



**AGENDA
CITY COUNCIL MEETING
REMOTE VIA PHONE USING ZOOM
MAY 5, 2020 ~ 7:00 P.M.**

Topic: Fort Atkinson City Council
Time: Tuesday, May 5, 2020 at 7:00 p.m.

Join Zoom Meeting <https://us02web.zoom.us/j/82013899292>

Meeting ID: 820 1389 9292

One tap mobile

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Dial by your location

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Meeting ID: 820 1389 9292

Find your local number: <https://us02web.zoom.us/j/82013899292>

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.

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of April 21, 2020 regular Council meeting.

4. Public Hearings

None.

5. Public Comment

6. Petitions, Requests and Communications

None.

7. Resolutions and Ordinances

- a. Ordinance restricting parking on both sides of Highland Avenue west of Janesville Avenue on Monday through Friday from 6:00 a.m. to 6:00 p.m.

Action – Reject—Approve and adopt Ordinance.

- b. Ordinance changing speed limit to 30 m.p.h. on North High Street from Ralph Street north to the City limits.

Action – Reject—Approve and adopt Ordinance.

- c. Resolution to renew Declaration of Emergency for 30 days.

Action – Reject—Approve and adopt Resolution.

8. Reports of Officers, Boards and Committees

- a. Appointment of Committee members by Council President and City Manager.

Action – Reject—Approve.

- b. Reappointment of Ardell Wiederhoeft and Chip Day to Airport Committee for four-year terms.

Action – Reject—Approve.

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

- c. Appointment of Autumn Harden to Ambulance Advisory Commission for an unspecified term.

Action – Reject—Approve.

- d. Reappointment of Margaret Bare and Mark McGlynn to Economic Development Commission for three-year terms.

Action – Reject—Approve.

- e. Reappointment of Thomas Fick, Jean Waggoner and Kirsten Mortimer to the Library Board for three-year terms.

Action – Reject—Approve.

- f. Reappointment of Michael Williams and Steve Mahoney and appointment of Robert Cassidy to Parks & Recreation Advisory Board for three-year terms.

Action – Reject—Approve.

- g. Appointment of Jill Kessenich to Plan Commission for three-year term.

Action – Reject—Approve.

- h. Reappointment of Dick Schultz to Police & Fire Commission for five-year term.

Action – Reject—Approve.

- i. Appointment of Jude Hartwick to Sex Offender Residence Board for two-year term.

Action – Reject—Approve.

- j. Reappointment of Mary Jo Eggers, Julie Nordeen and Mariah Hadler and appointment of Gina Elmore to Tourism Commission for one-year terms.

Action – Reject—Approve.

- k. Reappointment of Kim Brock and appointment of Eric Schultz to Board of Zoning Appeals for two-year terms.

Action – Reject—Approve.

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

- l. Minutes of Plan Commission meeting held April 28, 2020.

Action – Accept and file.

- m. Building, Electrical and Plumbing Permit Report for April, 2020.

Action – Accept and file.

9. Unfinished Business

- a. Change Order No. 1 for Phase 1 construction project at Wastewater Treatment Plant, and approval of additional contingency for project.

Action – Reject—Approve.

10. New Business

None.

11. Miscellaneous

- a. Granting operator licenses.

Action – Reject—Approve licenses.

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

CITY OF FORT ATKINSON
City Council Minutes ~ April 21, 2020

CALL MEETING TO ORDER.

President Kotz called the meeting to order at 7:00 pm via Zoom.

ROLL CALL.

Present via Zoom: Cm. Becker, Cm. Hartwick, Cm. Johnson, Cm. Scherer and Pres. Kotz. Also present via Zoom: City Manager, City Engineer, City Clerk/Treasurer, City Attorney and Council-Elect Brandon Housley.

APPROVAL OF MINUTES OF APRIL 9, 2020 REGULAR COUNCIL MEETING.

Cm. Becker moved, seconded by Cm. Hartwick to approve the minutes of April 9, 2020 regular council meeting. Motion carried unanimously via Zoom.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

After three calls, no public comments were provided.

PETITIONS, REQUESTS AND COMMUNICATIONS

a. *Request by Fort Atkinson Generals to hold Baseball Fest at Jones Park on June 18-21, 2020.*

Manager Trebatoski introduced the annual event. Jim Roethel participated in the discussion via Zoom to discuss the season in relation to the coronavirus pandemic. The Generals Board will base their decision on the CDC. They will make the final determination at the end of May. Should the June dates not work, a future event of a smaller scale may be scheduled. This would be the 18th year.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the request by Fort Atkinson Generals to hold Baseball Fest at Jones Park on June 18-21, 2020. Motion carried on a unanimous roll call vote via Zoom.

RESOLUTIONS AND ORDINANCES

a. *Ordinance restricting parking on both sides of Highland Avenue west of Janesville Avenue on Monday through Friday from 6:00 a.m. to 6:00 p.m.*

This is the second reading of the ordinance. No comments have been received.

Cm. Becker moved, seconded by Cm. Johnson to send the ordinance to its third reading. Motion carried unanimously via Zoom.

b. *Ordinance changing speed limit to 30 m.p.h. on North High Street from Ralph Street north to the City limits.*

This is the second reading of the ordinance. Police Chief Bump requested this item. Staff have received no comments.

Cm. Becker moved, seconded by Cm. Hartwick to send the ordinance to its third reading. Motion carried unanimously via Zoom.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- a. *Building, Plumbing and Electrical Permit Report for March, 2020.*
- b. *Minutes of Plan Commission meeting held April 14, 2020.*

Cm. Hartwick moved, seconded by Cm. Becker to accept and file the Reports of Officers, Boards and Committees. Motion carried unanimously via Zoom.

UNFINISHED BUSINESS

- a. *Recommendation from Plan Commission to approve Certified Survey Map creating one new parcel in the Klement Business Park.*

Engineer Selle presented the recommendation to create one lot in the business park following an offer to purchase.

Cm. Becker moved, seconded by Cm. Johnson to approve the recommendation form Plan Commission to approve Certified Survey Map creating two new parcels in the Klement Business Park. Motion carried by a unanimous roll call vote via Zoom.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

- a. *Verified claims.*

Cm. Hartwick moved, seconded by Cm. Scherer to approve the list of Verified Claims, Appropriations and Contract Payments presented by the Finance Director and authorize payment. Motion carried on a unanimous roll call vote via Zoom.

Cm. Hartwick read a letter thanking the community for their support.

MOTION TO ADJOURN – SINE DIE

Cm. Hartwick moved, seconded by Cm. Scherer to adjourn – sine die. Motion carried unanimously via Zoom.

The City Clerk will administer the oath of office to newly elected Council members, Bruce Johnson and Brandon Housley.

The City Manager called to order the first meeting of the 2020-2021 City Council.

ROLL CALL

The City Manager called to order the first meeting of the 2020-2021 City Council.

Present via Zoom: Cm. Becker, Cm. Housley, Cm. Scherer, Cm. Johnson and Cm. Kotz.

Nomination for President of the Council.

Cm. Becker was unanimously elected for President of the Council – new President takes chair.

Nomination for President Pro Tem.

Unanimous vote for Cm. Scherer as President Pro Tem

Selection of Council member on Plan Commission.

Cm. Kotz moved, seconded by Cm. Scherer to select Cm. Johnson to serve on the Plan Commission. Unanimous

Designation of official City newspaper.

Cm. Kotz moved, seconded by Cm. Scherer to confirm the Daily Jefferson County Union as the official newspaper of the City of Fort Atkinson. Motion carried unanimously via Zoom.

NEW BUSINESS

a. *Review and approve 2019 Annual Report on Recycling Program and authorize signature by proper officials.*

Engineer Selle reviewed the annual report. The city recycled 984.41 tons of materials. This compared to 993.8 in 2018. The city's net eligible recycling costs excluding yard waste is \$214,980, which exceeds our grant amount. The city will receive the full amount of the grant, \$35,098.

Cm. Scherer moved, seconded by Cm. Johnson to approve the 2019 Annual Report on Recycling Program and authorize signature by proper officials. Motion carried unanimously via Zoom.

b. *Notification from Arbor Day Foundation of Tree City USA Award for 2019.*

Manager Trebatoski reviewed the 28th year of the Tree City USA designation as we meet the four requirements.

Cm. Kotz moved, seconded by Cm. Johnson to accept and file the Notification from Arbor Day Foundation of Tree City USA Award for 2019. Motion carried unanimously via Zoom

c. *Request to proclaim April 24, 2020 as Arbor Day in the City of Fort Atkinson.*

Manager Trebatoski presented the proclamation.

Cm. Kotz moved, seconded by Cm. Scherer to accept and file the request to proclaim April 24, 2020 as Arbor Day in the City of Fort Atkinson. Motion carried unanimously via Zoom.

MISCELLANEOUS

a. *Granting operator licenses.*

Cm. Scherer moved, seconded by Cm. Johnson to approve the granting of operator licenses. Motion carried unanimously via Zoom.

b. *City, Sewer, Water and Stormwater Utility Financial Statements as of March 31, 2020.*

Manager Trebatoski reviewed the first quarter financials as of March 31st. All Departments have been asked to hold off on any large capital or non-essential purchases for the time being.

Cm. Johnson moved, seconded by Cm. Kotz to accept and file the City, Sewer, Water and Stormwater Utility Financial Statements as of March 31, 2020. Motion carried unanimously on a roll call vote via Zoom.

ADJOURNMENT

Cm. Kotz moved, seconded by Cm. Scherer to adjourn. Meeting adjourned at 7:45 pm. Motion carried unanimously via Zoom.

Respectfully submitted,

Michelle Ebbert
City Clerk/Treasurer

7-a

ORDINANCE NO. _____

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

That Chapter 94, TRAFFIC AND VEHICLES, Article VIII, Traffic Schedule, Division 6, Stopping, Standing and Parking, Subdivision II, Parking Prohibited, Sec. 94-457, No Parking Areas, be amended as follows:

Highland Avenue.

The north and south sides of the street, from Janesville Avenue west to its terminus on Monday through Friday from 6:00 a.m. to 6:00 p.m.

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

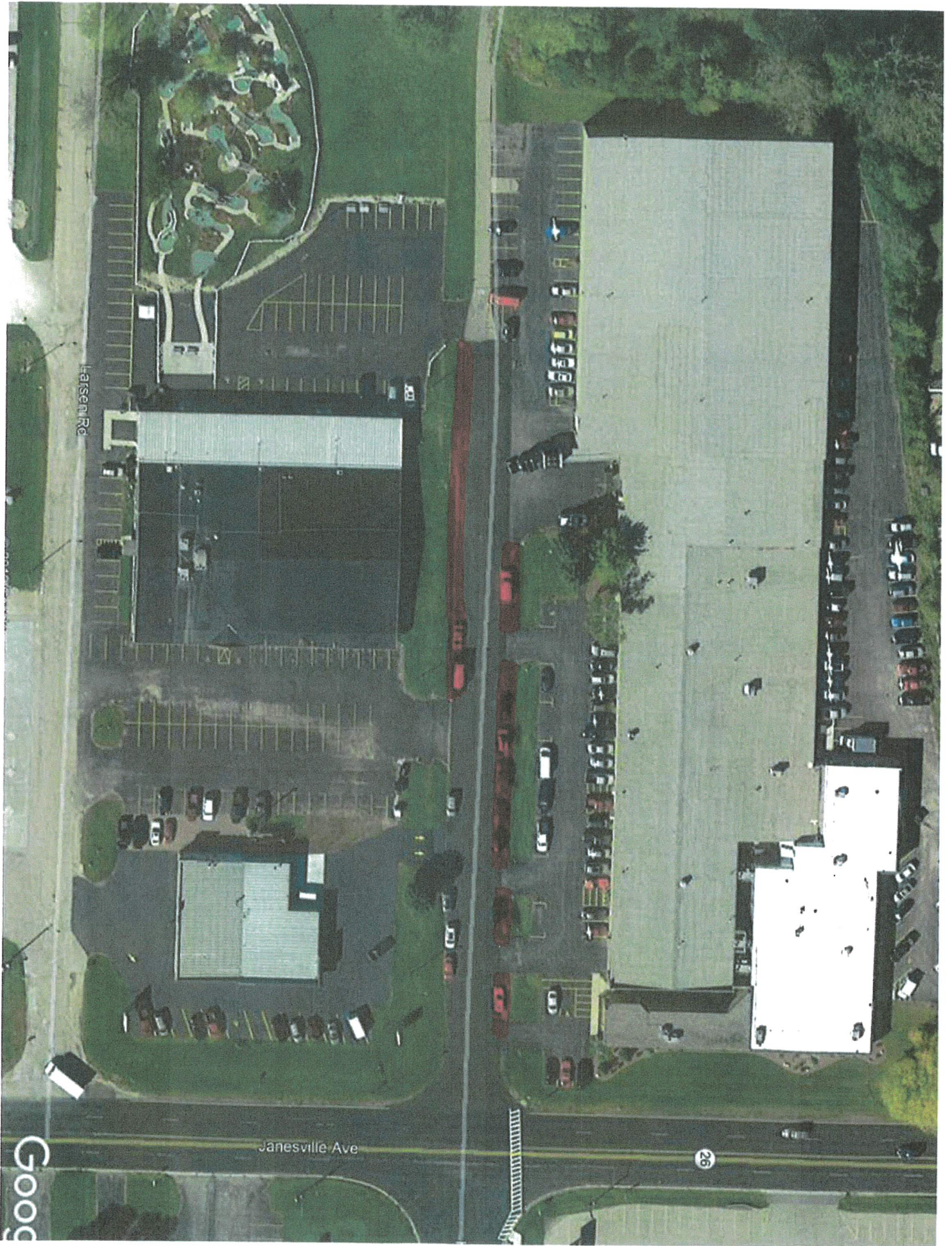
This ordinance shall take effect and be in force from and after the date of its passage and publication.

Adopted: _____, 2020.

Pres. of the City Council

ATTEST:

Michelle Ebbert, City Clerk



7-b

ORDINANCE NO. _____

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

That Chapter 94, TRAFFIC AND VEHICLES, Article VIII, Traffic Schedule, Division 2, Speed Limits, Sec. 94-332, Zoned and posted limits, (4) State Trunk Highway 26 (North High Street), be deleted in its entirety and replaced with the following:

(4) *State Trunk Highway 26 (North High Street).*

- a. 30 miles per hour from its intersection with Ralph Street north to the City limits.

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

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

Adopted: _____, 2020.

Pres. of the City Council

ATTEST:






Michelle Ebbert, City Clerk

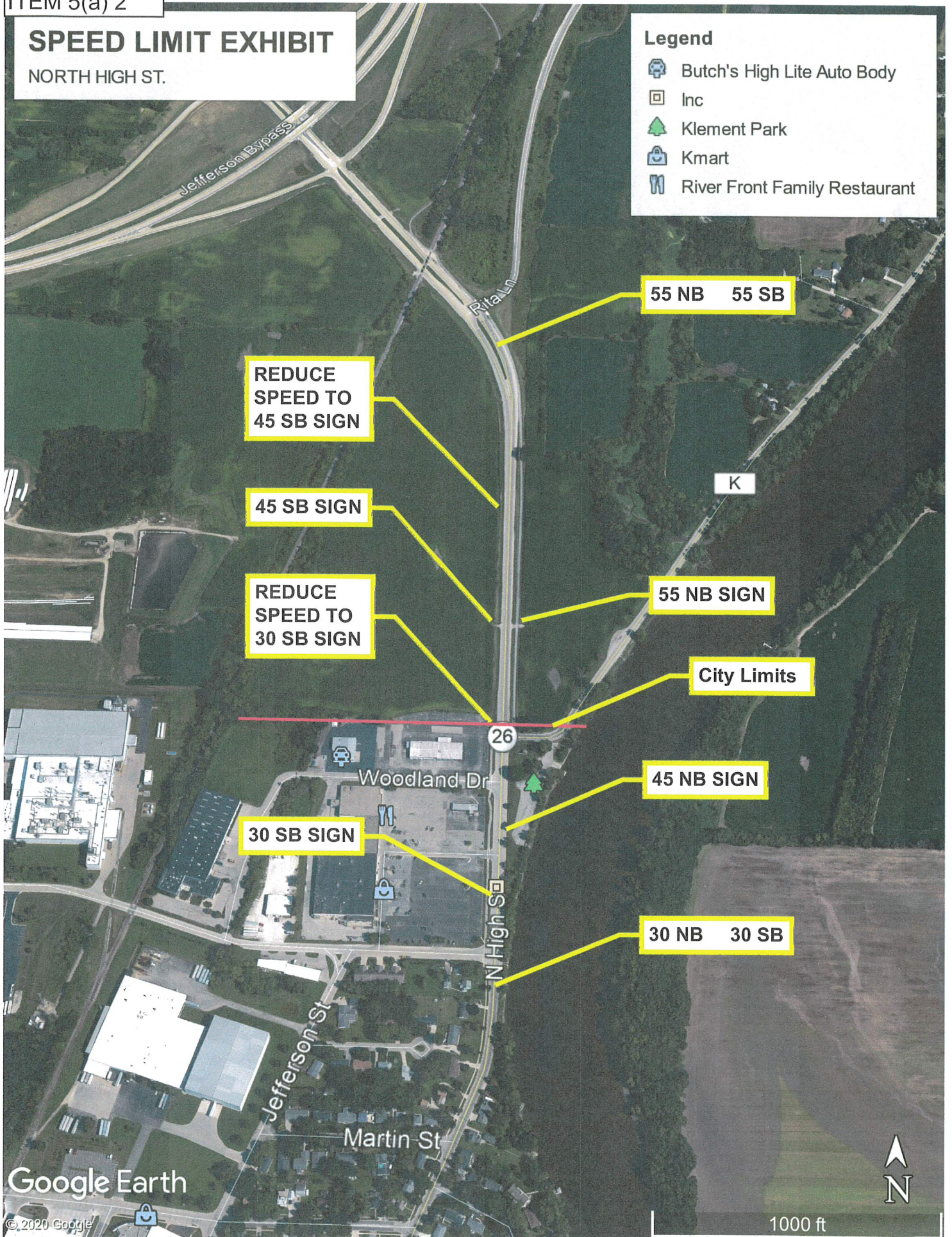
1 of 2

SPEED LIMIT EXHIBIT

NORTH HIGH ST.

Legend

-  Butch's High Lite Auto Body
-  Inc
-  Klement Park
-  Kmart
-  River Front Family Restaurant



2 of 2

7-c

RESOLUTION NO. ____

**DECLARATION OF EMERGENCY
CITY OF FORT ATKINSON**

WHEREAS, a Declaration of Emergency for the COVID-19 pandemic was approved by the City Council of the City of Fort Atkinson at a meeting on March 17, 2020 and renewed at a subsequent meeting on April 9, 2020, and

WHEREAS, said emergency for the COVID-19 pandemic still exists.

NOW, THEREFORE, 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 continues to exist in the City of Fort Atkinson, and

NOW, THEREFORE, FURTHER, 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 for an additional thirty (30) days.

IN TESTIMONY WHEREOF, I have hereunto set my hand.

Done at the Fort Atkinson City Hall, 101 North Main Street, Fort Atkinson, Wisconsin this 5th day of May, 2020.

Mason Becker, Pres.
Fort Atkinson City Council

1 of 1

8-a

2020-2021

**COUNCIL REPRESENTATION
ON VARIOUS BOARDS/COMMITTEES**

<u>COMMITTEE/BOARD</u>	<u>MEMBERSHIP</u>	<u>CHAIRPERSON</u>
Airport Committee	Chris Scherer	City Manager
Ambulance Advisory Committee	Mason Becker	Council President
Cable Television Committee	Bruce Johnson	Council Representative
Economic Development Commission	Paul Kotz	Elected by Membership
Finance Committee	Paul Kotz/Chris Scherer	Council President
Historical Society Board	Chris Scherer	Elected by Membership
Library Board	Bruce Johnson	Elected by Membership
License Committee	Chris Scherer/Brandon Housley	Council President
Ordinance Committee	Chris Scherer/Brandon Housley	Council President
Park & Recreation Board	Paul Kotz	Elected by Membership
Planning Commission	Bruce Johnson	City Manager
Public Works Committee	Paul Kotz/Bruce Johnson	Council President
Sex Offender Residence Board	Brandon Housley	City Manager
Tourism Commission	Brandon Housley	Elected by Membership
Transportation & Traffic Review Committee	Bruce Johnson	City Engineer
Zoning Appeals	Paul Kotz/Brandon Housley	Elected by Membership

NON-COUNCIL COMMITTEES:

Historic Preservation Commission	Elected by Membership
Police & Fire Commission	Elected by Membership

1 of 1



8-b-
8-K

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: April 30, 2020

TO: City Council
FROM: City Council President & City Manager
SUBJECT: Board/Committee Appointments

The following are the recommended Board and Committee appointments/ reappointments:

- 8-b Reappointment of Ardell Wiederhoeft and Chip Day to Airport Committee for four-year terms.
- 8-c Appointment of Autumn Harden to Ambulance Advisory Board for unspecified term.
- 8-d Reappointment of Margaret Bare and Mark McGlynn to Economic Development Commission for three-year terms.
- 8-e Reappointment of Thomas Fick, Jean Waggoner and Kirsten Mortimer to the Library Board for three-year terms.
- 8-f Reappointment of Michael Williams and Steve Mahoney and appointment of Robert Cassidy to Parks & Recreation Advisory Board for three-year terms.
- 8-g Appointment of Jill Kessenich to Plan Commission for three-year term.
- 8-h Reappointment of Dick Schultz to Police & Fire Commission for five-year term.
- 8-i Appointment of Jude Hartwick to Sex Offender Residence Board for two-year term.
- 8-j Reappointment of Mary Jo Eggers, Julie Nordeen and Mariah Hadler and appointment of Gina Elmore to Tourism Commission for one-year terms.
- 8-k Reappointment of Kim Brock and appointment of Eric Schultz to Board of Zoning Appeals for two-year terms.

NOTE: There are openings on the Cable Television Commission, Historic Preservation Commission, and Zoning Appeals Board (2 openings) for which no applications were received after advertising in the newspaper, on the City's website and Facebook page.

1 of 1

8-C

Leila Carl

Subject: FW: Park & Rec Board

From: Autumn Harden [mailto:Autumn.Harden@nitardyfuneralhome.com]

Sent: Wednesday, April 29, 2020 10:11 AM

To: Leila Carl

Subject: RE: Park & Rec Board

Leila,

I'd be happy to be a part of the Ambulance Advisory Committee.

Best Regards,

Autumn

Autumn Harden

Licensed Funeral Director

Nitardy Funeral Home

1008 Madison Ave.

Fort Atkinson, WI 53538

(920) 563-5898

1 of 2

CITIZEN SERVICE INFORMATION FORM

Name (Print): Harden Autumn L Date: April 14, 2020
Last First Middle

Home Address: 401 Jackson St., Fort Atkinson, WI 53538

Business Name: Nitardy Funeral Home

Business Address: 1008 Madison Ave., Fort Atkinson, WI 53538

Telephone (Home): 920-723-9202 (Work): 920-563-5898

Email Address: autumn.harden@nitardyfuneralhome.com

How long have you lived in the City of Fort Atkinson? 23 yrs.

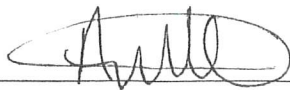
Which Boards, Commissions and/or Committees interest you? Parks + Rec. board

Please give a brief overview of your background, experience, interest or concerns in the above areas:

I have used Parks + Rec. over the years + was part of Project lead class 2019 whose project enhanced a Parks + Rec. facility. I support this program + hope to work to enhance other amenities our program

References:

1. Carrie Chisholm Phone: 920-563- has.
244 N. Main St. 3210
Fort Atkinson, WI 53538
2. Eric Robinson Phone: 920-563-7790
209 Merchants Ave.
Fort Atkinson, WI 53538


Signature

Return this form to:
City Manager's Office
101 North Main Street
Fort Atkinson WI 53538
lcarrl@fortatkinsonwi.net

8-F

CITIZEN SERVICE INFORMATION FORM

Name (Print): Cassidy Robert C Date: 4/20/20
 Last First Middle

Home Address: 320 Clarence St

Business Name: Johnson Financial Group

Business Address: 200 Sherman Ave West

Telephone (Home): 608-630-7248 (Work): 920-568-5650

Email Address: ccc1475@gmail.com

How long have you lived in the City of Fort Atkinson? Since 09/2019

Which Boards, Commissions and/or Committees interest you? Parks And Recreation
Advisory Board

Please give a brief overview of your background, experience, interest or concerns in the above areas:

I Have 4 Years Board Experience With A Non-Profit In Madison. I Have Also Served Over 5 years on My Company's Community Contribution Committee. I Also Serve As Co-Chair of Project Lead's Current Class. During that time I Have Worked With the Park department Implementing Our Community Project. Having 3 Boys Ages 15, 14, 9 Gives Me A lot of Personal Knowledge Around Parks And Recreation. My 14 References: Year old Son Utilizes A Wheelchair, So Accessibility is A Passion of Mine.

1. Joel Winn
612 Frederick St
Fort Atkinson WI 53538

Phone: 920-728-2652

2. Pam Severson
W5353 Curtis Mill Rd
Fort Atkinson WI 53538

Phone: 262-949-2070

[Signature]
 Signature

Return this form to:
 City Manager's Office
 101 North Main Street
 Fort Atkinson WI 53538
lcarrl@fortatkinsonwi.net

1 of 1

8-9

Leila Carl

From: Jill Kessenich <jill@bungalowpros.com>
Sent: Monday, April 20, 2020 11:08 AM
To: Leila Carl
Subject: Re: Commission opening

Hi Leila:

Yes, I am still interested. Thanks for contacting me!

Jill Kessenich

Sent from my iPhone

On Apr 20, 2020, at 8:58 AM, Leila Carl <LCarl@fortatkinsonwi.net> wrote:

Jill:

I am following up to see if you are interested in the opening on the Plan Commission? If so, please just respond to this email and I will attach it to your application submitted in October of 2019.

Thank you.

Leila

From: Jill Kessenich [<mailto:jill@bungalowpros.com>]
Sent: Thursday, March 12, 2020 7:44 AM
To: Leila Carl
Subject: Re: Commission opening

Hi Leila:

Thanks for the reminder; I will confirm my interest in the next few days.

Jill K.

Sent from my iPhone

On Mar 11, 2020, at 11:16 AM, Leila Carl <LCarl@fortatkinsonwi.net> wrote:

Jill:

On October 4, 2019 you submitted a Citizen Service Information Form indicating you would be interested in serving on the Plan Commission.

We will have an opening on the Plan Commission which you indicated you would be interested in. As has been done in the past, we will still advertise for those openings, however, if you notify us that you are still interested in the Plan Commission, we will file your application as active for those openings.

1 of 3

CITIZEN SERVICE INFORMATION FORM

Name (Print): KESSENIG Jill Therese Date: 10-2-2019
Last First Middle

Home Address: 617 GRANT ST.

Business Name: THE FORT ATKINSON CLUB

Business Address: 211 S. WATER ST. E.

Telephone (Home): 608-213-4627 (Work): 920-568-1720

Email Address: jill@bungabowpros.com / director@fortatkinsonclub.org

How long have you lived in the City of Fort Atkinson? SINCE 2002

Which Boards, Commissions and/or Committees interest you? PLANNING COMMISSION

Please give a brief overview of your background, experience, interest or concerns in the above areas:

MY BACKGROUND IS IN INTERIOR DESIGN AND RESIDENTIAL ARCHITECTURE. I WORKED FOR 12 YEARS AS A COMMERCIAL INTERIOR DESIGNER, AND FOR 20+ YEARS AS A RESIDENTIAL ARCHITECT & SMALL BUSINESS OWNER. I ALSO SERVED ON THE MASTER PLAN UPDATE COMMITTEE, 10 YRS. AGO. MORE →

- References:
1. JUDE HARTWICK Phone: 568-0626
704 MAIN ST.
FORT ATKINSON, WI 53538
 2. MASON BECKER Phone: _____
1511 STACY LANE
FORT ATKINSON, WI 53538 E-MAIL: beckermt@hotmail.com

Signature Jill Kessenig

Return this form to:
City Manager's Office
101 North Main Street
Fort Atkinson WI 53538
lcarr@fortatkinsonwi.net

2 of 3
Rec'd
10-4-19

3 of 3

I HAVE ALSO BEEN INVOLVED WITH THE PLANNING &
DESIGN OF NEW TRADITIONAL NEIGHBORHOODS & INFILL
HOUSING, MOST NOTABLY FOR MIDDLETON HILLS &
SEVERAL NEIGHBORHOODS IN THE CITY OF KENOSHA.
THAT THE CITY ACTED AS THE DEVELOPER ON.
WORKED MOST CLOSELY W/ MARK MCCARTHY & MIKE MAKI.

8-1

Leila Carl

Subject: FW: Sex Offender Residency Board

From: Matt Trebatoski
Sent: Tuesday, April 28, 2020 9:05 AM
To: Leila Carl
Subject: FW: Sex Offender Residency Board

Leila,

Jude agreed by phone to be appointed to this board.

Matt Trebatoski
City Manager
City of Fort Atkinson
Phone: 920-563-7760
Fax: 920-563-7776
101 N. Main Street
Fort Atkinson, WI 53538
www.fortatkinsonwi.net



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8-j

CITIZEN SERVICE INFORMATION FORM

Name (Print): Elmore Gina Date: 4/14/2020
Last First Middle

Home Address: 214 S. High, Fort Atkinson, WI 53538

Business Name: UWW Business

Address: 800 W Main, Whitewater, WI 53190

Telephone (Home): 773-677-0001 (Work): Email Address: ginae987@gmail.com

How long have you lived in the City of Fort Atkinson? 1 year

Which Boards, Commissions and/or Committees interest you? Tourism Commission

Please give a brief overview of your background, experience, interest or concerns in the above areas: I have visited Fort Atkinson for 15 years visiting my brother. I was drawn to the sense of community, entertainment like the Fireside, the retail stores such as Tuttles and Humphrey's, and of course, the restaurants like Cafe Carpe, Paddys and Fatboyz. So, a year ago, I moved from Chicago (where I lived for the past 20 years) to Fort Atkinson. I would like to offer a fresh perspective to drawing others to visit Fort!

References:

1. Pam Severson Phone: 262-949-2070

2. Lisa Tuttle Phone: 920-728-0217

Return this form to:
City Manager's Office
101 North Main Street
Fort Atkinson WI 53538
lcarl@fortatkinsonwi.net

Gina Elmore
Signature

1 of 1

8-K

Leila Carl

From: Eric Schultz <Eric_Schultz@trekbikes.com>
Sent: Wednesday, April 29, 2020 8:46 AM
To: Leila Carl
Subject: RE: Park & Rec Board

Leila,

Thank you for the update!

I would definitely consider the **Board of Zoning Appeals** if the City Manager thinks I would be a good fit. If I'm being considered, would it be possible to chat / talk with him before I accept that role?

Eric Schultz | Master Scheduling Manager | Trek Bicycle | www.trebikes.com
801 W. Madison St. | Waterloo, WI 53594 | T: 920.478.2191 ext. 12464
Eric_Schultz@trekbikes.com

From: Leila Carl <LCarl@fortatkinsonwi.net>
Sent: Wednesday, April 29, 2020 8:35 AM
To: Eric Schultz <Eric_Schultz@trekbikes.com>
Subject: Park & Rec Board

[EXTERNAL]

Mr. Schultz:

Thank you for your application for the Parks & Recreation Board. We did receive numerous applications for the Board and I'm sorry to inform you that another applicant was selected to be appointed to the Board.

We noticed on your application that you were also interested in the Economic Development Commission, however there are no openings on that Commission at this time.

The City Manager was wondering if you would be interested in serving on the Board of Zoning Appeals where there is an opening.

Please let me know if you would be interested. Thank you.

Leila Carl, Adm. Asst.
City of Fort Atkinson

1 of 2

CITIZEN SERVICE INFORMATION FORM

Name (Print): Schultz Eric James Date: 1-3-2020
Last First Middle

Home Address: 365 Ramesh Ave. Fort Atkinson

Business Name: Employer: Trek Bicycle, Waterloo, WI

Business Address: 801 W. Madison St., Waterloo, WI 53594

Telephone (Home): 920-312-1646 (Work): 920-478-2191 x12464

Email Address: eric_schultz@trekbikes.com

How long have you lived in the City of Fort Atkinson? 1 year

Which Boards, Commissions and/or Committees interest you? #1- Economic Development
#2- Parks & Recreation #3 Plan Commission

Please give a brief overview of your background, experience, interest or concerns in the above areas:

Desire to participate and contribute to the community.
MBA 2017 from UW-Madison
13+ years National Guard and Army Reserve
VFW Life-member

References:

1. Jim Farmer Phone: 608-576-9652
1259 Kerry Drive
Sun Prairie, WI 53590
2. Jim Rattunde Phone: 608-547-0484
605 North Main St.
Necedah, WI 54646

E. J. Schultz
Signature

Return this form to:
City Manager's Office
101 North Main Street
Fort Atkinson WI 53538
lcarl@fortatkinsonwi.net

2 of 2
Rec'd
1-520

8-1

CITY OF FORT ATKINSON
Plan Commission ~ April 28, 2020
1,020th Meeting

CALL TO ORDER.

Manager Trebatoski called the Plan Commission meeting to order at 4:05 pm via Zoom.

ROLL CALL.

Present via Zoom: Commissioners Frame, Johnson, Highfield, Lescohier, Engineer Selle and Manager Trebatoski. Also present via Zoom: City Attorney and City Clerk/Treasurer.

Absence: Cm. Greenhalgh

APPROVAL OF MINUTES OF APRIL 14, 2020 PLAN COMMISSION MEETING.

Cm. Frame moved, seconded by Cm. Highfield to approve the minutes of the April 14, 2020 Plan Commission meeting. Motion carried.

Attorney Westrick stated that the Commission operates under Zoning Code Chapter 15 that gives the Commission the ability to grant or deny conditional uses with guidelines including site, existing or proposed structures, parking, driveway, street access, traffic generation and circulation. Upon consideration of these guidelines, they can accept or deny the request.

Westrick continued, since the printing of the City of Fort Atkinson zoning code, a Supreme Court case, *AllEnergy v Trempealeau County*, 2017 WI 52, 375 Wis. 2d 329, 895 N.W.2d 368, substantially altered CUP authority in several critical cases. The law amends the zoning enabling statute to specify that any CUP 'condition imposed must be related to the purpose of the ordinance and be based on substantial evidence'. It also mandates that CUP requirements and conditions 'must be reasonable and, to the extent practicable, measurable.' Substantial evidence means fact and information other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

Cm. Frame confirmed if a conditional use it permanent or can a sunset be established. This point to be addressed during the meeting.

Inspector Juarez spoke on the request. Crown of Life Christian Academy currently housed on the Bethany church campus on Roosevelt Street has 166 students/kids and are anticipating more enrollees in the fall of 2020. The existing site includes a residential parsonage that CLCA would like to remodel to meet the demands for additional educational space. This conversion from residential to an educational based facility requires a conditional use based on the zoning code.

The current campus has an enrollment of 147 students and currently plans for an enrollment of 166 in fall 2020. The maximum enrollment under the current campus configuration is 170. Renovation of the parsonage would allow an additional 50 children.

Departments reviewed the request and provided the following:

Engineering: The most pressing concern is traffic in the area, with both Barrie Elementary and CLCA running schools that convene and dismiss at about the same time. Traffic is currently congested in the area but seems to move safely albeit at a slow pace. The addition of the pedestrian crossing lights on Madison Avenue helped pedestrians navigate that difficult

1 of 4

intersection and crossing guards from the schools actively manage other intersections. Crash data in the area over the last 10 years does not indicate any increase in incidents. The addition of up to 50 new children, and thus vehicles, will add to congestion until the planned move in date of fall 2022 at the Montclair facility. There are no metrics for acceptable levels of congestion.

John Mielke, Vice President Board of Directors for CLCA addressed the Commission: he had sent an email to the Plan Commission members discussing several points. The first is that they are asking for a Temporary Conditional Use to allow the use of 728 Charles Street for early childhood day care. Once the new school is built off Montclair Place, they intend to transition students to that facility. The second point is that no plans exist to change the exterior of 728 Charles Street, no signage or changing to the façade with the exception of a new front door. The dropping off and picking up of students would take place off Roosevelt Street and not at the front of Charles Street property. He continued with the scope and scale of the project. Enrollment projections reveal maybe 15 new students. The request for Charles Street has a maximum capacity of 50, what they are doing is taking existing preschool students from the Roosevelt location and moving them to the Charles Street location. Estimations of additional students is 10 more, they are not talking about 50 new students. Mielke stated that classrooms are already stacked and this will allow splitting those groups. They conducted an analysis on traffic and how it will look with graduating students and new families; this resulted in three new families that will be dropping off and picking up.

Cm. Frame questioned the temporary conditional use versus permanent. Dean of Students Matt Opperman commented that they intend to transition the students from Charles Street back to Roosevelt Street once the new school is complete as those in grades 1 – 8 will transition. The Charles Street location would be converted for office space, meetings space, and small bible classrooms. They will not be converting the property back to a single family home.

Inspector Juarez pointed out the permanency of a conditional use and their request as a temporary. This property is zoned residential and that CLCA may have to request a new conditional use once they transition from a school/day care.

Cm. Johnson asked if the school is open to the general public or only members. Mielke confirmed they are open to the public.

Cm. Lescohier expressed his concern on the traffic congestion. He understands the concerns from the neighboring residents and that CLCA is not anticipating adding much to congestion to the current situation. Mielke added they intend to move to the new property as soon as possible. With the addition of more students, the additional funding will contribute to an expedited move.

Opperman confirmed safety is priority. They plan to make basic accommodations to assist with traffic from Roosevelt Street, parking arrangements and possibly adjust the start/end time of the school day.

Cm. Johnson inquired on crossing guards. Mielke replied Barrie School has crossing guards and CLCA will look into their current practice and consider a partnership with Barrie or having their staff supervise.

Manager Trebatoski pointed out discussion points thus far; a chance for increased congestion, a need to increase safety, consideration of a traffic study and that this conditional use request is

2 of 4

only temporary and adjusting the start/end time of the school day. Mielke added they would like to discuss these potential changes agreed too to see if necessary.

Cm. Frame recommended a sunset clause be included for the conditional use, which could provide incentive to make the transition to the new school building built.

Attorney Westrick reiterated the decision-making factors for a conditional use. New definition of substantial evidence, fact information other than merely personal preference or speculation directly pertaining to requirement and condition to obtain a conditional use.

Zoom participant: Whitney Townsend 414 Council Street addressed the Commission. She had provided a letter, which was shared with the Commission. Her concerns outlined in the letter include traffic congestion during pick up/drop off, the long-term use of the property after the transition to the new school and the parking of the school staff along Charles Street.

Engineer Selle asked for clarification of the staff parking. Townsend stated there is no parking on Roosevelt; the CLCA parking lot is used for a gym/outdoor recess, so their staff parks on both sides of Charles Street and on Council Street.

Zoom participant: Rob Abbott 415 Council Street outlines concerns in his correspondence but has new concerns on comments made about only three new families/cars but the intention to up enrollment to increase revenue to assist with moving to the new school faster. He has more concerns about the future use of Charles Street property.

Zoom participant: DJ Scullin 338 Jackson Street he shared concerns of the congested area.

Cm. Johnson asked the radius of notification of the conditional use. Manager Trebatoski confirmed zoning code requires notification of residents 100 feet from the subject property.

Engineer Selle inquired on current staff and future staff levels. Opperman confirmed current staff is 21 and pending student count in the fall, it could be between 19 and 22. They adhere to the State codes for teacher to student ratio. The day care would have a staff of 5 to 6 pending enrollment.

Inspector Juarez addressed a question by Cm. Johnson regarding a sunset clause. A conditional use could have stipulations that include a temporary status or sunset clause.

Engineer Selle asked if it is feasible to house 20 vehicles off Charles Street and somewhere on campus? Opperman replied they can try to work out traffic patterns to meet needs and remove as many cars as possible. Currently, the parking lot is used for outdoor gym and recess area. They will devise a plan to maintain its use but make as safe as possible.

Whitney Townsend suggested other neighbors are reached out to again as they were unable to attend the zoom meeting.

Cm. Frame asked Ms. Townsend, when the cars are parked on Charles Street, is it on both sides and how far. Townsend stated usually first block on Charles and Council Street; traffic from Barrie and CLCA funnel down to Roosevelt.

Cm. Lescohier asked Attorney Westrick if in his opinion the Commission has substantial information to deny the request? Attorney Westrick – all parties would have to agree that the traffic would increase. However you may disagree to how much it would increase. The responsibility of the person requesting the conditional user is to provide information required to meet the standard.

Mielke pointed out the enrollment numbers over a period of time that shows relatively modest growth. Speculation is that it would grow much faster. CLCA has identified three more families.

Manager Trebatoski asked if they could provide their student count. Opperman provided the following: 2016-2017 - 32 children; 2017-2018 - 50 students; when adding the school grades 1-8, 2018-2019 - 134 children/students; 2019-2020 - 142 to 152 students.

Engineer Selle asked Mielke and Opperman if they could put together a plan with start/stop times, plan for teacher parking and drop off locations. The plan could be based on a reasonable expectation of growth.

Cm. Lescohier stated he feels like the proposal was submitted in good faith and has interest in working with all parties involved to make this workable. He does not want to create extra work if it is not needed. What has been proposed is an allowable conditional use. The Supreme Court case provided by Attorney Westrick guides the local zoning bodies in what is acceptable or not acceptable to grant or deny a permit if you remove personal opinion.

Chief Bump provided information on prior meetings with the Fort School staff to create a safe pick/up drop off for Barrie students. The goal was to keep kids from the parking lot where bus pickup is. The solution is working out for Barrie once parents understood the traffic pattern. Bump said changing start/end time by 15 minutes would make huge impact on safety and congestion of traffic.

Opperman added they will make accommodations that would alleviate pressures on drop off and pick up times and work on using the internal parking lot.

Cm. Lescohier moved, seconded by Cm. Frame to approve the request for Conditional Use by Crown of Life Christian Academy to operate an early childhood center at 728 Chares Street and for CLCA to provide additional details to alleviate any concerns expressed during the meeting, including staff parking and the non-use of Charles Street, drop off/pick up plans, consideration to adjust the start and end time of the school day and a sunset clause to the Conditional Use to terminate the end of school year 2021-2022, approximately June 30, 2022. Motion carried with Engineer Selle opposed.

ADJOURNMENT

Cm. Highfield moved, seconded by Cm. Frame to adjourn. Meeting adjourned at 5:44 pm via Zoom.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer

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8-M



Permit Report

04/01/2020 - 04/30/2020

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
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Group: Deck

20956	131 W Blackhawk Dr	Mallory Bohling	Deck	Deck in rear yard	1,200	\$89.70
						\$89.70

Group Total: 1

Group: detached garage

20949	209 Council St	Jacob Sass	detached garage	Raze existing garage and construct new detached garage	10,000	\$116.40
						\$116.40

Group Total: 1

Group: Electrical

20946	124 W Milwaukee Ave	Fort Atkinson Fire Dept	Electrical	Expansion - Renovation	0	\$0.00
20948	805 Caswell St	Jim Dahl	Electrical	Air conditioner	0	\$40.00
20950	209 Council St	Jacob Sass	Electrical	Electrical for new detached garage	0	\$39.75
20954	307 Wilson Ave	Ann & Ron Kutz	Electrical	New single family home elec.	0	\$70.00
20957	309 Lincoln St	David Thomas	Electrical	100 amp service	0	\$55.00
20959	808 Blackhawk Dr	Gary Werth	Electrical	45 openings; 1-220V outlet	0	\$68.75
20964	332 Riverside Dr	Leslie Wolff	Electrical	23 openings; 2 Air Conditioners	0	\$67.25
20965	506 Commander Ct	Todd Wileman	Electrical	New single family home	0	\$210.00

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Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20972	326 Garfield St.	Eric Compas	Electrical	Electrical for three bathrooms and family room	0	\$64.00
20979	303 Wilcox St	Matthew Bills	Electrical	7 openings	0	\$35.25
20980	624 Oak St	Jesse Riedl	Electrical	29 openings	0	\$51.75
20982	601 Cloute St	I C Beams LLC	Electrical	200 amp service; 1 opening	0	\$60.75
20988	806 Florence St	John Pedrick	Electrical	200 amp service	0	\$60.00
20989	424 S High St	Greg Greenhalgh	Electrical	Move service mast	0	\$55.00
						\$877.50

Group Total: 14

Group: Fence

20944	1504 Radhika St	Nathan Simon	Fence	Privacy fence	4,200	\$55.00
20945	817 N Fourth St	Nick Saunders	Fence	6' privacy fence	2,000	\$55.00
20947	615 S High St	Eric Durst	Fence	6' Fence	1,500	\$55.00
20962	1519 Rangita St.	Eric Hudson	Fence	6' Privacy Fence side & rear yard	1,000	\$55.00
20963	408 Grant St	Richard Ehrke / Emily Ehrke	Fence	Privacy Fence	400	\$55.00
20974	210 W Sherman Ave	Dana Traynere	Fence	Fence in rear yard	2,950	\$55.00
20975	300 Shirley St	Kari Maffiola	Fence	Privacy fence	2,000	\$55.00
20976	622 N Main St	Nicholas Rome	Fence	Privacy fence	2,000	\$55.00
20981	121 W Blackhawk Dr	Marianne Bardenwerper	Fence	Privacy fence	2,900	\$55.00
20985	507 Shah Ave.	Tim Smith	Fence	6' fence in rear yard	5,750	\$55.00
20990	712 Charles St	Christine Loeffler	Fence	Privacy fence	1,000	\$55.00
20991	1526 Radhika St	Greg Riddell	Fence	Privacy fence	1,000	\$55.00

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Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20993	819 McCoy Park Rd	Angela Ripley	Fence	Privacy fence	900	\$55.00
						\$715.00

Group Total: 13

Group: HVAC

20953	307 Wilson Ave	Ann & Ron Kutz	HVAC	New single family home hvac	0	\$135.00
20960	610 N Main St.	Kirk Weckler	HVAC	Replace furnace & A.C.	0	\$135.00
20961	418 McComb St	Neil Mani	HVAC	Replace Furnace & A/C	0	\$100.00
20966	229 S Main St	Scott Jilek	HVAC	Replace furnace & A.C.	0	\$100.00
20967	805 Caswell St	Jim Dahl	HVAC	New A.C.	0	\$75.00
20968	1501 Montclair Pl	Ginny Wasson	HVAC	Replace furnace	0	\$65.00
20969	616 Shah Ave	Wallace Sherlock	HVAC	Replace furnace & A.C.	0	\$100.00
20970	1103 W Cramer St	Mitch McCaffery	HVAC	Replace furnace & A.C.	0	\$100.00
20971	1333 Adrian Blvd	Ralph Welter	HVAC	Replace furnace & A.C.	0	\$100.00
20987	1565 Madison Ave	Kwik Trip Inc.	HVAC	New hood system for kitchen remodel and fryers	0	\$125.00
						\$1,035.00

Group Total: 10

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
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Group: New Duplex

20994	612-614 Talent Tr.	RTLE Properties LLC	New Duplex	New two family duplex	275,000	\$926.20
						\$926.20

Group Total: 1

Group: New Single Family

20951	307 Wilson Ave	Ann & Ron Kutz	New Single Family	New single family home	165,000	\$497.45
20983	1611 Premier Place	Chris & Trisha Barry	New Single Family	New home	230,000	\$709.90
						\$1,207.35

Group Total: 2

Group: Plumbing

20952	307 Wilson Ave	Ann & Ron Kutz	Plumbing	New single family home	0	\$117.00
20955	1113 W Sherman Ave.	Joseph Davis	Plumbing	Sewer lateral repair	0	\$105.00
20958	124 W Milwaukee	Fort Atkinson Fire Dept.	Plumbing	56 fixtures	0	
20973	326 Garfield St.	Eric Compas	Plumbing	plumbing for two baths	0	\$54.00
20977	506 Commander Ct	Todd Wileman	Plumbing	New single family home	0	\$138.00
20978	12 S Water St E	Mitch Patterson	Plumbing	11 fixtures	0	\$96.00
20986	1505-1507 Lena Ln.	Jim Hedrick	Plumbing	New condo Plbg.	0	\$162.00
20992	414 Clover Ln	Richard Hunt	Plumbing	Sewer Repair	0	\$105.00
						\$777.00

Group Total: 8

Group: Sign

20984	1401 N High St.	Church on the Rock	Sign	Temp. Sign permit	500	\$55.00
						\$55.00

Group Total: 1

						\$5,799.15
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Submitted this 1st day of May, 2020.

5/1/2020

Brian Juarez
 Brian Juarez, Building Inspector
 Page: 4 of 4 *lc*

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9-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: May 5, 2020

TO: City Council

FROM: Paul Christensen, Wastewater Supervisor

SUBJECT: Phase 1 Construction Change Order #1

Background: The Phase 1 construction bid was awarded at the February 4, 2020 City Council meeting. Phase 1 construction is the first step toward updating and modifying the plant to meet the 2023 deadline for the new phosphorus effluent limits. The construction project was designed by Donohue & Associates engineering and the construction bid awarded to Gilbank Construction for the cost of \$1,067,000.

Discussion: As part of the Phase 1 construction, an electrical duct bank is required to run from building #55 (blower building) to structure #40 (1972 aeration tanks). These tanks are being repurposed for use as equalization tanks for centrate and trucked-in waste.

Design for Phase 2 construction is ongoing, and also being completed by Donohue & Associates. During design, structure #40 was identified for another re-use opportunity, as the location of the planned primary sludge fermenter. This use will also require an electrical service to supply power for pumping, lighting and other equipment. Building #55 is again the closest source with the available power supply.

Construction of the Phase 1 electrical duct bank has not yet begun, so the opportunity to accommodate the Phase 2 need at this time is still available. The attached letter from Kevin Berg, of Donohue outlines the details, cost, and cost savings of adding this work as a change order to the current construction.

The Utility's net cost for the addition of the added electrical ducts in Change Order #1 would be \$6,575.

Financial Analysis: The gross cost of the added work is \$14,575, but also includes a credit from the electrical subcontractor for allowing the use of alternate junction boxes. The alternate junction boxes were approved by Donohue as complying with the intent of the specifications, with only a minor difference. The electrical contractor offered a credit of \$8,000 for allowing this change.

If we were to wait until Phase 2 to add the needed electrical conduits, the cost of constructing the second duct bank is estimated at \$60,000 +.

Staff Recommendation: Utility staff is in agreement with the engineers for allowing the use of the alternate junction boxes for a credit of \$8,000. Staff also recommends the approval of Change order #1 for the net cost not to exceed of \$6,575. Funding for this change order will come from the Utility Replacement funds account or Utility reserve funds.

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The Utility also requests a contingency of \$20,000 be approved to facilitate future changes and additions to the project. Use of this contingency would need approval of the City Engineer and the City Manager.



Memorandum

Date: April 30, 2020

To: Paul Christensen

Copy: Andy Selle – Ft Atkinson, Erin Sweeney – Ft Atkinson
Nathan Cassity - Donohue, Frank Macino - Donohue

From: Kevin Berg

Re: **Cost Proposal Request 001 – Additional Spare Conduits in Duct Bank**
Ft Atkinson WWTP – Phase 1 Improvements Construction

Summary

As part of the Phase 1 design, the southernmost aeration basin in Structure 40 was converted to process tankage with associated pumps, mixers, and instruments. This new equipment requires power and control to function. At the time of design, the most economical method to bring power and control to the equipment was installation of a duct bank from Structure 55 (Blower Building No. 2) to the northeast corner of Structure 40. The duct bank consists of PVC conduits encased in concrete, buried below grade.

At the time of design for Phase 1, there were no significant additional electrical loads planned at Structure 40. Initial planning for Phase 2 design identified a potential alternative to locate the primary sludge thickening and pumping unit process in Structure 40. This new equipment and instrumentation would require power and control, similar to Phase 1. The same limited options for sourcing this power and control apply to the Phase 2 project, and would be further complicated by the construction of the duct bank for Phase 1, as it would create additional complication to routing the new utilities to Structure 40.

The need for future power, control, and instrumentation conduits between Structure 55 and Structure 40 can be addressed by adding spare conduits to the duct bank as part of the Phase 1 project. Two 3-inch PVC conduits (power), two 2-inch PVC conduits (control), and one 2-inch rigid metal conduit (instrumentation) would be added to the duct bank. The conduits would be stubbed above grade and capped for future use. The contractor would modify the size of the duct bank to incorporate the added conduits, including conduit spacers, excavation, and additional concrete.

Cost Implications

The additional conduit and junction boxes are outside the scope of the Phase 1 bid, requiring a change order to the contract. Pricing was obtained from the general contractor (Gilbank Construction, Inc.) and its subcontractors to provide the work.

The Contractor proposed a net cost of \$6,575 to complete this work. The Contractor's quote to provide this work is attached to this memo.

The pricing includes \$14,575 for additional conduits to the duct bank, as well as an \$8,000 credit to allow the use of an alternate manufacturer for the stainless steel junction boxes included in the construction contract. Donohue has reviewed their submittal and the proposed equipment meets the intent of the specifications for form and functionality, with the only notable difference being the closure of the boxes as lockable, hinged door, rather than a bolted front closure.

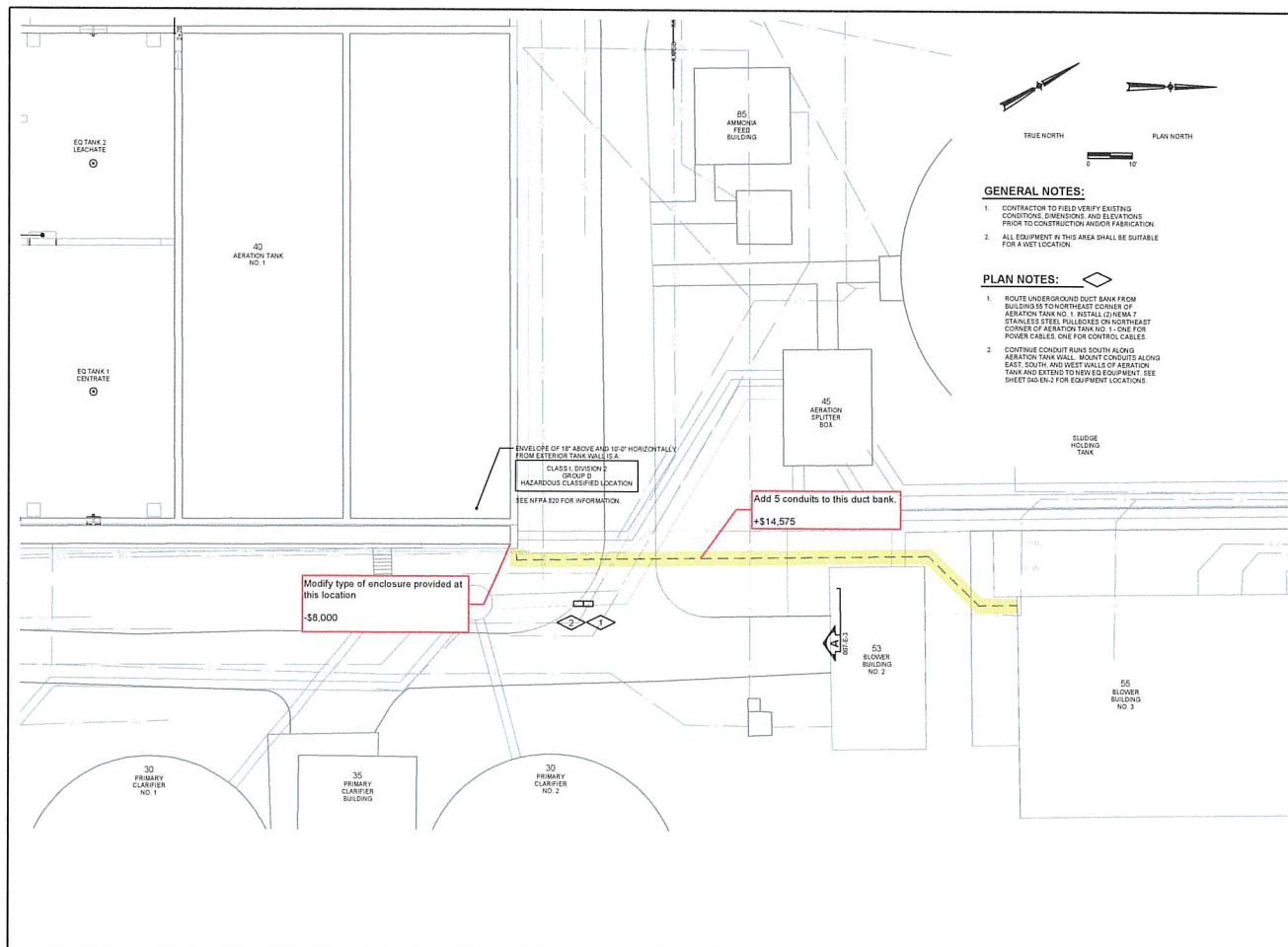
If a second duct bank were constructed as part of a future project, the cost is expected to be in excess of \$60,000. This value is based on the Phase 1 scheduled value of about \$58,000. The complexity and length of the duct bank are likely to increase at the time of future construction. A second duct bank would also incur the full cost associated with mobilization, excavation, backfill, concrete and installation, whereas addition to the Phase 1 duct bank mitigates those sunk costs by adding to the planned work.

Schedule Implications

There are no expected impacts to the project schedule.

Recommendation

Donohue recommends addition of the spare conduits to the duct bank to facilitate future use of Structure 40 as part of Phase 2 and beyond. Installation of these conduits as a change order to Phase 1 avoids the construction of another duct bank at a later date, reducing overall costs and improving the feasibility of beneficial reuse of Structure 40 for future projects.

[illegible]

CHANGE ORDER NO. 01

CHANGE ORDER DATE OF ISSUANCE <u>TBD</u>	COMMENCEMENT OF CONTRACT TIME <u>TBD</u>
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OWNER Fort Atkinson Waste Water Treatment Plant

CONTRACTOR Gilbank Construction

PROJECT Fort Atkinson WWTP Phase 1 CONTRACT NO. 13616

ENGINEER Donohue & Associates, Inc.

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:

DESCRIPTION:

Additional conduit to be added to duct bank

REASON FOR CHANGE ORDER:

Addition of (5) conduits into the duct bank

ATTACHMENTS:

Gilbank Proposal

CHANGE IN CONTRACT PRICE
Original Contract Price: \$ <u>1,067,000.00</u>
Net increase (decrease) from previous Change Orders: \$ <u>0.00</u>
Net increase (decrease) of this Change Order: \$ <u>6,575.00</u>
Revised Contract Price: \$ <u>1,073,575.00</u>

CHANGE IN CONTRACT TIMES
Original Contract Times: <i>(days or dates)</i> Substantial Completion: <u>10/20/20</u> Ready for Final Payment: <u>11/24/20</u>
Net increase (decrease) from previous Change Orders: <i>(days)</i> Substantial Completion: <u>0</u> Ready for Final Payment: <u>11/24/20</u>
Net increase (decrease) of this Change Order: <i>(days)</i> Substantial Completion: <u>0</u> Ready for Final Payment: <u>11/24/20</u>
Revised Contract Times: <i>(days or dates)</i> Substantial Completion: <u>10/20/20</u> Ready for Final Payment: <u>11/24/20</u>

CONTRACTOR agrees that this Change Order includes any and all costs associated with or resulting from the change ordered herein, including all impacts, delays, and accelerated costs. Other than the dollar amount and time allowance listed above, there shall be no other dollar or time compensation as a result of this Change Order.

THIS DOCUMENT SHALL BECOME AN AMENDMENT TO THE CONTRACT AND ALL
STIPULATIONS AND COVENANTS OF THE CONTRACT SHALL APPLY HERETO.

RECOMMENDED:

By: K. J. Berg
ENGINEER *(signature)*

Date: 4/30/20

APPROVED:

By: _____
OWNER *(signature)*

Date: _____

ACCEPTED:

By: [Signature]
CONTRACTOR *(signature)*

Date: 4/30/20

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Phone 608-676-2261
Fax 608-676-4971

JAMES GILBANK
THOMAS GILBANK
GARY GILBANK

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

To: Fort Atkinson Waste Water Treatment Plant/Donohue
Att: Paul Christensen/Kevin Berg
Re: Fort Phase 1 - Duct Bank Question
Date: 04/23/2020
E-mail: PChristensen@fortatkinsonwi.net/kberg@donohue-associates.com

GILBANK CONSTRUCTION, INC.

Fort Atkinson WWTF Phase 1 Change Order #1 Additional Conduit in Duct Bank

Addition of (5) conduits into the duct bank estimated additional costs based on e-mail provided by Kevin on 04/13/2020 @ 9:43 AM. Per our correspondence Gilbank Construction proposes the following:

Included

- Addition to duct bank
- (1) 2" RMC
- (2) 2" PVC
- (2) 3" PVC
- Modification of Trench & Spacers
- Concrete for Duct bank
- Stubbing up additional conduits and capping them.

Excluded

- Replacement of existing pavement/concrete
- Shoring for trench if more depth is required _ currently we will not need to add shoring however, if the trench needs to be lowered and shoring is required it will be an additional cost.
- We will need to know desired location/layout of conduits in junction boxes prior to final pricing.
- Hole Coring
- Terminations of additional conduits in junction boxes.

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Accommodate for additional space to install (2) 3-inch and (3) 2-inch conduit into the duct bank:

- o \$13,845 To add (5) additional conduit to the duct bank
- o \$730 O&P

- **Total anticipated add \$ 14,575.00** final pricing based on owners RFP and supported documentation.

Please let me know if you would like to proceed with the above changes ASAP. If you require any additional information or have any questions please call. Proposal valid for 30 days

Signature _____ Date _____

Thank you

Sincerely,
Russ Tabaka
GILBANK CONSTRUCTION, INC.

Phone 608-676-2261
Fax 608-676-4971

JAMES GILBANK
THOMAS GILBANK
GARY GILBANK

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

To: Fort Atkinson Waste Water Treatment Plant/Donohue
Att: Paul Christensen/Kevin Berg
Re: Fort Phase 1 – Junction Boxes RFP
Date: 04/30/2020
E-mail: PChristensen@fortatkinsonwi.net/kberg@donohue-associates.com

GILBANK CONSTRUCTION, INC.

Fort Atkinson WWTF Phase 1 Change Order #2 Junction boxes

Addition of (5) conduits into the duct bank estimated additional costs based on e-mail provided by Kevin on 04/24/2020 @ 2:06 PM. Per our correspondence Gilbank Construction proposes the following:

Included

- Procurement and installation of junction and terminal boxes, box rating will be based on the location installed.

Excluded

- NEMA 7 Junction Boxes.

9 of 10

Accommodate for junction box scope modification as per the above:

- -\$8,000 Reduction
- **Total anticipated deduction \$ 8,000.00** final pricing based on owners RFP and supported documentation.

Please let me know if you would like to proceed with the above changes ASAP. If you require any additional information or have any questions please call. Proposal valid for 30 days

Signature_____ Date_____

Thank you

Sincerely,
Russ Tabaka
GILBANK CONSTRUCTION, INC.

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11-a

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: April 30, 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. | Bailey Ella Kucken | Lions Quick Mart |
| 2. | Thomas John Freeman | Legion Dugout |

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