



**AMENDED AGENDA
CITY COUNCIL MEETING
MUNICIPAL BUILDING COUNCIL CHAMBERS
101 N. MAIN STREET, FORT ATKINSON, WISCONSIN
MARCH 17, 2020 ~ 7:00 P.M.**

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of March 3, 2020 regular Council meeting.
4. Public Hearings
 - a. Public hearing on Annual Report on Stormwater Permit.

Action – Refer to item 10-a below.
5. Public Comment
6. Petitions, Requests and Communications
 - a. Request to hold annual Fort Koshkonong Rendezvous event on May 22-24, 2020 at Rock River Park, and for waiver to gun discharge ordinance.

Action – Reject—Approve.
 - b. Request by Hoard Museum to close Foster Street from South Fourth Street East to Whitewater Avenue for Dairy Day at the MOOseum event on Saturday, June 20, 2020.

Action – Reject—Approve.
 - c. Request to pursue Proclamation from State of Wisconsin declaring the City be named Intersectional Peony City of Wisconsin.

Action – Reject—Approve.

6. Petitions, Request and Communications (Continued)

- d. Request by Chamber of Commerce to hold Farmers Market in parking lot across from Post Office on Saturdays from May to October, and to close South Water Street East on six occasions for special events.

Action – Reject—Approve.

- e. Request by Race Day Events to hold Fort 14 Run on June 6, 2020.

Action – Reject—Approve.

- f. Request by Chamber Project Lead Class for approval of dog friendly Fort Atkinson project proposal.

Action – Reject—Approve.

- g. Presentation of progress report on Jefferson County Economic Development Consortium/Thrive ED.

Action – Accept and file.

7. Resolutions and Ordinances

- a. Resolution for Declaration of Emergency.

Action – Reject—Adopt Resolution.

8. Reports of Officers, Boards and Committees

- a. Minutes of Tourism Commission meeting held February 20, 2020.

Action – Accept and file.

- b. Building, Plumbing and Electrical Permit Report for February, 2020.

Action – Accept and file.

- c. Minutes of Plan Commission meeting held March 10, 2020.

Action – Accept and file.

9. Unfinished Business

- a. Review and approve bids for Fire Station renovation/expansion project.

Action – Reject—Approve and award bids.

10. New Business

- a. Review and approve Annual Report on Stormwater Permit and authorize signature by proper officials.

Action – Reject—Approve.

- b. Update by Fire Chief on precautions for the Coronavirus COVID-19.

Action – Accept and file.

- c. Update by Fire Chief on use of fire fighting foam containing PFAS.

Action – Accept and file.

- d. Review and approve quote for walk-behind line striper with bead dispenser for Department of Public Works as budgeted.

Action – Reject—Approve.

- e. Review and approve quote for new backhoe for Department of Public Works as budgeted.

Action – Reject—Approve.

- f. Review and approve quote for winch kit for brush chipper for Department of Public Works as budgeted.

Action – Reject—Approve.

10. New Business (Continued)

- g. Review and approve quote for new asphalt roller for Department of Public Works as budgeted.

Action – Reject—Approve.

- h. Review and approve quote for new asphalt roller trailer for Department of Public Works as budgeted.

Action – Reject—Approve.

- i. Review and approve quotes for asset and time management software modules as budgeted.

Action – Reject—Approve.

11. Miscellaneous

- a. Denial of operator license.

Action – Reject—Approve.

- b. Granting operator licenses.

Action – Reject—Approve.

- c. City, Sewer, Water and Stormwater Utility Financial Statements as of February 29, 2020.

Action – Accept and file.

- d. Move into closed session pursuant to Section 19.85(1)(e) Wisconsin Statutes to consider the sale of public property.

Action – Go into closed session – come back into open session with approximately 15 minutes to take action(s).

11. Miscellaneous (Continued)

- e. Reconvene into open session.

Action – Reject—Approve.

12. Claims, Appropriations and Contract Payments

- a. Verified claims.

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

13. Adjournment

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

CITY OF FORT ATKINSON
City Council Minutes ~ March 3, 2020

CALL MEETING TO ORDER.

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

ROLL CALL.

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

Excused absence: Cm. Scherer.

APPROVAL OF MINUTES OF FEBRUARY 18, 2020 REGULAR COUNCIL MEETING.

Cm. Hartwick moved, seconded by Cm. Becker to approve the February 18, 2020 regular council meeting minutes. Motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

Ann Engelman, 428 Sherman Ave. E. spoke in regards to the Rhythm on the River and the scheduled end time of the live music. *Later in the meeting, the Chamber confirmed music would be done by 11:00 pm.*

PETITIONS, REQUESTS AND COMMUNICATIONS

a. *Update from Chamber of Commerce on Annual Tourism Report and Budget.*

Carrie Chisholm and Katie Carey provided an annual update from 2019 and the 2020 budget and upcoming goals.

Cm. Becker moved, seconded by Cm. Johnson to accept and file the update from Chamber of Commerce on Annual Tourism Report and Budget. Motion carried.

b. *Request for various street closures for Rhythm on the River event on Saturday, August 22, 2020.*

Clerk Ebbert reviewed the submission and request for street closures. Cm. Hartwick addressed the 11:00 pm end time and requested the noise level of the bands be monitored to not disrupt the neighborhood. Chamber Rep Kelley Westphal stated the band is scheduled to end at 10:30 pm with potential for the band to have an encore until 11:00 pm.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the request for various street closures for Rhythm on the River event on Saturday, August 22, 2020. Motion carried.

RESOLUTIONS AND ORDINANCES

a. *Resolution proclaiming May 2, 2020 as World Migratory Bird Day in the City of Fort Atkinson.*

Cm. Hartwick moved, seconded by Cm. Johnson to approve the Resolution proclaiming May 2, 2020 as World Migratory Bird Day in the City of Fort Atkinson. Motion carried on a roll call vote.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- a. *Minutes of Parks & Recreation Advisory Board meeting held February 17, 2020.*
- b. *Minutes of Historical Society Board meeting held January 16, 2020.*
- c. *Minutes of Economic Development Commission meeting held February 25, 2020.*

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

UNFINISHED BUSINESS

- a. *Review and approve contract for Wheels Park construction documents and installation.*

Youth Director Brett Ketterman reviewed the contract and fundraising for the skate park to be constructed in Ralph Park. The department was awarded a matching grant from the Community Foundation and successfully raised the remainder of funds needed. American Ramp Company adjusted the design to better serve the community with a 100% concrete park which is desired by skateboarders. Shade, benches and a water fountain will finish off the features of the park.

Cm. Hartwick moved, seconded by Cm. Becker to approve contract for Wheels Park construction documents and installation by the American Ramp Company in the amount of \$285,000 and \$5,000 of in-kind donations. Motion carried on a roll call vote.

- b. *Economic Development Fund update.*

Manager Trebatoski provided an update on an EDC Subcommittee to design a program that would meet the requirements of the WEDC Capital Catalyst grant for a matching grant. The program was submitted to WEDC for review with hopes of approval and program roll-out June 1, 2020.

Cm. Becker moved, seconded by Cm. Johnson to accept and file the Economic Development Fund updates. Motion carried.

- c. *Recommendation from Economic Development Commission on installation of fiber internet in Klement Business Park.*

Manager Trebatoski reviewed the EDC discussion and recommendation. Internet available in the business park is aged and slow in comparison to business operations and need. The city is investigating with the school district to see if an alternative plan is available to make fiber available. Trebatoski reviewed the options including the city install at our expense or to enter into an agreement with IPEC to reimburse them for the installation and connection costs up to \$28,570.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the recommendation from Economic Development Commission on installation of fiber internet in Klement Business Park, to first investigate the option of the city owning the fiber in the park and to be able to offer the internet and phone service to the businesses, and if that is not feasible to enter into an agreement with IPEC to reimburse them for the installation and connection costs up to \$28,570, upon installation and connection of the fiber and proof of payment using the assigned fund balance for industrial land sales upon Council. Motion carried on a roll call vote.

NEW BUSINESS

- a. *Review and approve school district fiber locate contract and city fiber installation contract.*

Engineer Selle discussed the plans of the school district to install fiber to connect all school facilities. The path of the fiber would be close to several downtown city offices therefore Staff discussed the option to install additional conduit to benefit the city. The City would pay for material

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cost for additional fiber and the cost for each fiber lateral to serve the city along the route. The estimated cost from the contractor is \$15,092. Funding would be covered from various departments that would benefit from the connection.

Cm. Becker moved, seconded by Cm. Johnson to approve the school district fiber locate contract and city fiber installation contract with Intercon Construction not to exceed \$15,092. Motion carried on a roll call vote.

Cm. Hartwick moved, seconded by Cm. Johnson for the city to contract with the school district for city staff to perform the locate services for fiber installation. Motion carried.

MISCELLANEOUS

a. *Report on 2019 tax collections and on 2019 delinquent personal property taxes.*
Clerk/Treasurer Ebbert reviewed the collection season. As of March 3rd, there is approximately \$13,800 between 24 outstanding delinquent personal property accounts.

Cm. Hartwick moved, seconded by Cm. Johnson to accept and file the report on 2019 tax collections and on 2019 delinquent personal property taxes. Motion carried.

Cm. Becker moved, seconded by Cm. Hartwick to send any delinquent personal property accounts to the Attorney for collection. Motion carried.

b. *Temporary Class "B" beer and/or wine license for Lions Club Smelt Fry to be held at the Municipal Building on April 17, 2020.*

Cm. Hartwick moved, seconded by Cm. Johnson to approve the Temporary Class "B" beer and/or wine license for Lions Club Smelt Fry to be held at the Municipal Building on April 17, 2020 contingent upon having licensed bartenders and purchasing products from a distributor/wholesaler. Motion carried.

c. *Temporary Class "B" beer and/or wine license for Lions Club Corn & Chicken Dinner to be held at Jones Park on August 16, 2020.*

Cm. Hartwick moved, seconded by Cm. Becker to approve the Temporary Class "B" beer and/or wine license for Lions Club Corn & Chicken Dinner to be held at Jones Park on August 16, 2020 contingent upon having licensed bartenders and purchasing products from a distributor/wholesaler. Motion carried.

d. *Temporary Class "B" beer and wine license for Rhythm on the River event on August 22, 2020.*

Cm. Becker moved, seconded by Cm. Johnson to approve the Temporary Class "B" beer and wine license for Rhythm on the River event on August 22, 2020 contingent upon having licensed bartenders and purchasing products from a distributor/wholesaler. Motion carried.

e. *Granting operator licenses.*

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

f. *City, Sewer, Water and Stormwater Utility Financial Statements as of January 31, 2020.*

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Cm. Becker moved, seconded by Cm. Hartwick to approve the City, Sewer, Water and Stormwater Utility Financial Statements as of January 31, 2020. Motion carried.

g. Adjourn to closed session after regular council meeting pursuant to Section 19.85 (1)(e), Wisconsin Statutes, to consider sale of property.

Cm. Johnson moved, seconded by Cm. Becker to adjourn to closed session after regular council meeting pursuant to Section 19.85 (1)(e), Wisconsin Statutes, to consider sale of property. Motion carried on a roll call vote. Council will not reconvene into open session.

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. Johnson to adjourn. Meeting adjourned at 8:18 pm.

Respectfully submitted,

Michelle Ebbert, City Clerk

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**NOTICE OF A PUBLIC HEARING
IN THE MATTER OF REVIEWING THE
2019 ANNUAL REPORT ON THE
MUNICIPAL SEPARATE STORM SEWER SYSTEM**

OFFICIAL NOTICE IS HEREBY GIVEN that a public hearing will be held before the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, for the purpose of soliciting public input on the 2019 Annual Report for the City's Municipal Separate Storm Sewer System. This annual report is part of the requirements for the Phase II Permit that the City has from the Department of Natural Resources.

Said Public Hearing will be held in the Council Chambers of the Municipal Building on Tuesday, March 17, 2020 at 7:00 p.m.

Any interested party will be given the opportunity to be heard at that time. A copy of the 2019 Annual Report is available for review at the Municipal Building, 101 North Main Street, and Dwight Foster Public Library, 209 Merchants Avenue, during regular business hours. The report is also on the City's website at www.fortatkinsonwi.net under Storm Water Management Plan.

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

3-2-20

/s/ Michelle Ebbert, City Clerk

WNAXLP

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6-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 10, 2020

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Special Event – Fort Koshkonong Rendezvous

Background:

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

Discussion:

Event: Fort Koshkonong Rendezvous
Date: May 22-24, 2020
Location: Rock River Park
Contact Person: Merrilee Lee
Hours of Event: Friday 8-3, Saturday 9-5, Sunday 10-4
Estimated Number of Attendees: 1000-2000

No streets are being requested to be closed.

Information of the event was routed to Departments on March 2, 2020 without concerns, comments or questions.

Also requested is for the Council to waive the City Ordinance allowing the discharge of black powder guns for the event.

Financial Analysis:

There is no financial impact to the City.

Staff Recommendation:

Approve the Special Event of the 27th Annual Rendezvous on May 22-24, 2020 in Rock River Park and to waive the City Ordinance allowing the discharge of black powder guns for the event.

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CITY OF FORT ATKINSON Special Event Application

Name of Business/Group Organizing Event: <u>Hoard Historical Museum</u>	
Contact Person for Event: <u>Merilee Jee</u>	
Phone Number: <u>563-7769</u>	Email: <u>mlee@hoardmuseum.org</u>
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: <u>Fort Koshkonong Rendezvous</u>	
Event Date: <u>May 22-24, 2020</u>	
Event Location: <u>Rock River Park</u>	
Estimated Number of Attendees: <u>1,000 - 2,000</u>	Hours of Event: <u>Friday 8-3, Sat. 9-5, Sun. 10-4</u>
<p>Check all applicable boxes:</p> <p><input checked="" type="checkbox"/> I am renting a City Park Attach copy of paid park rental from Parks & Recreation (920) 563-7781.</p> <p><input type="checkbox"/> I will be having music Start and end time of music:</p> <p><input type="checkbox"/> I will be closing a street(s) Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.</p> <p><input type="checkbox"/> I will be selling beer and/or wine* Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760</p> <p><i>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</i></p> <p><input checked="" type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.</p> <p style="text-align: center;"><u>in Rock River Park</u></p>	
<p>By signing, I agree to the following statements:</p> <p>I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event.</p> <p>Responsible Party Signature: <u>Merilee Jee</u></p>	

Office Use Only

Date Submitted to Clerk: 3/2/2020 Date Emailed to Departments: 3/2/2020

Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer	<u>none</u>
<input checked="" type="checkbox"/> EMS - Ryan Brothers Ambulance	<u>none</u>
<input checked="" type="checkbox"/> Engineer and Building Inspection	<u>none</u>
<input checked="" type="checkbox"/> Electrician	<u>none</u>
<input checked="" type="checkbox"/> Fire and Rescue Department	<u>none</u>
<input checked="" type="checkbox"/> Library and Museum	<u>none</u>
<input checked="" type="checkbox"/> Parks & Recreation	<u>none</u>
<input checked="" type="checkbox"/> Police Department	<u>none</u>
<input checked="" type="checkbox"/> Public Works Department	<u>none</u>
<input checked="" type="checkbox"/> Wastewater and Water Utility	<u>none</u>

Date Reported to City Council (if necessary): <u>3/17/2020</u>
Comments, Contingencies, Findings:
<u>2 of 4</u>

January 31, 2020

Mr. Matt Trebatoski
City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538

Dear Mr. Trebatoski:

This is our formal request to be included in the agenda for a City Council meeting. The 27th Annual Rendezvous is scheduled for Memorial Day Weekend, May 23rd - 24th. Friday, May 22th is closed to the public, but open for School Day. We would like to officially request use of the grounds at Rock River Park for this event. We would also ask that the city waive the City Ordinance allowing the discharge of black powder guns.

As you are aware, this event utilizes the historic fort replica, the parking areas in and around the municipal pool, the Rotary Shelter, public restrooms, and Hachtel football fields.

We are happy to work with city personnel in the organization of this event, and would appreciate the opportunity to answer any questions the council may have.

Sincerely,

Merrilee Lee

Merrilee Lee
Museum Director
Hoard Historical Museum



POLICE DEPARTMENT

Adrian J. Bump
CHIEF OF POLICE

03/10/20

To: Fort Atkinson City Council

From: Chief Adrian Bump

Black Powder Gun Discharge at Buckskinner Rendezvous 2020

Based on this request, I do not have any concern with the discharge of black powder guns at this event as long as the weapons used are limited to black powder and are used at the specific location within the park designed to safely contain weapon discharges. As an added safety measure, I would offer one of my agencies Firearms Instructors/Range Masters to perform a safety check of the weapons and an inspection of the loads used for these weapons prior to the event if needed.

I have previously met with Mr. Winn and received an overview of the event and specifics of the request. Based on my knowledge of the event and other similar events, I feel this event will be safe and managed appropriately to ensure a successful family focused event in our community.

Respectfully submitted,

Adrian Bump
Chief of Police
Fort Atkinson Police Department

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

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

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CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 10, 2020

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Special Event – Dairy Day at the MOOseum

Background:

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

Discussion:

Event: Dairy Day at the Mooseum
Date: June 20, 2020
Location: Hoard Historical Museum Grounds
Contact Person: Merrilee Lee
Hours of Event: Saturday 11:00 am to 2:00 pm
Estimated Number of Attendees: 800-900

Foster Street is being requested to be closed between Whitewater Avenue and S. Fourth Street East to allow for the cow parade and safe transportation of the cows.

Information of the event was routed to Departments on March 2, 2020 without concerns, comments or questions.

Financial Analysis:

There is no financial impact to the City.

Staff Recommendation:

Approve the Special Event of the Dairy Day at the Mooseum on June 20, 2020 and allow the closure of Foster Street.

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CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: <u>Hoard Historical Museum</u>	
Contact Person for Event: <u>Merrilee Jee</u>	
Phone Number: <u>563-7769</u>	Email: <u>mlee@hoardmuseum.org</u>
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: <u>Dairy Day at the Museum</u>	
Event Date: <u>June 20, 2020</u>	
Event Location: <u>Hoard Historical Museum grounds</u>	
Estimated Number of Attendees: <u>800 - 900</u>	Hours of Event: <u>1pm 2 p.m.</u>
Check all applicable boxes:	
<input type="checkbox"/> I am renting a City Park	Attach copy of paid park rental from Parks & Recreation (920) 563-7781.
<input type="checkbox"/> I will be having music	Start and end time of music:
<input checked="" type="checkbox"/> I will be closing a street(s)	Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.
<input type="checkbox"/> I will be selling beer and/or wine*	Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760
*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.	
<input checked="" type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.	<u>on the grounds of the Museum</u>
By signing, I agree to the following statements:	
I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event.	
Responsible Party Signature: <u>Merrilee Jee</u>	

Office Use Only

Date Submitted to Clerk: 3/2/2020 Date Emailed to Departments: 3/2/2020

Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer	<u>none</u>
<input checked="" type="checkbox"/> EMS - Ryan Brothers Ambulance	<u>none</u>
<input checked="" type="checkbox"/> Engineer and Building Inspection	<u>none</u>
<input checked="" type="checkbox"/> Electrician	<u>none</u>
<input checked="" type="checkbox"/> Fire and Rescue Department	<u>none</u>
<input checked="" type="checkbox"/> Library and Museum	<u>none</u>
<input checked="" type="checkbox"/> Parks & Recreation	<u>none</u>
<input checked="" type="checkbox"/> Police Department	<u>none</u>
<input checked="" type="checkbox"/> Public Works Department	<u>none</u>
<input checked="" type="checkbox"/> Wastewater and Water Utility	<u>none</u>
Date Reported to City Council (if necessary): <u>3/17/2020</u>	
Comments, Contingencies, Findings:	
<u>2 of 4</u>	

January 31, 2020

Mr. Matt Trebatoski
City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538

Dear Mr. Trebatoski:

This is our formal request to be included in the agenda for a City Council meeting. The 6th Annual "Dairy Day at the MOOseum" is scheduled for Saturday, June 20th at the Hoard Historical Museum. We would like to request the closure of Foster Street from 4th Street South to Whitewater Avenue for the loading and unloading of cows as well as for the use of the street during the cow parade (15-20 minutes maximum).

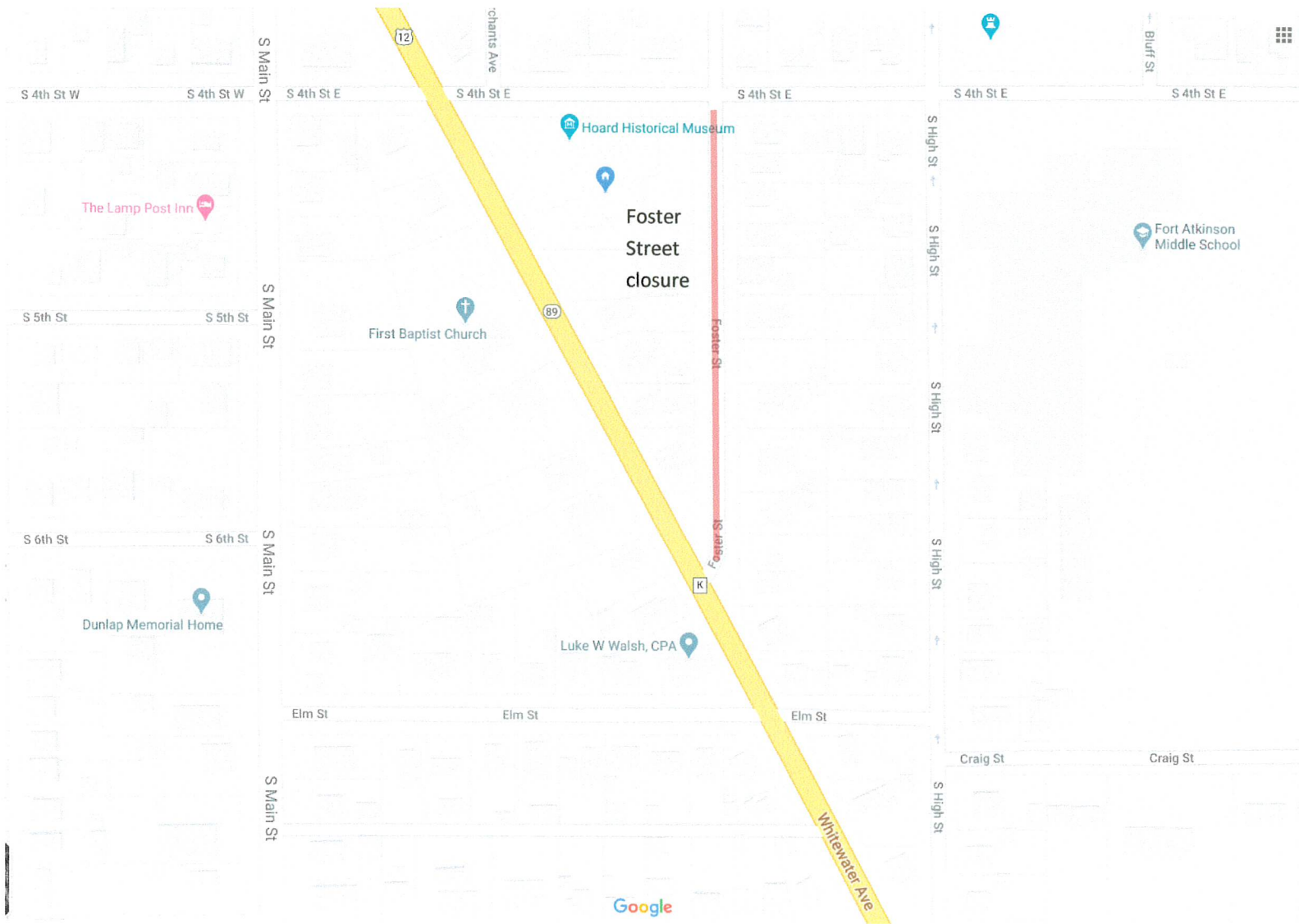
In the past, the street has been accessible to emergency personnel and for residents but closed to thru-traffic. Residents along the block are notified regarding the closure and invited the free event at the Museum. We would ask that the Department of Public Works place temporary barricades at the intersections of 4th Street South and Foster Street as well the intersection of Whitewater Avenue and Foster Street by Friday, June 19th. Museum staff and volunteers can place the barricades in the street once the event begins.

We are happy to work with city personnel in the organization of this event, and would appreciate the opportunity to answer any questions the council may have.

Sincerely,



Merrilee Lee
Museum Director
Hoard Historical Museum



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6-C

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 11, 2020

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: Proclamation for Intersectional Peony City of WI

Background:

Annually since 2012, the City Council has approved a request to pursue a Proclamation from the State of Wisconsin designating the City as the Intersectional Peony City of Wisconsin.

Discussion:

The Hoard Historical Museum would again like the City Council to pursue a Proclamation from the State of Wisconsin naming the City as the Intersectional Peony City of Wisconsin. The purpose of the Proclamation is to recognize Fort Atkinson's distinction as the City with the largest public intersectional peony garden in North America; to recognize Fort Atkinson as the home of Roger F. Anderson, who is one of the world's first producers to successfully create the hybrid peony cultivar, now known as the intersectional peony, and who has perfected the hybrid peony business world-wide for over 40 years; to recognize Fort Atkinson as the home of the "Bartzella" Intersectional Peony, considered by experts to be "the most perfect yellow peony in the world"; and to continue to promote Fort Atkinson as a unique gardening destination in Wisconsin.

The Museum plans to again recognize Roger and Sandra Anderson for their expertise in intersectional peonies at a gathering on June 6, 2020 and is requesting the same designation from the State. This beautiful display of peonies is available for viewing at the Museum by all visitors.

Financial Analysis:

None.

Staff Recommendation:

Staff is recommending that a request for a Proclamation from the State of Wisconsin be pursued declaring the City of Fort Atkinson be named Intersectional Peony City of Wisconsin and that Roger and Sandra Anderson be recognized for their accomplishments as well.

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WHEREAS; the City of Fort Atkinson, Wisconsin, is the home to the largest public Intersectional Hybrid Peony Garden in North America located at the Hoard Historical Museum and so named the Roger F. and Sandra L. Anderson Intersectional Peony Garden; and

WHEREAS; the Anderson Intersectional Peony Garden at the Hoard Historical Museum in Fort Atkinson, Wisconsin features 58 named Roger F. Anderson intersectional hybrid peonies which bloom during the Wisconsin peony season; and

WHEREAS; the Hoard Historical Museum is home to two of the newest Roger F. Anderson intersectional hybrid peonies, "Mary C. Hoard" and "W.D. Hoard", so named to exclusively honor important leaders in Fort Atkinson, Wisconsin's history; and

WHEREAS; the City of Fort Atkinson, was the long-time home of Roger F. and Sandra L. Anderson, who established their hybrid peony business, Callie's Beaux Jardins in 1978; and

WHEREAS; Roger F. Anderson is one of the world's foremost producers of intersectional peony hybrids; and

WHEREAS; Roger F. Anderson, at his peony nursery, has continually created, developed, improved, and advanced the hybrid peony business world-wide for over 45 years; and

WHEREAS; Roger F. Anderson has bloomed nearly 600 hybrid peony varieties since 1980, breaking many hybridizing barriers in the peony industry; and

WHEREAS; the City of Fort Atkinson, Wisconsin is the home of Roger F. Anderson's famous "Bartzella" Intersectional Peony, which after 15 years of diligent work, first bloomed in 1986, and is considered by peony experts to be "the most perfect yellow peony in the world", and which received the highest American Peony Society Gold Medal Award, and the Royal Horticultural Society Award of Garden Merit in 2012.

NOW, THEREFORE, I, Tony Evers, Governor of the State of Wisconsin,
do hereby proclaim

FORT ATKINSON, WISCONSIN
as the INTERSECTIONAL PEONY CITY
OF WISCONSIN

on Saturday, June 6, 2020

and I commend this observance to all Wisconsin citizens.

IN TESTIMONY

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6-d

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 9, 2020

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Special Event – Farmers Market

Background:

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

Discussion:

Event: Fort Atkinson Area Chamber of Commerce Farmers Market
Date: Saturday May 1 to Saturday October 31
Location: Parking Lot Water Street/Milwaukee Avenue.
Contact Person: Alisa Bade
Hours of Event: 5:00 am to Noon
Estimated Number of Attendees: 200-500

Information of the event was routed to Departments without concerns.

Street Closure requested of S. Water Street East for Art Saturdays: May 30, June 27, July 25, August 29, September 26 and October 31.

No street closure is necessary for the regular farmers market.

Financial Analysis:

There is no financial impact to the City.

Staff Recommendation:

Approve the Special Event for the Fort Atkinson Area Chamber of Commerce Fort Farmers Market on Saturday May 1, 2020 thru Saturday October 31, 2020 and street closures of S. Water Street East for Art Saturdays.

1 of 4



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: Fort Atkinson Area Chamber of Commerce	
Contact Person for Event: Alisha Bade	
Phone Number: (920) 397-9070	Email: manager.fortfarmersmarket@gmail.com
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: Fort Farmers Market	
Event Date: Every Saturday morning, May 2nd - October 31	
Event Location: Parking lot between S. Water St. E. & Milwaukee Ave. E.	
Estimated Number of Attendees: Several hundred each Saturday	Hours of Event: Set-up: 5am-8am Operating Hours: 8am-Noon teardown: 12pm-2pm
Check all applicable boxes:	
<input type="checkbox"/> I am renting a City Park	Attach copy of paid park rental from Parks & Recreation (920) 563-7781.
<input checked="" type="checkbox"/> I will be having music	Start and end time of music: *see attached map. Art Saturdays only.
<input checked="" type="checkbox"/> I will be closing a street(s)	Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.
<input type="checkbox"/> I will be selling beer and/or wine*	Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760
*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.	
<input checked="" type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.	
By signing, I agree to the following statements:	
I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event.	
Responsible Party Signature: Alisha Bade	

Office Use Only

Date Submitted to Clerk: 3/2/2020 Date Emailed to Departments:

Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer	NO CONCERNS
<input checked="" type="checkbox"/> EMS - Ryan Brothers Ambulance	none
<input checked="" type="checkbox"/> Engineer and Building Inspection	none
<input checked="" type="checkbox"/> Electrician	none
<input checked="" type="checkbox"/> Fire and Rescue Department	none
<input checked="" type="checkbox"/> Library and Museum	none
<input checked="" type="checkbox"/> Parks & Recreation	none
<input checked="" type="checkbox"/> Police Department	NO CONCERNS, will continue to support
<input checked="" type="checkbox"/> Public Works Department	none
<input checked="" type="checkbox"/> Wastewater and Water Utility	none

Date Reported to City Council (if necessary): 3/17/2020

Comments, Contingencies, Findings:

2 of 4



- Requesting street closure of S. Water St. E. for Art Saturdays. These occur on the last Saturday of each month (May 30, June 27, July 25, August 29, September 26, and October 31).
- No street closures requested for regular market days.

Fort Farmer's Market

Our Mission:

The Fort Farmers Market celebrates local foods and arts while nurturing neighbor-to-producer relationships, cultivating healthy communities and integrating sustainable practices into our everyday lives.

Program Overview:

The Fort Farmers Market began in 2002, and is a weekly recurring event that takes place on Saturday mornings, May-October. We proudly host over 36 vendors at our regular Saturday markets and over 50 vendors at our monthly "Arts Saturdays" markets, which occur on the last Saturday of each month. Farmers, bakers, crafters, gardeners and community groups come from Fort Atkinson, Jefferson County and some nearby counties – all to sell their locally made products. We have music every Saturday as well as many other arts, wellness and community programs throughout the summer season.

Requesting:

We are requesting the parking lot located between S. Water Street E. and Milwaukee Ave. E. (located across the street from the post office). The hours we are requesting are: 5am-2pm (5am-8am set up; 8am-12pm operating hours; 12pm-2pm tear down). As in past years, we'd also like to put our signs up in the parking lot spaces the day before, reminding the public not to leave their cars in that lot past 5am on Saturday mornings.

4 of 4



6-e

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 2, 2020

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Special Event – Fort 14

Background:

A Special Event Guide and Application was assembled to assist with planning events in the City of Fort Atkinson. The application was created to allow appropriate contact information be obtained and forwarded to Departments. This is the first use of this application. Over the next few months we will begin implementing this application and routing via email for comments, concerns and questions.

The planning guide is designed to assist members of the community in the planning, preparation and running of events and programs in Fort Atkinson.

Discussion:

Event: Fort 14 (and 5K)
Date: Saturday, June 6, 2020
Location: Griffin Ford, 1642 Janesville Avenue
*routes of the run are attached.
Contact Person: Lucas Molloy
Hours of Event: 7:30 am to 12:00 pm

No streets are being requested to be closed.

Information of the event was routed to Departments on February 21, 2020.

Police Department: Staff had reviewed the routes and worked with Mr. Molloy on minor adjustments for safety and visibility.

Parks Department: The bike trail will be swept the day before the event. Mr. Molloy was requested to NOT use spray paint on the bike trail to designate the route.

Clerk/Treasurer: The application was not marked as selling beer and wine, however the advertising for the event lists a sample will be provided to participants. Participants have to pay to run in the event, therefore State Statues consider this an indirect sale. Mr. Molloy confirmed he is working on obtaining a partner to apply for a Temporary License to sell beer/wine even though direct sales may not occur.

Financial Analysis:

None at this time.

1 of 5

Staff Recommendation:

The event is being held on private property, however there may be a large amount of attendees along the bike trail, city and town streets.

Council is requested to approve the Fort 14 to be held on Saturday June 6, 2020 at Griffin Ford.



CITY OF FORT ATKINSON
Special Event

Name of Business/Group Organizing Event: <u>Race Day Events</u>	
Contact Person for Event: <u>Lucas Malley</u>	
Phone Number: <u>207-647-1220</u>	Email: <u>lucas@racedayeventsllc.com</u>
Is the Business/Group Organizing Event: <input checked="" type="checkbox"/> For profit or <input type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: <u>FORT 14+5K</u>	
Event Date: <u>June 6, 2020</u>	
Event Location: <u>Griffin Ford - 1642 Jonesville Ave, Fort Atkinson, WI 53538</u>	
Estimated Number of Attendees: <u>500</u>	Hours of Event: <u>7:30am Race start noon tear down</u>
Check all applicable boxes:	
<input type="checkbox"/> I am renting a City Park	Attach copy of paid park rental from Parks & Recreation (920) 563-7781.
<input checked="" type="checkbox"/> I will be having Amplified Music	Attach copy of Amplified Music Permit.
<input type="checkbox"/> I will be closing a street(s)	Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.
<input type="checkbox"/> I will be selling beer and/or wine*	Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760
*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.	
<input type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.	
By signing, I agree to the following statements:	
I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event.	
Responsible Party Signature: <u>[Signature]</u> <u>Lucas Malley</u>	

Office Use Only

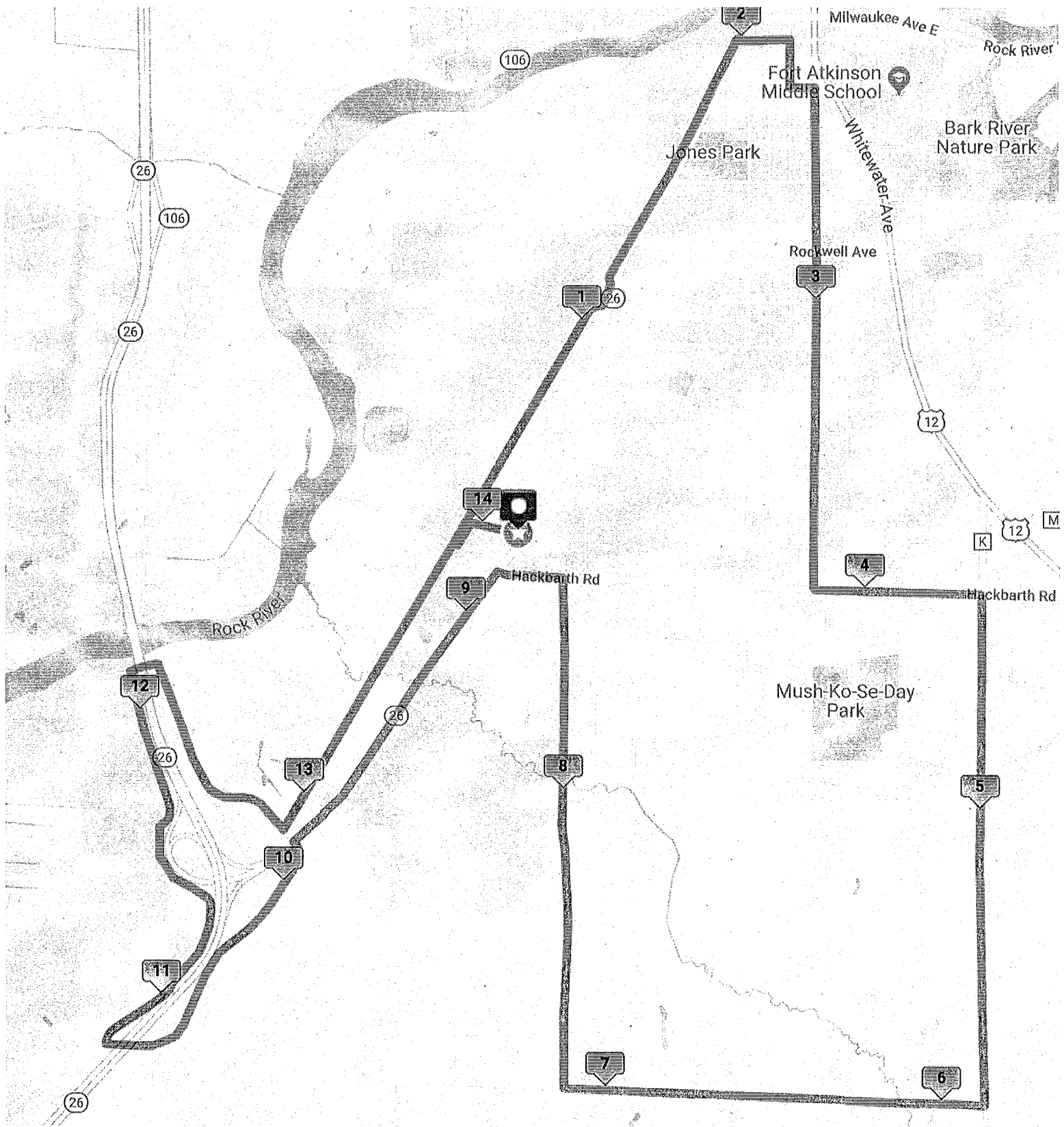
Date Submitted to Clerk: 10/7/2019 Date Emailed to Departments: 02/21/2020

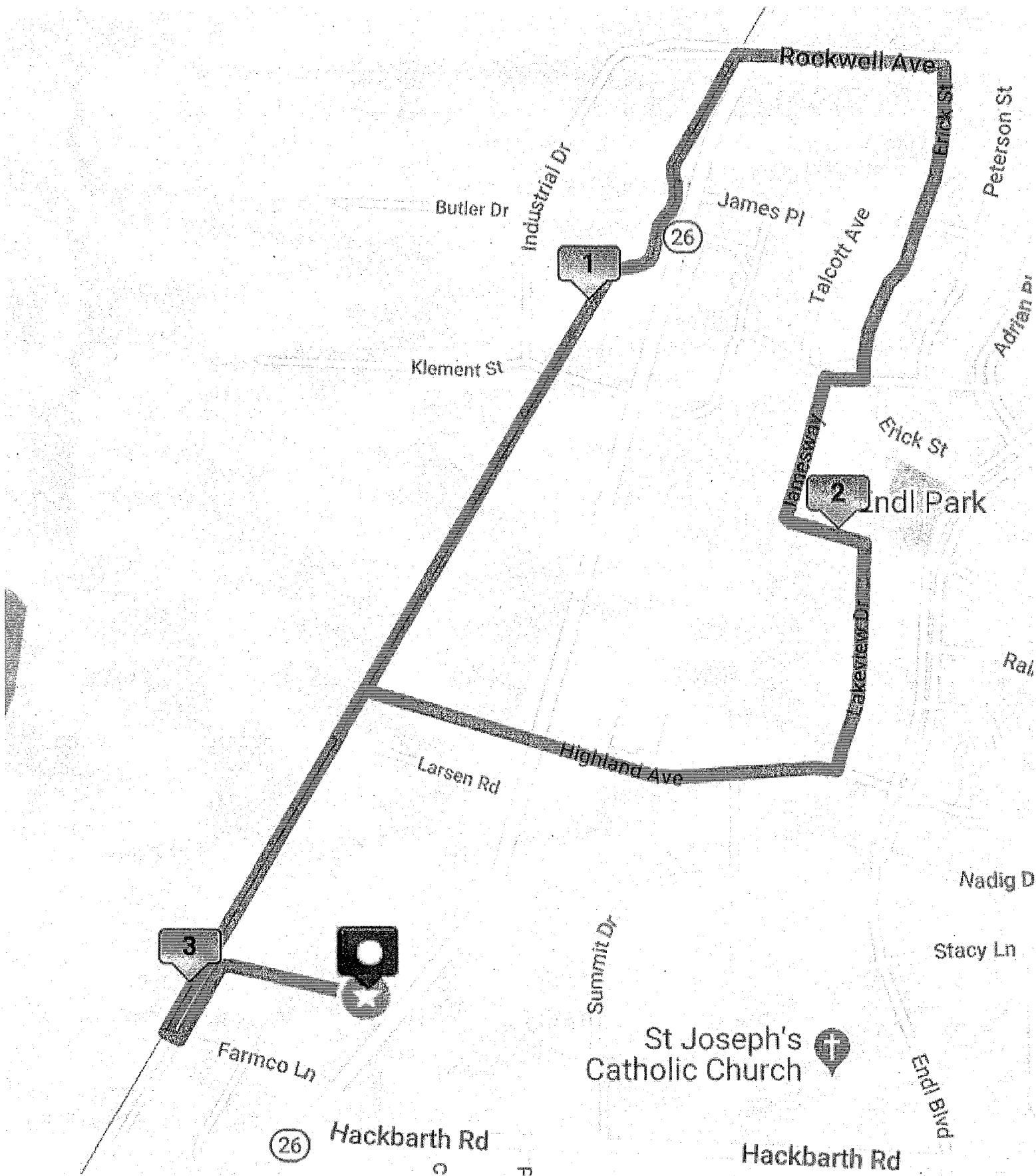
Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer	<u>Confirm beverage distributor and get DOR approval.</u>
<input checked="" type="checkbox"/> EMS - Ryan Brothers Ambulance	<u>no comments submitted.</u>
<input checked="" type="checkbox"/> Engineer and Building Inspection	<u>no comments submitted.</u>
<input checked="" type="checkbox"/> Electrician	<u>no comments submitted.</u>
<input checked="" type="checkbox"/> Fire and Rescue Department	<u>no comments submitted.</u>
<input checked="" type="checkbox"/> Library and Museum	<u>no comments submitted.</u>
<input checked="" type="checkbox"/> Parks & Recreation	<u>no paint on trail, ok with route.</u>
<input checked="" type="checkbox"/> Police Department	<u>no comments submitted.</u>
<input checked="" type="checkbox"/> Public Works Department	<u>no comments submitted.</u>
<input checked="" type="checkbox"/> Wastewater and Water Utility	<u>no comments submitted.</u>

Date Reported to City Council (if necessary): 03/17/2020

Comments, Contingencies, Findings:

3 of 5







To: City Manager & City Council

From: Trista Taylor, Parks & Rec.

Date: March 12, 2020

RE: Project Lead Class 32 – Dog Friendly Fort Atkinson Project Proposal

Background: Project LEAD Class 32 is looking to add dog waste stations with dog behavior signs, and 3 water stations to Fort Atkinson. One water station is new, and the other two are existing units being replaced. After Chamber and City Council approval fundraising will take place.

Discussion: I am submitting to you and the Council the PowerPoint from Project LEAD Class 32. The group has decided to add eight additional dog waste stations with eleven dog friendly signs to Fort Atkinson Parks, replace two existing water units, and add one brand new water fountain unit at the JF Luther Softball Fields. These new water fountains are ADA compliant as well as people and pet friendly.

Attached is the PowerPoint that explains the scope of our project. The presentation committee will be presenting this to the Chamber Executive Board on the morning of Tuesday, March 17th. The group plans to have their full support. We have also received support and assistance during the planning of our project from the following School District employee's: Josh Carter (Grounds & Maintenance), Jason Demerath (Director of Business Services), and David Geiger (Luther Principal). We will also be applying for a grant with the Fort Atkinson Community Foundation. We have community support from both the Kennel Club and Humane Society.

Project LEAD believes this project will benefit more than just pet owners in Fort Atkinson. The JF Luther water station will serve a large recreation population. The softball fields are used at least four nights a week by Parks and Rec from May-July. Fort Atkinson Youth Soccer Association (FAYSA) also uses the fields for roughly 120 games yearly.

Financials Analysis:

Initial: Water stations: \$19,000 (\$4,700 per fountain + (\$2,500 - \$4,000) JFL sewer line + concrete.

Plumbing: estimate to come

Waste stations, Tubing, cases & eight new posts: \$2,000

Eleven Educational signs: \$418 (\$33 per sign + \$5 supplies)

Community Event: estimate to come with details

Top Line Project Total: \$21,000 - \$25,000

Maintenance: bags will cost P&R roughly: \$200 every two years to order. Estimate based on current usage of doggie waste bags.

6-F

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Recommendations: Parks & Recreation recommend and support the above listed projects. The Parks & Rec crew will help with installation of waste station units and signage as well as upkeep of the waste and water stations.

We plan to have a few representatives from Project Lead attend the meeting. Listed below is our presentation group and their contact information.

Contacts for the group are:

Trista Taylor	920-563-7781	ttaylor@fortatkinsonwi.net
Robert Cassiday	920-568-5650	rcassiday@johnsonfinancialgroup.com
Heather Hartwig	920-728-1571	hhartwig0616@gmail.com
Tim Smith	920-723-9462	TSmith@bankwithpremier.com
Tracey Carlson	920-563-2478	tcarlson@badgerbank.bank
Kayla Brown	920-723-9178	kayla_kj@hotmail.com
David Dick	815-543-7999	davidmd365@gmail.com



PROPOSAL



PROJECT LEAD 2019-2020

VISION:



- Provide 3 water stations to promote wellness for dog owners & their pets
- Address need for water at Luther fields
- Provide 8 additional dog waste stations
- Provide 11 educational signs on dog ownership & behavior
- Celebrate dog ownership with a “Yappy Hour” event to showcase our project

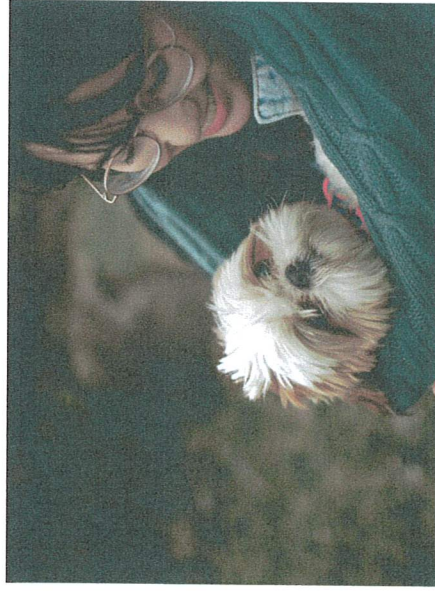
COMMUNITY BENEFITS:

Water fountains and dog amenities add safety, health, wellness and environmental benefits to Fort Atkinson residents and their dogs

- **SAFETY:** Provide water fountains to keep residents and their dogs hydrated when walking or being active.
- **HEALTH & WELLNESS:** Provide information about dog behavior that can help keep dogs and people.
- **ENVIRONMENTAL:** Improve public health by keeping dog waste confined to one area.



TARGET AUDIENCE:



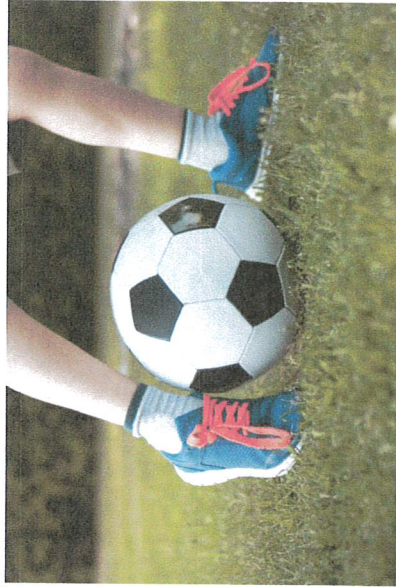
- **Fort Atkinson residents & Surrounding Community**

- 1,335 Dogs licensed in the City of Fort Atkinson (Fall 2019)
- 584 Dogs licensed in the Town of Koshkonong (Fall 2019)

Dog amenities have a multi-generational appeal. Millennials & many others treat dogs as their “kids” and part of the family.

1,919

**Licensed dogs
in target area**



- **JF Luther Field Users**

- May-June fields are used 4 nights per week for practices & games
- June-July at least 65 girls youth softball games
- FAYSA hosts approximately 120 matches annually on the fields
- Blackhawk Running Club uses the fields for practice August - October

PARTNERS & RESOURCES:

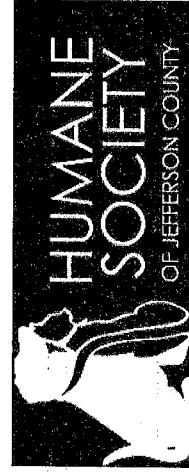


- Fort Atkinson school district permission was granted
- City of Fort Atkinson will maintain and fund the dog waste and water stations
- City of Fort Atkinson and local businesses will partner with Project LEAD for installations
- Fort Atkinson City Council approval is requested

LOCAL SUPPORT:

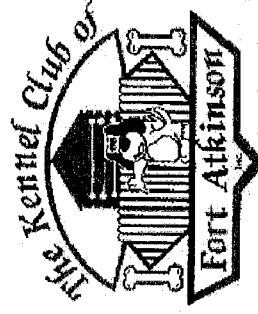
"We're always excited to see our community's focus on animals and more amenities in Fort Atkinson. This is a fantastic project that will give our many dog owners resources to help keep them and their pets healthy and happy."

—Jeff Okazaki, Executive Director



"The Kennel Club of Fort Atkinson, Inc. enthusiastically supports this year's Project LEAD goal—to add and enhance elements in Fort Atkinson that make our community a dog-friendly place to live."

—The Kennel Club of Fort Atkinson



dogfriendly
FORT ATKINSON

PROPOSED SITES:

New Water Station:

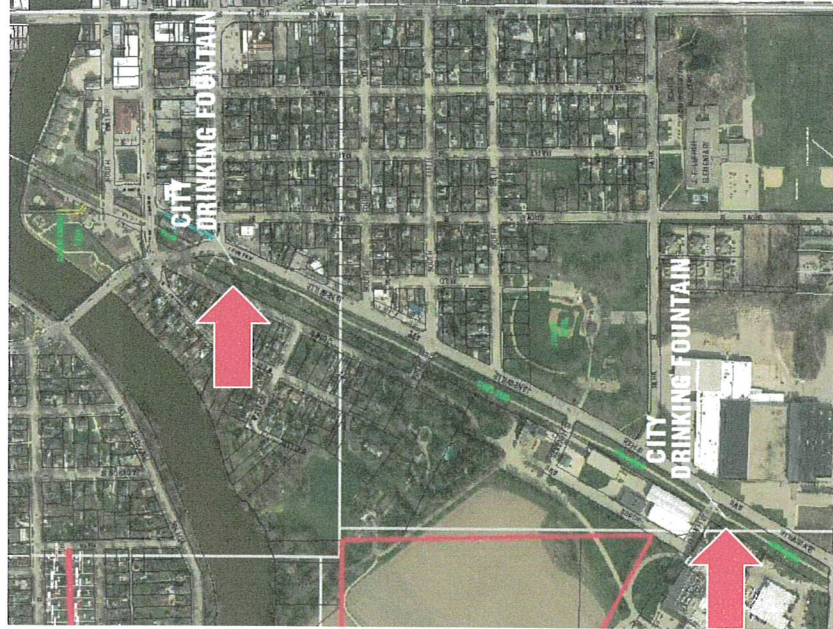
- JF Luther Fields

Replace Existing Water Stations:

- Bike Path, next to dog statue (in front of Jones)
- Bike Path, next to Train Depot



dogfriendly
FORT ATKINSON



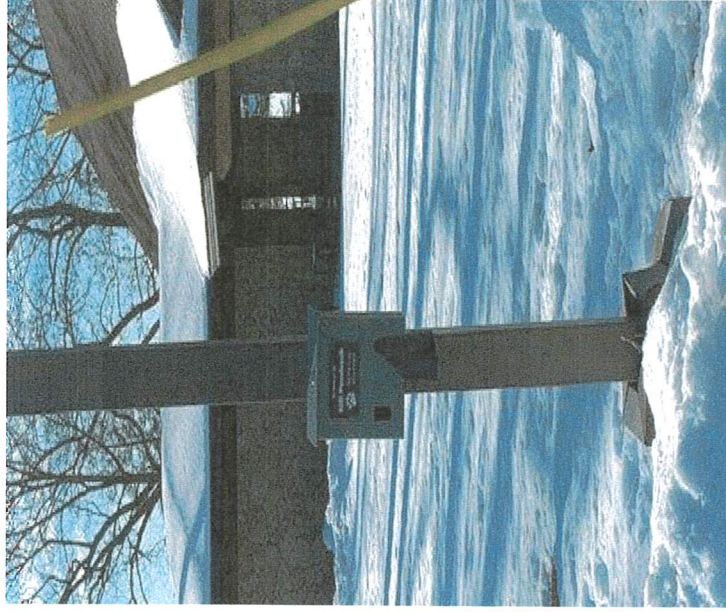
PROPOSED SITES:

New Waste Stations:

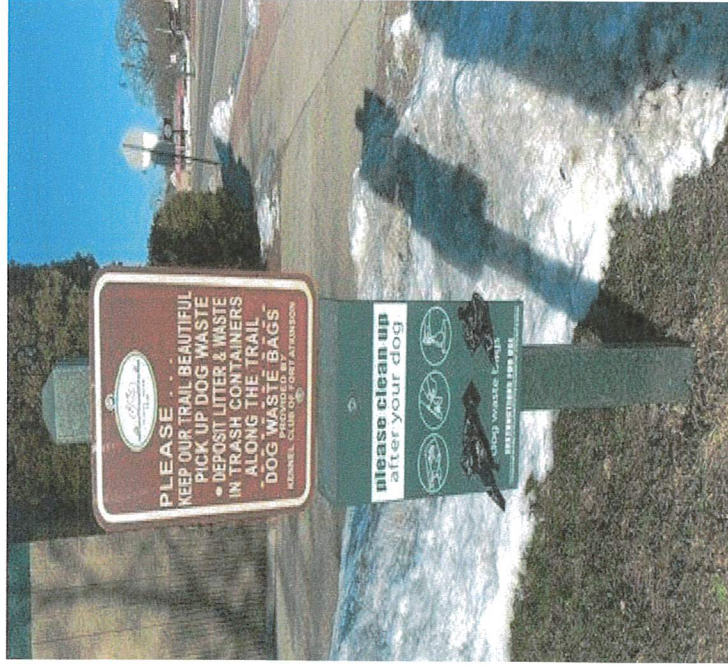
- 2 at Ralph Park
- 1 at Trailway Park
- 1 at Jones Park
- 1 at JF Luther Field
- 1 at Arrowhead Park
- 2 at Rock River Park

Existing Stations:

- Festival/Ace intersection
- 3 at Rock River Park – one to replace
- 1 unit at Farmco Lane



Rock River Park station



Festival/Ace intersection station

SIGNAGE:

11 Educational Signs:

- 1. Dog body language
- 2. Importance of Microchips – lost pets
- 3. Importance of Spay/Neuter
- 4. Dangers of chip bags – suffocation
- 5. How to properly approach a dog
- 6. Who to call if you lose your pet
- 7. Dangerous foods for Dogs
- 8. The Do's and Don'ts of Dog Training
- 9. The Yellow Dog Project
- 10. Does My Dog Love Other Dogs?
- 11. Hot Asphalt



dogfriendly
FORT ATKINSON

ACTION STEPS:

- Fundraising – Sponsorship Fundraising starting in March
- Marketing:
 - April – Create Facebook Event for Yappy Hour
 - Press Release to local papers & supporting organizations newsletters
 - April – Create event invite & Informational brochure for Fort Chamber office
 - April – Distribute event invite to local businesses, Veterinary offices, Humane Society, Kennel Club, Paddy's Paws
 - May – Event Press Release to local papers & supporting organizations
 - Early June – “Yappy” Hour Event

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FINANCIALS:

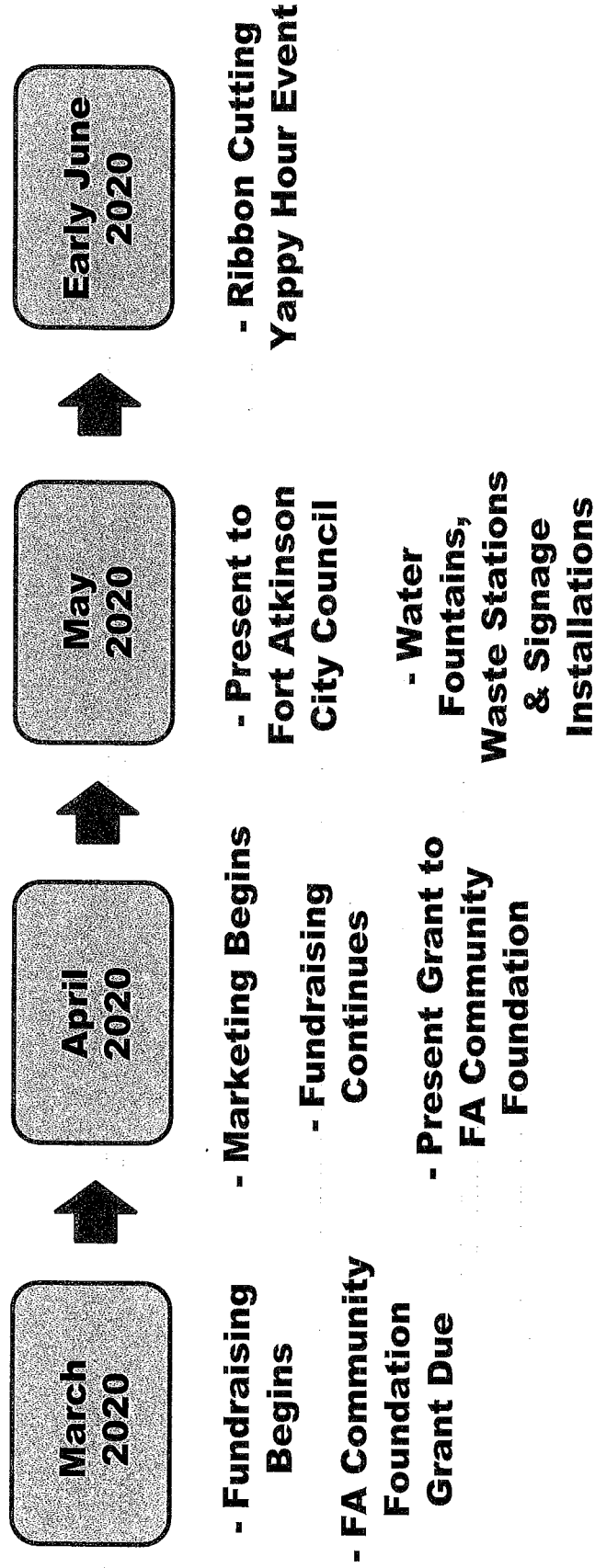
PROJECT ESTIMATE

- Water Stations: **\$19,000** (\$4,700 per fountain + \$2,500-\$4,000 JFL sewer line + concrete)
- Plumbing: estimate to come
- Waste Stations, Tubing, Cases & 8 New Posts: **\$2,000**
- 11 Educational Signs: **\$418** (\$33 per sign + \$5 supplies)
- Community Event: estimate to come

Top Line Project Total (*Projected High*):
\$21,418 - \$25,000

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TIMELINE:



IMPORTANT: All dates may fluctuate depending on weather.

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QUESTIONS?

dogfriendly
FORT ATKINSON

**We ask for
your support.**

dogfriendly
FORT ATKINSON

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7a



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 16, 2020

TO: City Council

FROM: Daryl Rausch, Emergency Management Director

SUBJECT: Emergency Declaration related to the Coronavirus pandemic

Background

I am asking that you approve a Declaration of Emergency (attached) under City of Fort Atkinson Municipal Code Chapter 28-21 Article III (28-21(g) (1), in order to facilitate response to the on-going Coronavirus (COVID-19) pandemic.

Discussion

At this time we have not yet encountered any increased expenditures or equipment needs related to the pandemic. We could however require additional spending for overtime, other wages, equipment or supplies if the situation continues for an extended period. Approval of the Declaration authorizes spending up to pre-determined limits without specific council approval if a meeting cannot be called in a timely manner.

While no official determination has been made at this time, expenses incurred after approval of this resolution may be submitted for reimbursement if the state or federal government initiates a cost recovery program.

Financial Impact & Funding Source

There is no financial impact at this time. If funding is required, further request(s) and follow-ups will occur.

Recommendation

I recommend approval.

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RESOLUTION NO. ____

**DECLARATION OF EMERGENCY
CITY OF FORT ATKINSON**

WHEREAS, on this day, pursuant to the authority vested in the City Council under chapter 323 of the Wisconsin Statutes and the City of Fort Atkinson Municipal Code Chapter 28, it is hereby declared that a City state of emergency exists in the City of Fort Atkinson, and

WHEREAS, the World Health Organization designated the COVID-19 pandemic as a Public Health Emergency of International Concern, and

WHEREAS, COVID-19 is a contagious, and at times fatal, respiratory disease, and

WHEREAS, the worldwide pandemic of COVID-19 and the effects of its extreme risk of person-to-person transmission throughout the United States significantly affect the life and health of our people, as well as the economy, and is a disaster that impacts the health, security, and safety of the public, and

WHEREAS, the Governor of the State of Wisconsin declared a State of Emergency; President Trump, has issued a Declaration of a National Emergency; and the United States Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the entire United States to aid the nation's healthcare community in responding to COVID-19.

NOW, THEREFORE, with the need to be proactive and prepare, the City finds that the potential for disaster exists which requires extraordinary measures to protect the health and well-being of the people. Declaring a state of emergency will facilitate and expedite the use of resources to protect persons from the impacts of the spread of COVID-19 while maintaining continuity of operations for the City of Fort Atkinson.

NOW, THEREFORE, FURTHER, the City Manager serving as the Chief Executive Officer of the City of Fort Atkinson shall exercise all of the powers conferred upon the governing body of the City of Fort Atkinson under all applicable statutes and ordinances, which within the discretion of the officer appear necessary and expedient during said state of emergency.

IN TESTIMONY WHEREOF, I have hereunto set my hand.

Done at the Fort Atkinson City Hall, 101 North Main Street, Fort Atkinson, Wisconsin this 17th day of March, 2020.

Paul Kotz, Pres.
Fort Atkinson City Council

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Chapter 28 - EMERGENCY MANAGEMENT

ARTICLE I. - LEGISLATIVE INTENT

Sec. 28-1. - Legislative intent.

- (a) To satisfy the requirements of Wis. Stats. § 323.14(1)(b)(1).
- (b) To establish the office of emergency management that will ensure the complete and efficient utilization of the city's facilities and resources during any period of proclaimed emergency.
- (c) To define the duties and authority of the Fort Atkinson Office of Emergency Management Director who shall coordinate all activities in connection with emergency management.
- (d) To define the protocol for issuing a city emergency proclamation.
- (e) To define powers and authorities given to the city manager and emergency management director during a proclaimed emergency.
- (f) To establish the National Incident Management System (NIMS) as the municipal standard for all hazards incident management.

(Ord. No. 767, 8-21-18)

Secs. 28-2—28-10. - Reserved.

ARTICLE II. - DEFINITIONS

Sec. 28-11. - Definitions.

The following definitions shall apply in the interpretation of this chapter:

Disaster means the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause including, but not limited to, fire, ice storm, blizzard, flood, earthquake, windstorm, wave action, oil spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air

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contamination, critical material shortage, infestation, explosion, riot, said occurrence being of significant scope as to exceed the normal ability of the city's resources to mitigate, respond to or recover from.

Emergency is defined as an event that threatens the life, safety, and property of the residents or visitors of Fort Atkinson or destruction of the environment, that requires immediate action to mitigate, contain or control.

Emergency management forces means the employees, equipment and facilities of all city departments, boards, institutions and commissions; and in addition, it shall include all volunteer persons, equipment and facilities contributed by or obtained from volunteer persons or agencies.

Emergency proclamation refers to a governmental declaration that a disaster or emergency exists or appears imminent. These include a state of emergency proclamation at the national, state, county or local level that covers all or a section of the City of Fort Atkinson.

Local means the geographic boundaries of the City of Fort Atkinson, or Fort Atkinson and the municipalities adjacent to it.

(Ord. No. 767, 8-21-18)

Secs. 28-12—28-20. - Reserved.

ARTICLE III. - REGULATIONS

Sec. 28-21. - Emergency management general regulations and administration.

(a) *Establishment of the office of emergency management.* There is hereby established within the City of Fort Atkinson, Wisconsin, an emergency management organization to be known as the Fort Atkinson Office of Emergency Management (FA-OEM). The office is responsible for the preparation and implementation of emergency management plans to minimize injury and loss due to a serious emergency or disaster.

(b) *Emergency management director position and FA-OEM members.*

(1)

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The Fort Atkinson Office of Emergency Management shall consist of a director, and other members that shall be appointed by the city manager when deemed necessary.

- (2) The city manager or emergency management director may appoint temporary assistants in time of emergency.
- (c) *Appointment and term.* The city manager shall appoint the emergency management director. This appointment shall be made for an indefinite term until replaced by the city manager. The city manager shall consider the qualifications and availability during off hours (nights and weekends) of all candidates for the position.
- (d) *Level and training.* The emergency management director is expected to possess ICS - 100, 200, 300, 400, 700 and 800 training. Additional Wisconsin Emergency Management or the Emergency Management Institute (FEMA) training and emergency management experience is preferred, but not required.
- (e) *General duties.* The emergency management director is responsible for performing all phases of emergency management. The emergency management director duties shall include, but not limited to the following:
 - (1) Prepare and maintain the emergency operations plan (EOP) for the City of Fort Atkinson, which shall be submitted to the city council for approval and reviewed on a biennial basis. The plan shall incorporate the principles of the National Emergency Management System (NIMS) and the Incident Command System (ICS).
 - (2) Prepare and update a hazard risk and vulnerability assessment.
 - (3) Complete and report preliminary damage assessments to Jefferson County Emergency Management.
 - (4) Prepare and maintain a list of locally available disaster resources.
 - (5) Develop procedures for the organization, staffing, activation and operation of the Fort Atkinson Emergency Operations Center (EOC) or participation in the Jefferson County EOC activation.
 - (6) Coordinate and maintain written emergency and disaster mutual aid agreements with the approval of the city council.
 - (7) Provide emergency management training to city officials, planners, and emergency responders.

- (8) Help develop continuance of operations plan (COOP) for all city departments.
 - (9) Develop and implement a disaster exercise program.
 - (10) Attend county local emergency planning committee meetings on a regular basis.
 - (11) Maintain records and submit information as required for compliance with county, state and federal regulations.
 - (12) Provide disaster preparedness information and education to city residents.
 - (13) When necessary, serve as liaison between the city and county/state/federal officials during disaster recovery.
 - (14) Serve as NIMS coordinator for the City of Fort Atkinson.
- (f) *Powers during a proclaimed emergency.* When an emergency proclamation is in effect, the emergency management director or designee shall have the following responsibilities and authorities:
- (1) Responsible for the organization, staffing and activation of the emergency operations center (EOC) as defined in the city's emergency operations plan.
 - (2) Empowered to make any reasonable request for assistance from adjacent city's pursuant to established mutual aid agreements.
 - (3) Authorized to request aid or assistance from the state or any political subdivision of the state under the provisions of state statute.
 - (4) May render assistance to other political subdivisions of the state under the provisions of state statute, with city council approval.
 - (5) Coordinate requests for assistance from other regional, county, state or federal agencies through the county emergency management director.

These provisions will terminate at the end of the proclaimed emergency.

(g) *Emergency proclamation.*

- (1) The Fort Atkinson City Council shall have the power and authority to issue, by written declaration, a proclamation that an emergency exists whenever a disaster or civil emergency exists or appears imminent. The proclamation may declare that an emergency exists in any or all sections of the city.
- (2) Notwithstanding the above, when consultation with the city council would result in a substantial delay in initiating an effective response to alleviate or prevent an emergency or disaster, then the following persons shall have the

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power and authority to issue a proclamation that an emergency exists, in the following order of succession: the city manager, the emergency management director, the chief of police.

- (3) A copy of such a proclamation shall be filed within 24 hours with the city clerk.
 - (4) The Fort Atkinson Emergency Operations Plan shall be the city's governing document for emergency response and recovery by all municipal organizations.
 - (5) The emergency management director shall be responsible for submitting a full report to the city manager of all actions taken as a result of the declared emergency. The city manager shall report to the city council as soon as it can be convened.
- (h) *Termination of a proclaimed emergency.*
- (1) When the emergency management director is satisfied that a disaster no longer exists, the director shall recommend to the city council to terminate the emergency proclamation, or any part thereof. When consultation with the city council would result in a substantial delay then the following persons shall have the power and authority to terminate the emergency proclamation in the following order of succession: the city manager, the emergency management director, the chief of police.
 - (2) When the city council does not terminate the proclaimed emergency, the city manager is responsible for notifying the council that the proclamation has been terminated. In the absence of the city manager it is the responsibility of the emergency management director to notify the council.
 - (3) Terminations of emergency proclamation shall be filed in the office of the city clerk.
 - (4) No local emergency proclamation may stay in effect for longer than 30 days unless renewed by the city council.
- (i) *City manager powers during a proclaimed emergency.*
- (1)

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When an emergency proclamation is in effect, the city manager or designee may declare new or modify existing regulations, as he or she deems necessary to protect life and property and to preserve critical resources within the purposes of this article. Such regulations may include, but are not limited to the following:

- a. Regulations prohibiting or restricting the movement of vehicles in areas within or without the city;
 - b. Regulations facilitating or restricting the movement of persons within the city;
 - c. Regulations pertaining to the movement of persons from hazardous areas within the city;
 - d. Such other regulations necessary to preserve public peace, health, and safety.
- (2) If the city manager is not available and has not named a designee, then the emergency management director will exercise the powers in this article, and if the emergency management director is not available, the chief of police will exercise said powers. If neither the emergency management director nor the chief of police is available, the following city staff is authorized to exercise the powers of this article in this order of succession: fire chief, director of public works or city clerk.
- (3) The provisions of this section will terminate at the end of the proclaimed emergency.
- (j) *Appropriation of funds for a proclaimed emergency.* The city council may make an appropriation to spend funds up to a certain amount to cover the cost of vital supplies, equipment and other items found lacking and needed for the protection of health, life and property during a proclaimed emergency.
- (k) *Commitment of city resources during proclaimed emergency.*
- (1) The city manager has authority to use city resources to obtain vital supplies, equipment and other items found lacking and needed for the protection of health, life and property during a proclaimed emergency without following normal purchasing, formal bid or disbursement procedures. In the absence of the city manager, the emergency management director is given this

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authority. Whenever possible, these actions will be taken at the direction of the city council unless obtaining that authority would unnecessarily delay emergency actions.

- (2) Notwithstanding the above, the expenditure of funds shall not exceed the dollar amount appropriated by the city council.
- (3) Upon declaration of an emergency, the city manager or designee may spend up to \$10,000.00, for immediately needed emergency response and mitigation supplies and or services. The city manager or designee shall, as soon as practicable receive council approval for such expenditures.
- (4) The provisions of this section will terminate at the end of the proclaimed emergency.

(l) *Acceptance of emergency donations.*

- (1) Cash donations help to avoid the labor and expense of sorting, packing, transporting and distributing donated goods. The city clerk may open a separate account for financial donations and will establish an accounting system to track the contributions.
- (2) For material donations, the emergency management director will appoint a donations manager.

(m) *Adoption of the National Incident Management System.*

- (1) The City of Fort Atkinson hereby establishes the National Incident Management System (NIMS) as the municipal standard for all hazards incident management.
- (2) This system provides a consistent approach for federal, state, and municipal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. NIMS will utilize standardized terminology, standardized organizational structures and interoperable communications, consolidated action plans, and unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters.
- (3) All Fort Atkinson emergency and disaster responders for all hazards incident management will utilize the NIMS Incident Command System (ICS).

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- (n) *Obstruction of emergency government organization and penalty.* No person shall willfully obstruct, hinder or delay any member of the emergency government organization in the enforcement of any order, rule, regulation or plan issued pursuant to this chapter or plan issued pursuant to the authority contained in this chapter. Any person who shall violate any provision of this chapter shall be subject to a penalty as provided in section 1-10 of the Municipal Code.
- (o) *Severability.* Should any provisions of this chapter be declared invalid for any reason, such declaration shall not affect the validity of other provisions or of this chapter as a whole, it being the legislative intent that the provisions of this chapter shall be severable and remain valid notwithstanding such declaration.
- (p) *Conflicting policies, orders, rules and regulations suspended.* At all times when an emergency proclamation is in effect and any inconsistencies exists, the orders, rules and regulations made and promulgated pursuant to this chapter shall supersede all existing policies, orders, rules and regulations.

(Ord. No. 767, 8-21-18)

Secs. 28-22—28-50. - Reserved.

ARTICLE IV. - EFFECTIVE DATE

Sec. 28-51. - Effective date.

The ordinance codified herein shall take effect immediately upon passage and posting or publication as provided by law.

(Ord. No. 767, 8-21-18)

Secs. 28-52—28-75. - Reserved.

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Fort Atkinson Tourism Commission Meeting Agenda
Thursday, February 20, 2020 at 8:00 a.m.
Chamber Board Room

MINUTES

Voting Members:

Appointed City Council Member: Mason Becker

Tourism Entity: Julie Nordeen

Hotel Industry Representative: MaryJo Eggers

Chamber Tourism Commission Appointee: Mariah Hadler

Chamber Tourism Commission Appointee: John Raub

Non-voting – Matt Trebatoski, Merrilee Lee, Katie Carey and Carrie Chisholm

In Attendance: MaryJo Eggers, Julie Nordeen, Mason Becker, Mariah Hadler, Merrilee Lee, Katie Carey

Absent: Carrie Chisholm, Matt Trebatoski, John Raub

Call to Order:

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

Financials

Financial statements from 2019 were approved. The group discussed the increase of quarterly room tax due to the recent opening of the Country Inn & Suites within the last couple of years.

Tourism Manager Report

Katie reported that she will be presenting the 2019 Tourism Report to the City Council on March 3. The 2020 Budget accounted for an 8% increase in room tax income, allowing for more funds to be geared towards branding initiatives, tradeshow, general ads, special projects and social media. A cohesive marketing plan is being researched and planned targeting general awareness, recreation, meetings & conventions, and group travel. Discover WI will air on May 16 and July 20. We are looking into hosting a public preview showing, possibly at the Fireside or a local park. The Jefferson County Tourism Council just printed their 2020 Visitors Guide. The Winter Market season is halfway over, with the summer markets beginning on May 2. Katie showed the first proof of the Quality of Life. After implementing all edits, she is hoping to have the books printed by end of February/early March and distributed by mid-March.

New Business

MaryJo explained more about the Act 10 impact on local room tax and why it was initially introduced. Each municipality is responsible for figuring out how to collect room taxes from third party marketplaces, like Airbnb or Expedia. A pending bill has been proposed to provide tools to help municipalities ensure they are receiving the full amount of room taxes to which they are entitled to.

Committee Member Reports

MaryJo shared that the hotels are looking great for summer reservations. They are also promoting the conference room space at the Country Inn & Suites by inviting businesses for lunch and a tour of the space. Guys and Dolls is beginning next week at The Fireside. Mason gave updates on the skate park, and new businesses moving into the south side of Fort

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Atkinson. Merrilee is planning for the 60th Annual Mary Hoard Art Show, with registration beginning in March. Mariah highlighted some new events at Jones Market, including the Porkchop Pajama Party and the Parade of Jones.

Meeting adjourned at 9:10am.

Next Meetings

Please mark your calendars:

May 21, 2020

August 20, 2020

November 12, 2020



FORT • ATKINSON
FORT ATKINSON AREA
CHAMBER OF COMMERCE

8-6



FORT ATKINSON

Permit Report

02/01/2020 - 02/29/2020

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
Group: Add/Alter Commercial						
20876	1100 Madison Ave	Eby Dental Real Estate LLC	Add/Alter Commercial	Remodel 100 S.F.	25,000	\$50.00
20881	624 Oak St.	Jesse Reidl	Add/Alter Commercial	Office and Bath	20,000	\$62.00
						\$112.00

Group Total: 2

Group: Electrical

20874	915 ERICK ST	BOB SELSING JR	Electrical	ELECTRIC PERMIT	0	\$109.00
20877	902 Peterson St	Jon Strom	Electrical	3 openings (garage)	0	\$32.25
20880	1100 Madison Ave	Eby Dental Real Estate LLC	Electrical	1 opening	0	\$30.75
20884	407 S Fifth St.	Debra Kutz	Electrical	5 openings	0	\$33.75
20885	806 FLORENCE ST	JOHN PEDRICK	Electrical	42 openings, 1 fan	0	\$66.50
20888	610 N Main St.	Kirk Weckler	Electrical	Remodel existing home	0	\$120.00
20897	905 W Sherman Ave	Terry Ault	Electrical	100 amp service	0	\$55.00
20907	201 N Main St	Badger47 LLC	Electrical	3 openings	0	\$32.25
20909	700 McMillen St.	David Geiger	Electrical	25 openings	0	\$48.75
20913	420 Robert St	Bluejay Properties	Electrical	10 openings; 1 direct wired	0	\$42.50
20914	1233 Janette St	Ryan Huber	Electrical	65 openings	0	\$78.75
20916	825 East St	Jason Konz	Electrical	200 amp service; 2 openings	0	\$61.50

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Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20919	703 Short St.	Matt Eske	Electrical	four openings one exhaust	0	\$38.00
						\$749.00

Group Total: 13

Group: HVAC

20878	313 N HIGH ST	BOB MUENCH	HVAC	Replace 1 Furnace	0	\$65.00
20889	728 N Main St.	Travis Larsen	HVAC	Replace Furnace	0	\$65.00
20890	1133 Grant St.	Sylvan Quinn	HVAC	Replace Furnace	0	\$65.00
20891	349 Grant St.	Tom Hammer	HVAC	Replace Furnace	0	\$65.00
20892	28 Elm St.	Eileen Slak	HVAC	Replace Furnace	0	\$65.00
20893	411 Heth St.	Linda Hachtel	HVAC	Replace Furnace	0	\$65.00
20894	234 S Main St.	Tony Brus	HVAC	Replace Furnace	0	\$65.00
20895	207 Radloff St.	Joe Salamone	HVAC	Replace Furnace	0	\$65.00
20896	1402 Stacy Ln.	Brad & Michelle Ebbert	HVAC	Replace Furnace	0	\$65.00
20898	310 N Fourth St.	Amy Jordan	HVAC	Replace Furnace	0	\$65.00
20899	1000 Pawnee Ct.	Dan Lewicki	HVAC	Replace Furnace	0	\$65.00
20900	601 Rogers St.	Dale Marquart	HVAC	Replace Furnace	0	\$65.00
20901	318 Zida St.	Kiki Ward	HVAC	Replace Furnace	0	\$65.00
20902	830 Florence St.	Jim Marshall	HVAC	Replace Furnace	0	\$65.00
20903	1501 Stacy Ln	Paul Johnson	HVAC	Replace Furnace	0	\$65.00
20904	633 Grant St.	Dennis Prisk	HVAC	Replace Furnace	0	\$65.00
20905	420 W Milwaukee Ave.	Ted Jones	HVAC	Replace Furnace	0	\$100.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20910	1401 N High St.	Eli Cloute	HVAC	Fresh air and exhaust	0	\$115.00
20917	1401 N High St	Eli Cloute	HVAC	Replace two furnaces and A.C.s	0	\$170.00
20920	1000 Sauk Tr.	Jim Garcia	HVAC	Replace Furnace & A/C	0	\$100.00
						\$1,525.00

Group Total: 20

Group: Plumbing

20875	408 Madison Ave.	Eli Cloute	Plumbing	bath, laundry & Kitchen, water heater	0	\$66.00
20879	806 Florence St	Jenna Allard	Plumbing	basement bath	0	\$48.00
20887	610 N Main St.	Kirk Weckler	Plumbing	Remodel existing home	0	\$96.00
20912	331 W Milwaukee Ave.	Sara & Mike Wagner	Plumbing	Tub shower replace	0	\$36.00
20915	541 Stratford Ct.	Steve & Jen Slak	Plumbing	sink, tub & Lav	0	\$48.00
20921	29 W Sherman Ave	Tavern on Rock	Plumbing	water heater & mop sink	0	\$42.00
						\$336.00

Group Total: 6

Group: Single Family Alteration/Addition

20882	408 Madison Ave.	Eli Cloute	Single Family Alteration/Addition	Remodel existing carriage house for single unit	30,000	\$58.80
20886	610 N Main St.	Kirk Weckler	Single Family Alteration/Addition	Remodel existing home	40,000	\$240.60
20906	420 Robert St.	Blue Jay Properties of JC LLC	Single Family Alteration/Addition	Remodel attic into bedroom	8,000	\$62.40
20908	700 McMillen St.	David Geiger	Single Family Alteration/Addition	Alter remodeled basement	10,000	\$45.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20911	1200 Aztec Ct.	John & Becky Tuttle	Single Family Alteration/Addition	Laundry room enlargement	12,000	\$43.80
						\$450.60
						Group Total: 5
						\$3,172.60

Total Records: 46

3/2/2020

Submitted this 2nd day of March, 2020.

Brian Juarez
 Brian Juarez, Building Inspector
lc

8-C

CITY OF FORT ATKINSON
Plan Commission ~ March 10, 2020
1,018th Meeting

CALL TO ORDER.

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

ROLL CALL.

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

Excused absence: Cm. Frame.

APPROVAL OF MINUTES OF NOVEMBER 26, 2019 PLAN COMMISSION MEETING.

Cm. Highfield moved, seconded by Cm. Lescohier to approve the minutes of the November 26, 2019 Plan Commission meeting. Motion carried.

REVIEW AND APPROVE SITE PLAN FOR CONSTRUCTION OF A DENTAL CLINIC AT 1530 DORIS DRIVE (WEST OF FORT HEALTHCARE FACILITY)

Engineer Selle reviewed the submitted site plan. A stormwater drainage pond that was displayed on the initial plan is not necessary, as the adjacent hotel constructed suitable drainage upon construction.

Building and Zoning:

1. Adequate room must be allotted for water meter, electrical panel, softener and amalgam separate in the facility.
2. Perimeter screening of parking lots per 15.10.2(L) requires dense planting between street and parking lot, plants should be rearranged to accomplish this – additional plants should not be needed.
3. A sign plan was not approved, though the location is shown, this can be submitted separately and approved later.
4. Light fixtures need to be reviewed for shielding.

Inspector Juarez noted a basement will be constructed which will address some concerns noted above.

Stormwater: Stormwater treatment is provided by a regional system along Madison Avenue. The development has taken advantage of the greenspace on site and routed water through these areas to promote infiltration. Raising the invert elevation of the field drains will improve this somewhat. Good attention was made to stormwater.

Engineering:

1. DWF's should be added on either side of the drive entrance opening sidewalks.
2. Sidewalk with ramp should be added to the north into the site from the existing sidewalk.
3. Curb and gutter should be added to entrance, size to match existing at the right of way line.
4. Driveways may not exceed 24' at any point.
5. Water main below the proposed 24" storm sewer connection will require insulation where it crosses.

1 of 2

Cm. Greenhalgh moved, seconded by Cm. Highfield to approve the site plan for construction of a dental clinic at 1530 Doris Drive with included contingencies noted above for Building and Zoning, Stormwater and Engineering. Motion carried.

ADJOURNMENT

Cm. Greenhalgh moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 4:07 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer

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CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 10, 2020

TO: City Council

FROM: Daryl Rausch, Fire Chief

SUBJECT: Approval of Fire Station Bids

Background

Pursuant to the City Council's approval of proceeding with the fire station project bidding, the City advertised for project bids due on January 30, 2020. At the time of bid opening several areas or *Divisions of Work* either received no qualified bids or received bids which were well-above the estimated amounts. Bid requests in these areas were placed back out for rebids with bids due on February 25th. Bids were received on all *Divisions of Work* through these two bidding periods.

Discussion

After careful consideration and verifying capabilities and qualifications of each contractor, we are submitting the attached bids (*list attached*) on each *Division of Work* for approval by the City Council.

Financial Impact & Funding Source

The bids, as a group, fall within the budgeted amount for the project of \$5,500,000 (*see attached tabulation sheet*).

Recommendation

We recommend approval of the bids and ask for approval to instruct Keller to move forward with the project.

1 of 2

BID UNIT	CONTRACTOR	BID AMOUNT	ESTIMATED AMOUNT	COST WITH ALT
#1 DEMOLITION	CJ Kavon	\$50,000.00	\$132,000.00	\$50,000.00
#2 EARTHWORK	CJ Kavon	\$250,515.00	\$210,000.00	\$257,775.00
#3 HOT MIX ASPHALT PAVING	Wolf Paving	\$43,167.00	\$35,000.00	\$51,117.00
#4a BUILDING CAST IN PLACE CONCRETE	Keller	\$204,151.00	\$239,000.00	\$204,151.00
#4b EXTERIOR CAST IN PLACE CONCRETE	Edgar J Prager	\$71,062.00	\$81,000.00	\$71,062.00
#5 PRECAST CONCRETE HOLLOW CORE PLANKS	Spancrete	\$60,284.00	\$66,000.00	\$60,284.00
#6 MASONRY	Rural Masonry	\$563,000.00	\$550,000.00	\$529,000.00
#7 STRUCTURAL STEEL & STEEL ERECTION	Keller	\$575,998.00	\$611,000.00	\$575,998.00
#8a CARPENTRY	Keller	\$236,630.00	\$256,000.00	\$236,630.00
#8b STEEL STUD & DRYWALL	E and A Enterprises	\$198,175.00	\$175,000.00	\$198,175.00
#8c INSULATION	City Wide Insulation	\$18,095.00	\$18,000.00	\$18,095.00
#9 CASEWORK	Ja Eisch	\$79,325.79	\$83,000.00	\$84,495.29
#10 MEMBRANE ROOFING	Alois Roofing & Sheet Metal	\$132,805.00	\$139,000.00	\$136,955.00
#11 METAL SIDING	Alois Roofing & Sheet Metal	\$116,740.00	\$126,000.00	\$95,980.00
#12 OVERHEAD DOORS	Tri County Overhead Door	\$77,500.00	\$74,000.00	\$77,500.00
#13 STOREFRONT AND CURTIN WALL	Baker Glass	\$74,407.00	\$83,000.00	\$74,407.00
#14 FLOORING	Adair Commercial Flooring	\$59,432.00	\$71,000.00	\$59,326.00
#15 EPOXY	Floor Care USA	\$80,911.00	\$74,000.00	\$80,911.00
#16 ACOUSTIC CEILING TILE	Advanced Acoustical	\$9,806.00	\$13,000.00	\$9,806.00
#17 PAINTING & FINISHING	Omni Glass and Paint	\$82,995.00	\$91,000.00	\$84,570.00
#18 PASSENGER ELEVATOR	Braun	\$86,500.00	\$88,000.00	\$86,500.00
#19 PLUMBING	1901 Inc	\$292,800.00	\$337,000.00	\$292,800.00
#20 MECHANICAL	Myers Mechanical	\$398,599.00	\$363,000.00	\$398,599.00
#21 ELECTRICAL	Unifed Electric	\$450,366.09	\$415,000.00	\$450,366.09
#22 FIRE SUPPRESSION	HJ Pertzborn	\$41,201.00	\$58,000.00	\$41,201.00
#23 EXTERIOR SIGNAGE	Quick Sign	\$6,897.00	\$10,000.00	\$6,897.00
#24 SOLAR	Full Spectrum	\$91,468.00	\$70,000.00	\$91,468.00

BASE BID TOTAL	\$4,352,829.88	\$4,293,000.00	\$4,133,893.38
DESIGN FEES	\$240,000.00		
CIVIL DESIGN FEE	\$0.00		
GENERAL CONDITIONS (INCLUDES BUILDER'S RISK)	\$367,426.39		
CONSTRUCTION MANAGEMENT FEES	\$256,097.81		
PROJECT TOTAL	\$5,216,354.08		
PERFORMANCE BOND DIFFERNCE	-\$30,702.20		
PROJECT TOTAL WITH KELLER BOND	\$5,185,651.88		
PROJECT TOTAL WITH SELECTED ALT	\$5,164,888.39		
CONTINGENCY	\$146,848.00		
FURNITURE & FIXTURES	\$63,000.00		
GENERATOR	\$40,700.00		
HOSE TOWER RACK	\$20,000.00		
SECURITY	\$17,000.00		
W.E. ENERGIES SERVICES	\$12,000.00		
RADIO TOWER	\$9,000.00		
STORM WATER IMPROVMENTS: +15,210	-\$15,210.00		
DEMO ALLOWANCE	\$88,000.00		
WINTER CONDITIONS (MASONRY)	\$20,000.00		
ASBESTOS ABATEMENT	\$17,000.00		
SOLAR INSENTIVE	-\$11,750.00		
FOCUS ON ENERGY REBATE	-\$12,059.00		
POTENTIAL TAX SAVINGS (1.5%)	-\$59,417.45		
GRAND TOTAL	\$5,499,999.94		

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CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 11, 2020

TO: City Council

FROM: Andy Selle, P.E.

SUBJECT: 2019 Annual Report for Stormwater Permit

Background:

As part of our Phase II MS4 Permit, the City is required to submit an Annual Report on our activities and accomplishments pursuant to stormwater systems. The Report covers the City's activities in:

- Public education and involvement.
- Illicit discharge detection.
- Construction site erosion control.
- Post-construction stormwater management.
- Pollution control.

Discussion:

The Report documents our effort in each category required by the permit. The Rock River Stormwater Group has hired Creative Marketing Unlimited, a student run consulting firm from UW Whitewater to manage our public outreach and marketing efforts using both online and in-person approaches.

In 2019 the City completed the updated Stormwater Management Plan (January approval) and also finished construction on the Larsen Lagoon project (June completion). In addition, we instituted an illicit discharge monitoring program, sending letters to residents blowing grass in the street, and issued several citations for illegal discharge into the storm sewer system of oil and sediment.

We continue to make progress in ensuring our stormwater entering the Bark and Rock Rivers is as clean as today's technology allows. We have come a long way since utilizing the river as a conduit for untreated sewage and waste in the early 1900s. Use of the rivers is visibly increasing and they are being viewed as an asset in our community, a direct result of City effort and dollars and certainly a sound investment for our community.

In addition to giving you the Report to review, it has been posted on the City's website and copies have been available at the Dwight Foster Public Library and Municipal Building for public review and comment. A notice of the public hearing was published in the paper. To date, no comments, concerns or questions have been raised by the public review of the Report.

Financial Analysis:

The Report does not have any impact on the 2020 Stormwater Utility budget.

Staff Recommendation:

Staff recommends the Annual Report be approved and the proper signatures authorized.

Please contact me if you have any questions or want additional information on the Annual Report, Stormwater Utility or other stormwater issues.

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Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is deleted.

Reporting Information

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: MS4 Annual Report - Fort Atkinson

County: Jefferson

Municipality: Fort Atkinson City

Permit Number: S050075

Facility Number: 31422

Reporting Year: 2019

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report

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- Municipal Cooperation Attachment
- Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
 - Storm Water Management Program (*S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.*)
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory (*S050075-03 general permittees 2.6.1 - inventory due to the department by March 31, 2021.*)
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (*S050075-03 general permittees 2.6.2 – document due to the department by March 31, 2021.*)
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality Fort Atkinson City

Facility ID # or (FIN): 31422

Updated Information: ☐ Check to update mailing address information

Mailing Address: 101 N Main St

Mailing Address 2:

City: Fort Atkinson

State: Wisconsin

Zip Code: 53538

XXXXX or XXXXX-XXXX

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact

First Name: Andy

Last Name: Selle

☐ Select to **update** current contact information

Title: City Engineer

Mailing Address: 101 N Main St

Mailing Address 2:

City: Fort Atkinson

State: WI

Zip Code: 53538-1861

XXXXX or XXXXX-XXXX

Phone Number: 920-563-7760

Ext: XXX-XXX-XXXX

Email: aselle@fortatkinsonwi.net

Additional Contacts Information (Optional)

☐ I&E Program

☐ IDDE Program

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Individual with responsibility for:
(Check all that apply)

- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

XXXXX or XXXXX-XXXX

Phone Number:

Ext:

XXX-XXX-XXXX

Email:

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

☒ Yes ☐ No

☒ Public Education and Outreach: RRSg

☒ Public Involvement and Participation: RRSg

☐ Illicit Discharge Detection and Elimination:

☐ Construction Site Pollutant Control:

☐ Post-Construction Storm Water Management:

☐ Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (08/19)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

Topic: Detection and elimination of illicit discharges			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Social media posts</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Educational activities (School presentations, summer camps, etc)</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Informational booth at event</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- ☐ Contractors ☒ General Public ☐ Public Employees ☒ Residential ☒ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Social media posts</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Educational activities (School presentations, summer camps, etc)</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Informational booth at event</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- ☐ Contractors ☒ General Public ☐ Public Employees ☒ Residential ☒ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Social media posts</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

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Informational booth at event Select... Select... ☒ Yes ☐ No

Select all applicable audiences targeted for this topic.

- ☐ Contractors ☒ General Public ☐ Public Employees ☒ Residential ☒ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Did not focus on this topic this reporting year	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Social media posts	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Educational activities (School presentations, summer camps, etc)	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Informational booth at event	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Did not focus on this topic this reporting year	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

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Topic: Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
-----------	------------------------	-----------------------------------	--------------------------------

Did not focus on this topic this reporting year Select... Select... ☐ Yes ☐ No

Select all applicable audiences targeted for this topic.

- ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
-----------	------------------------	-----------------------------------	--------------------------------

Direct one-on-one communication 1 - 9 10 - 19 ☐ Yes ☒ No

Select all applicable audiences targeted for this topic.

- ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☒ Business ☒ Developers ☐ Industries ☐ Other:

Topic: Other (describe): _____

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
-----------	------------------------	-----------------------------------	--------------------------------

Select... Select... Select... ☐ Yes ☐ No

Select all applicable audiences targeted for this topic.

- ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

b. Brief Public Education and Outreach program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Please see the annual report of the Rock River Stormwater Group

Missing Information

Minimum Control Measures - Section 2 : Complete**2. Public Involvement and Participation**

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events).

Topic: Storm Water Management Plan and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Presentation of Storm Water Information	1 - 9	10 - 19	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- ☐ Contractors
 ☒ General Public
 ☐ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:

Topic: Storm water related ordinance and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
None	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- ☐ Contractors
 ☐ General Public
 ☐ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:

Topic: MS4 Annual Report			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Presentation of Storm Water Information	1 - 9	1 - 9	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- ☐ Contractors
 ☒ General Public
 ☐ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:

Topic: Volunteer Opportunities			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Clean-up events	1 - 9	10 - 19	<input type="radio"/> Yes <input checked="" type="radio"/> No

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Select all applicable participants targeted for this topic.

- ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Other (describe) :			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Select...	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic .

- ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

b. Brief Public Involvement and Participation program information for inclusion in the Annual Report.

If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/19)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- | | | |
|--------------------------------------------------------------------------------------------------------------|----|---------------------------------|
| a. How many total outfalls does the municipality have? | 34 | <input type="checkbox"/> Unsure |
| b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? | 34 | <input type="checkbox"/> Unsure |
| c. From the municipality's routine screening, how many were confirmed illicit discharges? | 0 | <input type="checkbox"/> Unsure |
| d. How many illicit discharge complaints did the municipality receive? | 2 | <input type="checkbox"/> Unsure |
| e. From the complaint received, how many were confirmed illicit discharges? | 1 | <input type="checkbox"/> Unsure |
| f. How many of the identified illicit discharges did the municipality eliminate in the reporting year? | 3 | <input type="checkbox"/> Unsure |

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

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<input checked="" type="checkbox"/> Verbal Warning	10
<input checked="" type="checkbox"/> Written Warning (including email)	133
<input checked="" type="checkbox"/> Notice of Violation	3
<input checked="" type="checkbox"/> Civil Penalty/ Citation	1

Additional Information:

- h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Most of our efforts have been aimed at sending letters for grass in the street. We had one oil spill washed into the storm sewer by a local business that was addressed with a violation.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year? 10 ☐ Unsure
- b. How many construction sites did the municipality issue permits for in the reporting year? 21 ☐ Unsure
- c. Do the above numbers include sites <1 acre? ☒ Yes ☐ No ☐ Unsure
- d. How many erosion control inspections did the municipality complete in the reporting year? 76 ☐ Unsure
- e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.
- ☐ No Authority
- ☒ Verbal Warning 18
- ☒ Written Warning (including email) 4
- ☒ Notice of Violation 2
- ☒ Civil Penalty/ Citation 0
- ☒ Stop Work Order 1
- ☐ Forfeiture of Deposit 0
- ☐ Other - Describe below

- f. Brief Construction Site Pollutant Control program information for inclusion in the

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Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

The building inspector monitors all residential construction sites. The City engineer monitors all commercial sites

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management facilities* have received local approval ? 2 ☐ Unsure

*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement, catch basin sumps, etc.

- b. How many privately owned storm water management facilities were inspected in the reporting year ? 0 ☐ Unsure

Inspections completed by private land owners should be included in the reported number.

- c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? ☐ Unsure
Check all that apply and enter the number of each used in the reporting year.

☐ No Authority

☒ Verbal Warning 0

☒ Written Warning (including email) 0

☒ Notice of Violation 0

☒ Civil Penalty/ Citation 0

☐ Forfeiture of Deposit

☒ Complete Maintenance 0

☐ Bill Responsible Party

☐ Other - Describe below

- d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

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Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.) ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management facilities? 7 ☐ Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year? 0 ☐ Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year? 7 ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

Vegetation growth, evidence of erosion, hydraulic function. Need to look at sediment accumulation but have not.

- e. How many of these facilities required maintenance? 1 ☐ Unsure

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- f. How many inspections of municipal properties have been conducted in the reporting year? 3 ☐ Unsure
- g. Have amendments to the SWPPPs been made? ☐ Yes ☒ No ☐ Unsure
- h. If yes, describe what changes have been made (200 character limit):

Collection Services - Street Sweeping / Cleaning Program ☐ Not Applicable

- i. Did the municipality conduct street sweeping/cleaning during the reporting year? ☒ Yes ☐ No ☐ Unsure
- j. If known, how many tons of material was removed? 512 ☐ Unsure
- k. Does the municipality have a low hazard exemption for this material? ☐ Yes ☐ No
- l. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency? ☒ Yes
- ☐ No - Explain _____
- ☐ Not Applicable

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Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

m. Did the municipality conduct catch basin sump cleaning during the reporting year?

☐ Yes ☒ No ☐ Unsure

n. How many catch basin sumps were cleaned in the reporting year? ☐ Unsure

o. If known, how many tons of material was collected? ☐ Unsure

p. Does the municipality have a low hazard exemption for this material? ☐ Yes ☐ No

q. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?

☐ Yes

☐ No - Explain _____

☒ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

r. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure

s. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure

t. Where are the residents directed to store the leaves for collection?

☒ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure

☐ Other - Describe _____

u. What is the frequency of collection?

3x / season Nov 1 - Dec 15

v. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? ☐ Unsure

x. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	0	24	48	250	388	36

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	0	0	90	1111	2285	210

y. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure

z. Have municipal personnel attended salt reduction strategy. ☐ Yes ☒ No ☐

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training in the reporting year?

Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

Internal (Staff) Education & Communication

- aa. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements? ☐ Yes ☒ No ☐ Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

- ab. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

We provide an annual stormwater report to the City Council

Municipal Officials

Most are present for the annual stormwater report to the City Council

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Department Heads receive very little stormwater information

- ac. Brief Pollution Prevention program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year? ☐ Yes ☒ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

☐ Storm water treatment facilities

☐ Storm pipes

☐ Vegetated swales

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☐ Outfalls

☐ Other - Describe below

b. Brief Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

We did lay a hundred or so feet of additional pipe for a street project, but have not updated the GIS map with this information. All other large scale info remains the same.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (08/19)

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
-----------------------------------------	--------------------------	-------------------------	-----------------

Element: Public Education and Outreach

2500	2500	2500	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Public Involvement and Participation

2500	2500	2500	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Illicit Discharge Detection and Elimination

5000	5000	5000	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Construction Site Pollutant Control

10000	10000	10000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Post-Construction Storm Water Management

30000	30000	30000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Pollution Prevention

95893	95893	98487	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Storm Water Quality Management

40000	40000	41500	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Storm Sewer System Map

5000	5000	5000	<u>Storm water utility</u>
------	------	------	----------------------------

Other (describe)

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Select...

Please provide a justification for a "0" entered in the Fiscal Analysis

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

Total Maximum Daily Loads (TMDLs)

The permittee Fort Atkinson City is subject to the following approved TMDLs: Rock River Basin and/or Beaver Dam Lake

Select one option below. The permittee intends to comply with the following permit requirement to show progress towards meeting the (Appendix A) TMDL:

☐ Request department concurrence that they are currently meeting the TMDL pollutant reductions in all applicable reachsheds (A.2).

☐ Demonstrate that they will meet the TMDL pollutant reductions in all applicable reachsheds by October 31, 2023 (A.4).

☒ Follow the TMDL Compliance Plan which received Department concurrence prior to April 30, 2019 (A.3.1).

☐ Participate in an approved Adaptive Management Project (A.3.2).

☐ Submit a TMDL Implementation Plan describing planned progress over current permit term by October 31, 2021 (A.5). Do you intend to select A.5.2 or A.5.3 to meet this permit requirement?

☐ A.5.2 – Additional 20% Total Suspended Solids (TSS), 10% Total Phosphorus (TP) reduction from current ch. NR 151, Wis. Adm. Code, standards

☐ A.5.3 – Optimize measures

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the

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municipality's storm water program. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (08/19)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☒ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☒ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

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Do not close your work until you **SAVE**.

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Attach - Other Supporting Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with Municipality's Governing Body.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

[Draft and Share PDF Report with Municipality's Governing Body](#)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Fort Atkinson City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☐ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:

Title:

Authorized Signature.

- ☐ I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.



10-6

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 10, 2020

TO: City Council

FROM: Daryl Rausch, Emergency Management Director

SUBJECT: (Coronavirus COVID-19)

Background

The CDC is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in over 100 locations internationally, including in the United States. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a "public health emergency of international concern (PHEIC). On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency (PHE) for the United States to aid the nation's healthcare community in responding to COVID-19

Discussion

The precautions for us are literally sometimes changing by the hour or the day depending on the guidance that the CDC and our medical directors are putting out.

Our Fire and EMS team is ready for the virus; we have evaluated and updated our supply of protective equipment but at the moment have a limited supply of the special N95 protective masks and have not been able to purchase more because of backorders on the product. That being said, we have ample alternatives until such time as we can obtain more.

We have been taking our direction through Jefferson County Public Health Office. Based upon their recommendation; we have been:

- Staying up-to-date on the latest guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), Wisconsin Department of Health Services (DHS) and the South Central Wisconsin Healthcare Emergency Readiness Coalition (SCWIHERC).
- Coordinating with key partners in the community.
- Working with the community to assist with preparation plans.
- Providing the community with accurate up-to-date information, guidance, and resources.
- Monitoring travelers.
- Monitoring people who may have come in contact with someone who tested positive for coronavirus.
- Helping reduce the stigma on coronavirus.

1 of 4

We have ensured our firefighters and EMT's are aware of the possibilities of this virus presenting in our community.

To reinforce this awareness, we have:

- Provided heightened awareness and training to our members.
- Ensured we are well-stocked with preventive equipment.
- Our Police and Sheriff's Office dispatchers are asking a series of questions whenever someone calls for EMS response and then passing this information to Fire and EMS responders during the initial paging of departments.

Recommendation

Our recommendations to the community to lessen their risks are:

- Although the immediate health risk from COVID-19 is considered low in Wisconsin right now, the best thing you can do is take the time to prepare for potential widespread illness in the future. While a person's chances of getting sick in Wisconsin from this novel coronavirus strain is slight, we would like people to take the time now to prepare for widespread illness in the future. In fact, these measures are important for preventing many other types of illnesses, too.
- Handwashing is important! Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick. Anyone with a fever should not return to work, school or daycare until they have been fever-free for at least 24 hours without the use of fever-reducing medications (i.e., acetaminophen or ibuprofen).
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.

We will continue to monitor and plan for future eventualities should the spread or scope of the virus increase.

What you need to know about coronavirus disease 2019 (COVID-19)

What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath

What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled from an area with ongoing spread of COVID-19?

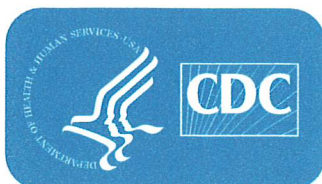
If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.



What to do if you are sick with coronavirus disease 2019 (COVID-19)

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms

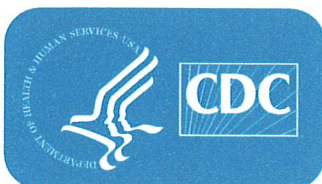
Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.



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10-C



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: 3/10/2020

TO: City Council

FROM: Daryl Rausch, Fire Chief

SUBJECT: Use of Firefighting Foam containing PFAS

Background

As many of you may know, over the last couple of years there have been some news stories surrounding firefighting foam that is suspected of environmental and health related issues. As additional information has been learned over the last months even more stories have surfaced. We have been asked to look into our firefighting foam and to learn more about the PFAS issues as being reported. It is our hope to communicate to the community that we are aware and responsive to the issues being raised in many communities.

Discussion

Our *Fire Operations* and *Facilities & Equipment Divisions* have teamed up to create a comprehensive 24 page (*attached*) report examining our use of all types of firefighting foams and some of the concerns our department has and will face.

While FAFD does have a significant supply of foam for airport operations which does contain a limited form of PFAS, the department does not use these types of foam containing PFAS for routine incidents. Our normal "daily use" foam is another product called Class A foam, which is not affected by this concern.

At this time, there is no need to change the status of the Fort Atkinson Fire Departments foam inventory or its operations of how we use the foam, as we meet the standards, regulations, and laws that are currently in place with the State of Wisconsin and Federal Government Guidelines. We expect that at some point those requirements may change but we do not want to purchase other products which may not be as effective or may ultimately still not meet newly developed constraints.

We do need to follow up our current practices with written documentation (*Standard Operating Guidelines*) as it likely will be a future requirement and allows for better understanding with all staff.

- Provide a bit more decision freedom of Command Staff whether to utilize foam when knowing that the product is far less hazardous to the environment, and lessening the impact of site cleanup concerns
- Go a long way with community confidence that we did make responsible changes with considerations for the environment

Finally, we must remain cognizant of when and where we use AR-AFFF or AFFF foams and stay current with future regulations as we all progress through these changing times.

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Financial Impact & Funding Source

At some point we will be required to replace all of our firefighting foams which may contain PFAS. We may also be required to pay for proper disposal of our current stock of foams. We will be including a CIP line item for this project in a future Capital Budget plan.

Recommendation

No Council action is requested at this time. We recommend continued monitoring of the evolving project and future directives which may come from the State or Federal authorities.



Fort Atkinson Fire Department –

Research into AFFF as it relates to PFAS

March 5th, 2020

As many of you may know, over the last couple of years there have been some news stories surrounding firefighting foam that is suspected of environmental and health related issues. As additional information has been learned over the last months even more stories have surfaced. We have been asked to look into our firefighting foam and to learn more about the PFAS issues as being reported. It is our hope to communicate to the community that we are aware and responsive to the issues being raised in many communities.

Acronyms and what do they mean

First off, what exactly are all these abbreviations and/or acronyms? And there are a few. PFOS, PFOA, and PFAS. We must have an understanding about the acronyms or abbreviations to fully understand the background as it relates to firefighting foam? Actually, they have a close relation to each other, but they are totally separate.

- **PFOA** stands for: PERFLUOROOCTANOIC acid – (also known as C8)
- **PFOS** stands for: PERFLUOROOCTANESULFONIC ACID (conjugate base) PERFLUOROOCTANESULFONATE).

The most general term or abbreviation that seems to be thrown around today and being referenced by most media sources today is: PFAS

- **PFAS** stands for: PERFLUOROALKYL and POLYFLUOROALKYL SUBSTANCES. The key word in this description is: substances. Thus, the abbreviation PFAS is used to describe both PFOA and PFOS. The most-studied PFAS chemicals are: PFOA and PFOS.

Background

According to the United States EPA (Environmental Protection Agency)- www.epa.gov PFAS are a group of man-made chemicals that includes PFOA and PFOS, GenX, and many other chemicals. PFAS have been manufactured and used in a variety of Industries around the globe, including in the United States since the 1940's. PFOA and PFOS have been persistent in the environment and in the human body – meaning they don't break down and they can accumulate over time. There is evidence that exposure to PFAS can lead to adverse human health effects.

PFAS can be found in:

- **FOOD** packaged in PFAS-containing materials, processed with equipment that used PFAS, or grown in PFAS-contaminated soil or water.
- **Commercial household products**, including stain and water repellent fabrics, non-stick products (e.g., Teflon), polishes, waxes, paints, cleaning products, and firefighting foams (a major source of groundwater contamination at airports and military bases where firefighting training occurs).
- **Workplace**, including production facilities or industries (e.g., chrome plating, electronics manufacturing or oil recovery) that use PFAS.
- **Drinking water**, typically localized and associated with a specific facility (e.g., manufacturer, landfill, wastewater treatment plant, firefighter training facility).
- **Living organisms**, including fish, animals and humans, where PFAS have the ability to build up and persist over time.

Studies indicate that PFOA and PFOS can cause reproductive and developmental, liver and kidney, and immunological effects in laboratory animals. Both chemicals have caused tumors in animals. The limited findings are increased cholesterol levels among exposed populations, with more limited findings related to:

- Low infant birth rates
- Effects on the immune system
- Cancer (for PFOA), and
- Thyroid hormone disruption (for PFOS)

PFOA is used for several industrial applications, including carpeting, upholstery, apparel, floor wax, textiles, firefighting foam and sealants. **Remember this section: as it relates to firefighting foam and will come up later in this document.** PFOA serves as a surfactant in the emulsion polymerization of fluoropolymers and as a building block for the synthesis of perfluoroalkyl-substituted compounds, polymers, and polymeric materials. PFOA is used as a surfactant because it can lower the surface tension of water more than hydrocarbon surfactants while having exceptional stability.

History

According to Wikipedia and "The Facts of PFAS" – www.pfasfacts.com In 1949 3M (Minnesota, Mining, and Manufacturing Company) began producing PFOS-based compounds by electrochemical fluorination resulting in the synthetic precursor perfluorooctanesulfonyl fluoride. In 1968, organofluorine content was detected in the blood serum of consumers, and in 1976 it was suggested to be PFOA or related compound such as PFOS. In 1997, 3M detected PFOS in blood from global blood banks. Although the company's internal documents indicate knowledge of this decades earlier, dating from the 1970's. In 1999, the U.S. Environmental Protection Agency (EPA) began investigating perfluorinated compounds after receiving data on the global distribution and toxicity of PFOS, the key ingredient in Scotch-gard. For these reasons, and USEPA pressure, the primary American producer of PFOS, 3M



announced in May 2000, the phase-out of the production of PFOS, PFOA, and PFOS-related products. Among the products phased out were the 3M firefighting foams designed to be used against Class B fuel and oil fires. Eight (8) other companies agreed to gradually phase out the manufacturing of the chemical by 2015. By 2014, EPA has listed PFOA and perfluorooctanesulfonates (salts of perfluorooctanesulfonic acid, PFOS) as emergent contaminants. PFOS and PFOS-related chemicals are currently produced in China.

A study of workers living near the DuPont Teflon plant found an association between PFOA exposure and two (2) kinds of cancer as well as four (4) other diseases. A positive exposure-response trend for kidney cancer is supported by man studies. PFOA has been detected in the blood of more than 90% of the general US population in the low and sub-parts per billion (ppb) range, and levels are higher in chemical plant employees and surrounding subpopulations. How general populations are exposed to PFOA is not completely understood. PFOA has been detected in industrial waste, stain resistant carpets, carpet cleaning liquids, house dust, microwave popcorn bags, dental floss, water, food and Teflon (PTFE) products.

Foam Classifications

Foam is classified by a distinguishing "Class" type. Each class of foam has certain properties (chemical compounds) that gives its capabilities of fire extinguishment. We hope to explain those differences here.

Currently The Fort Atkinson Fire Department has in its inventory two (2) different classes of foam. Class "A" and Class "B" foams. We first need to understand what each foam class is and what its capabilities are before going any further.

CLASS "A" –

- Class "A" is considered your ordinary combustibles of: Trash, paper, wood. Similar to your classification of fire extinguishers.
- Therefore the Class "A" foam is of the same designation of ordinary combustibles, but can be expanded onto the larger scale of fires made up of ordinary combustibles. EXAMPLES: wood frame construction in homes, or businesses, wildland fires or deep seated woodland fires of downed trees that foam can be applied and left un-attended for longer periods.
- Class "A" foam should not be used as a substitute for Class "B" foam fires. It DOES NOT provide the same extinguishment properties if at all, and more importantly it does not protect the safety of the fire firefighter when used improperly. I'll get into this later.

Class "B" –

- Class "B" is considered your flammable liquids of: Oils, grease. Again, similar to your classifications used for fire extinguishers. However, with Class "B" foams you need to think more outside of the box. Class "B" foams are much more versatile when it comes to extinguishment of flammable liquids. Capable of:
 - Hydro carbon fires, i.e.: tars, diesel fuel, gasoline, tires, carpets, some furniture, roofing materials, most anything that is petroleum based is considered a Hydro-Carbon fire.

- Polar-Solvent fires, i.e. : toluene, turpentine, many of your solvent based chemicals that burn at a much higher temperature rate. Ethanol can be considered a polar-solvent by definition according to: www.easychem.com
- Class "B" foams should not be used as a substitute for Class "A" foam as it is an environmental concern. It will however, offer good extinguishment and a high level of fire fighter safety. It is not a good choice due to the environmental hazards, and high cost. The use of Class "B" foam on a class "A" fire is considered by most as simply "Overkill". However, special circumstances may need to be considered.

Background (Properties) of Class "B" AFFF foam

According to the ITRC (Interstate Technology Regulatory Council) Aqueous film forming foam (AFFF) is highly effective foam intended for fighting high-hazard flammable liquid fires. AFFF products are typically formed by combining hydrocarbon foaming agents with fluorinated surfactants. When mixed with water, the resulting solution achieves the interfacial tension characteristics needed to produce an aqueous film that spreads across the surface of a hydrocarbon fuel to extinguish the flame and to form a vapor barrier between the fuel and atmospheric oxygen to prevent re-ignition. This film formation is the defining feature of AFFF, and is what keeps firefighters safe.

NOTE: Think of the surfactants as a plastic Cellophane barrier that is placed on top of the fire, (but is highly resistant to heat or Alcohol breakdown), but under the fluffy foam that we see. This layer also has the ability to quickly move and cover the fuel in question (self-sealing), starving the fire of oxygen, and providing a self-sealing characteristic that re-seals after it has been disturbed by a firefighter operating in or around the flammable fire, or an object that falls into the foamed area thus preventing any re-ignition.

Not All "Class B" Foams Created Equal –

Types of Class B foam further described:

First we must understand in part the chemical background or its molecular chemical chain terminology before we can understand the different types of class B foams. According to ITRC (Interstate Technology Regulatory Council) there are:

- **Long-chain PFAS.** Sometimes simply referred to as (C8). These are considered to have eight (8) or more carbons, including perfluorooctanoate (PFOA) , and perfluoroalkane sulfonates (PFASs) with six (6) or more carbons.
- **Short-chain PFCAs:** Sometimes simply referred to as (C6). Are defined as PFCAs with seven (7) or fewer carbons, such as perfluorohexanoate (PFHxA) and PFASs with five (5) or fewer carbons, such as perfluorobutane sulfonate (PFBS).

In today's foam terminology, it seems that it has been further broken down for Class B foams to better understand the different versions (by generation) that have been utilized and/or phased out throughout the years. Within these broad categories of Class B foams there are different types of foams. We will attempt to define the three (3) types that have been used by sources received.

According to ITRC (Interstate Technology Regulatory Council) there are three (3) types:

"Legacy" PFOS AFFF: (older version foam)

These foams were manufactured in the United States from the late 1960's until 2002 exclusively by the 3M and sold under the brand name "Lightwater". Lightwater AFFF contains PFOS

Summarization: The main take away with this Long-chain identification – This was the AFFF ("Lightwater") foam that we had by the 3M company that was phased out by the Fort Atkinson Fire Department in the early 2000's (No longer in our inventory)

"Legacy" fluorotelomer AFFF: - contain some long-chain PFAS- (improved version of foam)

These foams were manufactured and sold in the United States from the 1970's until 2016 and encompass all other brands of AFFF besides 3M "Lightwater". Although not made with PFOA, they contain polyfluorinated precursors that are shown to degrade to PFOA and other PFCA's in the natural environment. They may contain trace quantities of PFOA as an unavoidable byproduct of the manufacturing process. Legacy fluorotelomer-based AFFF foams have historically contained predominantly **short-chain** (C6) PFAS with formulations ranging from about 50-98% short-chains and the balance as **long-chain** PFAS.

Summarization: This is the Fort Atkinson Fire Departments current (as of this writing) foam product by Ansul – "Ansu-lite", AR-AFFF, 3%-6%, and the Ansul – "Tunderstorm", 1%-3% foams that replaced our 3M product of foam in the early 2000's.

"Modern" Fluorotelomer AFFF: contain almost exclusively short-chain PFAS-(current version of foams)

In response to the U.S. Environmental Protection Agency (USEPA) 2010/2015 voluntary PFOA Stewardship Program (USEPA 2015), most foam manufacturers have now transitioned to the production of short-chain (C6) fluorotelomer based PFAS. These foams are referred to as **"modern"** to distinguish them from the **"legacy"** foams manufactured before the phase-out. Short-chain (C6) PFAS do not contain or breakdown in the environment to PFOS and other long-chained PFAS such as PFHxS and PFOA and are currently considered lower in toxicity and have significantly reduced bioaccumulation potential compared to long-chain PFAS (USEPA 2018). However, foams made with only short-chain (C6) PFAS may still contain trace quantities (parts per billion) [ppb] levels of PFOA and PFOA precursors as byproducts of the manufacturing process. While some shorter-chain fluorinated alternatives seem to be less bioaccumulative, they are still as environmentally persistent as long-chain substances or have persistent degradation products. Concerns have been raised that "little information is publicly available on [the]

chemical structures, properties, uses, and toxicological profiles” of these short-chain formulations.

Summarization: The Fort Atkinson Fire Department (as of this writing) does not have any of this foam type within its current inventory.

Legacy Foam Replacements – (Fluorine-Free Foam)

Note of Caution: - Fluorine-Free foams are not considered “Modern” Fluorotelmer (C6) foam as they contain NO fluorine compounds. Be aware of firefighter safety & environmental concerns with this option

Synthetic Fluorine Free Foam (FFF): According to a Position Paper released by Tyco Fire Protection Products titled “Fluorine-Free Foam” (proceed with caution: Today’s Fluorine-Free foam may not be the Industry’s Panacea.)

- **Fluorine-free foam may put lives and property at unnecessary risk:** While fluorine-free foam has been shown to effectively extinguish small fires in the controlled environment of a testing laboratory, it has not been proven on large-scale flammable liquid fires or in real-world conditions. Until more is known about its efficacy in situations where human life is on the line, the widespread use of fluorine-free foam puts people at risk – both the firefighters who use it and the people they are sworn to protect.
- **The environmental impact of fluorine-free foam is not clear:** Although fluorine-free foam is often championed as being “environmentally friendly”, there is mounting evidence that fluorine-free foams are not necessarily safer for the environment. Recent studies show, “some fluorine-free foams are at least an order of magnitude higher in aquatic toxicity than the AFFF agents.

For these reasons, we believe the potential but unproven benefit to the environment is far outweighed by the increased risk to human life posed by today’s fluorine-free foams. With further development, testing and validation, fluorine-free foams may ultimately emerge as a product that effectively protects people, property and planet in all fire situations. Until then, we do not believe the unrestricted use of fluorine-free foam is a risk worth taking.

The risk to people and property: Time to extinguish

When fire breaks out, time is of the essence. Clearly, the goal is to contain and suppress the fire as quickly as possible so people are less likely to be hurt and assets are less likely to be destroyed.

A series of independent studies measuring “time to extinguish” points to a single conclusion. Fluorine-containing agents such as Aqueous Film Forming Foam (AFFF) are significantly **more effective at extinguishing flammable liquid fires than fluorine-free foams.**

According to the FFFC (Fire Fighting Foam Coalition) "Fact Sheet on AFFF Firefighting Agents and Tyco-Position Paper "Fluorine-Free Foam) At the 2011 Suppression, Detection and Signaling Research and Applications Symposium (SUPDET), the Naval Research Laboratories (NRL) presented the results of fire testing of AFFF agents versus fluorine-free foams. The test results were summarized in a report prepared by the Fire Fighting Foam Coalition, which concluded, "Extinguishment times for AFFF agents on 28ft² pool fires tested at full strength were on average 77% faster for gasoline, 88% faster for methylclohexane and 70% faster for heptane, when compared to fluorine-free foam. [SEE table 1 below]

Table 1: Fire Out Times (seconds)

Foam Type	Heptane	Gasoline	MCH	Isooctane
AFFF (3%)	25	21	19,20	32, 33
AFFF (6%)	23, 28	22	22, 23	32, 33
Fluorine-free (6%)	43	35, 41	33, 46	29, 30

What is it about AFFF that gives it an unmatched ability to rapidly extinguish flammable liquid fires?

Chemistry. AFFF agents are formulated by combining hydrocarbons surfactants – used mainly as forming agents – with perfluorinated surfactants. When mixed with water, the resulting solution achieves the optimum characteristics to produce a film that spreads across the surface of a burning hydrocarbon fuel or a polar solvent based product if AR-AFFF and extinguishes it.

In other words, AFFF flows freely over the surface of a flammable liquid fire, smothering it quickly.

Fluorine-free foam, on the other hand, flows more like a milkshake, relying on high expansion ratios from discharge devices, such as compressed air foam systems (CAFS), to offset its inability to flow freely on a fuel surface. Because it's thicker (higher viscosity), it is difficult to proportioning equipment in fixed system applications, such as sprinkler systems, to precisely control the amount of foam released into the fire-water stream. And for firefighters who may use the fluorine-free foam in crash-and-rescue operations, the higher the viscosity increases the potential for inconsistent results.

In general, the non-fluorinated foam tended to show more test-to-test variability in fire-out times than the AFFF's. this is consistent with the lack of film formation making the extinguishment of the last remnant of the fire more difficult (flames tend to flare up again if the firefighter's technique is not optimal). This greater sensitivity can be attributed to the lack of film, which suppresses fuel volatilization in areas uncovered by foam.

The lack of "flowability" on the fuel surface is one of the reasons why, in the United States, fluorine-free foam is prohibited in all airports.

2012: Danish Fire Laboratories Test

In a May 2012, Danish Fire laboratories conducted a series of thirty-eight (38) fire tests to determine if five (5) different fluorine-free foams met the requirements of ICAO Level B and EN 1568. The results, summarized in an article written by Mitch Hubert and others from Dynax Corporation, found:

- All fluorine-free foams failed to meet the ICAO Level B test requirements
- None of the products met the EN1568 IA class ratings under direct, forceful application conditions; some achieved the ratings only with indirect, gentle applications
- Significant deterioration of firefighting performance was observed when an MMS test nozzle was used, delivering foams with quality more realistic of widely used foam turrets and hand-lines.

The Risk to Planet

In comparing the aquatic toxicity of fluorinated and fluorine-free foams, one of the most substantive tests to date comes from The Fire & Rescue Suppliers Association (FIRESA), a U.K. trade association. This organization conducted aquatic toxicity tests on two different aquatic species (rainbow trout and fathead minnows) using six foam concentrates: three AFFF agents and three products often marketed as "environmentally friendly" – a wetting agent and two fluorine-free foams. In its summary report of the test, FIRESA concluded that, "AFFF agents were the least toxic of the foam concentrates tested, ranging from 884 to 5657 mg/L [LC50] which is an order of magnitude lower in toxicity than the "fluorine-free" foams. [Based on this data,] AFFF concentrates would be considered practically non-toxic to relatively harmless according to the FWS (U.S. Fish and Wildlife Service) scale.

As a result of tests, the organization concluded that "...just because a foam agent does not contain fluorine, it is not necessarily safer for the in environment."

Extinguishment times are also an environment consideration. As mentioned above, studies demonstrate it can take as much as 80% longer to extinguish a fire using fluorine-free foam, compared to AFFF's. The longer the duration, the more foam that is required and, as a result, the greater the potential for environment impact.

As stated by FFFC (Fire Fighting Foam Coalition), foam users currently have available to them two (2) alternatives to the use of legacy foams with long-chain PFAS content: **Modern** fluorinated foams such as AFFF that contain only short-chain (C6) fluorotelomer fluorosurfactants and fluorine-free foams. Foam manufacturers support the use of both of these products in appropriate applications and feel strongly that both products are necessary to adequately provide for the fire protection needs of society.

NO single type of foam meets ALL needs encountered by the end user. It is incumbent upon foam users to choose the type of foam product that best meets their needs based on fuel type, size and geometry of the fire, environmental concerns and legislative requirements.

An Industry Divided

According to Tyco -The Position Paper on Fluorine Free Foam – Proceed with caution: Because there is incomplete, often-conflicting evidence about the efficacy and environment impact of fluorine-free foams, there is no current consensus on their use – globally or within market segments.

In the United States, fluorine-free foams are prohibited in all airports. According to an article written by Tom Cortina, Executive Director of the Firefighting Foam Coalition, the Federal Aviation Administration instituted a requirement in 2006, long after the environmental issues with fluoro-chemicals were fully identified, that "...all airports in the U.S. must be equipped with AFFF that meets the US military specification – one of the most respected foam standards in the world. The reasons for this decision are simple. Testing has shown that, for a given application rate, no foam agent can equal the performance of AFFF for airport applications. A pool of jet fuel burning under a fuselage can cause structural burn through of the aluminum aircraft skin within one (1) to two (2) minutes. Passenger survival in such cases is directly related to how fast the exposure fire is extinguished.

NOTE: Understand, in our fire district it may not be jet fuel, but there are close similarities with Ethanol. Think about for one minute the amount of Ethanol that is on our various roadways (4 lane and 2 lane highways, downtown business area roadways, roadways that pass either through or nearby residential neighbor hoods, and the various forms of transportation vehicles, just in a given day. Or the sheer amount of Ethanol that is produced in two (2) Ethanol plants in our surrounding area. (Jefferson Co. and Rock Co.)

AFFF Releases and Recommended Investigative Actions

Immediate Cleanup of Standing foam and foam-Impacted Materials

As stated by the ITRC (Interstate Technology Regulatory Council) One of the most effective and least expensive methods of minimizing human health or environmental impacts of an AFFF release is to quickly and thoroughly cleanup contaminated materials. Cleanup may include recovering standing flammable liquids, foam or capturing water used during firefighting operations with a vacuum truck, pumps, or hand-held equipment (for example: shovels, mops, other absorbent materials). Once cleanup is completed, if a large amount of foam soaked into the ground, removal of soils saturated with foam should be considered. In all of these initial cleanup efforts, response personnel should use proper PPE (for example: turnout gear, Tyvek suits, gloves, boots) during handling of contaminated media. This task may require temporary stockpiling of these soils (on a liner with a cover) before final disposal or treatment can be arranged.

Information Gathering After a Release of AFFF

For new releases, it is important to start the information gathering process as soon as possible after a discharge has occurred to maximize the quality of the information gathered and to be protective of human health and the environment. Questions to ask first responders or others with information related to the released AFFF include:

- Based on readily available information (for example, safety data Sheets, applicable MILSPEC's), what are the active ingredients (name, concentration, proportions), brand, and manufacturer of the released foam? What volume was discharged?
- What areas of the site were affected and are there drains, ditches, storm water drainage systems, or other structures that could cause off-site migration of the foam?

- Did the release occur inside a building (such as an airport hangar)? If so, it may be beneficial for the personnel to leave the structure until the AFFF has been removed from the building.

Determining the need for further actions.

Establish a working relationship with relevant stakeholders, including local or state regulatory agencies, preferably before, but at least immediately after a release of AFFF to determine the need for investigation and remedial activities.

Law and Regulation (some forthcoming)

On January 5th, 2020 –According to the Wisconsin Law Journal www.wislawjournal.com and Associated Press

Evers signs bill creating firefighting foam restrictions

By: Associated Press February 6, 2020 9:27 am

MADISON, Wis. (AP) — Gov. Tony Evers signed a Republican-sponsored bill Wednesday that imposes new restrictions on firefighting foam to curb pollution from PFAS chemicals.

The bill prohibits the use of foam containing intentionally added PFAS except in emergency situations. Firefighters will have to undergo training using foam or other substances that don't contain the chemicals. Foam containing PFAS could be used in testing as long as the state-approved site where that's occurring makes use of containment and disposal measures to prevent releases into the environment. Violators will be faced with forfeitures of up to \$5,000 per incident.

PFAS are man-made chemicals used in a wide range of products, including firefighting foam, non-stick cookware, fast-food wrappers and stain-resistant sprays. Research suggests they can cause a number of health ailments, including high blood pressure in pregnant women and cancer.

Tyco Fire Products discovered in 2013 that soil and well contamination on its Marinette fire-training property contained PFAS. Four years later the company acknowledged that the chemicals had spread. PFAS has also been detected in Madison wells. A 2017 assessment found heavy concentrations in soil and groundwater at the Wisconsin Air National Guard's Truax Field. The Department of Natural Resources says the chemicals are associated with firefighting foam.

On January 9th, 2020

A survey was filled out by our department for Wisconsin Department of Natural Resources (DNR). This survey was sent to all Wisconsin Fire Depts. Due to the type of questions asked; i.e. types of foam in our inventory, storage of foam, foam types, foam quantities, do we have any expired foam products, how do we dispose of the product, how do we train with foam, do we cover any airports with our fire suppression equipment, etc. We would expect other programs or initiatives to be developed by the research data.

On February 10th, 2020

The Wisconsin State Journal reported "PFAS bills face pushback". Sen. Dave Hansen, D-Green Bay, and Rep. John Nygen, R-Marinette, who co-authored the bills, said the legislation was a bipartisan effort, but expressed concern that some industry groups, including the American Chemistry Council and Wisconsin Paper Council, have opposed the proposals. In addition, the legislation could be challenged by two new GOP-written bills that aim to create PFAS management zones.

Certainly there will be many more bills brought before the Legislature in the near future. Work in progress as they say. I would be confident that many thoughts are being explored on how to handle the PFAS issue as it relates to the fire service.

- First, I believe the State of Wisconsin wants to know just how much of the firefighting foam is in each fire station, which will give them an idea, what quantity is within the fire service. Remember: this is just within the fire service, what about other sources of PFAS?
- Question then will become how to regulate the use of the product or phase out all PFAS foam products all together
- What kind of directive programs are developed for storage of PFAS products
- What kinds of programs are developed for proper disposal of affected foam products
- What funding may be applied to such programs?
- Who handles the disposal and at what are the determined sites for disposal

As stated by ITRC (Interstate Technology Regulatory Council) - Currently, (as of this writing) federal law (including Wisconsin State law-SEE bill signed into law above) does not prohibit the use of legacy AFFF remaining in existing stocks, whether containing PFOS or other long-chain PFAS. However, any discharge to a storm water system, including AFFF containing long-chain PFAS, could be considered a pollutant and is regulated by the Clean Water Act. If long-chain PFAS from an AFFF release enters a drinking water source, it may impact entire communities. Depending on the size of the release and available dilution, the release could contaminate the source above USEPA drinking water health advisory levels or more stringent state and local regulatory criteria. These are potential liabilities that should be weighed against the cost of legacy AFFF disposal and replacement of current inventory of AFFF during emergency response planning.

Program Examples or Programs That May/Will be Considered

Take Back Programs

According to the ITRC several states have implemented take-back programs for AFFF products. For example, in May 2018, the Massachusetts Department of Environmental Protection, in partnership with the Massachusetts Department of Fire Services, implemented a take-back program to assist fire departments in the proper disposal of **legacy** firefighting foams that could impact water resources (MA DEP 2018). Vermont has also announced a take-back program (VT 2018).

Foam Concentrate Disposal

According to the FFFC (Fire Fighting Foam Coalition) "Best Practice Guideline for Use of Class B Firefighting Foams". Class B foam concentrates do not carry an expiration date and generally have a 10-25 year shelf life, so the need to dispose of spent or expired concentrate should be infrequent. Most foam manufacturers and some independent contractors offer a service of testing foam concentrate samples on a regular basis to determine if the concentrate still meets the original specification. When disposal of Class B foam concentrate is required, it is recommended that it be sent for thermal destruction (high temperature incineration) to a facility capable of handling halogenated waste or the equivalent. According to Fire Apparatus & Emergency Equipment, Author Robert Tutterow reports that most notable expert in this field today is Dr. Graham Peaslee. According to Peaslee, PFAS will be destroyed when exposed to 800 degree (Fahrenheit) heat.

NOTE: Currently the Wisconsin DNR (Department of Natural Resources) has sent all Wisconsin fire departments a survey. The survey was very comprehensive as it was filled out and sent back by our Department in February 2020. It is my assumption that with this information and the type of questions asked, that the State of Wisconsin is or will be involved with their own research. Once their data has been compiled and published, I'm sure there will be programs of the like that will replicate with what other states have done in regards to a take-back program and proper disposal programs of said products. This will be an ever evolving project as the months and years go along.

Best Management Practices- (BMP)

The ITRC (Interstate Technology Regulatory Council) states that the best management practices (BMP) should be established for the use of any firefighting foam to prevent possible releases to the environment that can lead to soil, groundwater, surface water, and potentially drinking water contamination. The discharge of firefighting foam to the environment is of concern because of the potential negative impacts it can have on ecosystems and biota due to the presence of chemicals such as PFAS.

For example: for AFFF, the amount of PFAS from foam that may enter groundwater depends on information such as the type and amount of foam used, when and where it was used, the type of soil, and the depth to groundwater. AFFF is typically discharged on land but can run off into surface water or storm water or infiltrate to groundwater.

BMP's are particularly important when Class B foams are used near sensitive environmental areas where impacts from chemicals present in foams have potential for lasting damage. Example of sensitive areas:

- Wetlands
- Surface water bodies (particularly those used for water supplies like reservoirs or rivers with municipal water supply intakes)
- Sensitive or endangered species habitat
- Areas close to public and private drinking water supply wells
- Sole source aquifers
- Groundwater recharge areas

BMP's are key to fostering the safest use of AFFF in an environmentally responsible manner with the goal of minimizing risk from its use. It is important to establish BMP's before an emergency where AFFF would be used so that BMP equipment, procedures, and training are already in place. Although firefighting personnel may be aware that the foams they are using contain chemicals, they may not be aware of the potential environment effects of AFFF use. Training of firefighting personnel is important to ensure BMP's are discussed and employed consistently and effectively.

Proper P.P.E. (Personnel, Protection, Equipment)

According to the ITRC (Interstate Technology Regulatory Council) a limited study in Norway observed elevated PFOS and PFHxS serum levels in 10% of firefighters studied, and suggested that use of personal protective equipment (PPE) may account for why elevated levels were not seen in more of the firefighters. Studies suggest that perfluoroalkyl acids like PFOS and PFOA are not well absorbed through the skin, which is the most likely exposure pathway of AFFF foams. However, should the PFAS in AFFF enter the body they could cause health problems, so appropriate PPE should be used to prevent or minimize direct contact, ingestion, or inhalation of AFFF.

Note: With limited data material in this area "common sense must prevail". What the limited data does suggest and support is, that PPE is effective limiting or better yet preventing any direct contact, ingestion, or inhalation

On the Fire Ground – PPE should include:

- Bunker boots
- Bunker Pant
- Bunker Coat
- Hood
- Approved firefighting gloves issued by the Fire Department
- Air Pack face piece (when appropriate), safety glasses when an air pack face piece is not being utilized
- Helmet

Off the Fire Ground –PPE should include: (particularly back at the station) during handling, i.e.: filling and/or loading, and cleanup of equipment involved foam firefighting equipment.

- Safety glasses
- Latex gloves at a minimum
- Preferred- long sleeve shirt along with long pant-protecting from foam to skin contact

Decontamination Guidance

At the time of this writing, there is very little documentation that was found regarding decontamination as it specifically relates to a firefighters gear coming into contact with Class B firefighting foam. Our department uses exclusively Globe®-bunker turnout gear. After contacting our vendor Paul Conway – our Globe® gear vendor, they do not have a written position statement regarding this at this time.

Globe® provides with each new set of coat or bunkers purchased a copy of FEMSA (Fire and Emergency Manufacturers and Services Association, Inc.)- titled: "Official User Information Guide" – 2015 edition.

- This document, essentially a manual/ guideline should be read by each end user. The document is very detailed and offers instruction for proper cleaning. Just some very basic Takeaways include:
 - If unit has a DRD (Drag rescue Device), remove from garment before cleaning
 - Where the outer shells and liners of protective garments are separable, clean outer shells with outer shells, and liners with liners
 - Turn gear and liners inside out before washing
 - Front Load washers preferred as they clean by lifting the garments out of the water and gently dropping them back into the water. These units provide better mechanical action because of the size and type of rotation, as well as the degree of extraction.
 - Do not exceed water temperature of 105 degrees (Fahrenheit)
 - Use mild detergents with a pH range of not less than 6.0 ph and not greater than 10.5ph
 - Do not use a machine that exceeds an acceleration of 100 Gs. For spin dry
 - Air (hang) dry only. No clothes dryers, and no direct sunlight

It is recommended that best management practices for fire ground decontamination be utilized and common sense should prevail. As with any substantial fire and certainly incidents of foam coming into contact with gear, before leaving the scene a consideration of "Gross Decontamination" process should take place or be considered. When dealing with foam, retention of foam decontamination processes better known as collected "Fire Water" (contaminates of fire, foam, and now water) due to the process of "Gross Decon" procedures must be considered due to the environment and water run-off contamination concerns. All - just considerations until a more defined procedure(s) are regulated by Federal or State agencies.

Gross Decontamination Procedure - Example:

There are many different thoughts and/or suggestions on this matter, regarding gross decontamination. N.F.P.A. 1851 perhaps would shed more thoughts into this. However, for the sake of this discussion (Foam Research) perhaps this should be handled on a totally different front for research and discussion? But, in an attempt to keep this basic, here are a few tips as provided by Rescue1- www.firerescue1.com an internet sourced document. This by no means is all inclusive as each department must determine what is needed based on information available to them, including N.F.P.A. 1851 guidelines, and the manufacturer of said gear being used by each department. It is a mere EXAMPLE of ones thoughts on "Gross Decontamination".

STEP 1: PPV FANS HELP REMOVE CONTAMINANTS

The first step in our decontamination is the use of a positive-pressure ventilation (PPV) fan. While still breathing from their SCBA, members are instructed to stand in front of the running fan for a short period of time. This helps assist with the removal of contaminants from the PPE and reduces toxic vapors due to the movement of passing air. The fan is quick and can gross-decontaminate a company of firefighters within a minute or two. This is especially important in the event that the company needs to return to service immediately to complete an additional task.

STEP 2: CREWMEMBERS ARE HOSED OFF

Next, the crewmembers are hosed off. We recommend the use of a small booster line or garden hose off an adapter, as the intent is not to saturate the turnout gear. If an exterior hoseline the only available choice, then it will suffice. A note for the nozzle operator: You need to only crack open the bail to achieve the sufficient stream to wash away the contaminants. The first-due engine's driver/operator is a good person to assist, if available.

STEP 3: FLASH HOODS ARE COLLECTED

The company officer or the shift's safety officer will then collect the flash hoods of the members who completed this step of the process. A clean flash hood will then be distributed to the personnel. In the event that the company needs to re-enter the IDLH, at least the clean hood will reduce the skin absorption through the neck. This exchange requires a cache of clean hoods available as well as some accountability, as someone has to play the role of flash hood collector. The collected flash hoods are then bagged and laundered to replace the stock of hoods needed for future incidents. The downtime for cleaning is a weakness here, as it can take a little time for the hoods to be washed and dry. However, the goal is to help those in the moment, and to not focus on the needs of the *possible* next event.

STEP 4: BABY WIPES CLEANSE THE SKIN

Finally, baby wipes are carried in all the suppression apparatus. The company is instructed to use the wipes to clean their hands, neck, and face. This act is the first step in cleaning the member's skin and decontaminating the person, rather than the PPE.

STEP 5: ADDITIONAL CLEANING OF PPE AND PERSONNEL

The remainder of the PPE is then removed and stored in a separate location from the cab as the crew returns to their station out of service to shower. (According to "Gear Wash"- PPE should be stored in a minimum 6 mil plastic bag after firefighter removal, but before placing contaminated gear back on the apparatus.)

QUICK DECON IS THE KEY

Suggestions/Thoughts Going Forward

Education/Training/Fire Ground Operations/ Guidelines

The Fort Atkinson Fire Department may want to consider educating staff through its training program about the materials listed above. All staff should be brought up to speed on the developing criterion that has occurred over the last several months in regards to foam and the PFAS issue as it relates to firefighter safety and the environment. Surely, there is more to come.

Topics that may need to be considered:

- Foam types – Perhaps both Class A and Class B for base knowledge
- Proper Use of the Types of foams – Especially Class B foams
- Reporting of type of foam used and quantity's used
- Fires that Class B ("Legacy" foams) foams are to be used on (Emergency Use)
- Proper Handling of foam - on/off the fireground, i.e.: P.P.E., cleanup, storage, inventory, disposal
- Any pre-planning worked out in advance with Jefferson Co. Emergency Management for clean-up purposes and reporting. i.e.: Cleanup services, facilities that pickup and accept collected "Firewater" (contaminated foam, flammable liquid that was extinguished, and contaminated water).

Other considerations:

- Need to consider a written S.O.G. (Standard Operating Guideline). This will be needed in the future to comply with future regulations of foam as it was clearly mentioned in the DNR survey
 - NOTE: This should not be too difficult as the Fort Atkinson Fire Department has a good understanding among the fulltime staff as to proper procedure, and it appears that we comply with nearly all new material/suggestions/regulations presented in this research report. It just needs to be put into a written SOG if it does not presently exist
- Proper storage of inventoried foam (one common storage location that is dry and cool) that will accommodate easy inventory tracking needs and preferably away from floor drains
- Inventory will also be required – (with written documentation of inventory)
- Hold off with any purchase of so called Fluorine-Free foam as the science is still not there to make a smart decision. Remember, tests reveal that this may (as of this writing) be more hazardous to the environment than what we currently have. Also, most if not all current Fluorine-Free foams being developed and sold DO NOT carry the U.L. certification at this time.
- Wait to learn what the State of Wisconsin regulates or provides for proper disposal procedures of the long-chain foams, if any.

Conclusion:

As you can see the PFAS issue is very complicated and mixed within the foam industry and our local government officials. However, there are concerns for the safety of firefighters, the public we serve, and the environment. We must consider all of the above.

It can't be said enough. No single type or brand of foam meets all the needs encountered by the end user.

With that said, and according to the FFFC (Fire Fighting Foam Coalition) fluorotelomer-based AFFF agents are the most effective agents currently available to fight Class B, flammable liquid fires. They do not contain or breakdown into PFOS and are not likely to be a significant source of long-chain perfluorochemicals. They do contain fluorosurfactants that are persistent, but are not generally considered to be environmental toxicants. AFFF and fluorochemical manufacturers are in position to meet the requirements of upcoming regulations with short-chain (C6) fluorosurfactants that provide the same fire protection characteristics with reduced environmental impacts.

With the help of or implementation of Best Management Practices (BMP's), Training, and Standard Operating Guidelines (SOG's) we can mitigate or hopefully, eliminate many of the issues or concerns regarding Class B foam use within the fire service today. At the very least we can walk away with a much better understanding of the PFAS foam issues we are faced with today and into the future.

At this current time, there is no need to change much within the Fort Atkinson Fire Departments foam inventory or its operations of how we use the foam, as we meet much of the current readings, regulations, and laws that are currently in place with the State of Wisconsin and Federal Government Guidelines. We do need to follow up our current practices with written documentation (S.O.G.'s) as it sounds like it will be a requirement and allows for better understanding with all staff.

The Fire Department has two (2) solutions for consideration of addressing the issue:

1. Do Nothing – As the Department is in a good position to leave everything in place on the apparatus, and use the foam as allowed under the new directives and law which is: to use current foam only in "Emergency Fires" and to discontinue any training with our current foam.
2. To further lessen our liability and to take a more proactive course rather than the reactive course, by going with the two (2) foam approach as recommended. Removing our AR-AFFF "Legacy" Fluorotelomer AFFF (which contains some long-chain PFAS) from the apparatus and reserve this foam for "Emergency" status, as it is VERY effective and recommended (as of this writing) with flammable liquids, especially polar-solvent fires (and out of concerns for firefighter safety due to the polymer layers) that we may encounter, and is allowed by law. In addition, we may not be allowed to remove said foam from our inventory, due to our coverage of a municipal airport and FAA (Federal Aviation Administration) rules.

Replace the "Legacy" Class B foam with a "Modern" Fluorotelomer AFFF (contains almost exclusively short-chain PFAS), Ansu-lite- Part #A364, 3 x 6, AR-AFFF and place on the rigs. This approach would significantly lessen the impact to human health and environmental

concerns. Not to say how much it could help eliminate concerns with any costs to site cleanup that would be required if "Legacy" foams were used.

In the event of a high risk scenario, that would require the "Legacy" foam we still have it available to us, as the "Legacy" foam performs better than the "Modern" foam. Due to low inventory, storage needs would be very minimal. This approach would allow for two things going forward:

- 1.) Provide a bit more decision freedom of Command Staff whether to utilize foam when knowing that the product is far less hazardous to the environment, and lessening the impact of site cleanup concerns
- 2.) Go a long way with community confidence that we did make responsible changes with considerations for the environment

And we must remain cognizant of when and where we use AR-AFFF or AFFF foams and stay current with future regulations as we all progress through these changing times.

Summarization of the research as it effects our department

- PFAS stands for PERFLUOROALKYL and POLYFLUOROALKYL SUBSTANCES which is used to describe:
Two (2) other chemical compounds. PFOA: Perfluorooctanic acid, and
PFOS: Perfluorooctanesulfonic acid
- PFAS compounds have been around since the 1940's, as the 3M first produced the chemicals in 1949
- Class B foams containing PFAS compounds can have or can lead to human health concerns
- Fort Atkinson Fire Dept. has two (2) foam classifications in inventory. Class "A" and Class "B".
- Only Class B foam concentrates, AR-AFFF and AFFF contain PFAS compounds
- Class B foams are broke down into three (3) types:
 - Legacy PFOS AFFF (voluntarily discontinued in 2002 by 3M)
 - Legacy Fluorotelomer AFFF (contain some long-chain PFAS)
 - Modern Fluorotelomer AFFF (contain almost exclusively short-chain PFAS)
- Fluorine-free foams may not be the answer as it may be more hazardous than the legacy AFFF
- Currently (as of this writing) AR-AFFF and AFFF foams still the best and safest foams if used properly and with best management practices
- WI Governor Tony Evers signed bill (Feb 5, 2020) restricting firefighting foam into law.
 - Class B foam containing PFAS compounds can only be used in emergency (fires) situations
 - Class B foam containing PFAS compounds can NO longer be used in training. Foam training can only be conducted with substances that don't contain the chemicals
 - If class B foam is used for testing, must be a state approved site with containment and disposal measures are in place to prevent release into environment
 - Violators will be faced with forfeitures of up to \$5,000 per incident
- WI. programs of Take-Back or the like, and proper disposal of PFAS foams to be worked out
- Use of or developing: Best Management Practices
- Consider adopting a two-foam approach with FFF used to respond to small incidents and AFFF kept as emergency backup for major incidents. Ensure that proper labeling is in place and personnel are trained when multiple inventories exist at one facility to avoid complications of mixing by accident
- Consider storage and handling concerns
- Ensure compatibility of foams before change-outs. DO NOT mix different types or brands of foam concentrates
- Must eliminate the use of Class B, AR-AFFF & AFFF foam from training uses. Substitute materials must be used instead
- Use appropriate PPE when handling and using AFFF, and identify how to decontaminate materials and gear that comes into contact with foam.
- Keep records of when and where foam is used to respond to incidents, including foam type, manufacturer and brand, and amount used.

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Continued - Summarization of the research as it effects our department

- Cleanup of standing foam and foam-impacted materials
- Determining the need for further actions
 - Work in co-operation with local Emergency Management pre-incident and post incident
- Best practices of collecting Firewater (contaminated foam, along with flammable liquid involved in fire, and discharged water for fire suppression)
- Best practice of disposal of spent or expired foams
- Do Not discard AR-AFFF, legacy fluorotelomer (contain some long-chain PFAS) as still most approved, and must wait to learn of proper disposal methods by State of Wisconsin
- Current P.P.E. and Decon recommendations
- Training and Education for all staff to bring up to date
- Conclusion and suggestions moving forward

Reference Materials

- ✓ Ansul – One Stanton Street, Marinette, WI. 54143 Phone: (715)-735-7415, www.ansul.com
- ✓ DNR – (Wisconsin Dept. of Natural Resources) – WI. Chiefs Fire Fighting Foam Study
- ✓ Easy Chem – www.easychem.com - "Ethanol"
- ✓ EPA (Environmental Protection Agency) – "Basic Information on PFAS", www.epa.gov
- ✓ FEMSA (Fire and Emergency Manufacturers and Services Association), Inc. - document provided with Globe firefighting gear
- ✓ FFFC (Fire Fighting Foam Coalition) – 1001 19th Street North, Suite 1200, Arlington, VA. 22209 Phone: (571)-364-7915
 - "Best Practice Guidance for Fluorinated Firefighting Foams"
 - "Best Practice Guidance for Use of Class B Firefighting Foams"
 - "Fact Sheet on AFFF Fire Fighting Agents"
 - "Response to the IPEN Paper on Fluorine-free Foams"
- ✓ Fire Apparatus & Emergency Equip. -Issue 10 and Volume 24, www.fireapparatusmagazine.com
- ✓ Fire Rescue 1 – www.firerescue1.com
- ✓ Gear Wash – 657 S. 72nd St., Milwaukee, WI. 53214 Phone: (855)-807-1272 www.gearwash.com
- ✓ ITRC (Interstate Technology Regulatory Council) – 50 F St. NW, suite 350, Washington, DC 20001 - "Aqueous Film-Forming Foam (AFFF)
- ✓ N.F.P.A. 1851-20, "Standard on Selection, Care and Manufacturing of Protective Ensembles for Structural Firefighting and Proximity Firefighting"
- ✓ PFAS facts – "The Facts on PFAS", www.pfasfacts.com
- ✓ Tyco Fire Protection Products – "Fluorine-Free Foam – Proceed with caution: todays Fluorine-free foam May Not Be the Industry's Panacea" [def; Remedy or Remedy for all]
- ✓ Webster Collegiate Dictionary
- ✓ Wikipedia –
 - "Firefighting Foam – protein foams
 - "Perfluorooctanesulfonic acid
 - "Perfluorooctanoic acid
- ✓ Wisconsin Law journal – www.wislawjournal.com
- ✓ Wisconsin State Journal – P.O. Box 8056, Madison, WI. 53708 www.madison.com/wsj

Fort Atkinson Fire Department – Foam History

Like many Fire Departments in the early 1980's our department transitioned from protein (animal source based) foam product that broke down chemically (even in un-opened containers) and had a very limited shelf life, but had a fairly good quality of fire extinguishment capability, to a much improved product of AR-AFFF (Alcohol Resistant, - Aqueous, Film, Forming, Foam) or sometimes called "Lightwater" that was manufactured by the 3M Company. This type of foam offered a much longer shelf life and a much improved safety factor to the end user, the fire fighters. The AR-AFFF and AFFF foams were far superior foam product for fire suppression of Class "B" fires, which in large part are either Alcohol based (AR-AFFF) or non-alcohol based (AFFF) , Hydrocarbon or Polar Solvent type fires.

Early part of the 2000's we received notice from our vendor, W.O.S. Safety, Green Bay, Wisconsin that the 3M AR-AFFF or the AFFF foam product was no longer going to be manufactured. 3M's AR-AFFF and AFFF foam was phased out, and our Department followed suite with our inventory. It was at this time that we transitioned over to our current product: Ansul-Lite, 3%/6%, AR-AFFF firefighting foam. This foam product has a superior quality to fight Alcohol Resistant based liquid fires, along with Hydro Carbon (Fuel or Fuel oil based) fires, along with Polar Solvent (Solvent based) fires, depending on the ratio that the foam concentrate was proportioned at during pumping or delivery.

It was also around this same time frame that the Fort Atkinson Fire Department incorporated the use of a second class of fire extinguishing foam to our fire suppression efforts. Class "A" foam was introduced as a cost saving measure of foams as it was not as expensive to end user, and the quantity of foam concentrate was reduced for class "A" type fires only. It also has an excellent fire suppression capability of ordinary combustible products. There was no longer a need to apply an expensive Class "B" foam product on a Class "A" type fire. Therefore, limiting the use of Class "B" foams on just any fire.

Class "B" foams are the only foams that the Fort Atkinson Fire has in its inventory that is affected in this discussion as it relates to PFAS. Class "B" foam products are considered the AR-AFFF and AFFF foams that contains the Fluoro-compounds (PFAS). According to Ansul, the manufacturer of our Silv-ex Class "A" foam, as well as other documentation received – the information does support the claim, along with any Class "A" foam as being free of the PFAS compounds.

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Fort Atkinson Fire Department –Foam Inventory, Class “A” and “B”

Currently (as of this writing) the Fort Atkinson Fire Department handles or inventories four (4) different foam products. Three (3) of the four are manufactured by the same manufacturing company. The classes and types of foams are broke down below by their respective name and quantities we have on hand.

Class “A” Foam Inventory:

Manufacturer: ***Ansul***

Product: Silv-ex

Inventory quantity:

- 85 gallons (as of this writing) is located and distributed in the class “A” onboard foam tanks of: E-101, E-102, E-103, T-107, B-114.
- 15 gallons located in the boiler room storage area.

Manufacturer: ***Buckeye Fire Equipment Co.***

Product: Buckeye Platinum Class “A” foam

Inventory quantity:

- 25 gallons located in boiler room storage area.

NOTE: DO NOT mix this foam with our other foams, as it does not play well together chemically (per the manufacturer) and will gel-up the onboard Pierce foam systems

Manufacturer: ***Angus***

Product: Hi Combat

Inventory quantity:

- 3 gallons (partial pail) part of brush truck specification to initially fill foam tank.

NOTE: Do not re-order this foam. It is however part of our inventory quantity for the time being

Total Class “A” Foam

Concentrate in Inventory: 128 gallons

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Class "B" Foam Inventory:

Manufacturer: **Ansul** (Legacy Fluorotelomer AR-AFFF, containing some long-chain PFAS)

Product: Ansul-Lite - 3% -6%, AR-AFFF (Alcohol Resistant - Aqueous, Film, Forming, Foam)

Inventory quantity:

- 25 gallons (as of this writing). (10) gallons located on E-101 and (15) gallons located on E-102 in the upper dunnage compartments

Manufacturer: **Ansul** (Legacy Fluorotelomer AR-AFFF, containing some long-chain PFAS)

Product: Thunderstorm

Inventory quantity:

- 45 gallons (as of this writing). (5) gallons located on E-102, (15) gallons on E-103, (5) gallons in Utility Room, and (20) gallons in boiler room

Total Class "B" Foam

Concentrate in Inventory: 70 gallons



10-d

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 11, 2020

TO: City Council

FROM: Kent Smith, Superintendent of Public Works

SUBJECT: Purchase Walk-behind line striper with bead dispenser

Background:

The Department of Public Works has \$19,000.00 budgeted in the 2020 Capital Outlay Account to purchase a new walk-behind sprayer with bead dispenser. The CIP also included a self-propelled driver unit.

Discussion:

Quotes were obtained for a Graco Line-Lazer V 5900 with bead dispenser. The sprayers and bead dispensers are identical machines. We did not get quotes for the self-propelled driver unit at this time. We will demo one this summer to see if it will add efficiency. If it does we will be back to ask to purchase that portion of the machine with the remaining funds from the CIP line item.

This item will be purchased using a short term borrowing package that the City Manager will bring to you at a later date.

Financial Analysis:

Two price quotes were obtained from the following:

- Sherwin Industries (Milwaukee, WI)
 - Graco line-Lazer V 5900 = \$6,989.00
 - Graco EZ bead dispensing system = \$1,047.00
 - Total = \$8,036.00

- Pittsburg Spray Equipment Company (Internet)
 - Graco line-Lazer V 5900 = \$9,969.00
 - Graco EZ bead dispensing system = \$1,040.00
 - Total = \$11,009.00

Recommendation:

I am requesting the City Council accept the quote from Sherwin Industries in the amount of \$8,036.00

1 of 1



10-e

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 11, 2020

TO: City Council

FROM: Kent Smith, Superintendent of Public Works

SUBJECT: Purchase new backhoe

Background:

The Department of Public Works has \$114,000.00 budgeted in the 2020 Capital Outlay Account to purchase a new backhoe.

Discussion:

Two quotes were obtained for a new backhoe. Although the two backhoes are made by two different manufactures, they are similar in function. This backhoe will replace our backhoe that is 22 years old, which we are trading in to obtain theses prices.

This item will be purchased using a short-term borrowing package that the City Manager will bring to you at a later date.

Financial Analysis:

Two price quotes were obtained from the following:

- Brooks Tractor (Sun Prairie WI)
 - John Deere 310 SL Backhoe = \$85,516.00
- Miller-Bradford & Risberg Inc. (Deforest WI)
 - 580 Super N Backhoe = \$94,141.00

Recommendation:

I am requesting the City Council accept the quote from Brooks Tractor in the amount of \$85,516.00.

1 of 1



10-f

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 11, 2020

TO: City Council

FROM: Kent Smith, Superintendent of Public Works

SUBJECT: Purchase Bandit 1890 XP winch kit

Background:

The Department of Public Works has \$12,000.00 budgeted in the 2020 Capital Outlay Account to purchase a rotating brush grapple for skid steer. I am specifically asking the Council to allow us to use funds originally allocated for a brush grapple to purchase a winch kit for our brush chipper instead of purchasing a brush grapple.

After discussion with our tree crew, we believe that a winch mounted to the brush chipper would be more efficient and more cost effective than a rotating brush grapple for skid steer. The winch mounts directly on the wood chipper and is used to drag brush to the chipper.

Discussion:

The winch must specifically fit our current Bandit 1890 XP wood chipper and can only be purchased and installed through a Bandit dealer. Our local dealer is located in Janesville and the next closest dealer is located 250 miles away. Therefore, I obtained only one quote to purchase and installation of the winch kit.

This item will be purchased using a short-term borrowing package that the City Manager will bring to you at a later date.

Financial Analysis:

A quote was obtained from the following:

- Bobcat of Janesville (Janesville, WI)
 - Winch Kit for 1890 XP Bandit = \$6,063.59

Recommendation:

I am requesting the City Council accept the quote from Bobcat of Janesville in the amount of \$6,063.59

1 of 1



10-9

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 11, 2020

TO: City Council

FROM: Kent Smith, Superintendent of Public Works

SUBJECT: Purchase new asphalt roller

Background:

The Department of Public Works has \$38,000.00 budgeted in the 2020 Capital Outlay Account to purchase a new asphalt roller.

Discussion:

Two quotes were obtained for a Bomag BW100SL-5 roller. This machine will replace our 24 year old roller that we currently use.

This item will be purchased using a short-term borrowing package that the City Manager will bring to you at a later date.

Financial Analysis:

Two price quotes were obtained from the following:

- Miller-Bradford & Risberg Inc. = \$38,404.00
- Southeastern Equipment Company Inc. = \$40,267.00

Recommendation:

I am requesting the City Council accept the quote from Miller-Bradford & Risberg Inc in the amount of \$38,404.00. Additionally I am requesting \$400.00 for service, parts, and engine manuals for a total amount of \$38,808.



10-h

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 11, 2020

TO: City Council

FROM: Kent Smith, Superintendent of Public Works

SUBJECT: Purchase new asphalt roller trailer

Background:

The Department of Public Works has \$12,000.00 budgeted in the 2020 Capital Outlay Account to purchase a new asphalt roller trailer.

Discussion:

Two quotes were obtained for a new asphalt roller trailer. Although the two trailers are made by two different manufactures, they are similar in function. This trailer will replace our current roller trailer that is very old and will not handle the weight of the new asphalt roller.

This item will be purchased using a short-term borrowing package that the City Manager will bring to you at a later date.

Financial Analysis:

Two price quotes were obtained from the following:

- RA Adams Enterprises Inc. (McHenry IL)
 - No Ramp Trailer U14 = \$11,940.00
- Acme Tools Inc. (Internet)
 - Airtow Trailer RT14-10 = \$14,490.00

Recommendation:

I am requesting the City Council accept the quote from RA Adams Enterprises Inc in the amount of \$11,940.00. I am also requesting an additional \$125.00 to cover the cost of registration and licensing, for a total cost of \$12,065.00

1 of 1



10-1

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 2, 2020

TO: City Council

FROM: Michelle Ebbert, City Clerk/Treasurer

SUBJECT: Software Modules Asset Management and miTime / miPay

Background:

In 2017, we upgraded our financial software to Civic Systems which included modules of Accounts Payable, Accounts Receivable, Cash Receipting, General Ledger, Payroll and Utility Management. Our current version of the modules is called Connect. Connect allows us to interface all of the modules seamlessly to ease processes, create efficient checks and balances and monitor financial accounting.

Discussion:

Asset Management is an available module to manage fixed assets. Fixed assets include buildings, traffic lights, vehicles, playground equipment, park shelters, etc. All of these assets are valued at purchase price and depreciate based on their useful life. Assets are currently tracked in an excel spreadsheet.

Asset Management will allow reports to be customized to group by classifications of items (buildings, furniture/fixtures, land and machinery) and departments. Each item will show the purchase price, can include who it was purchased from including invoice dates and will display the depreciation by year.

AIRPORT 36' X 60' Barn w/Silo	Total cost:	20,550.00
Classification: Buildings	Total depreciation:	20,550.00
Acquisition date: 01/01/1930	Book value:	.00

Allocations | Transactions | Related Assets | Groups | Attachments | Notes

Method: Straight line	Date placed in service: 01/01/1930
Cost: 2,055.00	Estimated useful life: 10 years
Full lifetime depreciation	Salvage value: .00

Method	Date	Type	Cost	Depreciation	Accumulated Depreciation	Book
	12/31/1929	Acquisition	20,550.00	.00	.00	
	12/31/1930	Depreciation	.00	2,055.00	2,055.00	
	12/31/1931	Depreciation	.00	2,055.00	4,110.00	
	12/31/1932	Depreciation	.00	2,055.00	6,165.00	
	12/31/1933	Depreciation	.00	2,055.00	8,220.00	
	12/31/1934	Depreciation	.00	2,055.00	10,275.00	
	12/31/1935	Depreciation	.00	2,055.00	12,330.00	
	12/31/1936	Depreciation	.00	2,055.00	14,385.00	
	12/31/1937	Depreciation	.00	2,055.00	16,440.00	
	12/31/1938	Depreciation	.00	2,055.00	18,495.00	
	12/31/1939	Depreciation	.00	2,055.00	20,550.00	

miTime and miPay are additional features to improve the Payroll module.

MiTime allows employees to record their hours on the web-based program on a daily basis. Once the pay period time is recorded, their submission will be provided to their Supervisor/Department Head for review. When payroll is ready to be processed by Staff, the time will automatically import into the payroll module. This will eliminate several data entry hours and remove cause for human error. Staff will continue to review and confirm appropriate accounts and leave time used.

1 of 4

MiPay is a web-based application but also an app that can be downloaded to an employees' phones. Once payroll stubs are available, employees will receive an email allowing them to view their stubs. This creates a great benefit as employees can review previous paystubs. Currently Staff cannot easily re-create a paystub.

An additional feature will allow the use of Activity Codes. Activity codes can be created for a specific department, event, street project, task or detailed tracking. Reports would be generated to provide the specific cost for the code. For example, payroll hours and wages for Rockwell Avenue. The same activity code could also be used when paying invoices related to Rockwell Avenue. This could provide a true cost for the entire project regardless of the account (engineering supplies or public works wages), financial module (accounts payable, payroll) or employee's department.

Financial Analysis:

These modules were included in the CIP budget for Clerk/Treasurer, Water Utility, Wastewater Utility, Stormwater Utility and Public Works.

Asset Management - \$3,900 (Clerk/Treasurer, Water, Wastewater and Storm)
MiTime and MiPay - \$9,100 (Public Works, Water, Wastewater and Storm)

Clerk/Treasurer \$1,000, Water Utility \$3,275, Wastewater Utility \$3,275
Stormwater Utility \$3,175, Public Works \$2,275

Staff Recommendation:

To approve the purchase of Civic modules of Asset Management and MiTime/MiPay not to exceed \$13,000.

Software Purchase Agreement

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398

City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days from issue date.

INVESTMENT SUMMARY

License Fee - <i>miTime and miPay</i>	\$ 7,000
Training (1/2 day @ \$1,200/Day)	600
Setup (10 hours @ \$150/hour)	<u>1,500</u>
 TOTAL INVESTMENT	 \$ <u>9,100</u> *
 Annual Support	 \$ <u>2,300</u>

*Above amounts do not include travel costs.

SIGNATURE AGREEMENT

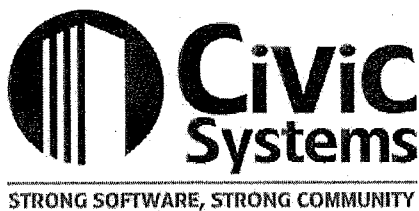
The signatures below indicate each party's acceptance of this agreement.

CITY OF FORT ATKINSON, WI

Signature: _____
Title: _____
Date: _____

CIVIC SYSTEMS, LLC

Signature: _____
Title: _____
Date: _____



A SUBSIDIARY OF BAKER TILLY
VIRCHOW KRAUSE, LLP

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Software Purchase Agreement

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398

City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days from issue date.

INVESTMENT SUMMARY

License Fee - Fixed Assets	\$ 3,300
Less: Original Quote Discount	(300)
*Training- 1/2 day @ \$1,200/day	600
Setup No Conversion (2 Hours)	<u>300</u>

TOTAL INVESTMENT

\$ 3,900 *

Annual Support

\$ 660

*Training may occur online, at our facility or on-site, however the City would have to cover trainer's travel expenses (mileage, meals, lodging, etc).

SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

CITY OF FORT ATKINSON, WI

Signature: _____

Title: _____

Date: _____

CIVIC SYSTEMS, LLC

Signature: _____

Title: _____

Date: _____



STRONG SOFTWARE, STRONG COMMUNITY

A SUBSIDIARY OF BAKER TILLY VIRCHOW KRAUSE, LLP

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11-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 2, 2020

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Denial of Operator Licenses

Background:

Alcohol Beverage and Operator License Guidelines for Approval/Denial

- One alcohol or drug-related conviction in five (5) years would be up to the discretion of the Chief of Police with recommendation deny/grant to the Council. Staff may contact the applicant and request a meeting to discuss their violation. Staff may also require the applicant to retake the Responsible Beverage Server course.
- Two or more alcohol or drug related convictions in five (5) years would be recommended to the Council for denial of operator license.
- Two or more Class A misdemeanor or felony convictions that substantially relate to the selling or serving of alcohol beverages in five (5) years would be recommended to the Council for denial of operator license.
- Non-disclosure of any criminal, ordinance or traffic convictions could be recommended to the Council for denial of operator license.

Discussion:

Christopher Carlson has applied for an Operator License. Based on the background check conducted by Chief Bump and Fort Atkinson Police Department, Mr. Carlson does not meet the requirements to hold an operator license in the City of Fort Atkinson.

Financial Analysis:

None.

Staff Recommendation:

To recommend the denial of operator license for Christopher Carlson as the applicant does not meet the requirements that allow them to be eligible for an operator license based on the conducted background check by Chief Bump.

1 of 2

Michelle Ebbert
miebbert@fortatkinsonwi.net

CLERK/TREASURER



March 2, 2020

Christopher Carlson
1012 S Main Street
Fort Atkinson WI 53538

Dear Mr Carlson

You recently applied for an Operator's License in the City of Fort Atkinson. All applicants are subject to an intensive background check conducted by the Fort Atkinson Police Department. Your background check revealed various items that disqualify you from holding an operator's license.

These violations do not meet the criteria to possess an operator's license in the City of Fort Atkinson.

Due to the findings of the background check, Chief Bump is recommending the City Council deny your application for an operator's license at their regular meeting on Tuesday, March 17, 2020. If you were issued a Provisional License, that license is now VOID.

You are also welcome to attend the City Council meeting on Tuesday, March 17, 2020, 101 N. Main Street at 7:00 pm.

Sincerely,

Michelle Ebbert
City Clerk/Treasurer

Cc: Pizza Hut, 1550 Madison Avenue Fort Atkinson WI 53538

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11-6

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: March 20, 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. | Kendra Dean | Lions Quick Mart |
| 2. | Philip Graves | Lions Quick Mart |
| 3. | Joel Osmundson | American Legion |

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