



## FORT • ATKINSON

**AGENDA  
CITY COUNCIL MEETING  
MUNICIPAL BUILDING COUNCIL CHAMBERS  
101 N. MAIN STREET, FORT ATKINSON, WISCONSIN  
JANUARY 21, 2020 ~ 7:00 P.M.**

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of January 7, 2020 regular Council meeting.
4. Public Hearings  
  
None.
5. Public Comment
6. Petitions, Requests and Communications
  - a. Request by Memorial Day Committee to hold annual parade on Monday, May 25, 2020 from American Legion to Evergreen Cemetery.  
  
Action – Reject—Approve.
7. Resolutions and Ordinances
  - a. Resolution amending alcohol license publication fee.  
  
Action – Reject—Approve and adopt Resolution.
8. Reports of Officers, Boards and Committees
  - a. Minutes of Historic Preservation Commission meeting held December 9, 2019.  
  
Action – Accept and file.
  - b. Minutes of Historical Society Board meeting held November 21, 2019.  
  
Action – Accept and file.

9. Unfinished Business

- a. Review and approve contract for consultant services for water and sewer rate cases.

Action – Reject—Approve.

- b. Update on Safe Routes to School and Resolution in support of submission of a Transportation Alternative Program Grant application.

Action – Reject—Approve and adopt Resolution.

10. New Business

- a. Review and approve State/Municipal Financial Agreement for the State Hwy. 106 (Riverside Drive) project (2025).

Action – Reject—Approve.

- b. Review and approve Agreement for Engineering Services to analyze and evaluate reconstruction of the State Hwy. 12 East Robert Street Bridge (2023).

Action – Reject—Approve.

- c. Review and approve purchase of van for Shared Ride Taxi Program.

Action – Reject—Approve.

11. Miscellaneous

- a. Granting operator licenses.

Action – Reject—Approve licenses.

- b. Adjourn to closed session after regular Council meeting pursuant to Section 19.85(1)(c), Wisconsin Statutes, to conduct City Manager appraisal.

Action – Move into closed session - Council will not reconvene into open session.

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 ~ January 7, 2020**

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 Clerk/Treasurer, City Attorney, City Engineer and Assistant City Engineer.

APPROVAL OF MINUTES OF DECEMBER 17, 2019 REGULAR COUNCIL MEETING.

Cm. Becker moved, seconded by Cm. Johnson to approve the minutes of December 17, 2019 regular council meeting. Motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

None.

RESOLUTIONS AND ORDINANCES

- a. *Resolution combining Wards for the February 18, 2020 Spring Primary Election.*  
Cm. Hartwick moved, seconded by Cm. Becker to approve and adopt Resolution combining Wards for the February 18, 2020 Spring Primary Election. Motion carried on a roll call vote.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- a. *Minutes of Police & Fire Commission meeting held December 19, 2019.*  
b. *Building, Plumbing and Electrical Permit Report for December, 2019.*  
Cm. Hartwick moved, seconded by Cm. Scherer to accept and file the Reports of Officers, Boards and Committees. Motion carried.

UNFINISHED BUSINESS

- a. *Recommendation from License Committee to approve "Class B" Intoxicating and Class "B" Fermented Malt Beverage License for 29 Sherman Avenue W, LLC for use at 29 West Sherman Avenue.*

Clerk Ebbert reviewed the recent action of the property at 29 W Sherman Avenue being sold at an auction and the previous license holder surrendering the license to the new owner contingent upon approval by the City Council. The name will be 'Tavern on the Rock'.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the recommendation from License Committee to approve "Class B" Intoxicating and Class "B" Fermented Malt Beverage License for 29 Sherman Avenue W, LLC 'Tavern on the Rock' for use at 29 West Sherman Avenue. Motion carried.

### NEW BUSINESS

a. *Review and approve costs associated with Koshkonong Estates Drainage Project.*  
Engineer Selle reviewed the 2016 construction by a contractor that punctured an artesian aquifer. Since that time, Staff has been requesting the developer to correct the issue without resolution. Contractors were requested to provide bids based on a per day rate. The water would continue to run but will flow in a desired direction to not negatively impact the adjacent property owner. Reimbursement to the city would be from the developer per the developer's agreement. Cm. Johnson provided the name of another local contractor that could greatly assist in the project. Selle confirmed he will contact the suggested contractor and discuss the project.

Cm. Becker moved, seconded by Cm. Scherer to approve the costs associated with Koshkonong Estates Drainage Project with Hausz Brothers (following City Engineer confirmation of contractor), not to exceed \$62,400 to include labor, materials and reimbursement of staff time for the design and construction management. Motion carried on a roll call vote.

### MISCELLANEOUS

a. *Change of agent for license for American Legion Dugout Post 166, 201 South Water Street, East.*

Cm. Hartwick moved, seconded by Cm. Johnson to approve the change of agent for license for American Legion Dugout Post 166, 201 S. Water Street East. Motion carried.

b. *Granting operator licenses.*

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

### CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. *Verified claims.*

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

### ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Scherer to adjourn. Meeting adjourned at 7:24 pm.

Respectfully submitted,

Michelle Ebbert  
City Clerk/Treasurer

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American Legion Post 166  
Memorial Day Committee  
Daniel Juday, Secretary

W4887 State Rd 106  
FORT ATKINSON, WI. 53538

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January 7, 2020

City Council  
City of Fort Atkinson  
111 North Main St.  
Fort Atkinson, WI. 53538

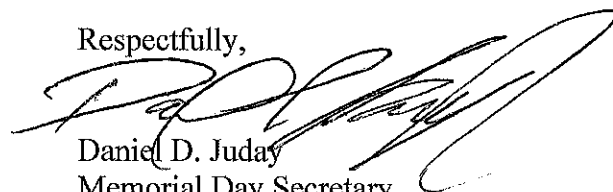
Re: Memorial Day Program

Councilmembers,

The Memorial Day Committee of Fort Atkinson respectfully requests permission to hold a parade on Monday, May 25, 2020 at 10 AM for the purpose of honoring service members who have given the ultimate sacrifice in defense of our country. The parade will begin at the American Legion Post 166(201 S Water St E.) in the city of Fort Atkinson and continue northbound on Main St. to the Evergreen Cemetery.

On behalf of the Memorial Day Committee, I would further like to invite the members of the City Council, as well as the City Manager, to ride in the Memorial Day Parade. Transportation will be furnished to the cemetery and back to the Dugout. We would ask that all who wish to participate be at the Legion Dugout at no later than 9:45 am on that day. Contact parade vehicle POC Bill Imsland(also Legion Commander) upon arrival.

Respectfully,



Daniel D. Juday  
Memorial Day Secretary  
Phone: (920) 747-0691  
IFish920@GMail.com

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**RESOLUTION NO.**

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

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

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

LICENSE AND PERMIT FEES			
Type of Fee	Amount	Unit/Duration	Comments
ALCOHOL			
Publication: New	\$45.00	Per year	Was \$225.00 Reducing fee.
Publication: Renewal	\$25.00	Per year	No Change

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**FORT ATKINSON HISTORIC PRESERVATION COMMISSION MEETING  
DWIGHT FOSTER LIBRARY, SECOND FLOOR MEETING ROOM  
209 MERCHANTS AVENUE, FORT ATKINSON, WISCONSIN  
DECEMBER 9, 2019 ~ 6:30 P.M.**

1. Call meeting to order: 6:33pm
2. Roll call: Julia Ince, Emily Yavuzcetin, Kirsten Winski, Roz Highfield, Chuck Washburn
3. Approval of minutes of November 11, 2019 meeting: Chuck approves, Kirsten seconds, motion passed.
4. Treasurer's report: Water Tower Fund \$8478.76, City Balance will be \$0 after pole and bracket order is placed by Rudy Bushcott.
5. Report on correspondences with commission: Kirsten has been speaking with St Paul's and they are very honored to be recognized by the commission for their restoration work. Kirsten is also trying to gain access as an administrator for our Facebook page. The commission discussed possibly starting a new page. Julia: Vickie Steinke from FA class of 1969 would like to make a donation to the Water Tower, Julia will be meeting with them on December 10 at the tower for a photo op and to collect the monies. Julia also received a letter from the FCC indicating that US Cellular will be increasing the height of cell phone towers. The commission decided that it will not affect any type of historical site.
4. Unfinished Business
  - a. Water Tower Report: Tammy made a year-end report for the Water Tower (including dates, money, guides, visitors, ect).
  - b. Website and Facebook Updates: no new updates on Website, Facebook as noted above may need to be re-created if we cannot gain access as administrators.
  - c. Project Working with City Cemeteries to Clean Vet's Graves: Because of weather all events around cleaning will be pushed to spring.
  - d. Historic District Banners: poles will be installed in spring, Emily is working with the Chamber and their designer to have designs of banners and printing of them.
5. New Business

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- a. Designs for Promotional Material: Julia came up with designs for promotional materials (note cards) that could be given with Chamber baskets.
- b. New Commission Goals: 2020 banners/poles, speakers, recognition for local landmarks, more certificates of appreciation for local buildings doing improvements.

6. Miscellaneous

- a. Next Meeting – Monday January 13, 2020, 6:30pm

7. Adjournment: 7:43pm

*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.*



FORT ATKINSON HISTORICAL SOCIETY'S BOARD MEETING

Thursday, November 21, 2019 4:00 pm

William D Knox Library and Archives; Hoard Historical Museum

401 Whitewater Ave, Fort Atkinson, WI 53538

920-563-7769 [www.hoardmuseum.org](http://www.hoardmuseum.org)

**1. Call to Order at 4:00 by president Bonnie Geyer.**

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

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

Also in Attendance: Beverly Dahl (recorder)

**3. Public Comments:** Director read a Thank You card from retiring employee Greg Misfeldt.

**4. Review and approve board meeting minutes and committee meeting minutes:** Motion to approve L. Gray, seconded S. Johnson. Motion approved

**5. Director's Report:**

October Events:

- Director led a city bike tour from the Farmers Market. There were 5 participants, and it provides additional visibility of the museum and our programming.
- The annual Governor Hoard Day was on October 12. The theme was 'Immigration', and activities included:
  - The Bennett Law (requiring core classes to be taught in English) and Governor Hoard's support of it
  - A speaker on the Hmong experience in Wisconsin.
  - A Civil War round table - reenactors were indoors
  - Birthday Cake.
- The Director and Collections employee Alisha Bade attended a one day conference for small museums sponsored by the Wisconsin Historical Society
- Whoos Woods rescue center brought 4 rescue birds - there were over 140 attendees and it was well received. The program was paid for by Rose Lake Friends.
- Several elementary school (2, 3 grade) tours. Received 2<sup>nd</sup> grade Thank You notes. The tours were part of their Native American unit - Mounds, tools, pelts.

The Madison college class proposal for a Community Education class mentioned last month is

clarified to be one unit of two classes – a two hour lecture and a field trip on some aspect of local history. The Director is currently exploring topics.

**6. Treasurer's Report:** Loren Gray - no report

**7. Committee Reports:**

Development by Karen Gomez - no report – Members signed membership letters.

**8. Approval of Checks over \$500:** List was routed prior to meeting. Motion to approve L. Gray, seconded J. McGowan. Motion approved.

**9. Update on employees:**

Greg Misfeldt's last day was 10/31, Cody Becker is now an active employee, and doing well.

**10. Board member election updates:**

B. Geyer reports that two people have accepted invitations to be nominated – Marie Nelson and Bill Camplin. Elections will be held at the Annual Meeting in February. Thank you to the Nominating Committee for their effort.

**11. Discussion of Fort Atkinson Historical Society employee year-end bonuses:**

Traditionally \$100 in Chamber Bucks has been awarded to part-time employees. Motion to do so again this year by J. McGowan, seconded L. Gray. Motion approved.

**12. Discussion of entering a Memorandum of Understanding (MOU) with the Friends of Lorine Niedecker:**

Copy of the draft document routed prior to the meeting. The Friends group wants to formalize their relationship with the Museum. The Director is currently a part of the group, which meets 1-2 times a year, for about 10 hours a year. Currently archived Niedecker material which is housed at the library will not be deaccessioned without the council of the group. The Museum has a collection of related materials, and the Director has been advising the Library on archival practices. The Museum has been partnering with the Library on Niedecker programming.

Suggestion: Have a consolidated listing of materials in both locations available in both places. Such an inventory does exist – the Library has Niedecker's library and letters, while the Museum has some more personal items and some of her personal library. Discussion concerning making the inventory more user-friendly.

Question: Should MOU be with the Historical Society rather than the Museum?

Note: The Library strategic plan does include maintenance of collection.

Action: Suggest revision to Historical Society, and correction of materials that are at Library rather than Museum. Add review to agenda for next Board Meeting.

**13. Project and facility updates:** PerMar has been working. The Museum will have 21 cameras, including 4 new cameras in blind corners and entries. PerMar is waiting for equipment to ship to finish. The Director can view live action, or see history on computer or phone. Local police will be able to access via login and password.

**14. Upcoming meeting dates:**

Development Committee: Thursday, December 5<sup>th</sup> at 4:00 p.m.

Full Board Meeting: Thursday, December 19<sup>th</sup> at 4:00pm

**15. Items for agenda for next meeting:** Friends of Lorine Niedecker MOU; Hoard House Door status (still backordered).

**16. Announcements:** none

**17. Adjourn:** Motion to adjourn by B. Cheek, seconded S. Larson. Adjourned at 4:25.



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

**Date:** January 16, 2020

**TO: City Council**

**FROM: Andy Selle, P.E.**

**SUBJECT: Water and Sewer Rate Cases – Consultant Selection**

**Background:**

The Water and Wastewater Utility both are in need of a review of the rate structure and its impact on continued infrastructure improvements into the future. The Water Utility would like to move forward with a case in front of the PSC allowing the utility to pay for a dedicated main replacement program from collected funds, a practice that has previously been denied until two recent PSC cases allowing such by the cities of Marshfield and Janesville.

The Wastewater Utility is moving forward with the execution of plant upgrades to meet phosphorous reduction requirements as well improvements and replacement within the existing plant. A more logical approach to rate calculation and a review of the allocation of fixed and volume based costs is needed.

**Discussion:**

Three firms responded to the RFP. The quantitative evaluations are attached. Trilogy Consulting was selected, largely due to their combination of experience with the PSC expense depreciation process and their cost competitive approach. All firms were well qualified but others lacked experience specifically in this realm or were simply not cost competitive.

**Financial Analysis:**

The breakdown with Trilogy Consulting is \$19,525 for the water case and \$13,695 for the wastewater effort for a contract total of \$33,220. Funds were budgeted within the Utilities for this effort, but the cost estimates for this effort are slightly higher than expected. Wastewater had budgeted \$10,000 and water had budgeted \$15,000. The wastewater utility is in an excellent financial position and can easily accommodate the additional funds needed, water is in a much tighter financial position but obviously this rate case is a priority to accomplish precisely because of this, and we feel we can accommodate the additional \$4500 needed.

**Recommendation:**

We recommend the council approve a contract with Trilogy Consulting for an amount not to exceed \$33,220.

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F O R T • A T K I N S O N

TOTAL	PROJECT APPROACH / SCOPE		TEAM		PROJECT EXAMPLES		FEE		Score
	PROS: Good organization	Score	PROS: PM experience is an advantage.	Score	PROS: Good parallel experience noted	Score	Water Fee: \$13,800 Water Hours: 88 Avg \$/Hr: \$157	Score	
14	Baxter Woodman	3	CONS: No highlights of PSC specific interactions	3	CONS: None	5	Wastewater Fee: \$10,000 Wastewater Hours: 64 Avg \$/Hr: \$156	3	
20	TRILOGY	5	PROS: All of project team is experienced with PSC Expense depreciation process	5	PROS: The Janesville Case is very advantageous	5	Water Fee: \$19,525 Water Hours: 177.5 Avg \$/Hr: \$110	5	
14	GANNET FLEMING	5	PROS: Ms Lappin brings excellent experience to the team	5	PROS: Significant experience with some complex projects	3	Water Fee: \$45,065 Water Hours: 224 Avg \$/Hr: \$201	1	

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

**Date: January 13, 2020**

**TO: City Council**

**FROM: Andy Selle, P.E.**

**SUBJECT: TAP Grant – Pedestrian/Bike Path**

**Background:**

The Safe Routes to School (SRTS) study, completed in 2016, indicated the need for a number of improvements within the City for safer pedestrian access. The completion of this study qualifies the City to pursue grant funding to implement certain elements of the plan. Two corridors with significant adjacent residential development, schools along their path, and without continuous sidewalks have been identified for improvements.

**Discussion:**

South Main Street, beginning at Rockwell and moving south to the City limit encompasses about 4600 LF with only 1400 LF of sidewalk on one side. This road has been discussed previously as a candidate for pedestrian improvements, which were tabled pending the SRTS. Design of the final layout would be part of the grant funding, but the City currently anticipates an off street bike/ped path running within the right of way. The street would be narrowed, and likely repaved in conjunction with the project, to accommodate the path. The current street is over forty feet wide, more than enough to accommodate parking and travel lanes with some left over. Preliminary costs for this project are estimated at \$550,000. The City would be responsible for 20% of this total, \$110,000.

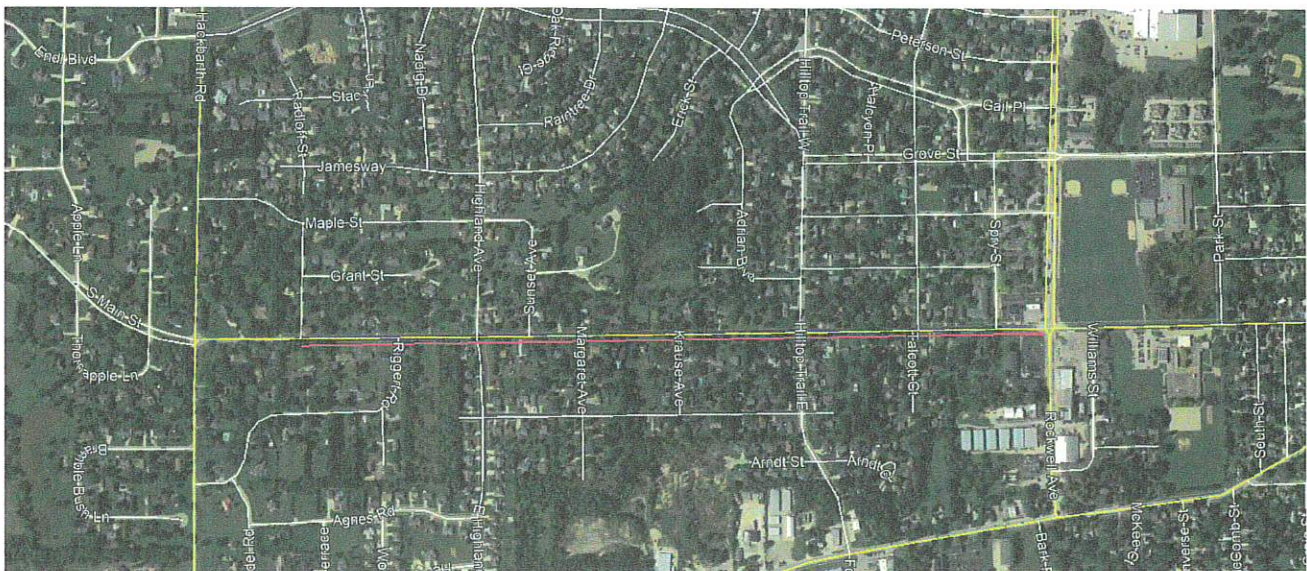


Figure 1: Proposed path along South Main St

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Blackhawk Drive, beginning at North Main Street and ending at the high school encompasses about 5,600 LF with only 700 LF sidewalk on one side. This area was identified for sidewalk in the SRTS, however the City would like to establish a bike corridor to the northeast and this is a logical location for such. Either a path or sidewalk accommodate the pedestrian needs. The path would begin at South Main and continue to Arrowhead Park – winding west through the park to Laurie Drive, then moving further west either along an existing drainage way or through private property which would require easements, before continuing along Campus Drive, ending at the high school. Blackhawk Drive would be narrowed to accommodate the path. At over forty feet in width, there is ample room to accommodate an off-street path, as well as parking and two travel lanes of traffic. Preliminary costs for this project are estimated at \$610,000. The City would be responsible for 20% of this total, \$122,000. This location of the path will likely evolve during the design process.



Figure 2: Proposed path along Blackhawk Drive, ending at the high school

A decision on the grant funding will be made in August, 2020. The proposed schedule for the project would feature design in year one, construction of either the Blackhawk or South Main pathway in year two, and construction of the final pathway in year three. If awarded, the City will move forward with an RFP for design services in the fall of 2020.

### **Financial Analysis:**

As noted above the total cost for the project is estimated at \$1,160,000 of which 80% would be paid by the grant, leaving the City's estimated expense at \$232,000. The City would reach out to partners for additional support in funding the share, including the Fort Atkinson Community Foundation, civic organizations, and local businesses. The source of City funds would likely be from the Transportation



Improvements Fund (parking lots, street improvements, sidewalk improvements) and can be budgeted over several years.

**Recommendation:**

We ask that Council approve and adopt a resolution supporting the grant, which will be included in the submittal.

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

**RESOLUTION AUTHORIZING THE SUBMISSION OF A TRANSPORTATION  
ALTERNATIVE PROGRAM (TAP) GRANT APPLICATION**

**WHEREAS**, the City of Fort Atkinson and the School District of Fort Atkinson mutually completed a Safe Routes to School study; and

**WHEREAS**, said study offered numerous recommendations for improvement, one of which was the infill of pedestrian facilities where none exist; and

**WHEREAS**, the City of Fort Atkinson has identified two such corridors, one along Blackhawk Drive, Laurie Drive and moving west toward the Fort Atkinson High School and a second along South Main Street from Rockwell Avenue to the City Limits;

**NOW THEREFORE BE IT RESOLVED THAT**, the City of Fort Atkinson hereby authorizes the submission of two applications to the Transportation Alternative Program (TAP) and authority is granted to the Fort Atkinson City Manager to take the necessary steps to prepare and file the appropriate application for funds under this program in accordance with this Resolution and that he is hereby authorized to sign all necessary documents on behalf of the City of Fort Atkinson.

**BE IT FURTHER RESOLVED THAT**, the City of Fort Atkinson will administer and oversee the development of the project if funded; and

**BE IT FURTHER RESOLVED THAT**, the City of Fort Atkinson will comply will all applicable Federal, State, and Local regulations.

Dated at City of Fort Atkinson, Wisconsin this 21<sup>st</sup> day of January, 2020.

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

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

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

**Date: January 13, 2020**

**TO:** City Council

**FROM:** Andy Selle, P.E.

**SUBJECT:** Riverside Drive (State Hwy 106) /Municipal Financial Agreement

**Background:**

The WisDOT provided an agreement for a pavement replacement of Riverside Drive (S.T.H. 106) from Sinnissippi Dr. (referred to as Park Dr. in the attached agreement) to Robert St. on January 8, 2020. City staff had the opportunity to meet with WisDOT staff to discuss all connecting highways in town (see figure below) and we were able to finally get an agreement in place for Riverside Dr. We still lack an agreement for S 3<sup>rd</sup> St, which is the last piece of connecting highway that has not been addressed.

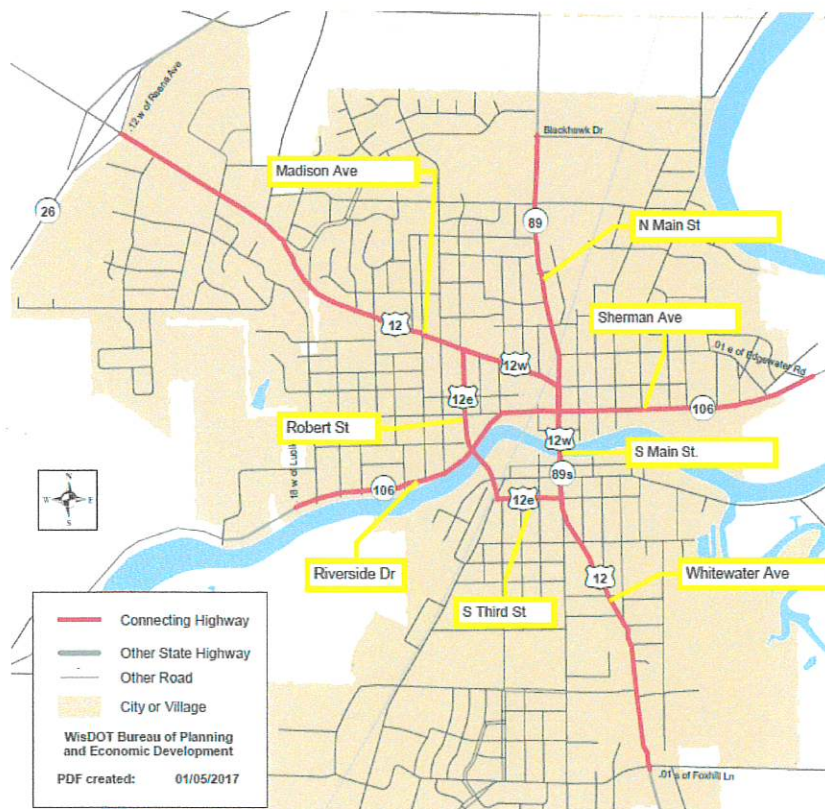


Figure 1: State connecting highways in Fort Atkinson

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The City has interest in looking into a bike path along the river as well as improvements to the storm sewer system. These were expressed in the meeting and WisDOT advised that they would include those aspects within the design phase, however the City would be responsible for design and construction of anything above the "standard" approach for such a project.

The project is a pavement replacement, short of a reconstruction which is really the better long term approach, as this section of road was never properly constructed to begin with. The WisDOT has been instructed NOT to conduct reconstruction projects any longer.

**Analysis:** Riverside Dr. (S.T.H. 106) was last paved in the 70's. This project would occur in 2025. Staff review of the project assumes that we would not touch the road until 2038, hopefully for reconstruction due to the associated utility upgrades. Please find a review of staff utility concerns below.

*Stormwater* – there are improvements to be made in stormwater within these drainage areas, and the collection and transmission of the stormwater within the roadway drainage area is expected to be addressed by the State in their design. Staff has discussed the necessity to reduce the number of pipe outfalls, and erosion, along the steep river banks in this area, and this may be the time to address this issue. The entire residential area north of the roadway drains to the stormwater system and discharges in numerous locations along the river bank. Staff believes this work may assist in facilitating the upsizing of the system to redirect the stormwater to one discharge location on the West end of the project and thereby eliminate multiple outfall locations and all associated erosion around these points.

*Water* – The water distribution system in this area was installed in the 1920's. Most of this main meets the State minimum diameter of 6 inches and shows reasonable remaining service life, but the area does have several sections of undersized main requiring upsizing to meet the DNR requirements. We may also have as many as 20 lead services within the scope of this project. The state continues to consider requirements for replacing lead services within the distribution system. Depending on their required timelines, those services within the corridor may need to be excavated and replaced before 2038. New technology for lining services with plastic pipe may possibly limit the amount of excavation required to accomplish this.

*Wastewater* – The wastewater lines within the corridor have not been televised extensively. We would investigate this area ahead of the 2022 proposed 60% plan submittal and determine the need to line, or repair, any known issues in the area. Generally, the sanitary system through this corridor has not presented any major functional issues to date.

*Financial:* The estimate for pavement restoration of Riverside Dr. (S.T.H. 106), from Sinnissippi Dr. to Robert St., is shown below. Please note that there will be some additional cost to the City, as yet not known (shown as placeholders in the

estimate), that will come into better focus as the design process continues. These additional costs will come in the form of Storm Sewer improvements to reduce the number of outlet structures and improve the drainage system taking the stormwater from the entire area North of Riverside Dr.

**TABLE 1: SUMMARY OF COSTS**

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
Preliminary Engineering:					
Plan Development 3576-01-02	\$ 200,000	\$ 150,000	75%	\$ 50,000	25%
Real Estate Acquisition:					
Acquisition	\$ -	\$ -	100%	\$ -	
<sup>1</sup> Construction:					
Roadway 3576-01-72	\$ 3,000,000	\$ 3,000,000	100%		
Upsizing Storm Sewer	\$ -	\$ -		\$ -	100%
<sup>1</sup> Non-Participating:					
Sanitary Sewer	\$ 831,300	\$ -		\$ 831,300	100%
Water Main	\$ 689,900	\$ -		\$ 689,900	100%
subtotal 3576-01-73:	\$ 1,521,200	\$ -		\$ 1,521,200	
<b>Total Cost Distribution</b>	<b>\$ 4,721,200</b>	<b>\$ 3,150,000</b>		<b>\$ 1,571,200</b>	

1. Estimates include construction engineering.

### **Recommendation:**

This area has not seen pavement improvements since the 70's and has reached the existing pavements end of life. The State of WI will be making a significant financial contribution to the design and restoration of this roadway, Staff believes this to be a great opportunity to make necessary improvements to the underground utilities in this area, and review the possibility of a bike path connection to Rock River Park. I recommend moving forward with the proposed pavement restoration project financial agreement to begin planning and design of Riverside Drive (S.T.H. 106), including all necessary utility improvements, a possible bike path connection, and stormwater improvements.

### **Attachments:**

Agreement from WisDOT

Tentative Schedule from WisDOT



**STATE/MUNICIPAL FINANCIAL  
AGREEMENT FOR A STATE- LET  
HIGHWAY PROJECT**

Date: January 8, 2020  
I.D.: 3576-01-02/ 72/ 73  
Road Name: STH 106  
Title: C Fort Atkinson, Riverside Drive  
Limits: Park Drive to Robert Street  
County: Jefferson  
Roadway Length: 0.85 mile

The signatory **City of Fort Atkinson**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

**Existing Facility - Describe and give reason for request:** Existing roadway is a connecting highway with a rural cross section from Park Drive easterly 1100 feet. There is curb and gutter along the north side of the roadway from 1100 feet east of Park Drive to 280 feet west of Wilson Avenue. Curb and gutter exists on both sides of the roadway from 280 feet west of Wilson Avenue to Robert Street. There is currently intermittent parking along the project length. Sidewalk exists on the north side of the roadway between Wilson Avenue and Robert Street. The asphaltic pavement, placed in 1971, has extensive edge cracking, rutting, and alligator cracking.

**Proposed Improvement - Nature of work:** Replace the existing pavement. Include some areas of excavation below subgrade to address subgrade deficiencies. Replace all curb and gutter. Remove all parking on the north side of the road to provide for a new configuration for the Municipality's proposed future bike path. Update curb ramps as needed to meet ADA compliance. Replace all storm sewer inlets to be compatible with the Municipality's new stormwater plan. Install a discharge pipe from the proposed Municipality detention pond.

**Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:** Replacement of water main and sanitary sewer, including design, construction costs, mobilization, oversight, and acceptance of the work. Backfill and base course necessary for the replacement of the Municipality-owned utilities. Removal and replacement of sidewalk necessary for the replacement of the Municipality-owned utilities. Up-sizing of storm sewer pipes to accommodate Municipality's drainage area.

**The project is currently scheduled for 2026 construction.**

TABLE 1: SUMMARY OF COSTS					
Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
Preliminary Engineering: Plan Development 3576-01-02	\$ 200,000	\$ 150,000	75%	\$ 50,000	25%
Real Estate Acquisition: Acquisition	\$ -	\$ -	100%	\$ -	
<sup>1</sup> Construction: Roadway 3576-01-72 Upsizing Storm Sewer	\$ 3,000,000 \$ -	\$ 3,000,000 \$ -	100%	\$ -	100%
<sup>1</sup> Non-Participating: Sanitary Sewer Water Main subtotal 3576-01-73:	\$ - \$ 831,300 \$ 689,900 \$ 1,521,200	\$ - \$ - \$ - \$ -		\$ - \$ 831,300 \$ 689,900 \$ 1,521,200	 100% 100%
<b>Total Cost Distribution</b>	<b>\$ 4,721,200</b>	<b>\$ 3,150,000</b>		<b>\$ 1,571,200</b>	
1. Estimates include construction engineering.					

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 3 – 4); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the <b>City of Fort Atkinson</b> (please sign in blue ink)	
Name (print)	Title
Signature _____ Date _____	
Signed for and in behalf of the <b>State</b> (please sign in blue ink)	
Name <b>Steve Flottmeyer</b>	Title <b>WisDOT Southwest Region Planning Chief</b>
Signature _____ Date _____	

5 of 8



## TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
  - (a) Design engineering and state review services.
  - (b) Real Estate necessitated for the improvement.
  - (c) Compensable utility adjustment and railroad force work necessitated for the project.
  - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
  - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
  - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
  - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
  - (h) Replacement of existing sidewalks necessitated by construction.
  - (i) Replacement of existing driveways, in kind, necessitated by the project.
  - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
  - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
  - (c) Roadway and bridge width in excess of standards.
  - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
  - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
  - (f) Parking lane costs.

6 of 8



- (g) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
  - (h) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
  - (i) Conditioning, if required, and maintenance of detour routes.
  - (j) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
- 4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
  - 5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
  - 6. The work will be administered by the State and may include items not eligible for federal/state participation.
  - 7. The Municipality shall assume general responsibility for all public information and public relations for the project and to make a fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
  - 8. Basis for local participation:

(a) Design Engineering (3576-01-02)

The Municipality is responsible for 25% of the design engineering costs for improvements on a Connecting Highway. Any design costs associated with non-participating construction items are the responsibility of the Municipality.

(b) Roadway Construction (3576-01-72)

Construction costs necessitated by the roadway improvements are 100% eligible for Federal/ State funding. The Municipality is responsible for 100% of the cost to up-size the storm sewer pipes above the pipe sizes required to drain the state highway's drainage area. As items are identified in the design phase that require cost participation or are ineligible for Federal/ State funding, this agreement will be amended to reflect those costs.

(c) Non-Participating Construction (3576-01-73)

Construction estimates were provided by the Municipality. The Municipality is responsible for 100% of the costs for improvements to the sanitary sewer and water main. The Municipality is responsible for all construction costs associated with the utility project, including mobilization. The Municipality is responsible for 100% of the costs for backfill and base course necessary for the replacement or addition of the Municipality-owned utilities. The Municipality is responsible for the removal and replacement of sidewalk necessary for the replacement of the Municipality-owned utilities.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.

## **Tentative Programming Schedule**

---

Project ID 3576-01-02  
C Fort Atkinson, Riverside Drive  
Park Drive to Robert Street  
STH 106, Jefferson County

Construction ID 3576-01-72

**PS&E May 1, 2025**  
**Letting November 11, 2025**

**ADV PS&E November 1, 2024**  
**ADV Letting March 11, 2025**

Kick off meeting (Scoping)	April 2020
Fieldwork	June - August 2020
Operational Planning Meeting	November 2020
30% Design Submittal	April 2021
30% Review Meeting	May 2021
60% Design Submittal	February 2022
60% Review Meeting	April 2022
Final Plan Review	July 2024



10-b

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

**Date: January 17, 2020**

**TO:** City Council

**FROM:** Andy Selle, P.E.

**SUBJECT:** Robert Street Bridge Agreement

**Background:**

Robert Street Bridge includes US 12 E and is a connecting highway. The City is responsible for maintenance of the bridge while the State and Federal government are responsible for major rehabilitation. Robert Street Bridge has been in need of a deck replacement for several years. The project is currently slated for 2023, but may be moved.

**Discussion:**

As part of the design process the City would like to improve the Riverside Drive and Robert Street Bridge intersection as well as widen the sidewalk to create a greater buffer between pedestrians and vehicles when crossing the bridge. WisDOT requested detailed data collection in order to incorporate this need into their design. Traffic Analysis & Design, Inc. (TADI), a traffic engineering firm that has performed several studies here in the City provided the attached scope of services to complete this analysis.

**Financial Analysis:** The scope of work was reviewed by City staff and WisDOT staff and found acceptable. The fee for TADI is not to exceed \$15,098. WisDOT will reimburse the City 75% of this cost as part of the bridge design (\$11,300). The funds will come from the Street Program funds.

**Recommendation:**

Staff recommends approval of the agreement in an amount not to exceed \$15,098.

Attachments: TADI Agreement

1 of 4

## AGREEMENT FOR ENGINEERING SERVICES

THIS AGREEMENT is entered into between the **City of Fort Atkinson** (Client) and **Traffic Analysis & Design, Inc.** (Engineer), based upon Client's intention to analyze and evaluate roadway geometric configurations for the reconstruction of the STH 36 Bridge from Van Buren Street to S. 3<sup>rd</sup> Street W in Fort Atkinson, WI (the Project) and Client's requirement for certain engineering services in connection with the Project (the Services) which Engineer is prepared to provide.

1. Engineer shall provide the Services described in Attachment A, "Scope of Services", according to Attachment A, "Schedule".
2. Client shall pay Engineer in accordance with Attachment A, "Compensation". Invoices for additional work shall be due and payable upon receipt. Invoice amounts not paid within 30 days after receipt shall accrue interest at the rate of 1.5% per month (or the maximum rate permitted by law, if less), with payments applied first to accrued interest and then to unpaid principal.
3. The same degree of care, skill, and diligence shall be exercised in the performance of the Services as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this Agreement or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the Services.
4. Engineer shall not be liable to Client for any consequential damages resulting in any way from the performance of the Services. To the fullest extent permitted by law, Engineer's liability under this Agreement shall not exceed Engineer's total compensation actually received under this Agreement.
5. Engineer and Client waive all rights against each other for damages covered by property insurance during and after the completion of the Services.
6. Notwithstanding anything to the contrary in any Attachments hereto, Engineer has no responsibility for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project; or (b) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to Engineer, to fulfill contractual responsibilities to Client or to comply with federal, state, or local laws, regulations, and codes.
7. Engineer does not guarantee that proposals, bids, or actual Project costs will not vary from Engineer's cost estimates or that actual schedules will not vary from Engineer's projected schedules.
8. This Agreement may be terminated upon written notice at Client's convenience or by either party in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. Engineer shall terminate performance of Services on a schedule acceptable to Client, and Client shall pay Engineer for all Services performed and reasonable termination expenses. Paragraphs 4 and 5 shall survive any termination or completion of this Agreement.
9. All documents prepared by Engineer pursuant to this Agreement are instruments of service in respect to the Project. Any use except for the specific purpose intended by this Agreement will be at the user's sole risk and without liability or legal exposure to Engineer. Engineer shall retain its ownership in its data bases, computer software, and other proprietary property. Intellectual property developed, utilized, or modified in the performance of the Services shall remain the property of Engineer.
10. The Services provided for in this Agreement are for the sole use and benefit of Client and Engineer. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than Client and Engineer.
11. Any notice required by this Agreement shall be made in writing to the address specified below:  
  
**Client:** City of Fort Atkinson  
101 N. Main Street  
Fort Atkinson, WI 53538  
**Attn:** Mr. Andy Selle, City Engineer  
  
**Engineer:** Traffic Analysis & Design, Inc.  
P.O. Box 128  
Cedarburg, WI 53012  
**Attn:** Mr. John Bieberitz, PE, PTOE

IN WITNESS WHEREOF, Client and Engineer have executed this Agreement, effective as of December 20, 2019.


**City of Fort Atkinson (Client)**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Traffic Analysis & Design, Inc. (Engineer)**

By:   
John A. Bieberitz, PE, PTOE

Date: 12/20/19

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# ATTACHMENT A

## SCOPE OF SERVICES

Traffic Analysis & Design, Inc. (Engineer) will provide the Services described below to evaluate the lane configuration and to provide lane designation options for STH 26 from Riverside Drive to 3rd Street in the City of Fort Atkinson, Wisconsin. The scope of services is based on the requirements set-forth by WisDOT via e-mail on December 19.

The study will evaluate the STH 26 roadway segment from Van Buren Street through 3rd Street and the following four intersections:

1. STH 26 with Van Buren Street
2. STH 26 with Riverside Drive
3. STH 26 with Milwaukee Avenue
4. STH 26 with 3rd Street

The submittal will consist of a technical memorandum with exhibits and tables illustrating the existing traffic counts, traffic growth rate/projections, design year traffic volumes, level of service operations, traffic queues, and recommendations for a roadway option. The report will also include a technical appendix of all data collected and traffic model output.

### TASK 1 – DATA COLLECTION

Engineer will collect traffic turning movement counts at the four study area intersections during a typical weekday when school is in session. The traffic turning movement counts will be collected from 6:00 AM to 8:00 PM (14-hour count). The traffic turning movement counts will be conducted to WisDOT standards with autos, trucks, busses, bikes and pedestrians counted separately per movement in 15-minute intervals. Extensive traffic queues and safety issues observed in the field will be documented.

### TASK 2 – DESIGN YEAR TRAFFIC PROJECTIONS

Engineer will submit the traffic count data to WisDOT along with the traffic forecast request forms and will coordinate with WisDOT to obtain the design year traffic projections at the study area intersections. Engineer will then determine the design year AM and PM peak hour turning movement volumes at the study area intersections.

### TASK 3 – SAFETY AND TRAFFIC ANALYSIS

Engineer will retrieve, plot, and analyze the past five years of crash data on STH 26 from just north of Van Buren Street to just south of 3rd Street. Engineer will determine the crash type, severity, and rate statistics for each segment, intersection, and for the entire corridor. Engineer will compare the crash rate to statewide statistics to determine if crashes are an issue. Engineer will prepare collision diagrams at the four study area intersections to determine crash patterns. Engineer will also analyze if there are any crash patterns or other crash issues that could be correctable based on engineering improvements.

Engineer will analyze the four study intersections and the STH 26 bridge segment for the weekday AM and PM peak hours for the following scenarios:

- Existing Conditions with the existing geometrics/lane configurations
- Existing Conditions with the recommended modified lane configuration to provide acceptable levels of service and acceptable queues
- Design Year Conditions with the Design Year Volumes
- Design Year Volumes with modified lane configuration options (i.e. 3 lane TWLTL or other) to provide acceptable levels of service and acceptable queues. These configurations may consist of:

- Riverside/Robert St intersection: 2 or 3 northbound lanes, potential signalized left turn arrows for NB/SB traffic,
- Merge Area options
- Lane redesignations
- Signal phasing/timing modifications
- Lane additions/removals

Engineer will document the AM and PM peak hour level of service (LOS) and queues for each traffic scenario. Engineer will provide recommended intersection geometrics, signal phasing and lane geometry on STH 26 from Van Buren Street through 3rd Street.

Engineer will develop and provide conceptual drawings of the recommended options. To prepare the conceptual drawings, Engineer will create a CAD file utilizing aerial background for Robert Street exhibits from approximately Van Buren Street to 3rd Street. Engineer will NOT provide cost estimates or R/W analysis.

#### **TASK 4 – TECHNICAL MEMORANDUM**

A "draft" Traffic Analysis Technical Memorandum will be prepared to document the procedures, findings, and recommendations of the data collection, projections, crash analysis, traffic analysis and conceptual drawings, as described above. The Client shall provide comments on the draft to the Engineer for incorporation into a "final" technical memorandum. The technical memorandum will be submitted to the Client in electronic (pdf) format.

*It is noted that if WisDOT requires additional analysis or modifications to the analysis after the technical memorandum is submitted, it will be considered additional work and will require a contract amendment.*

#### **TASK 5 – MEETINGS**

No meetings are included in the base scope of this contract. If a meeting or meetings are required with attendance by the Engineer, it will be considered as additional services and will be invoice based on time and materials.

#### **SCHEDULE**

Due to school schedules, traffic counts will not be collected until after January 14 (weather permitting). Engineer will submit the traffic count data to WisDOT (for projections) within two weeks. Engineer will submit a draft technical memorandum to the Client for review within three weeks of receiving the WisDOT traffic projections. Engineer will submit a pdf of the final technical memorandum within two days of receiving comments from the Client on the draft technical memorandum. If the Client requests an accelerated schedule, every effort will be made to meet the Client's needs.

#### **COMPENSATION**

For the services described in Tasks 1-5, Client shall pay Engineer a lump sum fee of Fifteen Thousand Ninety-Eight Dollars (\$15,098.00).

All services not cited in Attachment A, Scope of Services, will be conducted as additional services.



10-C

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

**Date:** Jan. 17, 2020

**TO:** City Council  
**FROM:** Andy Selle, P.E.  
**SUBJECT:** Taxi Program Van Purchase

**Background:**

As part of the 2020 Shared Ride Taxi Program through the State of Wisconsin, the City was authorized to purchase a new 2020 Dodge Grand Caravan.

**Discussion:**

As part of the City's Shared Ride Taxi Program, the City purchases the handicapped accessible mini-vans used in the program and retains ownership thereof. The vehicles are then leased to Brown Cab Service to be used for the taxi program.

The City purchases the vehicles through a State contract program, therefore assuring us that the vehicles meet the specifications for handicap accessibility.

**Financial Analysis:**

The City will purchase the vehicle and then request reimbursement from the State. Therefore, a total of \$36,622.50 will need to be paid to Ewald Motors of Oconomowoc (\$36,538 purchase price plus \$84.50 license and registration fee). The City will receive reimbursement of \$31,057.30 from the State of Wisconsin. The balance of the City portion will be covered by funds leftover from the taxi program in previous years that were not utilized.

**Staff Recommendation:**

Staff recommends that Ewald Motors of Oconomowoc be paid \$36,622.50 for the purchase of a 2020 Dodge Grand Caravan for the Shared Ride Taxi Program, including license and registration fee.

1 of 2



# APPENDIX H - PRICE SHEET

Vendor Name:

Bid Number:

Opening Date:

Time:

Line #	Name	MFR Name	Model Name	Delivery Days	Qty.	Unit	Price Year				
							2019	2020	2021	2022	2023
001	Side Load Accessible Minivan	Dodge	Grand Caravan	Approximately 10-15 days from order	1	ea.	\$38,492	\$38,877	\$39,266	\$39,658	\$40,055
002	Rear Load Accessible Minivan	Dodge	Grand Caravan	Approximately 10-15 days from order	1	ea.	\$36,176	\$36,538	\$36,903	\$37,272	\$37,645
003	Transit Cargo Van - Bariatric Vehicle				1	ea.	\$0	\$0	\$0	\$0	\$0

For purposes of calculating the rate for option years for this RFB, include an annual rate increase of 1% each year for the remaining four option years. These rates are for evaluation and FTA procurement requirement purposes only. Lowest bid price will be evaluated on the price for "Price Year 1" ONLY.

The actual price for a future option year shall be based upon the percent change in the PPI (1413 Truck and Bus Bodies) from the preceding year applied to the current contract year price to obtain the option year price. For the purpose of exercising service year options, WisDOT will recognize the change in PPI from April of the preceding year to April of the current contract year.

2 of 2





11-a

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

**Date:** January 17, 2020

**TO:** City Council  
**FROM:** Michelle Ebbert City Clerk/Treasurer  
**SUBJECT:** Granting Operator Licenses

**Background:**

The following are applicants for operator licenses. The applications have been reviewed and approved for accuracy by the Police Department. The following licenses are recommended for approval by the City Council.

**Discussion:**

REGULAR FOR THE TERM OF 2018-2020:

- |    |                 |                          |
|----|-----------------|--------------------------|
| 1. | Amanda J Miller | Country Inn & Suites     |
| 2. | Gina A Mrkvicka | Stop-n-Go Janesville Ave |

**Financial Analysis:**

None.

**Staff Recommendation:**

To recommend the approval of operator licenses for the above noted applicants upon completion of successful background checks.

1 of 1



Information Only

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

**Date:** Jan. 9, 2020

**TO:** City Council  
**FROM:** Andy Selle, City Engineer  
**SUBJECT:** Extra-Territorial Surveys

At the December 18, 2018 City Council meeting, approval was given to the City Manager and City Engineer to approve Extra-Territorial Surveys that were within a 1.5 to 3 mile radius of the City limits and not require that they be presented to the Plan Commission for review.

It was indicated at that meeting that staff would give the Council periodic (quarterly) updates on those Surveys that were approved by them and not forwarded to the Plan Commission.

This memo is to let you know that staff did approve one extra-territorial Survey that was within the 1.5 to 3 mile radius of the City limits in the fourth quarter of 2019, and that Survey is attached for your information.

Thank you.

1 of 4

# CERTIFIED SURVEY MAP

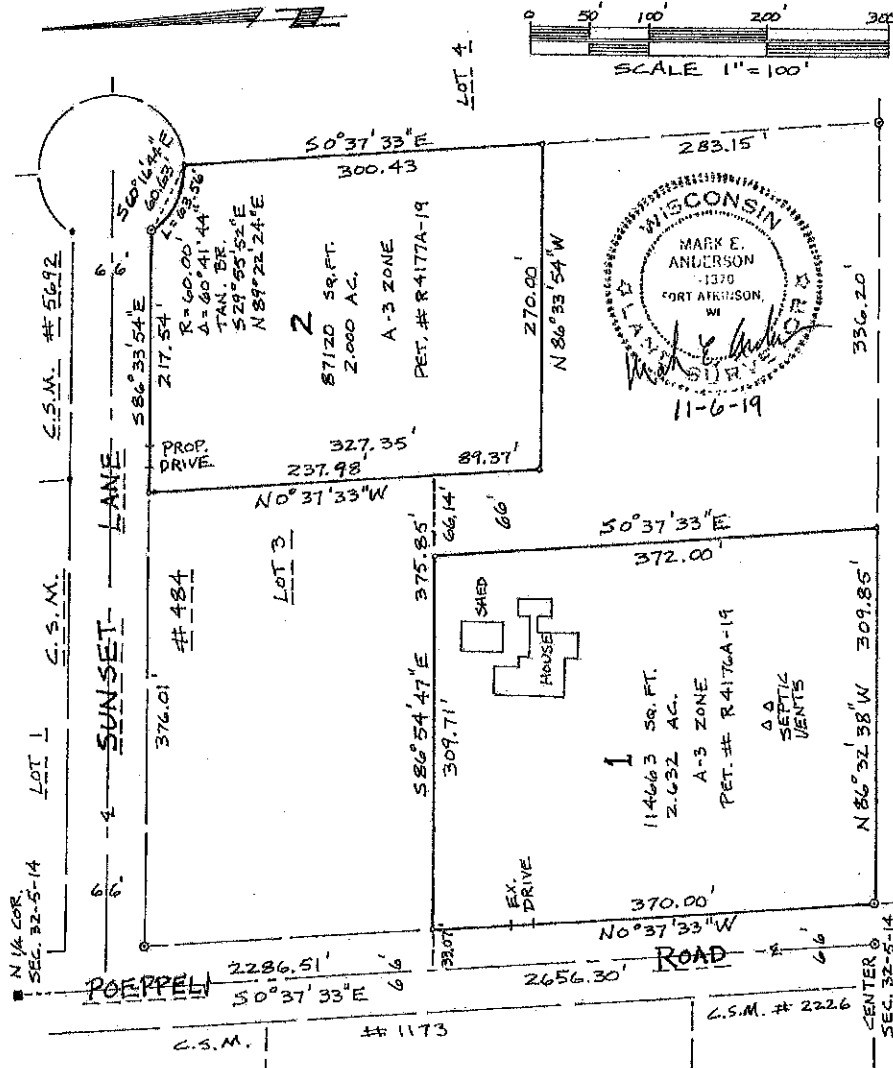
Part of Lot 3, C.S.M. #484 recorded in Volume 2 Certified Surveys at pages 275 and 276 in the SW¼ of the NE¼ of Section 32, T5N, R14E, Town of Koshkonong, Jefferson County, WI

NOTES: Assumed North referenced to the west line of the NE ¼ of Section 32-5-14 bearing S0°37'33"E.

These lots may be subject to any and all easements or agreements either recorded or unrecorded.

Owners/Subdividers: Leonard B & Kathleen M. Kalvaitis  
N324 Poeppe Road, Fort Atkinson, WI 53538

- Found 6"x6" Stone Monument
- Found 1½" Iron Pipe
- Found ¾" Iron Rod
- Set ¾"x18" Iron Rod Weighing 1.50 #/ft.



Sheet 1 of 2

JN 19-34

ANDERSON LAND SURVEYING LLC  
W6141 Star School Road, Fort Atkinson, WI 53538

Professional Land Surveyor  
Phone (920) 563-8162

2 of 4

## CERTIFIED SURVEY MAP

Part of Lot 3, C.S.M. #484 recorded in Volume 2 Certified Surveys  
at pages 275 and 276 in the SW¼ of the NE¼ of Section 32, T5N,  
R14E, Town of Koshkonong, Jefferson County, WI

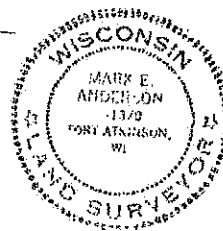
### SURVEYOR'S CERTIFICATE

I, Mark E. Anderson, Professional Land Surveyor, hereby certify that in full compliance with Chapter 236.34, Wisconsin Statutes and the subdivision regulations of Jefferson County and by the direction of Kathleen M. Kalvaitis, owner, this land has been surveyed, divided and mapped under my responsible direction and supervision; that such survey correctly represents all exterior boundaries and the division of the land surveyed; and is part of Lot 3, C.S.M. #484 recorded in Volume 2 Certified Surveys at pages 275 and 276 in the SW¼ of the NE¼ of Section 32, T5N, R14E, Town of Koshkonong, Jefferson County, Wisconsin to-wit:

Commencing at the N ¼ corner of said Section 32; thence S0°37'33"E, along the west line of said NW¼, 2286.51 feet; thence S86°54'47"E, 33.07 feet to the east line of Poeppel Road and the point of beginning; thence continue S86°54'47"E, 375.85 feet; thence N0°37'33"W, 237.98 feet to the southerly line of Sunset Lane; thence S86°33'54"E, along said southerly line, 217.54 feet; thence along said southerly line being the arc of a curve, concave northeasterly, having a radius of 80.00 feet and a chord that bears S60°16'44"E, 60.63 feet; thence S0°37'33"E, along the east line of said Lot 3, 300.43 feet; thence N86°33'54"W, 270.00 feet; thence N0°37'33"W, 89.37 feet; thence N86°54'47"W, 66.14 feet; thence S0°37'33"E, 372.00 feet to the south line of said Lot 3; thence N86°32'38"W, along said south line, 309.85 feet to the SW corner thereof; thence N0°37'33"W, along said east line of Poeppel Road, 370.00 feet to the point of beginning, containing 4.632 acres.

Date 11-6-19

Mark E. Anderson  
Mark E. Anderson  
Professional Land Surveyor, S-1370



Approved by the City of Fort Atkinson.

Date 11-20-19

Michelle A. Ebbert  
Michelle A. Ebbert, City Clerk

Approved by the Town of Koshkonong.

Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

Approved by the Planning and Zoning Committee of Jefferson County.

Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

Sheet 2 of 2

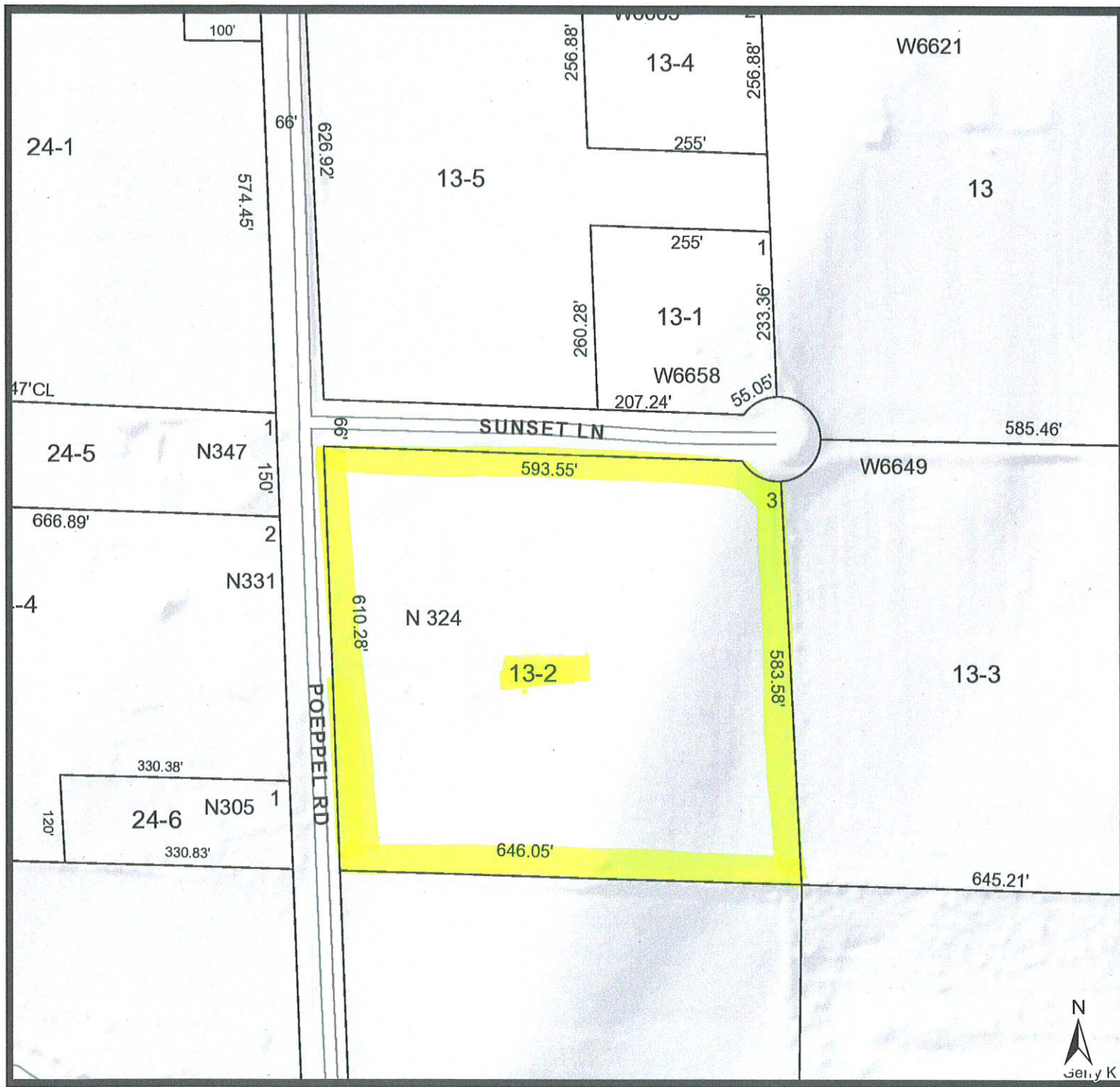
JN 19-34

**ANDERSON LAND SURVEYING LLC**  
W 6141 Star School Road, Fort Atkinson, WI 53538

**Professional Land Surveyor**  
Phone (920) 563-8162

3 of 4

# Jefferson County Land Information



## Parcels

- |   |     |                       |   |                     |
|---|-----|-----------------------|---|---------------------|
| <b>Parcels</b>  | --- | Old Lot/Meander Lines | — | Map Hooks           |
|  Parcels              | —   | Rail Right of Ways    |   | Tax Parcels         |
|  Municipal Boundaries | —   | Road Right of Ways    | — | Streams and Ditches |
| <b>Parcel Lines</b>   | —   | Section Lines         |   |                     |
| — Property Boundary   | —   | Surface Water         |   |                     |

4 of 4

