSON, WISCONSIN**Proposed Pay Structure - 2020**

Grade	Job Title	Start	18 Months	36 Months
4	Recreation Admin Assistant, Public Works Admin Assistant	\$ 17.3141	\$ 18.2753	\$ 19.2900
5	Library Assistant, Assistant Museum Director, Court Clerk, Police Clerk, Deputy Clerk, Deputy Treasurer and Utility Clerk	\$ 18.6335	\$ 19.6680	\$ 20.7600
6	Administrative Assistant	\$ 19.0105	\$ 20.0659	\$ 21.1800
7	Telecommunicator	\$ 19.6567	\$ 20.7481	\$ 21.9000
8	Public Works Crewperson, Park Caretaker, Building Maintenance	\$ 20.2760	\$ 21.4018	\$ 22.5900
9	Wastewater & Water Crewperson	\$ 20.5812	\$ 21.7239	\$ 22.9300
10	Aquatics Specialist Heavy Equipment Operator, Sweeper Operator, Senior Center Director	\$ 21.2903	\$ 22.4723	\$ 23.7200
11	Wastewater Specialist, Water Service Specialist	\$ 21.6134	\$ 22.8134	\$ 24.0800
12	Park Crewleader, Water Maintenance, Public Works Crewleader, Mechanic	\$ 22.3584	\$ 23.5997	\$ 24.9100
13	Wastewater Technician, Water Maint/Distrib Tech	\$ 22.6905	\$ 23.9503	\$ 25.2800
14	Youth Librarian, Construction Foreman, Park & Rec Foreman	\$ 23.5522	\$ 24.8598	\$ 26.2400
15	Wastewater Foreman, Water Operator/Foreman, Youth Center Dir., Shop Foreman/Head Mechanic	\$ 24.1445	\$ 25.4851	\$ 26.9000
16	Museum Dir, Reference Librarian, Executive Assistant/PR Coordinator	\$ 24.5933	\$ 25.9588	\$ 27.4000
17	Fire Division Chief	\$ 19.2977	\$ 20.3691	\$ 21.5000
18	PW Supervisor	\$ 27.7258	\$ 29.2652	\$ 30.8900
19	Assistant Engineer	\$ 29.8261	\$ 31.4821	\$ 33.2300
20	Electrician, Building Inspector/Zoning Administrator	\$ 30.4365	\$ 32.1263	\$ 33.9100
21	Police Lieutenant	\$ 33.0100	\$ 33.8300	\$ 35.1900
22	Police Captain	\$ 34.6600	\$ 35.5200	\$ 36.9500
23	Library Director, Park & Rec Director, Public Works Superintendent, Water & Wastewater Supervisor	\$ 34.7524	\$ 35.8272	\$ 37.3200
24	Clerk/Treasurer	\$ 34.8794	\$ 36.8160	\$ 38.8600
25	Fire Chief/Emerg Mmngmnt Dir	\$ 37.7427	\$ 39.8382	\$ 42.0500
26	Police Chief	\$ 39.7622	\$ 41.9698	\$ 44.3000
27	Engineer	\$ 40.6777	\$ 42.9362	\$ 45.3200
28	Manager/Finance Director	\$ 45.4259	\$ 47.9479	\$ 50.6100

(Telecommunicators: 1947 hours; Fire Div. Chief: 2912 hours; Others 2080 hours).

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CITY OF FORT ATKINSON
2020 Part-time Employee Wages
 (These rates reflect a proposed 2% increase.)

CITY COUNCIL	President of the Council	\$360/month
	Council Members	\$300/month

ELECTIONS		Wage
	Election Inspector	\$ 8.35
	Chief Inspector	\$ 8.40

ENGINEERING	Summer Intern	1st yr.	2nd yr.
		\$ 11.51	\$ 11.76

FIRE		Wage	<i>FIRE - 3% increase for 2020</i>
	Captain	\$ 15.22	
	Lieutenant	\$ 14.16	
	Driver/Operator	\$ 13.35	
	First Responder	\$ 13.04	
	Firefighter 2	\$ 12.94	
	Firefighter 1	\$ 12.61	
	Firefighter (non-certified)	\$ 11.62	
	Fire Inspector 2 (certified)	\$ 15.53	
	Fire Inspector 1 (non-certified)	\$ 13.17	
	Mechanic	\$ 15.45	

LIBRARY		1st yr.	2nd yr.	3+ yrs.
	Maintenance Person	\$ 13.28	n/a	n/a
	Janitor	\$ 10.74	\$ 11.75	\$ 12.50
	Office Assistant (.50)	\$ 11.59	\$ 12.10	\$ 12.55
	Office Assistant	\$ 11.32	\$ 11.80	\$ 12.23
	Desk Assistant (.50)	\$ 10.17	\$ 10.76	\$ 11.49
	Desk Assistant	\$ 9.91	\$ 10.51	\$ 12.20
	Seasonal	\$ 9.75	n/a	n/a
	Page	\$ 8.49	\$ 8.83	\$ 9.09

LIBRARY		Start	18 Month	36 Month
	REG PT - Youth Assistant	\$ 16.35		

POLICE		1st yr.	2nd yr.	3+ yrs.
	Substitute Patrolman	\$ 22.31	n/a	
	Substitute Dispatcher	\$ 19.66	n/a	
	Janitor	\$ 10.74	\$ 11.75	\$ 12.50
	Community Service Officer	\$ 9.87	n/a	
	Maintenance Person	\$ 13.28	n/a	
	Crossing Guard	\$ 12.25	n/a	

PUBLIC WORKS WASTEWATER WATER		1st yr.	2nd yr.	3+ yrs.
	Regular / Seasonal Part-Time	\$ 11.51	\$ 11.76	\$ 12.03
	Janitor	\$ 15.00	n/a	n/a
	Summer Intern	\$ 8.67	n/a	n/a
	Retired - Part-Time	\$ 16.00	n/a	n/a

ATTORNEY JUDGE		Annual Salary	Hourly	
	City Attorney	\$ 39,341.48	\$ 25.2189	1560 hours
	Municipal Judge	\$ 17,836.00	\$ 34.3000	520 hours



Fort Atkinson Parks & Recreation 2019-2020 Part-time Employee Pay Scale

Under 18 years of age - Trial Wage Rate

\$7.00

Youth Sports / Recreation Instructors

I	\$7.25	\$7.40	\$7.50	
II	\$7.75	\$8.00	\$8.50	
III	\$9.00	\$9.50	\$10.00	
IV	\$10.50	\$11.00	\$11.50	\$12.00
V	\$12.50	\$13.00	\$13.50	\$14.00

Clinic / Camp Instructors

I.	\$13.00	\$14.00	\$15.00
II	\$16.00	\$16.50	\$17.00
III	\$17.50	\$18.00	\$18.50
IV	\$19.00	\$19.50	\$20.00

League Supervisor

I	\$13.00	\$13.50	\$14.00
II	\$14.50	\$15.00	\$15.50
III	\$16.00	\$16.50	\$17.00

Adult Scorekeepers

I	\$11.00	\$11.25	\$11.50
II	\$11.75	\$12.00	\$12.25
III	\$12.50	\$12.75	\$13.00

Adult League Softball Umpires

I	\$18.00	\$18.50	\$19.00
II	\$19.50	\$20.00	\$20.50
III	\$21.00	\$21.50	\$22.00

Solo Ump \$30.00 \$35.00 (Advancement after 5 years on staff)

Youth League Fast-Pitch Umpires

I	\$15.00	\$17.00	\$19.00
II	\$20.00	\$22.00	\$25.00

Adult League Basketball Officials

I	\$23.00	\$24.00	\$25.00
II	\$26.00	\$26.50	\$27.00
III	\$28.00	\$28.50	\$29.00

Adult League Volleyball Officials

I	\$17.50	\$18.00	\$18.50
II	\$19.00	\$19.50	\$20.00
III	\$20.50	\$21.00	\$21.50
Set up/Take Down:	\$10.00	\$10.50	\$11.00

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Fort Youth Center Staff**(Minor - probationary period pay)**

I. \$6.55

\$6.75

\$6.95

Supervision

I	\$7.25	\$7.40	\$7.55	\$7.75
II	\$8.00	\$8.15	\$8.30	\$8.50
III	\$8.65	\$8.75	\$9.00	

Staff Leader

I	\$9.00	\$9.25	\$9.50	
II	\$9.75	\$10.00	\$10.25	
III	\$10.50	\$10.75	\$11.00	\$11.25

Disc Jockey Rate: \$125 per payroll**Recreation Administration & Part-time Secretary**

I	\$7.50	\$8.00	\$8.50
II	\$9.00	\$9.50	\$10.00
III	\$11.00	\$12.00	\$13.00

Specialized Secretary & Web Design / Computer \$25.00**Intern I** \$300 monthly stipend**Municipal Building / Senior Center / Youth Center Janitorial**

I	\$7.50	\$7.75	\$8.00
II	\$8.50	\$8.75	\$9.00
III	\$9.50	\$9.80	\$10.10
IV	\$10.30	\$10.50	\$10.70

Parks & Aquatic Center Maintenance

I (Pool Staff)	\$8.50	\$9.00	\$9.50
Seasonal I	\$10.50	\$11.25	\$12.00
Seasonal II	\$13.00	\$13.50	\$14.00

Mowers

I	\$12.00	\$12.30	\$12.60
II	\$13.00	\$13.30	\$13.60
III	\$14.00	\$14.30	\$14.60

Supervisor (specialized)

I	\$11.00	\$11.50	\$12.00
II	\$13.00	\$13.50	\$14.00
III	\$14.50	\$15.00	\$15.50

Foreman Consultant / Supervisor \$16.00

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Aquatic Center (Seasonal Facility) * Exempt seasonal recreation facility – overtime & min. wage

Pool Manager	\$12.00	\$13.00	\$14.00	\$14.50
Assistant Manager	\$11.00	\$12.00	\$13.00	

Swim Instructor WSI starting rate: \$8.50

\$9.00	\$9.50	\$10.00
\$10.50	\$11.00	\$11.50
\$12.00	\$12.50	\$13.00

(Future increases: Skip a level if: all certifications met & min. 72 hours of group instruction annually)
Attendance Bonus \$25 (+ Red Cross paperwork completed)

Lifeguard (Also is their maintenance rate for clean-up when pool is operational.

Parks & Aquatic Center Maintenance I rates for pre-season)

I	\$8.50	\$9.25	\$10.00
II	\$10.30	\$10.60	\$11.00

Instructor Aid / Substitute	\$7.50	\$8.50
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Checker / Cashier / Concessions (also is their maintenance rate for clean-up)

I	\$7.30	\$7.50	\$7.90	\$8.15
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Concession / Admissions Assistant Manager

I	\$8.50	\$9.00	\$9.50
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Concession / Admissions Manager

I	\$10.00	\$11.00	\$12.00
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Maintenance

(Note: See Parks Maintenance for rates)

Mechanical Part Time (specialized)	\$16.00
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Other Part-Time Wage Rate Notes:

Commission Formula:

As we attempt to add new programs we will sometimes implement a commission formula (percentage of revenues) to pay part-time employees when large size, specialized programs are involved. This occurs in our dance program, karate and most new programs. The commission formula allows the department to add programming without exceeding our budget.

The program's fees are divided into part-time wages, benefits and deposit to revenue account.

Wage Placement of Employee:

In most programs listed on previous pages, level I represents employees with limited experience, level II includes fully qualified employees with experience and level III pertains to special skilled, certified or group leader employees. The starting point (A-B-C-D) is dependent upon experience.

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CITY OF FORT ATKINSON FIRE DEPT. Fort Atkinson, WI, 53538 Date: December 10, 2019

TO: City Council
FROM: Daryl Rausch, Fire Chief
SUBJECT: Rural Fire Contract Approval

Background

Through discussions with the city finance committee and the rural fire district representatives, the rural townships have accepted a proposal to restructure the annual contract for the City of Fort Atkinson to provide fire protection to them.

Discussion

The new contract (*attached*) spells out equipment replacement and annual fire protection costs for 2020-2029. The contract provides for ownership of all joint owned fire equipment to be turned over to the city and lists minimum and maximum annual cost adjustments based upon the Consumer Price Index fluctuations.

Financial Impact & Funding Source

This contract provides payments each year into an equipment replacement fund which will help fund future apparatus and equipment purchases and will provide adequate funding for repairs, testing and upgrades of apparatus well into the future.

Recommendation

This contract continues the exemplary fire protection the City and the towns now enjoy and will enhance budget stability and a defined apparatus and equipment replacement program. I recommend the council approve this extension.

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CITY OF FORT ATKINSON

RURAL FIRE CONTRACT

This Agreement made January 1, 2020, between the City of Fort Atkinson, hereinafter called the City, and the Town of Koshkonong, hereinafter called the Town, both municipal corporations located in Jefferson County, Wisconsin.

WITNESSETH:

1. The City agrees to faithfully and to the best of its ability provide and furnish fire protection and emergency services which shall include, but not be limited to, fire suppression, water rescue and auto extrication response to that part of the Town of Koshkonong as follows:

All sections of T.6N. - R.14E., but only the portions of Section 25, 34 and 35 served by the 563 and 568 phone exchange. Sections 31, 32, 33, 35 and 36 of T.6N. - R.14E. Also Section 13 South of the Rock River, and Sections 24, 25, 35 and 36 and the East ½ of Section 26 of T.5N. - R.13E.

2. To allocate charges for the Fire Equipment portion of the annual fee, this contract shall implement a distribution of cost method that takes into consideration total equalized value, population and a 5-year average call volume of each service area (attached as Appendix A). To calculate the Fire Protection portion of the annual fee, this contract shall take the 2019 Contract amount and increase it by 3% for Year 1 (1-1-20 – 12-31-20).

3. The distribution of cost method to allocate charges for the Fire Equipment portion of the annual fee shall be recalculated at the end of the 2024 calendar year using updated data.

4. In consideration of the Fire Equipment and Fire Protection services provided to the Town by the City under the terms of this Contract, the Town agrees to pay to the City an annual fee in each year of the Contract as follows:

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Year 1 (1-1-20 – 12-31-20)	\$167,493.34
Year 2 (1-1-21 – 12-31-21)	*Increase tied to CPI, no less than 2%, not to exceed 6%
Year 3 (1-1-22 – 12-31-22)	*Increase tied to CPI, no less than 2%, not to exceed 6%
Year 4 (1-1-23 – 12-31-23)	*Increase tied to CPI, no less than 2%, not to exceed 6%
Year 5 (1-1-24 – 12-31-24)	*Increase tied to CPI, no less than 2%, not to exceed 6%
Year 6 (1-1-25 – 12-31-25)	*5% Increase from previous year after recalculation of distribution of cost method (2024)
Year 7 (1-1-26 – 12-31-26)	*Increase tied to CPI, no less than 2%, not to exceed 6%
Year 8 (1-1-27 – 12-31-27)	*Increase tied to CPI, no less than 2%, not to exceed 6%
Year 9 (1-1-28 – 12-31-28)	*Increase tied to CPI, no less than 2%, not to exceed 6%
Year 10 (1-1-29 – 12-31-29)	*Increase tied to CPI, no less than 2%, not to exceed 6%

*CPI used will be the same index the City uses for its garbage and ambulance contracts.

5. The annual fee amounts shall be invoiced directly to the Town and shall be paid by the Town to the City on a quarterly basis prior to March 1, June 1, September 1, and December 1 of each year the Contract is in force. If such invoices are not timely and fully paid, a default interest rate of 1 1/2% per month will be added. This shall also be deemed to be a breach of this contract, and the City Manager of the City shall thereafter refer the matter to the City Council for further action. Further action includes, but is not limited to, the termination of this contract.

6. The City will furnish all personnel and all firefighting apparatus. The number of personnel and the nature of the apparatus furnished for each fire call shall be at the discretion of the Fire Chief of the City or officer in charge. Further, in the event of multiple fire calls, the Fire Chief of the City or officer in charge shall allocate personnel and apparatus at his/her discretion. In the event of a multiple fire situation, the City agrees not to remove apparatus or personnel from the scene of a fire in the Town if still needed at the scene of the fire in the Town until such time as the officer in charge has placed a call for help to a nearby fire department.

7. The City shall have personnel stationed at its Fire Station on a 24-hour basis. Any permanent change of this status shall constitute cause for the parties to negotiate the terms and conditions of this agreement.

8. The Town shall as part of this contract turn over ownership of all existing vehicles and equipment, or portions thereof, to the City. The Towns will, within 30 days, sign all titles to vehicles or complete a Bill of Sale for untitled pieces of equipment and agree to forward all 2% dues monies received from the state (based upon portion of Town being protected by City) to the City to cover the costs of fire protection and fire prevention services, and fire vehicles and equipment.

9. The city will provide annual fire inspections to all public buildings as required by Wisconsin statute, public fire education and other prevention services.

10. If the City chooses to end the contract prior to 2029 the ownership of all currently owned Town vehicles and equipment including Brush Truck 114, Tanker 111 and Tanker 112 will revert to the Town as previously held. Otherwise, the City will retain ownership of said vehicles and equipment indefinitely.

11. If the Town elects to contract with another department, and no longer uses the City for protection of any part of the Town, the Town would forfeit claim to ownership of the above-listed vehicles and equipment if the City chose to end the Contract prior to 2029, under paragraph 10.

12. The City agrees, during the term of this contract, to carry adequate insurance coverage on all of its activities as a fire department including vehicle insurance, workers compensation insurance and liability insurance.

13. All 2% fire dues received pursuant to Sec. 101.573, Wis. Stats. shall be paid by the Town to

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the City on an annual basis. The City shall use said sums paid under this paragraph as required by Wisconsin State Statutes. The sums paid pursuant to this paragraph shall be in addition to the sums the Town is required to pay to the City as set forth in paragraphs 2, 3, 4 and 5 herein.

14. The Town agrees to indemnify and hold the City harmless from any costs, fees, causes of action or claims from damage that occurs to the driveway or landscaping of third parties caused by the equipment or personnel supplied by the City pursuant to this agreement.

15. The Town agrees to maintain indefinitely in full force and effect, a driveway ordinance protecting the City from inaccessible rural driveways. The Town will allow the City to review and approve the ordinance before final acceptance by each town board.

16. The Town agrees to adopt by January 1, 2021, and maintain indefinitely in full force and effect, a fire prevention and inspection ordinance which includes an enforcement and correction clause acceptable to both the Town and the City.

17. This agreement shall be effective from January 1, 2020 to December 31, 2029.

18. This contract may be terminated by either party with a 36-month notice. Such notice shall be provided by January 1 of each calendar year.

19. Both parties agree that should Jefferson County explore the option of providing a countywide Fire and EMS service, and the city and/or the township wished to become part of that countywide emergency services delivery organization, this contract would be subject to renegotiation or termination with as little as 12-months' notice by either party.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their authorized officers on the day and year first written above.

CITY OF FORT ATKINSON:
IN THE PRESENCE OF:

By: _____
Matt Trebatoski, City Manager

By: _____
Michelle Ebbert, City Clerk

IN THE PRESENCE OF:

Jefferson County WI
Janette Poth November 12, 2021

TOWN OF KOSHKONONG:

By: *Bruce Burlington*

By: *Kim Cheney*

Appendix A

2018 Statistics			
City/Town 2018 Stats	Equalized Value	Population	Call Volume***
City	\$918,504,023.00	12,390	247
Koshkonong	\$362,070,179.00	3,407	55
Hebron	\$44,033,790.00	458	13
Jefferson	\$40,114,324.00	358	10
Oakland	\$43,317,430.00	600	9
Sumner	\$69,613,452.00	497	7
Out Of District			23
TOTALS	\$1,477,653,198.00	17,710	364

*** Call Volume 5-year average 2014-2018

2018 Statistics				
Division of Costs %	Total Equalized Value	Population	Call Volume***	3 factors
City	62.16%	69.96%	72.43%	68.18%
Koshkonong	24.50%	19.24%	16.13%	19.96%
Hebron	2.98%	2.59%	3.81%	3.13%
Jefferson	2.71%	2.02%	2.93%	2.56%
Oakland	2.93%	3.39%	2.64%	2.99%
Sumner	4.71%	2.81%	2.05%	3.19%
	100.00%	100.00%	100.00%	100.00%

*** Call Volume 5-year average 2014-2018

CITY OF FORT ATKINSON
Finance Committee Minutes ~ June 13, 2019

CALL TO ORDER

President Kotz called the meeting to order at 4:12 pm.

ROLL CALL

Present: Cm. Becker, Cm. Scherer and Pres. Kotz.

Also present: City Manager.

REVIEW AND APPROVE NEW FINANCIAL STABILITY (POLICIES) GUIDE BOOK

Manager Trebatoski reviewed the new Financial Stability (Policies) Guide Book. The Guide Book sets policy on when purchase orders are required, when items need to be presented to the City Council, etc. It also lets the Council know what parameters City staff is operating under. The document will also be beneficial when completing borrowing packages and submitting grants. The Guide Book also clarifies what expenses are reimbursable to staff for conferences.

Cm. Becker asked if there were employees who had credit cards to use on behalf of the City. The City Manager indicated there are a few. Staff has been told however that the credit cards are to be used only as a last resort when making purchases. If an item can be purchased by being invoiced, they are not to use the credit card. It was also indicated credit card statements are reconciled monthly. The credit cards the individual staff members have do not have a very large limit on them; the City has one general credit card that can be used in that instance.

The City Manager then reviewed the Debt Management Policy with the Committee. One item in the proposed Guide Book would be the increase of the general obligation debt from 40% to 60%.

Cm. Becker moved, seconded by Cm. Scherer to recommend to the City Council that the new Financial Stability Guide Book be approved. Motion carried unanimously.

REVIEW AND APPROVE TOWN RURAL FIRE PROTECTION CONTRACTS

Manager Trebatoski indicated that meetings have been held with the five Townships who have agreed to enter into a ten-year contract. This should be easier in the future when vehicles need to be purchased. The annual fees are calculated on population, equalized value and call volume.

The five Townships are in the process of reviewing the proposed agreement at this time. The City Manager felt they are in agreement and should be getting back to the City soon. Once the City has heard from the Townships, the matter will be placed on the City Council agenda for review and approval.

There are no costs for new Fire Department construction project figured into the rural fire protection contracts.

Cm. Becker moved, seconded by Cm. Scherer to recommend to the City Council that the Rural Fire Protection Contracts be approved. Motion carried unanimously.

DISCUSS EMPLOYEE COMPENSATION FOR 2020

Manager Trebatoski indicated there are staff positions that are falling behind in comparable wages. He would like to begin a wage study by comparing wages with surrounding communities. Pres. Kotz said if staff did not feel they could complete a study in-house, they could possibly contact U.W. Whitewater to see if there would be someone that could assist with this.

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CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: June 6, 2019

TO: Finance Committee
FROM: Matt Trebatoski, City Manager
SUBJECT: Town Rural Fire Protection Contracts

Background:

As you are aware the last multi-year contract (five-year) with each of the towns expired at the end of 2018, at which time a one-year extension with a 10% increase was negotiated to give the city time to prepare a more detailed 10-year contract option for the towns to consider.

Attached is the most recent memo from the city to the towns outlining: 1. A 10-year contract option in which the city would assume all responsibility for purchasing fire apparatus and equipment; and 2. A five-year option similar to the last contract (2014-2018), where the towns would remain responsible for their shares of the cost for apparatus and equipment replacements as they come due.

Discussion & Financial Analysis:

In late April the Fire Chief and I met with representatives from the towns to review and discuss the contract options. Since then the towns have met together and decided to move forward with the 10-year contract. The town boards are currently in the process of approving their respective contracts.

Attached is the contract for the Town of Koshkonong spelling out the terms of the agreement. All town contracts are identical except for the annual cost. The 2020 annual cost was calculated by increasing the protection/service component by 3% from 2019, and by adding in the new annual equipment cost.

The 2020 cost for each town is as follows:

Town of Hebron	\$27,434.27
Town of Jefferson	\$26,037.67
Town of Koshkonong	\$167,493.34
Town of Oakland	\$27,091.25
Town of Sumner	\$27,581.28

As indicated in the contract, annual cost increases are tied to CPI, with no less than 2%, and no more than 6%.

We will create a restricted fund balance account to reserve the share of the annual fees from the towns that were designated to cover their portions of future apparatus and equipment costs, so that the funds are available when the replacements come due.

Recommendation:

Recommend approval of the Town Rural Fire Protection Contracts with the towns of Hebron, Jefferson, Koshkonong, Oakland and Sumner to the full City Council.

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CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: April 30, 2019

TO: Township Representatives
FROM: City of Fort Atkinson
SUBJECT: Discussion of Township Contract 2020-2029 (UPDATED EQUIPMENT COSTS)

Background

After our last meeting, I was asked to prepare a more detailed proposal offering a 10-year contract in which the City would assume all responsibility for purchasing fire apparatus and equipment.

As I stated in the meeting, in order to make this particular type of contract work, we would need to consider a 10-year contract so that we could accumulate cash for future purchases scheduled in successive years.

I believe the following proposal addresses the needs and concerns of the townships and the City.

Formula

Over the last several years, we have used a formula which utilized call volume in each municipality to determine contract fees. This formula only considered actual response costs and does not adequately represent the stand-by cost of operating a department. *(Standby costs consist of having the equipment, personnel and training to be able to appropriately respond to requests for service in a timely manner.)*

For the new contract we will be implementing a distribution of cost schedule that takes into consideration Equalized Value, Population and a 5-year Average Call Volume to determine the allocation of charges for fire protection.

All of the contract options listed will use the distribution formulas as presented here as a basis for calculation of costs. Each option also uses an estimated annual CPI increase of 3% in 2020-2029.

2018 Statistics			
City/Town 2018 Stats	Equalized Value	Population	Call Volume***
City	\$918,504,023.00	12,390	247
Koshkonong	\$362,070,179.00	3,407	55
Hebron	\$44,033,790.00	458	13
Jefferson	\$40,114,324.00	358	10
Oakland	\$43,317,430.00	600	9
Sumner	\$69,613,452.00	497	7
Out Of District			23
TOTALS	\$1,477,653,198.00	17,710	364

*** Call Volume 5-year average 2014-2018

The formula considers *Total Equalized Value* of each service area. One township had requested that this factor be modified to only include *Equalized Improvement Value*. Using the total equalized value is much more appropriate as some of the largest incidents we deal with are wildland fires on unimproved or agricultural land or in large agricultural structures which may not be assessed at full-value.

Using all three factors we then created an average which defines percentage of usage by each participating municipality.

2018 Statistics				
Division of Costs %	Total Equalized Value	Population	Call Volume***	3 factors
City	62.16%	69.96%	72.43%	68.18%
Koshkonong	24.50%	19.24%	16.13%	19.96%
Hebron	2.98%	2.59%	3.81%	3.13%
Jefferson	2.71%	2.02%	2.93%	2.56%
Oakland	2.93%	3.39%	2.64%	2.99%
Sumner	4.71%	2.81%	2.05%	3.19%
	100.00%	100.00%	100.00%	100.00%

*** 5-year Average Call Volume 2014-2018

We believe this creates a clearer picture of operational costs and addresses potential disparity of service needs among the participating municipalities.

Whichever contract option is chosen, we recommend that the new contract include a term related to and including fire prevention and inspection services. Currently the City provides inspection services to the townships at a cost of \$2,000 per year. In several cases, there are long-standing fire code violations with no corrective action being taken. I believe this presents a significant liability to the township and *(to a lesser extent)*, the City, should a tragedy occur in one of these occupancies.

We are not recommending an increase of this fee, but in order to meet statutory compliance, this should be clearly spelled out in the contract and each township should adopt an ordinance stating the authority of Fort Atkinson Fire Department to provide these services. This cost is included in the proposed contract cost instead of being a separate charge for services.

It would also be prudent for each township to adopt some enforcement authority which defines the authority of Fort Atkinson Fire Department inspectors to complete the inspections, the frequency of inspections *(at least once per year)* and define the steps to be taken if on-going fire code violations are not corrected.

Proposed Contract

The proposed contract would include the City assuming ownership of all the vehicles and all associated equipment currently held by the townships. This would include township vehicles owned wholly by the Towns and proportional ownership of City vehicles which may have been purchased with the assistance of the Towns.

From that point on, the City would maintain, repair and replace the vehicles and equipment and would bill the townships an annual fee for fire protection services. This fee would encompass all response, prevention activities, and replacement and maintenance of equipment.

The rural portion of the fees would be distributed amongst each township; determined by the three factor calculations used above.

The following chart encompasses all costs associated with fire protection:

Township Costs	Annual Equip	2020 Protection	Combined 2020	2021*	2022*	2023*	2024*	2025 (5%)	2026*	2027*	2028*	2029*
Koshkonong	\$48,905.44	\$118,587.90	\$167,493.34	\$172,518.14	\$177,693.69	\$183,024.50	\$188,515.23	\$197,840.99	\$203,879.22	\$209,995.60	\$216,295.47	\$222,784.33
Hebron	\$7,669.04	\$19,765.23	\$27,434.27	\$28,257.30	\$29,105.02	\$29,978.17	\$30,877.51	\$32,421.39	\$33,394.03	\$34,395.85	\$35,427.73	\$36,490.56
Jefferson	\$6,272.44	\$19,765.23	\$26,037.67	\$26,818.80	\$27,623.37	\$28,452.07	\$29,305.63	\$30,770.91	\$31,694.04	\$32,644.86	\$33,624.20	\$34,632.93
Oakland	\$7,326.02	\$19,765.23	\$27,091.25	\$27,903.98	\$28,741.10	\$29,603.34	\$30,491.44	\$32,016.01	\$32,976.49	\$33,965.78	\$34,984.76	\$36,034.30
Sumner	\$2,816.05	\$19,765.23	\$22,581.28	\$23,408.72	\$24,260.98	\$25,138.81	\$26,042.97	\$27,595.12	\$28,572.98	\$29,580.17	\$30,617.57	\$31,686.10
City	\$167,952.75	\$495,219.98	\$662,272.73	\$682,140.92	\$702,505.14	\$723,683.30	\$745,393.80	\$782,663.49	\$806,143.39	\$830,327.69	\$855,237.52	\$880,894.05
Total City/Twp**	\$245,041.74											

* 2020 increase 3% and 2025 increase 5% per contract

**2021-2024 and 2026-2029 increase based upon acceptable CPI 2%-6% (calculated at 3% for illustration of potential charges)

Copy is also included as an attachment

As part of this plan, the townships would agree to forward all 2% dues monies received from the state (*based upon portion of township being protected by FAFD*) to the City of Fort Atkinson to cover the costs of fire protection and prevention services and apparatus replacement.

If implementing this option, a 10-year term contract would be required with a longer notice of termination clause (*36-months minimum*) to allay any fears of the City raising the contract fee significantly once all the equipment becomes city-owned.

We would also include a term in the contract stating that if the City chooses to end the contract prior to 2029, ownership of all currently owned township equipment (*B114, T111 and T112*) and proportional ownership of city vehicles which may have been partially funded by the Towns would revert to the townships.

If any individual township elected to contract with another department and no longer used the Fort Atkinson Fire Department for protection of any part of their township, they would forfeit any future claim to ownership of the above-listed equipment or partial ownership of any other fire department equipment.

As you can see, there is a significant annual cost increase associated with this plan; however, the townships would know well in advance what the associated costs would be each year. Each township would see no other additional costs outside of the stated contract fee.

Again, this estimate is based upon CPI which would be adjusted each year. Calculations of the three distribution factors would be completed at the end of the fifth contract year (*2024*) to ensure that changes in usage and equalized value, population and services provided are reflected in the last five years of the contract. This redistribution of charges will then be applied to years 2025-2029.

At the end of each contract period, the terms could be renegotiated by both parties.

The option to implement a 10-year contract is being offered at this time due to major equipment purchases being several years away. The option of implementing a long-term contract will not be possible in future years without a very large increase in the annual contract cost.

Current Contract Structure

The other option being presented is the same structure as used in the current contract. This structure does not include apparatus replacement costs so each township would continue to fund a percentage (*based upon new formula*), of any new apparatus purchased. If this option is chosen, the City of Fort Atkinson will also ask the townships to fund a portion of future small equipment replacement.

Contract increases would continue to be tied to *CPI for years 3-5*. There would be a slightly higher initial contract cost in the first two years (*3% 2020 and 5% 2021*). For the CPI increases in years 3-5 there would be a minimum increase of 2% and a ceiling of 6% each year.

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Township Costs	Annual Equip	2020 Protection *	2021 (5%) *	2022 **	2023 **	2024 **
Koshkonong	As Needed	\$118,587.90	\$124,517.30	\$128,252.81	\$132,100.40	\$136,063.41
Hebron	As Needed	\$19,765.23	\$20,753.49	\$21,376.10	\$22,017.38	\$22,677.90
Jefferson	As Needed	\$19,765.23	\$20,753.49	\$21,376.10	\$22,017.38	\$22,677.90
Oakland	As Needed	\$19,765.23	\$20,753.49	\$21,376.10	\$22,017.38	\$22,677.90
Sumner	As Needed	\$19,765.23	\$20,753.49	\$21,376.10	\$22,017.38	\$22,677.90
Total**		\$197,648.82	\$207,531.26	\$213,757.20	\$220,169.91	\$226,775.01

* 2020 increase 3% and 2021 Increase 5% per contract

**2022-2024 increase based on CPI (calculated at 3% for illustration of potential charges)

As part of this option, the vehicle replacement schedule will be clearly defined and included as a term of the contract.

The following is an example of expected large purchases over the next ten years;

Equipment	2019 Cost	Replace. Yr.	Expected Cost	Twp. Share
Portable Radios	\$75,000.00	2021	\$75,000.00	\$23,865.00
S109	\$250,000.00	2023	\$282,000.00	\$89,732.40
C100 Changeover	\$9,000.00	2027	\$11,400.00	\$3,627.48
T111 Chassis	\$145,000.00	2028	\$189,000.00	\$189,000.00
SCBA	\$185,000.00	2029	\$249,000.00	\$79,231.80
E103	\$560,000.00	2029	\$752,000.00	\$239,286.40
		TOTAL	\$1,558,400.00	\$624,743.08

Recommendation

Each of these options provides advantages, and potential drawbacks; however, it is important to note that no matter which option is accepted, the level of protection and emergency response does not change. Our members remain committed to providing the highest level of service to each municipality as we have for many years.

Our goal is to provide effective, efficient public safety services appropriate for the community that are sustainable for the foreseeable future. We look forward to continuing these discussions to work out a solution that is acceptable to all concerned.

Whichever option is selected, I would like to schedule a meeting in the near future to finalize the new contract.

For the City of Fort Atkinson,

D.A. Rausch

Daryl A Rausch
Fire Chief/Emergency Management Director

Township Costs	Annual Equip	2020 Protection	Combined 2020	2022*	2023*	2024*	2025 (5%)	2026*	2027*	2028*	2029*
Koshkonong	\$48,905.44	\$118,587.90	\$167,493.34	\$172,518.14	\$177,693.69	\$183,024.50	\$197,940.99	\$203,879.22	\$209,995.60	\$216,295.47	\$222,784.33
Hebron	\$7,669.04	\$19,765.23	\$27,434.27	\$28,257.30	\$29,105.02	\$29,978.17	\$32,421.39	\$33,394.03	\$34,395.85	\$35,427.73	\$36,490.56
Jefferson	\$6,272.44	\$19,765.23	\$26,037.67	\$26,818.80	\$27,623.37	\$28,452.07	\$30,770.91	\$31,694.04	\$32,644.86	\$33,624.20	\$34,632.93
Oakland	\$7,326.02	\$19,765.23	\$27,091.25	\$27,903.98	\$28,741.10	\$29,603.34	\$32,016.01	\$32,976.49	\$33,965.78	\$34,984.76	\$36,034.30
Sumner	\$7,816.05	\$19,765.23	\$27,581.28	\$28,408.72	\$29,260.98	\$30,138.81	\$32,595.12	\$33,572.98	\$34,580.17	\$35,617.57	\$36,686.10
City	\$167,052.75	\$495,219.98	\$662,272.73	\$682,140.92	\$702,605.14	\$723,683.30	\$782,663.49	\$806,143.39	\$830,327.69	\$855,237.52	\$880,894.65
Total City/Twp**	\$245,041.74										

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FAFD Long-Term Equipment Replacement Schedule

Unit Number/Description	Replacement Cost 2019	Year Purchased	Service Life	Replacement Year
101 Engine	\$594,104.00	2018	25	2043
102 Engine	\$556,972.50	2006	25	2031
103 Engine	\$560,000.00	1999	25	2024
107 Tower	\$1,273,080.00	2012	35	2047
108 Squad	\$424,360.00	2002	30	2032
109 Squad	\$250,000.00	1990	30	2023
111 Tender	\$318,270.00	2001	30	2031
112 Tender	\$328,879.00	1994	30	2024
114 Brush	\$159,135.00	2017	30	2047
115 Utility	\$37,131.50	2009	25	2034
C100	\$35,000.00	2017	12	2029
SCBA	\$185,000.00	2014	15	2029
Extrication Tools 108	\$28,000.00	2002	20	2022
Extrication Tools 109	\$25,000.00	1994	20	2023
Extrication Tools 101	\$10,000.00	2018	20	2030
Extrication Tools 102	\$10,000.00	2002	20	2032
Hose Nozzles & Appliances	\$25,000.00	2002	10	2019
SCBA Compressor	\$28,000.00	2015	35	2040
PPE (42 Sets)	\$96,600.00	2014	10	2019
Gear Washer	\$13,000.00	1998	30	2019
Hose Dryer	\$11,000.00	1998	30	2025
House Compressor	\$3,500.00	2000	30	2020
House Washer/Dryer	\$1,500.00	1995	30	2020
Annual Insurance Cost	\$2,000.00	2019	1	2020
Annual Maint and Testing	\$46,000.00	2019	1	2020
Portable Radio Upgrade	\$75,000.00	2005	15	2021

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5-Year Contract Proposal - March 2019

Township Costs	Annual Equip	2020 Protection *	2021 (5%) *	2022 **	2023 **	2024 **
Koshkonong	As Needed	\$118,587.90	\$124,517.30	\$128,252.81	\$132,100.40	\$136,063.41
Hebron	As Needed	\$19,765.23	\$20,753.49	\$21,376.10	\$22,017.38	\$22,677.90
Jefferson	As Needed	\$19,765.23	\$20,753.49	\$21,376.10	\$22,017.38	\$22,677.90
Oakland	As Needed	\$19,765.23	\$20,753.49	\$21,376.10	\$22,017.38	\$22,677.90
Sumner	As Needed	\$19,765.23	\$20,753.49	\$21,376.10	\$22,017.38	\$22,677.90
Total**		\$197,648.82	\$207,531.26	\$213,757.20	\$220,169.91	\$226,775.01

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9-d

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: December 11, 2019

TO: City Council

FROM: Michelle Ebbert, City Clerk/Treasurer

SUBJECT: "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage

Background:

A Class B license allows the sale of products to be consumed on-site (restaurant, bar, tavern). Current quotas exist that limit the number of combination "Class B" Intoxicating Liquor and Class "B" Fermented Malt beverage licenses.

Discussion:

ADR Enterprises, LLC dba Rock River Lanes has been owned and operated by Rick Rector. Mr. Rector is in agreement to sell the property and surrender the license to Mr. Nate Pfeifer upon a successful background check. Mr. Pfeifer has appropriately applied for the license and required legal documentation (Sellers Permit, Federal ID). The sale is expected to be effective January 1, 2020.

Financial Analysis:

The publication fee will be paid by Mr. Pfeifer.

Staff Recommendation:

To approve the original application from NAP Enterprises dba Rock River Lanes for a "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage License for use at 1010 Larsen Road.

1 of 5

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 01/01/2020 ending: June 30 2020
(mm dd yyyy) (mm dd yyyy) *renew there after*

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of Fort Atkinson

County of Jefferson Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number	
FEIN Number	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
ADIZ Rock River Lanes NAT Enterprises, LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>PFEIFER</u>	(First) <u>Nathaniel</u>	(Middle Name) <u>Allan</u>	Home Address (Street, City or Post Office, & Zip Code) <u>1681 Ila St Fort Atkinson WI 53538</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name <u>PFEIFER</u>	(First) <u>Nathaniel</u>	(Middle Name) <u>Allan</u>	Home Address (Street, City or Post Office, & Zip Code) <u>1681 Ila St Fort Atkinson WI 53538</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Rock River Lanes Business Phone Number 920-5639511
2. Address of Premises 1010 Larson Rd Post Office & Zip Code 53538

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Main - Golf, Bar, Lounge, Caters, Banquet Hall, bowling lanes, grass area by mini-golf

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No

(b) If yes, under what name was license issued? ADIZ Enterprises Inc

DBA Rock River Lanes

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state Wisconsin and date 12/23/19 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>PEREZ, Nate, A</u>	Title/Member <u>President</u>	Date <u>11/15/19</u>
Signature	Phone Number <u>920-563-9511</u>	Email Address <u>nate@rockinrivers.com</u>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>11-26-2019</u>	Date reported to council / board <u>12-17-19</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
PFEIFER		Nathanial		Allan	
Home Address (street/route)		Post Office		City	State Zip Code
1691 ILA St.				Fort Atkinson	WI 53538
Home Phone Number		Age	Date of Birth		Place of Birth
920-691-2936					Fort Atkinson

The above named individual provides the following information as a person who is (check one):

☒ Applying for an alcohol beverage license as an **individual**.

☐ A member of a **partnership** which is making application for an alcohol beverage license.

☒ Owner Agent everything of NAP Enterprises LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 30 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☒ Yes ☐ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
DUI in 2011
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☒ Yes ☐ No
If yes, describe status of charges pending. Produce Accident + Damage to property, Accepted into First offender program
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify. _____
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Rock River Lanes	1010 Larson Rd. Ft. Atkinson	Aug 2004	Present
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 24 day of Nov, 2019
Mahobert
(Clerk/Notary Public)

[Signature]
(Signature of Named Individual)

My commission expires _____



Printed on
Recycled Paper

Date: 11/25/2019

ADR Enterprises, Inc

1010 Larsen Rd

Fort Atkinson, Wi

Class B Intox. Liq and Class B Ferm.Malt License

I, ADR Enterprises, Inc hereby surrender my Class B Intox. Liq and Class B Ferm Malt license contingent upon approval for said license to NAP Enterprises, LLC. Should NAP Enterprises, LLC not be approved for said license, I will hereby retain the license to operate Rock River Lanes at 1010 Larsen Rd., Fort Atkinson, Wisconsin.

Respectfully,

A handwritten signature in black ink, appearing to read "Richard J. Rector". The signature is stylized with a large, looped "R" and a long horizontal stroke at the end.

Richard J. Rector

President ADR Enterprises, Inc.



POLICE DEPARTMENT

10-a
Adrian J. Bump
CHIEF OF POLICE

12-02-19

To: Fort Atkinson City Council
City Manager Trebatoski

From: Adrian Bump, Chief of Police

Re: Purchase Request of Body/Squad Camera System for Squads (2020 Outlay Purchase)

The police department is set to purchase new body and squad cameras. The new platform is a single system that operates the body and the squad cameras together as one. The replacement of the cameras were planned and budgeted under the 2020 Capital Outlay Budget for the Police Department in the amount of \$34,500.00. An additional \$4,469 is planned for this upgrade and will be covered by the K-9 account through the Fort Foundation. Those funds will specifically cover the body/squad camera system specific for the K-9 Squad. This total quote will cover purchase and installation.

Our agency tested and reviewed 3 different options. Getac, Watch Guard and Panasonic. Based on our field testing and review we requested quotes for Getac and Watch Guard. The quotes provided include the same required specs, however differences are present in the brands of equipment quoted. The Watch Guard quote does include one less body camera.

Getac: 5 VR-X20 i3 systems & 10 Body Cameras with back-end client \$36,852

Watch Guard: 5 4RE & VISTA systems & 9 Body Cameras with back-end client \$51,185.00

IT Work during transition: \$2,117.00 (Ignatek)

I would like to move forward and obtain final approval from the City Council to execute the order for the Getac System through Midwest Public Safety LLC using Ignatek for IT services and support during transition not to exceed the quoted amounts of \$38,969.00. Ordering in December 2019 will lock in the 2019 prices resulting in a savings prior to 2020 price increases. The order will not result in payment or delivery until February 2020.

Respectfully,

Adrian Bump
Chief of Police



POLICE DEPARTMENT

10-6
Adrian J. Bump
CHIEF OF POLICE

12-09-19

To: Fort Atkinson City Council
City Manager Trebatoski

From: Adrian Bump, Chief of Police

Re: Purchase Request of Axon Taser Replacements (2020 Outlay Purchase)

The police department is set to purchase new Tasers from Axon to replace the current units that have exceeded end of life estimates and are no longer supported by the manufacturer. The replacement of the Tasers was planned and budgeted under the 2020 Capital Outlay Budget for the Police Department in the amount of \$13,200.00. This total quote will cover purchase and deployment of the replacement tasers.

Our agency did not test or review any other less lethal electronic control devices as part of this replacement plan. Axon's Taser platform is the best fit for our agency and falls specifically in-line with our State Law Enforcement use of force continuum. A transition in equipment to a new electronic control device would also result in the need and requirement of retraining the entire staff on the new weapon as well as certifying inhouse instructors to maintain the training and certification. The Taser also aligns with all our neighboring jurisdictions which compliments use of force under mutual aid situations where officers respond to other areas to assist in emergencies.

**Axon: 9 Taser X26P CEWs with Holsters, battery packs, cartridges and training aids.
\$13,200**

I would like to move forward and obtain final approval from the City Council to execute the order for the Axon Tasers not to exceed the quoted amount of \$13,200.00. Ordering in December 2019 will lock in the 2019 prices resulting in a savings prior to 2020 price increases. Axon informed me this week that prices are set to increase by 4% in 2020. The order will not result in payment or delivery until January 2020.

Respectfully,

Adrian Bump
Chief of Police



10-C

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: Dec. 5, 2019

TO: City Council

FROM: Brian Juarez, Building Inspector

SUBJECT: New Housing Fee Report

Background: In 2017 the State Legislature adopted Statute 66.10014 which requires the City to post a report on new housing fees by January 1, 2020. This report is required to show the various fees and costs associated with developing and permitting new housing within the City.

Discussion: The City of Fort Atkinson offers good value for the associated development and permit fees. The City's lack of impact fees continues to make the construction process in Fort Atkinson more affordable than in many neighboring communities. Fort Atkinson's planning and inspection process ensures quality developments and quality construction for minimal costs to the developers as I believe is reflected in the report.

Financial Analysis: \$0

Staff Recommendation: Staff would recommend the City Council accept and post the report as required by State Statute.

1 of 3

NEW HOUSING FEE REPORT

Building Permit Fee:

State Stamp	\$35.00
Plan Review	\$100.00
Occupancy Permit	\$125.00
Permit fee	\$0.15 per sq ft
Erosion Control	\$50.00
Base Permit Fee	\$30.00

Electrical Permit Fee:

Base Permit Fee	\$30.00
100-200 amp service	\$30.00
1000-2000 sq ft	\$150.00

Plumbing Permit Fee:

Base Permit Fee	\$30.00
Each Fixture	\$6.00 per fixture

HVAC Permit Fee:

Base Permit Fee	\$30.00
New furnace/duct work	\$60.00
New air conditioner	\$45.00

Impact Fee	\$0.00
Park Fee	\$1,600/unit or 8% of raw land value *
Land dedication or fee in lieu of dedication	\$0.00
Plat approval fee	\$10.00/lot *
Stormwater Management fee	\$1,000/net acre *
Water/Sewer Hook-up Fee:	
Base Permit Fee	\$30.00
Laterals	\$150.00

* Park fee, plat approval costs and stormwater management fees assessed when parcels are platted; normally paid by developer

2018 HOUSING FEE REPORT

Building, Electrical, Plumbing & HVAC Permit fees	\$21,621.77
Impact fees	\$0.00
Park fees	\$0.00
Land dedication	\$0.00
Plat fees	\$0.00
Stormwater fees	\$0.00
Water/Sewer hook-up fees	<u>\$1,995.00</u>
	\$23,616.77

New residential units in 2018	18
Total fees divided by new units w/o remodeling fees	\$1,129.95
Total fees divided by new units	\$1,312.04

2 of 3

The municipality shall update the report annually, not later than January 31. The report shall contain all of the following:

- (a) The number of subdivision plats, certified survey maps, condominium plats, and building permit applications approved in the prior year.
- (b) The total number of new residential dwelling units proposed in all subdivision plats, certified survey maps, condominium plats, and building permit applications that were approved by the municipality in the prior year.
- (c) A list and map of undeveloped parcels in the municipality that are zoned for residential development.
- (d) A list of all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have potential for redevelopment, and a description of the zoning requirements and availability of public facilities and services for each property.
- (e) An analysis of the municipality's residential development regulations, such as land use controls, site improvement requirements, fees and land dedication requirements, and permit procedures. The analysis shall calculate the financial impact that each regulation has on the cost of each new subdivision. The analysis shall identify ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to do each of the following:
 1. Meet existing and forecasted housing demand.
 2. Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.
- (3) A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled "Housing Affordability Analysis."

History: 2017 a. 243.

66.10014

66.10014 New housing fee report.

- (1) In this section, "municipality" means a city or village with a population of 10,000 or more.
- (2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's residential development fees. The report shall contain all of the following:
 - (a) Whether the municipality imposes any of the following fees or other requirements for purposes related to residential construction, remodeling, or development and, if so, the amount of each fee:
 1. Building permit fee.
 2. Impact fee.
 3. Park fee.
 4. Land dedication or fee in lieu of land dedication requirement.
 5. Plat approval fee.
 6. Storm water management fee.
 7. Water or sewer hook-up fee.
 - (b) The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.
- (3)
 - (a) A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled "New Housing Fee Report." If a municipality does not have an Internet site, the county in which the municipality is located shall post the information under this paragraph on its Internet site on a web page dedicated solely to development fee information for the municipality.
 - (b) A municipality shall provide a copy of the report under sub. (2) to each member of the governing body of the municipality.
- (4) If a fee or the amount of a fee under sub. (2) (a) is not properly posted as required under sub. (3) (a), the municipality may not charge the fee.

History: 2017 a. 243.

3 of 3



10-d

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: December 11, 2019

TO: City Council

FROM: Paul Christensen, Wastewater Supervisor

SUBJECT: Replacement Polymer Mixing System Purchase

Background: The Utility uses an emulsion type polymer to aid in the dewatering of biosolids along with a centrifuge to produce a biosolids material that is 18% - 25% solids. These biosolids are then applied to area farms as a fertilizer. The existing polymer mixing system was purchased and installed in 2004.

Discussion: Since 2004 polymer mixing theory and technology have evolved. The 2004 system uses a static mixing system that mixes the polymer gently with water to form a thinner emulsion. After an approximately 20 minute period in an aging tank, it is pumped to and mixed with the liquid biosolids. This polymer emulsion aids in the separation of the water from the solids in the dewatering process.

The current theory and technology for polymer mixing recommends an initial high energy, or flash mix of the polymer to better distribute the polymer strands within the water. The high energy mix promotes better polymer activation. This thinner emulsion is aged the same approximate 20 minutes before it moves along in the dewatering process. The theory is that the more activated polymer will require less polymer use overall.

Utility staff became aware of a polymer system that employed this technology in the fall of this year. After a discussion with the company (USGI) and their Wisconsin representatives (Energenees) we were offered a free pilot study of the system to see if it could reduce polymer usage in the dewatering system. Previous pilot studies suggested a polymer use reduction of 10% - 20%.

Financial Analysis: The pilot study was started at the beginning of November and continued into December. It made an immediate impact in polymer usage. Working with the manufacturer's startup technician we were able to reduce usage by nearly 10% the day it was installed. Utility staff continued to make adjustments over the following week and were able to consistently use 15% less polymer than the previous system.

As the pilot continued throughout November the system was steadily using 15% less even as the colder weather created biosolids that were more difficult to dewater.

The Utility has estimated polymer costs for 2019 to be \$94,500. Assuming the same polymer cost for 2020, if the piloted system was installed and put into use it could reduce costs for polymer by approximately \$14,175. The cost of the piloted system is negotiated at \$23,500. At the estimated yearly savings the system would pay for itself in about 20 months.

1 of 2

Waste concentration and flow vary from year to year and effect the volume of biosolids produced which would impact the payback period slightly.

Staff Recommendation: Utility staff recommends the purchase of the USGI Polyblend system from the Wisconsin representative Energenecs of Saukville, WI for the negotiated price of \$23,500. The cost of the system will be covered from the Utility capital cash on hand. The installation will be completed by Wastewater Utility personnel.



10-e

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: December 12, 2019

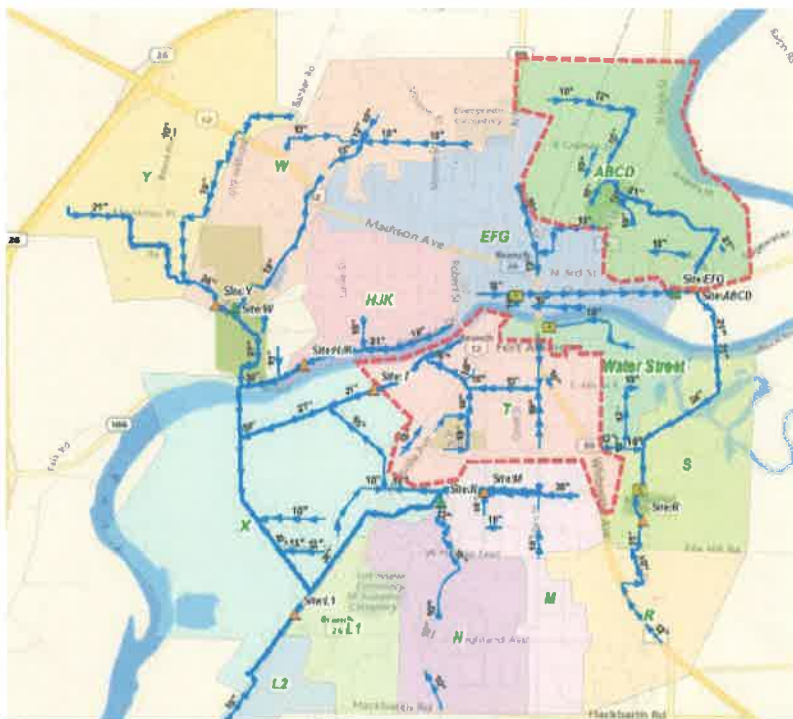
TO: City Council

FROM: Tom Williamson

SUBJECT: City Sanitary Sewer Televising and Reporting RFP

Background:

The City has identified the need for development of a sanitary sewer rehabilitation program. The City conducted a flow study in 2017 indicating areas that experienced high rates of inflow as well as infiltration (I and I). This causes the Sanitary Treatment Plant to process natural stormwater and introduces excess silts, sands, and stone into the system. The City needs to actively manage and control the addition of stormwater to the treatment system. Stormwater generally enters the system through, broken sewer cleanouts, cross connected homes and businesses (roof drains and sump pumps directly connected to sanitary sewer), deteriorated and failing manhole structures, and broken or defective pipes. The process of televising, smoke testing, and manhole inspections is utilized to uncover and map the areas, within a sanitary sewer collection system, allowing stormwater to enter. This will facilitate the development of a City sanitary sewer rehabilitation plan and process to repair and rehabilitate our existing system. Two areas in our existing system appear in the flow study to be worse than the rest, sewershed ABCD and sewershed T, outlined in red on the map below.



1 of 2

Table 1: Quantities in each sewershed

SEWERSHED	# MANHOLES	MIN,MAX,AVG MH DEPTH			LF - MAIN
ABCD	170	4.91,	24.50,	10.42,	+/- 37,468
T	169	1.90,	22.60,	8.09,	+/- 40,252

Staff prepared a "Request for Proposal" (RFP) outlined as the City Sanitary Sewer Televising and Reporting program. This program will commence in 2020 and will initially consist of three project categories.

- 1 – Smoke Testing
- 2 – Manhole Inspection
- 3 – Televising Mains

These three tasks will inform Staff as to the next phase of work, which will be rehabilitation of both manhole structures and sewer mains.

Discussion:

City Sanitary Sewer Televising and Reporting - Two firms replied to the request for bid, Visu-Sewer, Inc. and Northern Pipe, LLC., with Northern Pipe as the low bidder. The price below fits within the budget for work. Bid summary results are below.

Northern Pipe, Inc. sections A, B, C, D, and T = **\$131,835.00**, including Televising, Smoke Testing, Manhole Inspection (Manual), and Reporting. **\$143,361.00.00**, including Televising, Smoke Testing, Manhole Inspection (Cleverscan 3D Digital Scan), and Reporting.

Visu-Sewer, Inc. sections A, B, C, D, and T = \$146,742.02, including Televising, Smoke Testing, Manhole Inspection, and Reporting.

Financial Analysis:

Wastewater Utility Replacement Funds budgeted in 2017-2018 will be used to fund the work described above. Funding available for this and additional work are just over \$444,000.

Recommendation:

We recommend awarding the City Sanitary Sewer Televising and Reporting Contract to Northern Pipe, Inc. in the amount of **\$131,835.00**.

We further ask that the contract be allowed to exceed their totals by 10% with the approval of the City Manager and Engineer. The extra 10% will be utilized as a reserve in the instance that the awarded contractor encounters the need for extra sewer cleaning due to obstructions or excess debris in the mains. Any excess beyond 10% will return to council for approval.

2 of 2



11-a

CITY OF FORT ATKINSON

Date: December 12, 2019

TO: City Council

FROM: City Clerk/Treasurer

SUBJECT: Appointment of Election Inspectors for 2020-2021

Background:

An election official is defined as “an individual who is charged with any duties relating to the conduct of an election” Wis State. 5.02. County and municipal clerks are election officials as are election inspectors, chief inspectors, greeters and canvas board members. Election officials perform a very important public service by enhancing the high quality and integrity of our elections. Wisconsin Statutes Chapter 7 prescribes the selection, training and duties for officials.

Election inspectors staff the polling place on Election Day, preserve the order of the process, register electors, record electors, issue ballots, monitor voting equipment and properly complete required forms.

Inspectors are required to attend training every two years and must have attended training within two years of any election at which they serve. I conducted three training sessions in late November/early December 2019 and I always have a training the week before an election for the inspectors scheduled to work that immediate election. —

Appointment of inspectors must occur no later than December 31st of odd-numbered years.

Financial Analysis:

No financial impact.

Staff Recommendation:

To recommend the appointment of election inspectors for the 2020-2021 election cycle, as presented.

Please refer to the attached list of election inspectors.

1 of 2

Donna	Abel	Angie	Hommen	Arlene	Strunk
Wava	Austin	Jamie	Jones	Karen	Syens
Jean	Badura	Kathy	Kakuschke	John	Syens
Sheila	Badura	Larry	Ketterman	Roseann	Tank
Miranda	Bennett	Diane	King	Linda	Turk
Jodi	Black	Bobbie	Koch	Roseann	Tuttle
Richard	Bleecker	Janet	Lasch	Jeanne	Waggoner
Sandie	Bleecker	Mardale	Matthiesen	Dennis	Wagie
Judy	Brown	Nancy	Pett	Michelle	Whisner
Adam	Bushcott	Cathy	Price	Nancy	Witt
Catherine	Butts	Rhona	Quinn	Judy	Wittenwyler
Melodee	Ebbert	Donna	Petersen	Karen	Wolff
Jeff	Endl	Karen	Reinhardt	Karole	Yonker
Mary Ellen	Findlay	Dan	Roahen	Leila	Carl
Rich	Frame	Timothy	Smillie	Kelly	Voelker
Helen	Freson	Michelle	Solem	Kandi	Starkey
Linda	Fromader	Nancy	Stanford	Lance	Lembitz
Sharon	Hafemann	Gina	Steiner	Michelle	Ebbert
Sandy	Hasel	Shirley	Stoller		



11-b

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: December 12, 2019

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

Background:

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

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

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

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

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

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

Organization: Church

Name: St. Joseph Catholic Parish School

Street Location: 1660 Endl Blvd

Manager of affair: Chrissy Allard

Premises: 1660 Endl Blvd, St. Joseph School, hall, parish, cafeteria

Name of Event: St. Joseph School Heart Gala

Date of Event: January 25, 2020

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

Financial Analysis:

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

Staff Recommendation:

I would recommend approval of the Temporary Class B Retailer's License to sell fermented malt beverage and wine for the St. Joseph School Heart Gala, St. Joseph Catholic Parish for use at 1660 Endl Blvd for an event scheduled for January 25, 2020 contingent upon having licensed operators and purchasing products from a beverage distributor.

1 of 2

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

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

FEE \$ 10.00

Application Date: 11-18-19

☐ Town ☐ Village ☒ City of Fort Atkinson

County of Jefferson

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

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

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

at the premises described below during a special event beginning 6pm 1-25-20 and ending 11:59pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☒ Church ☐ Lodge/Society
☐ Chamber of Commerce or similar Civic or Trade Organization
☐ Veteran's Organization ☐ Fair Association

(a) Name St. Joseph Church and School

(b) Address 1660 Endl Blvd. Fort Atkinson, WI 53538
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized 1884

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President Christine Nevermann Fr. Tim Renz 1660 Endl Blvd. Fort Atkinson, WI

Vice President Chrissy Allard

Secretary Kari Hornb, Principal W9217 Lake Lorraine Rd. 53538

Treasurer Nova Jiongco Delavan, WI 53115

(g) Name and address of manager or person in charge of affair: Chrissy Allard

1410 Green Street, Fort Atkinson, WI 53538

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

(a) Street number 1660 Endl Blvd. Fort Atkinson, WI 53538

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Entire building, held in cafeteria/Parish Hall

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: and Parking lot

3. Name of Event

(a) List name of the event Gift of the Heart Gala, Home and School Association

(b) Dates of event 1-25-20

DECLARATION

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

Officer Kari R. Hornb, Principal 12/10/19
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 12-12-19

Date Granted by Council _____

St. Joseph Parish / School
(Name of Organization)

Officer Fr. Tim Renz 12/10/19
(Signature/date)

Officer _____
(Signature/date)

Date Reported to Council or Board 12-17-19

License No. _____

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