



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

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of June 16, 2020 regular Council meeting.
4. Public Hearings

None.
5. Public Comment
6. Petitions, Requests and Communications
 - a. Presentation of Certificates of Appreciation.

Action – Council President Present Certificates.
 - b. Report by Baker Tilly on City’s Financial Statements as of December 31, 2019 and communication to those charged with governance and management.

Action – Accept and file.
7. Resolutions and Ordinances
 - a. Ordinance amending speed limit to 30 MPH along entirety of Hackbarth Road.

Action – Reject – Approve; A – Move to third reading; or B – Move to suspend rules and move through third reading and adopt Ordinance.

- b. Resolution in support of racial justice.

Action – Reject – Adopt Resolution.

8. Reports of Officers, Boards and Committees

- a. Minutes of Historical Society Board meeting held June 18, 2020.

Action – Accept and file.

- b. Minutes of Plan Commission meeting held June 23, 2020.

Action – Accept and file.

- c. Minutes of Joint Review Board meeting held June 26, 2020.

Action – Accept and file.

- d. Minutes of Police & Fire Commission meeting held July 2, 2020.

Action – Accept and file.

9. Unfinished Business

- a. Review and approve proposal to assist with Land Division and Development Code rewrite and enter into contract.

Action – Reject – Approve.

10. New Business

- a. Review and approve quote to replace motor in Well #3.

Action – Reject – Approve.

11. Miscellaneous

- a. Grant operator licenses.

Action – Reject – Accept.

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 ~ June 16, 2020

CALL MEETING TO ORDER.

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

ROLL CALL.

Present: Cm. Kotz, Cm. Johnson, Cm. Scherer, Cm. Housley and Pres. Becker. Also present: City Manager, City Attorney, City Clerk/Treasurer, City Engineer, Park and Recreation Director, Building Inspector and Public Works Supervisor.

APPROVAL OF MINUTES OF JUNE 2, 2020 REGULAR COUNCIL MEETING.

Cm. Johnson moved, seconded by Cm. Scherer to approve minutes of the June 2, 2020 regular council meeting. Motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

a. Presentation of plaques for retired employees recognizing years of service.

Retirement plaques were presented to the following retirees: Scott Lastusky, Don Riess, Rudy Bushcott and Leila Carl. Retiree Jeff Anderson was not able to attend.

b. Request by Fat Boyz, 219 S Main, to hold event behind their property on June 27, 2020 and block part of the parking lot and alley and for change to their permit description for liquor license.

Clerk Ebbert presented the annual request for Fat Boyz.

Cm. Johnson moved, seconded by Cm. Kotz to approve the request by Fat Boyz, 219 S Main, to hold event behind their property on June 27, 2020 and block part of the parking lot and alley and for change to their permit description for liquor license. Motion carried.

RESOLUTIONS AND ORDINANCES

None.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. Building, plumbing, and electrical permit report for May 2020.

b. Minutes of License Committee held June 10, 2020.

c. Minutes of Transportation and Traffic Committee held June 11, 2020.

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

UNFINISHED BUSINESS

a. Review and approve change order for Wheels Park construction contract.

Park & Recreation Director Franseen reviewed the completion of construction of the Wheels Park and the next phase of the project to have a separate contractor pour 2,178 sq ft of concrete for the donor plaza. The donor plaza was designed to connect into the concrete of the Wheels Park. This will add 765 sq ft to the park.

Cm. Kotz moved, seconded by Cm. Johnson to approve the change order for Wheels Park construction from ARC to \$7,965 for the skate park donor plaza. Motion carried on a roll call vote.

b. Review and approve concrete contract for Wheels Park donor plaza.

Park & Recreation Director Franseen detailed the second phase, which includes the donor plaza. The plaza will include a connection path to the sidewalk, four bench pads and a monument pad. The curb and gutter will also be replaced and a handicap parking stall. Once concrete is complete, the final stage will include four benches, a bottle fill drinking fountain, a skateboarder sculpture, signage and refuse/recycling bins.

Cm. Scherer moved, seconded by Cm. Johnson to approve concrete contract for Wheels Park donor plaza from A-1 Concrete \$12,451.36. Motion carried on a roll call vote.

c. Review and approve State/Municipal Agreement for MLS grant and authorize city staff to solicit interest rates from local banks to borrow for the project.

Engineer Selle discussed the awarding of an MLS grant for Industrial Drive, Butler Drive and Klement Street, Ridge Drive, and Summit Drive. Change in budget \$1,100,000 with contingency. Discussion on projects and road alignments, pulverizing, and repaving.

Cm. Scherer moved, seconded by Cm. Johnson to approve the State/Municipal Agreement for MLS grant. Motion carried on a roll call vote.

Cm. Scherer moved, seconded by Cm. Johnson to approve the expanded project and authorize Staff to solicit interest rates from local banks to borrow up to \$650,000 with terms five to ten years. Motion carried on a roll call vote.

d. Review and approve agreement for change in scope and cost of zoning code update.

Inspector Juarez reviewed the progress of the zoning code and discussion to notify residents of the downzoning of their property. City staff would be able to do the actual printing and mailing of the letters but Staff suggests Vandewalle complete the other items listed in the attachment. Discussion on the number of letters and personalized versions of letters to send by Vandewalle.

Cm. Kotz moved, seconded by Cm. Johnson to approve the agreement for change in scope and cost of zoning code update not to exceed \$6,505 with Vandewalle & Associates. Motion carried on a roll call vote.

e. Recommendation from Transportation and Traffic Review Committee to change speed limit to 30 MPH along entirety of Hackbarth Rd, and Ordinance.

Engineer Selle provided the history and discussions between the City and Town on the speed limit. Staff believes the intention of past discussions is to provide one consistent speed limit for the entire stretch of Hackbarth from Janesville Avenue to Whitewater Avenue. This would require the Town lowering their portion from 35 mph to 30 mph and the City to increase our portion from 25 mph to 30 mph. The Town will also revisit the discussion on a 4-way stop at Endl Blvd and Hackbarth Road.

Cm. Kotz moved, seconded by Cm. Johnson to approve the recommendation from Transportation and Traffic Review Committee to change speed limit to 30 mph along entirety of Hackbarth Road and send Ordinance to its second reading. Motion carried.

f. Recommendation from License Committee to approve alcohol beverage licenses for period from July 1, 2020 to June 30, 2021.

Clerk Ebbert reviewed the renewal applications for the year and noted changes by license holders. The Police Department performed inspections of all premises and made positive contacts with the businesses.

Cm. Kotz moved, seconded by Cm. Johnson to approve the Alcohol Beverage License Renewals for period from July 1, 2020 to June 30, 2021 contingent upon payment of all monies owed to the City by license holders. Motion carried.

g. Recommendation from License Committee to approve cigarette and tobacco product licenses for period from July 1, 2020 to June 30, 2021.

Cm. Kotz moved, seconded by Cm. Johnson to approve the Cigarette and Tobacco Product licenses for period from July 1, 2020 to June 30, 2021 contingent upon payment of all monies owed to the City by license holders. Motion carried.

NEW BUSINESS

a. Review and approve rental agreement for Airport agriculture land.

Engineer Selle reviewed the various rental agreements and bids for ag and hay land.

Airport Agricultural Land – 42.3 acres

Wilhelm Hay Sales \$1,903.50 total bid/three years

Mark Krause \$10,575 total bid/three years

Cm. Scherer moved, seconded by Cm. Kotz to award the bid to Mark Krause for the Airport Agricultural Land in the amount of \$10,575 for three years. Motion carried on a roll call vote.

b. Review and approve rental agreement for Klement Business Park hay land.

Klement Business Park hay land – 57.9

Jason Hoesly \$20,844 total bid/three years

Wilhelm Hay Sales \$19,107 total bid/three years

Cm. Scherer moved, seconded by Cm. Johnson to award the bid to Jason Hoesly for the Klement Business Park hay production land in the amount of \$20,844 for three years. Motion carried on a roll call vote.

c. *Review and approve rental agreement for Klement Business Park agriculture land.*

Klement Business Park agriculture land – 27.6 acres

Jason Hoesly \$13,800 total bid/three years

Wilharm Hay Sales \$14,076 total bid/three years

Cm. Kotz moved, seconded by Cm. Johnson to award the bid to Wilharm Hay Sales for the Klement Business Park Agricultural Land in the amount of \$14,076 for three years. Motion carried on a roll call vote.

d. *Review and approve 3-lane configuration design for Robert St. Bridge (2022 construction).*

Engineer Selle discussed the deck replacement of the Robert Street bridge in 2022. WisDOT indicated they planned to replace the bridge under the same configuration seen today. Following staff concerns on traffic and pedestrian safety, the DOT performed a traffic study. The study provided a recommendation with a 3-lane option as noted.

USH 12 (Robert Street) & Van Buren Street

- Install a “Do Not Block” sign on southbound USH 12 (Robert Street), north of the Van Buren Street intersection.
- Remove the second northbound through lane/lane drop between STH 106 (Riverside Drive) and Van Buren Street.
- Based on the safety study, consider removing the pedestrian crossing across USH 12 (Roberts Street) on the north side of the intersection.

USH 12 (Robert Street) & STH 106 (Riverside Drive)

- Stripe the inside southbound through lane on USH 12 (Robert Street) as a left-turn only lane. The outside through lane remains a shared through/right-turn lane.
- Stripe the northbound approach with a 350-foot left-turn lane and a shared through/right-turn lane.
- Coordinate the signal timings with the traffic signal at the USH 12 (Robert Street)/Business 26 (Janesville Avenue)/USH 12 (S. 3rd Street) intersection to create consistent traffic gaps along USH 12 (Robert Street) and minimize queues between intersections.

USH 12 (Robert Street) & Milwaukee Avenue

- Stripe the inside southbound through lane on USH 12 (Robert Street) as a 100-foot left-turn only lane. The outside through lane remains a shared through/right-turn lane.

USH 12 (Robert Street)/Business 26 (Janesville Avenue) & USH 12 (S. 3rd Street)

- Coordinate the signal timings with the traffic signal at the USH 12 (Robert Street)/STH 106 (Riverside Drive) intersection to create consistent traffic gaps along USH 12 (Robert Street) and minimize queues between intersections.

Cm. Scherer inquired on vehicles that park on Robert Street near Van Buren Street. Selle will review the queue lines for that area in the report provided by the DOT.

Cm. Johnson shared concern for pedestrian crossing at Van Buren Street. Selle stated the crosswalk could get removed. He added that a pedestrian crossing sign will soon be installed in the area to assist with pedestrians.

Cm. Kotz moved, seconded by Cm. Scherer to approve the 3-lane configuration design for Robert Street bridge. Motion carried. Support the states implementation of design

MISCELLANEOUS

a. Grant operator licenses.

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

b. City, Sewer, Water, and Stormwater Utility financial statements as of May 31, 2020.

Cm. Kotz moved, seconded by Cm. Johnson to accept and file the City, Sewer, Water and Stormwater Utility financial statements as of May 31, 2020. Motion carried.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. Verified claims.

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

ADJOURNMENT

Cm. Scherer moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 7:58 pm.



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: July 3, 2020

TO: City Council

FROM: Engineering Staff

SUBJECT: Discussion of speed limit on Hackbarth Road.

Background:

This issue has been discussed three times previously.

9/9/15 Meeting : Hackbarth Rd. between HWY 12/89 and Janesville Ave (25 MPH to 35 MPH)

Bushcott provided background information on this issue. He indicated the Township recently requested this section be decreased to 25 m.p.h. The City owns a portion of this area. Bump indicated there are three churches and two schools in this area and the road is narrow with hills. From a safety standpoint, he feels 25 m.p.h. is warranted.

Cm. Becker indicated he frequents this area and confirmed there is pedestrian use as well as heavy traffic volumes. He said increasing the speed limit to 35 m.p.h. would have minimal effect on travel time, but would have a substantial effect on safety. Bump said with the current 25 m.p.h. limit, most of the traffic is still traveling 30-35 m.p.h. He said putting the speed limit up to 35 m.p.h. would put most drivers up to 40-45 m.p.h.

Selle moved, seconded by Bushcott, to deny the request to change the speed limit on Hackbarth Road between Hwy. 12/89 and Janesville Ave. The motion carried unanimously by voice vote.

The second discussion was in June 30, 2016 at the Traffic Review Committee meeting, the following is an excerpt from the minutes;

6/30/2016 Meeting : Speed limit request on Hackbarth Road – Town of Koshkonong.

Bill Burlingame presented a request to make Hackbarth Rd a consistent speed limit at 30 mph along its entire length. Currently it is 30 mph in the Town portion and 25 mph in the City portion. Selle indicated this had been discussed at a previous meeting with respect to safety in this area and the committee voted to leave speed limits as they are.

The committee had also requested a four-way stop placed at Endl and Hackbarth which was rejected by the Town Board. Burlingame acknowledged that his Board was very much against a stop sign at that intersection and requested City officials to speak to the safety issue there. Bump agreed to attend a Town meeting.

Selle moved, seconded by Bushcott, to change the speed limit to 30 mph within the City portion, contingent upon the installation of a four-way stop at Endl and Hackbarth as evidenced by the Town making a motion of the same. The motion carried on a 4-0 voice vote.



12/13/18 Meeting: Discussion about speed limit on Hackbarth Road

Selle indicated this matter was previously discussed by the Committee in September, 2015 and again in June, 2016 upon the request by the Town of Koshkonong to increase the speed limit within the City limits to coincide with that adopted by the Town Board (35 m.p.h.). The Committee previously offered to increase the speed limit to 30 m.p.h. if the Town Board were to agree to put in a four-way stop at Endl Boulevard and Hackbarth Road. The Town Board would not agree to that. Therefore, the City's speed limit stayed at 25 m.p.h. Mr. Burlingame said the residents of the Town object to lowering the speed limit.

Bump indicated he feels there needs to be proper signage put up in the area of the school in accordance with State laws, and there should be a centerline painted on the street. Other Committee members agreed there are safety concerns in this area with the narrowness of the street and the lack of a centerline.

Bill Burlingame assured the Committee he would take care of getting the proper school signs installed and Selle said he would be having the centerline painted in next year's program.

This matter will be placed on the June 2019 agenda for further review. No action taken.

Discussion:

The Township has installed the proper school signage and painted a centerline on the roadway. Although we have not been able to add a 4-way stop at Endl. The Town requests to make all of Hackbarth Rd 30 MPH.

Recommendation:

Staff recommends changing the speed limit to 30 MPH within the City controlled sections of Hackbarth Rd.

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, (8) Hackbarth Road, be amended as follows:

(8) *Hackbarth Road*

- a. 30 miles per hour from its intersection with Janesville Avenue to a point 0.11 miles east.
- b. 30 miles per hour from its intersection with Poeppel Road to a point 0.25 miles east.

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: _____, 202__.

Pres. of the City Council

ATTEST:

Michelle Ebbert, City Clerk

RESOLUTION NO. ____

Resolution in Support of Racial Justice

WHEREAS, the Declaration of Independence provides in part that “all men are created equal, that they are endowed by their Creator with certain unalienable rights, that among these are Life, Liberty, and the Pursuit of Happiness”; and,

WHEREAS, the 14th Amendment to the United States Constitution guarantees that no person within the jurisdiction of the United States shall be denied the equal protection of the laws of the United States; and,

WHEREAS, the City of Fort Atkinson recognizes that these rights were originally intended for a selected category of the United States population but have evolved to include all citizens of the United States; and,

WHEREAS, it is the goal of the City of Fort Atkinson to be a welcoming, affirming, and inclusive community; and,

WHEREAS, the City of Fort Atkinson intends to provide efficient and high-quality services which support living, learning, playing, and working in an exceptional community; and,

WHEREAS, the City of Fort Atkinson is strengthened by and thrives upon the diversity of its residents’ identities which include: racial, ethnic, cultural, gender, gender expression, persons who are differently-abled, and various sexual identities, all of which contribute to the vibrant character of our City; and,

WHEREAS, it is the intent of the City that no person be denied the equal protection of the laws; nor shall any person be denied the enjoyment of his, her, or their civil rights or be discriminated against because of their actual or perceived characteristics of race, color, ethnicity, national origin, or any other identity; and,

WHEREAS, it is the goal and intent of the City of Fort Atkinson Police Department to maintain its history of unbiased policing, free from discrimination and unfair treatment of others through continual review and adoption of national best practices, use of technology, cutting edge training and the deployment of officers who are of high character, well-rounded, educated, fair, kind, respectful and compassionate to all who seek our help or necessitate our involvement. Through the implementation and adoption of the key concepts from the President’s Task Force on 21st Century Policing published in 2015, the agency and community has seen success that include: Updating recruitment and hiring processes, Embracing community policing, Continuous work toward fair and impartial policing, Building community capital by stepping outside the norms of police work to help ensure community success, Focusing on officer wellness and safety, and lastly Implementing technologies that help improve services and increase transparency; and,

WHEREAS, our nation's history is replete with shameful acts of injustices and discrimination towards people of color, beginning with slavery and continuing in various ways to today; and,

WHEREAS, over that history our nation's various communities of color and their allies have directed our attention to these failures, calling for equal justice and fair treatment; and,

WHEREAS, in recent weeks millions of our citizens nationally and hundreds of our own City's citizens have responded to recent tragic events of injustice, including loss of life, by protesting and calling for change; and,

WHEREAS, we recognize that in spite of our best intentions, we may be unaware of ways or instances in which our City's services fail to reflect our core values; and,

NOW, THEREFORE, WE, the Fort Atkinson City Council, do hereby resolve that the City of Fort Atkinson, Wisconsin:

1. Reaffirms its commitment to equal and fair treatment and justice for all citizens and visitors, and states its strong opposition to racism affecting people of color in this and every other community in the United States of America.
2. Encourages any individuals who believe that they have been mistreated or discriminated against in the course of any City services to file a complaint with the appropriate Department Head, the City Manager, or a City Council member.
3. Requires that any complaints be fully investigated with any appropriate corrective action being taken and, to the extent allowed by our Human Resource policies, the results being communicated to the complainant.
4. Commits to opportunities for dialogue and discussion between all interested parties with City Council members and City leadership regarding concerns and suggestions pertaining to equal justice and fair treatment in any policies and practices of the City. Although it is recognized that historically across the United States racial injustices have occurred within law enforcement and courts, we do not wish to exclude discussion of issues related to any City services.
5. Commits to thorough evaluation of concerns, suggestions, and recommendations received, with timely action steps that may include adoption or revision of policies and procedures, personnel education, evaluation of outcomes, and transparency in these actions.
6. Commits to reforms and culture change.

Hoard Historical Museum
Fort Atkinson Historical Society Board of Directors Meeting
Thursday, June 18, 2020 at 4 p.m. (Video via Zoom)

1 Call to Order: At 4:03 by President K. Gómez.

Meeting is video conference via Zoom, run by Director.

2. Roll Call

Board Members: Jack Blodgett (absent), Bill Camplin, Bob Cheek, Bonnie Geyer, Loren Gray, Karen Gómez, Sue Johnson, Denice Jones (absent), John Molinaro, Marie Nelson, Joel Winn (absent)

Standing Members: Merrilee Lee, Matt Trebatoski (absent), Chris Scherer, Steve Larson (absent)

Other Attendees: Clair Nelson, Beverly Dahl (recorder)

3. Public Comments:

None

4. Introduction of Chris Scherer, new City Council representative:

Welcome to Chris

5. Approval of May board meeting minutes: L. Grey motion to approve, seconded B. Geyer.
Minutes approved.

6. Director's Report:

- Director reviewed opening protocols, as described in 9. Below
- B. Cheek noted that when he volunteered on Tuesday, several groups with kids came through – there were no issues.
- Dairy Day will be a drive through event this Saturday, June 20.
- July 4th – a similar drive through event, but with a patriotic theme.
- These events are intended to provide something to do, and remind people we are here. We are including a membership form in packets.
- Book Club - July 8th, *Wisconsin in the Civil War*.
 - Question: how is the Book Club publicized? In newsletter, and there was an initial press release. It may be time for another press release. Response has been good, the number of participants has been stable - we average about 12, down from initial 20 (which is about maximum size).
- After the 4th, we will try more on-line topics. Talk on the Spanish flu, a podcast.

7. Treasurer's Report: Loren Gray – none

8. Committee Reports: None

9. Update on Museum's reopening:

- Museum has been open Tuesday, Thursday, Saturday, with limited hours for several weeks – will move to full hours next week.
- Staff have changed traffic patterns, we are asking staff, volunteers, and visitors to wear masks and use hand sanitizer. We do have disposable masks from the fire department (about half of volunteers and visitors come in wearing their own masks. No complaints have been noted. Cody is wiping down common surfaces hourly. Public has shown interest in coming from the wider Southeast Wisconsin area.
- No self-research. Staff is researching as requested. Are allowing Archive volunteers to work on projects.

10. Update on Museum's upcoming events: Dairy Day (June 20), July 4th, and Book Club (July 8)

- Dairy Day will be a drive through event this Saturday
 - 500 packets are ready to give out – coloring books, scavenger hunt, puzzles, a cow tail, temporary tattoos. Some materials donated by Dairy Farmers of Wisconsin. The Fort Community Credit Union is providing pints of milk, and Festival is donating cheese sticks. Advertising has been well received on social media by families.
- We have enough volunteers for Dairy Day, may need more for July 4th.
- July 4th – will be a similar event.
 - We will distribute a patriot packet with a craft and ice cream sandwiches and left-over cheese sticks.
- Book Club – Will reconvene on July 8th, planning to meet outside if weather is good. Attendees will wear masks.

11. Discussion regarding purchase of 2 Civil War-era pistols from the Darald Fairbrother estate.

Background:

The two guns are an 1861 Smith & Wesson and an 1851 Colt. The family is looking for roughly \$1,300 for the Smith & Wesson and \$2,700 for the Colt. They would become part of the Civil War exhibit. Images of the guns and items were distributed prior to the meeting.

Discussion:

- Fairbrother was a local teacher, the firearms were purchased in the 1960s.
- The family is seeking to sell.
 - Question – provenance? It is unknown prior to Fairbrother purchase, the seller is unknown. They are Civil War era models.
 - Do we own similar firearms? No, we have investigated the collection. But, per our acquisition rules, items should have a historic connection to the area.

- Joel Winn has been in contact with family and recommended purchase based on their rarity.
- Staff recommendation is to not purchase. Items would be unique in collection, but they are not needed to tell our local Civil War story, at this price.
- Budget for new acquisitions is \$1500-\$2000 per year. There has been some carry over from previous years. This purchase would consume all of the acquisition fund. Noted that due to pandemic, the Museum is under some financial pressure at this time.
- The Board consensus is to not acquire these items. It noted, however, that the Museum would be happy to acquire them as a donation.

L. Grey made a motion to pass on the purchase. Seconded B. Geyer. Motion passed. Museum will not purchase.

12. Project and Facility Updates:

- Cody has been power washing the building exterior.
- Tomorrow, volunteers will deadhead peony gardens. Growing season was short this year due to erratic weather.
- Question: Impact of cancellation of Dairy Expo?

Gift shop sales and attendance numbers will be affected. Donations are not significant, so not much impact. We will try to make up sales in other ways.

13. Upcoming meeting dates:

Full Board Meeting: Thursday, July 18th at 4:00pm

Discussion regarding meeting in person for the July meeting

- Zoom or in person? Options are outside, or in Jones gallery, with spacing.
- Consensus is to resume face-to-face meetings, in the Jones Gallery, unless there is some extenuating circumstance prior to that. Masks will be worn.

14. Items for agenda for next meeting:

None.

15. Announcements:

John Molinaro is postponing a memorial for his wife, Ann, until next year.

16. Adjourn:

B. Cheek made a motion to adjourn, seconded by B. Geyer. Meeting adjourned at 4:30.

CITY OF FORT ATKINSON
Plan Commission ~ June 23, 2020
1,022nd Meeting

CALL TO ORDER.

Manager Trebatoski called the Plan Commission meeting to order at 4:00 pm.

ROLL CALL.

Present: Commissioners Schultz, Johnson, Lescohier, Engineer Selle and Manager Trebatoski.

Also present: City Attorney and City Clerk/Treasurer. Arriving at 4:04 pm Comm Kessenich.

Excused absence: Comm Highfield.

APPROVAL OF MINUTES OF MAY 26, 2020 PLAN COMMISSION MEETING.

Cm. Lescohier moved, seconded by Cm. Johnson to approve the minutes of the May 26, 2020 Plan Commission meeting. Motion carried.

REVIEW AND APPROVE MOBILE MERCHANT LICENSE FOR TREE RIPE CITRUS FOR USE IN THE PARKING LOT AT BLACKHAWK FITNESS, 1111 MADISON AVENUE ON JUNE 29, 2020 AND JULY 27, 2020.

Clerk Ebbert presented the complete application, approval from the property owners and proof of insurance. This is the 3rd year for this request. The company will follow social distancing and cleaning requirements. Department Heads provided no concerns, comments or questions.

Cm. Johnson moved, seconded by Cm. Schultz to approve the mobile merchant license for Tree Ripe Citrus for use in the parking lot at Blackhawk Fitness 1111 Madison Avenue on June 29, 2020 and July 27, 2020.

ADJOURNMENT

Cm. Johnson moved, seconded by Cm. Kessenich to adjourn. Meeting adjourned at 4:05 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer

CITY OF FORT ATKINSON
Joint Review Board Minutes ~ June 26, 2020

CALL TO ORDER

Meeting called to order by City Manager Trebatoski in the Council Chambers of the Municipal Building at 4:00 p.m.

ROLL CALL

Present: Marc DeVries, Jason Demerath, Maria McClellan, Chip Day and City Manager Matt Trebatoski.

REVIEW OF ANNUAL REPORTS FOR TIF DISTRICTS 6, 7 AND 8.

The City Manager reviewed the annual reports and proformas for TIF Districts 6, 7 and 8, and answered questions from Board members. The Board discussed potential future growth related to housing. TID 6 – created 01/18/2000. TID 7 – created 01/18/2000. TID 8 – created 09/15/2009.

DeVries stated on behalf of Jefferson County, they support the development of affordable housing.

Day moved, seconded by Demerath to accept and file the annual reports for TIF Districts 6, 7 and 8. Motion carried by unanimous voice vote.

ADJOURNMENT

DeVries moved, seconded by Demerath to adjourn. Meeting adjourned at 9:15 a.m.

Respectfully submitted,
Michelle Ebbert
Clerk/Treasurer

POLICE & FIRE COMMISSION MINUTES
CITY OF FORT ATKINSON
Thursday, July 2, 2020 at 4:00pm
Council Chambers, Municipal Building

The meeting was called to order by Chairman Frame at 4:00pm.

Members present: Frame, Hartwick, Turk, Schultz

Members absent: Jones

Others present: Chief Bump and Liz Idzikowski

1. Approval of Minutes: On a Schultz/Turk motion, the Minutes of the December 12, 2019 meeting were unanimously approved by a voice vote.

2. Approve hiring of top candidate from hiring process for the Police Department.

Chief Bump reviewed the recruitment and hiring process as well as the timeline with the Commission. He indicated that there were 51 applications received in total. Chief Bump is requesting that Noah Samson be appointed to fill a vacancy for a police officer, contingent on successful completion of psychological testing, medical exam, drug screen, fitness test, and background investigation.

On a Schultz/Turk motion, the appointment of Noah Samson was approved with the stated contingencies. The motion passed unanimously on a voice vote.

3. Approve and certify an eligibility list for future vacancies at the Police Department, if applicable.

Chief Bump requested that Xavier Rodriguez, Tanya Perez, and Jeremy Lethlean, three top candidates from the in-person interview process, be certified as an eligible candidate on the Eligibility List that would remain effective until April 30, 2021. Mr. Rodriguez, Ms. Perez, or Mr. Lethlean's hiring would be contingent on successful completion of psychological testing, medical exam, drug screen, fitness test, and background investigation.

On a Schultz/Turk motion, the Eligibility List was approved, effective until April 30, 2021. Any of the above candidates may be hired as necessary at Chief Bump's discretion.

4. Adjournment.

On a Turk/Hartwick motion, the Commission adjourned at 4:28pm. The motion passed by unanimous voice vote.

Respectfully submitted,
Liz Idzikowski, Exec. Assistant



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: July 1, 2020

TO: City Council

FROM: Andy Selle, P.E.

SUBJECT: Land Division and Development Code – Consultant Selection

Background:

Following the update of the Comprehensive Plan and the near final rewrite of the Zoning Code (adoption expected in early fall), the last document that controls planning and development within the City is the Land Division and Development Code. This code indicates a clear process for the instruments and approvals involved in dividing land and further indicates the public infrastructure and the siting of development elements that lend toward organized, thoughtful, and progressive growth. The current version, known as the Subdivision Code, was written in 1993.

Discussion:

The Engineering Department solicited proposals from four firms for this work. This work was budgeted in the 2020 CIP. All four submitted bids. The evaluation of the proposals is attached. All firms are fully capable of performing the work. SEH included a proposal that had a team that was more diverse and experienced that proved to be a difference when compared with their peers. The project will be completed in January 2021.

Recommendation:

City staff would recommend approving the SEH proposal and entering contract negotiations in an amount not to exceed \$39,853.50.

TOTAL		PROJECT APPROACH / SCOPE	Score	TEAM	Score	PROJECT EXAMPLES	Score	FEE	Score
10	Vandewalle Team	PROS: Good outline of the proposed process. Nice reference to more user friendly graphics.	3	PROS: Solid team with proven members, nice hotlink to expanded resumes.	3	PROS: The Oregon Code provided a good example of organization	1	Base Fee: \$45,464, 342 Total Hours. \$133/hr avg.	3
		CONS: Lacked specifics on elements and outline of the suggested code. The case for adding R&M and Stafford tasks was not compelling.		CONS: A little unclear the advantage that Stafford Rosenbaum and Ruekert-Mielke bring to the project.		CONS: The Oregon Code appeared dated, with references to 2003 / 2005 throughout. Other examples were not the development of full documents		Optional Tasks: \$5300 for Design Standards and \$9,000 for Developer Recapture	
14	SEH Inc.	PROS: Solid approach, good viewpoints of City and Developer represented. Good outline of document elements presented.	3	PROS: Good leadership and experience in Burrows and Grace	5	PROS: Ashland UDO was excellent, I like a single document approach.	3	Base Fee: \$39,853. 252 Total Hours, \$158/hr avg.	3
		CONS:		CONS: Surprised Grace was not involved in public meetings		CONS: An SEH example would have been good to include. Both examples were from pre-SEH.			
12	GRAEF	PROS: Pragmatic approach section. Scope recognized the need to separate Zoning and Land Division elements.	3	PROS: Good array of expertise	3	PROS: Excellent table indicating substantial experience.	5	Base Fee: \$39,978, 289 Total Hours. \$138/hr avg.	1
		CONS:		CONS: Unclear how PM would be supported and the roles of others.		CONS:		Fee not broken out by individual as requested, thus I couldn't tell who was performing the work	
12	AYRES	PROS: Good interdisciplinary approach. Scope is well thought out.	3	PROS: Excellent experience as well as expertise where it was most needed.	3	PROS: Good, thorough examples, Brighton in particular.	3	Base Fee: \$38,970. 315 Total Hours. \$123.7/hr avg.	3
		CONS: A little light on specific elements and it was difficult to understand where the team strengths would be applied.		CONS: Team labor was heavily weighted to the local PM. Other qualified staff were remote.		CONS:			

1 - Does not meet expectations

3 - Meets expectations

5 - Exceed expectations

PROPOSAL FOR PROFESSIONAL SERVICES

Land Division and Development Code

CITY OF FORT ATKINSON, WISCONSIN | JUNE 25, 2020



Building a Better World
for All of Us

Engineers | Architects | Planners | Scientists

June 25, 2020

City of Fort Atkinson
Attn: Andy Selle – City Engineer
101 N. Main Street
Fort Atkinson WI 53538



RE: RFP For a Land Division and Development Code

Dear Mr. Selle:

Thoughtful leaders, dedicated staff and a community that's engaged, guided by a seasoned and knowledgeable consultant team, will bring the City of Fort Atkinson the tools to capitalize on opportunities to shape new growth and development while preserving the treasured elements that make Fort Atkinson unique.

The Short Elliott Hendrickson Inc. (SEH®) team members we have assembled for this endeavor are passionate about planning, helping communities realize their aspirations and helping to communicate their visions. The goal of our planning process is to always keep the end in mind, which is making sure the vision is always grounded in reality, ensuring that what is desired has the ability to be implemented and that there are mechanisms in place to guide that work, such as a land division and development code.

You'll find in our qualifications submittal, the many reasons why the SEH team is the right team for the important work to be done in Fort Atkinson. Perhaps foremost among them is our more than 90-year history of serving small to mid-sized cities throughout the upper Midwest. Whether we're guiding corridor development in Rochester, Wisconsin, developing a Smart Growth Plan Update for Lac La Belle or assisting communities with planning, surveying and engineering services like Delafield, we are deeply committed to strengthening the community fabric of unique and historic cities like Fort Atkinson.

Should you have any questions regarding our submittal, please contact us at any time. We look forward to working with you and your community members!

Sincerely,



A handwritten signature in blue ink that reads 'Amy Barrows'.

AMY BARROWS
PROJECT MANAGER
ABARROWS@SEHINC.COM
414.949.8991



A handwritten signature in blue ink that reads 'M. Mickelson'.

MARK MICKELSON
PRINCIPAL IN CHARGE
MMICKELSON@SEHINC.COM
414.949.8947



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The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

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FORTA 155953 | REVISED 06.10.20



Approach to Work

Fort Atkinson is a quaint community with a distinctive downtown and a variety of community amenities, including entertainment, education, business and residential. The city also has an attractive riverwalk and park system. These combined amenities, along with the city's proximity to other small and large cities, including Madison, Milwaukee, Rockford and Chicago make Fort Atkinson an attractive place to live, work and play. A new land division and development code will allow continued growth and evolution by accommodating diverse housing and development choices in a responsible manner.

SEH is committed to proactively assisting the city with the creation of a land division and development code that aligns with the implementation goals of the recently modernized Land Use Plan and draft Zoning Code. Our diverse and experienced team will ensure that provisions accommodate diverse housing types, as well as commercial and mixed-use developments, in an orderly fashion to avoid conflicting land uses. Specifically, our team will ensure that the proposed code acts as a primary method of achieving goals for design, environmental protection, well-planned infrastructure investments and improving the overall health, safety and welfare of Fort Atkinson. The city and its community members will be proud of the developments that are new to the city.

Fort Atkinson is fortunate to have the Rock River run through its downtown allowing the resource to be enjoyed by its citizens and visitors. The Bark River also borders a portion of the east boundary. Although treasured natural resource amenities, these waterways bring challenges associated with development. Our team is well-positioned to propose creative solutions to ensure new development opportunities and existing improvements are not impacted by flooding and high groundwater. We will also help the city ensure that other appropriate resource protections remain in place.

We will align the code language with the goals, objectives and strategies of the community, key stakeholders, elected officials and city staff. Not only will we provide a clear communication plan, but also a deep understanding of the issues, trends, challenges and goals for the development of various land uses throughout the city. Understanding that communities have less financial resources available to them, we will provide solutions that allow the city to pass infrastructure costs on to the developer.

We are confident that the experiences of the SEH project team in land use planning, zoning administration, development review, legal and municipal finance will help you craft a modernized land division and development code that uniquely meet the needs and comprehensive planning goals of Fort Atkinson.

SEH MUNICIPAL PLANNING AND ZONING, DEVELOPMENT, ENGINEERING AND SURVEYING

Our team of engineers, surveyors, planners and community and economic development specialists have extensive experience working with municipal clients to provide language with thoughtful, long-term planning and design implementation goals in mind in order to improve communities. Our team is skilled in the on-going administration of municipal land division and development codes and

in working with private developers that are required to comply with such codes. We are also knowledgeable in applicable state statutes. This experience allows us to use a personalized and balanced approach to creating statutorily compliant code language that encourages economic growth through well-designed and diverse development, while preserving the quaint character of your community and your natural resources. We work in partnership with our clients and their communities to explore opportunities for renewing existing assets and planning new, sustainable development through a participatory problem solving process.

Also key to our approach is the notion that creativity happens when the lines between disciplines cross. As such we analyze a community's physical systems through the multiple lenses of geology, ecology, hydrology, infrastructure, land use, transportation and the built form. This systems approach maximizes opportunities for interdisciplinary interaction, eliciting new insights and place-based solutions from team members and project participants.

Our role is to facilitate a community supported land division and development code that incorporates public values, ideals and strategic opportunities for development within the City of Fort Atkinson.

SHORT ELLIOTT
HENDRICKSON INC.
Founded in
1927

HAS GROWN TO
31
locations

EMPLOYING
800+
talented professionals

WHO WORK
TOGETHER TO SERVE
4 market areas

AN IMPRESSIVE
80%
of our clients are
repeat customers



Project Team

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

PROJECT ORGANIZATIONAL CHART

Andy Selle

Fort Atkinson City Engineer

Tom Williamson

Fort Atkinson Assistant City Engineer

Amy Barrows

Project Manager and Main Point of Contact

PLANNING

Brea Grace AICP

Lead Project Planner

Bryan Schuch

Assistant Project Planner

CIVIL ENGINEERING/SURVEYING

Mark Mickelson PE

Principal in Charge and Civil Engineer

Keith Kindred PLS

Lead Surveyor

DEVELOPMENT

Dan Botich

Senior Economic Development Advisor and Land Use Planner

Brian Depies

Development Review Manager



AMY BARROWS

PROJECT MANAGER AND
MAIN POINT OF CONTACT

As project manager, Amy will oversee the entire team's progression of tasks; she will be your day-to-day contact person responsible for the timely delivery of all project deliverables, budget and schedule oversight and communications.

Amy is a senior project planner with 20 years of experience on a variety of land use planning and zoning projects for the public sector. She's developed, implemented and administered land use plans as well as shoreland, floodplain and general zoning ordinances. Throughout her career, Amy has reviewed CSM's and subdivisions for compliance with ordinance provisions, as well as coordinate with developers to ensure the best design possible. Amy coordinated many Development Review Team meetings to help facilitate the review and design of new land divisions. She has experience investigating potential zoning violations and determining appropriate corrective action.

Her strengths include building professional relationships with public and private partners, delivering excellent customer service, leading staff, managing projects and improving the delivery of a range of services. Amy's communication and problem solving skills, coupled with experienced decision-making and team leadership skills, makes her an excellent fit for your community. Her current work on subdivision and land use planning with the City of Delafield will lend insights to the work to be done in Fort Atkinson.



BREA GRACE AICP

LEAD PROJECT PLANNER

Brea will lead all planning activities in partnership with Amy. Specific tasks include writing land division code, recommending best practices including strategies for implementing the City's desired future land uses.

Brea is an experienced planner with more than 21 years of working in both the public and private sectors. This work has involved issues surrounding land use and zoning, economic development, the environment and transportation as well as engaging the public in decisions about their communities. Brea has facilitated large and small group discussions as well as public meetings and design charrettes/workshops.

She is a creative thinker and an adept problem solver, implementing solutions that are workable for all parties while maintaining the integrity of the original goals. Additionally, Brea is adept in mapping and using Geographic Information Systems (GIS) software.

Brea has recently worked with the Village of Baldwin on subdivision of lands for expansion of their industrial park as well as with the City of River Falls on the Mann Valley Subdivision. Prior to joining SEH, Brea was a municipal Community Development Director and Zoning Administrator for 12 years.

4 Components Your Comprehensive Plan Needs to be Successful



LEARN MORE FROM OUR TEAM MEMBERS, DAN AND BRYAN:
<https://bit.ly/SuccessfulCompPlans>



BRYAN SCHUCH

ASSISTANT PROJECT PLANNER

Bryan will provide planning support to Brea and Amy and will be responsible for report design/development and the creation of illustrations and charts to improve the code's readability.

Bryan is a planner and community development specialist who has provided an array of financial advisory and general consulting services to municipalities, counties, schools and local governmental entities associated with tax increment financing (TIF) and assessed valuation deductions, economic and redevelopment plans, annexation plans, fiscal impact analyses, redevelopment planning, economic and tax impact studies. He has graphic experience with Google Sketchup, Adobe InDesign, Photoshop and Illustrator and is also proficient in Microsoft Word, PowerPoint and Excel.



MARK MICKELSON PE

PRINCIPAL IN CHARGE AND CIVIL ENGINEER

Mark will leverage his first-hand knowledge of Fort Atkinson infrastructure to inform subdivision and land use decisions with the community.

Mark is a principal and senior project engineer with a master's degree in engineering and experience in the civil and municipal engineering fields. Mark specializes in stormwater analysis and design. He also has extensive experience managing capital improvement projects, including the production of specifications and bid documents, oversight of the bidding process, negotiation with contractors on behalf of municipalities and contract administration. Mark also serves as the Village Engineer for Lac La Belle and Town Engineer for the Towns of Erin, Genesee and Oconomowoc, reviewing development plans. He has current experience working with Fort Atkinson staff on a road and water main rehabilitation project.



KEITH KINDRED PLS

LEAD SURVEYOR

Keith will coordinate the survey data collection mapping processes.

Keith reviews land divisions on behalf of the City of Delafield, Village of Summit, Village of Wales and Town of Erin for compliance with ordinance provisions. Keith is also responsible for the daily planning, coordination and supervision of the survey field crews. He oversees the quality and accuracy of all

survey data collection and right-of-way/property research, as well as preparation of any surveying plats, maps and exhibits. Keith is also responsible for data collection via GPS including project planning, post processing, data interpretation and data conversion. In addition, he is recognized as an expert in determining riparian rights.



DAN BOTICH

SENIOR ECONOMIC DEVELOPMENT ADVISOR AND LAND USE PLANNER

Dan will provide high level oversight of the balance between the financial costs and benefits of new development and the cost to provide expanded municipal services.

Dan is a senior economic development professional who has economic development and creative financial incentive experience in land use planning, public administration, economic development and municipal finance. Dan leads our economic development team by providing services including site selection, incentive team building and negotiation, design-build services and industrial and commercial development planning to both municipal and private clients. Since 2012, he has also been an adjunct professor for Calumet College of St. Joseph in Whiting, Indiana teaching undergraduate micro and macro-economics and public administration/budgeting and finance management in the Public Safety Administration and Masters of Management Science programs.



BRIAN DEPIES

DEVELOPMENT REVIEW MANAGER

Brian will provide guidance on the balance between market demands, development opportunities and strategies to implement the land use vision as identified in the City's Comprehensive Plan.

Brian is a project development manager with extensive experience in land use planning, zoning code administration and development. Brian's broad background in regional, county, local planning and code administration in the public sector and land development experiences in the private sector offers a wide range of expertise – from initial conceptual discussions through completion. In the public sector, he works with citizens throughout Southeastern Wisconsin and Northeastern Illinois to assess projects, make recommendations and meet regulatory compliance. In the private sector, Brian focuses on how to achieve project successes through understanding client needs and collaborating with each community to ensure the project comes to fruition.



Examples of Similar Work

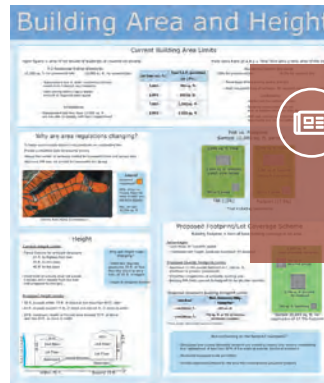
COMPREHENSIVE ZONING ORDINANCE UPDATE*

WAUKESHA COUNTY, WI

Waukesha County administers planning, zoning and land division ordinances within portions of the county. The county also reviews all subdivision plats. After decades without significant modification, Waukesha County comprehensively updated the General Zoning Code and the Shoreland and Floodland Protection Ordinance. There were three main objectives to the updates:

- Improve and modernize zoning provisions with specific attention devoted to eliminating unnecessary variances.
- Implement revised state-mandated shoreland rules (NR 115, Wisconsin Administrative Code).
- Implement state laws related to zoning (Chapter 59, Wisconsin State Statutes).

The amendments included sweeping changes to provisions such as impervious surface, non-conforming structures, setbacks, building height and area, shoreland mitigation, vegetative cutting and many other shoreland related provisions. Variances from ordinance provisions were subsequently reduced by 80% annually. As a follow-up to the comprehensive zoning amendments, Amy led the development of a new Downtown Okauchee District. All project related documents can be found at: <https://bit.ly/Okauchee-Zoning>.



THE ENACTED SHORELAND AND FLOODLAND PROTECTION ORDINANCE THAT INCLUDES BOTH OF THESE AMENDMENTS CAN BE FOUND AT: <https://bit.ly/Waukesha-Zoning>

**Project completed by Amy Barrows prior to joining SEH.*



CLIENT

Waukesha County



REFERENCE

Jason Fruth, Waukesha County Planning and Zoning Manager
262.548.7790
jfruth@waukesha-county.gov

UNIFIED DEVELOPMENT CODE/ ZONING AND SUBDIVISION ORDINANCE REWRITE*

ASHLAND, WI

The new Unified Development Ordinance (UDO) modified the existing Zoning and Subdivision Ordinances, incorporated 24 additional land use related ordinances and reorganized and codified these regulations to explain the concepts and recommendations of the Comprehensive Plan.

The goals of the project were to:

- Provide a "user-friendly" set of guidelines for development including charts and illustrations
- Encourage development to balance economic, environmental and social needs
- Utilize incentive-based zoning; a system to encourage development compliant with codes, versus a top-down mandated approach

With amendments to the Subdivision Ordinance, the City updated its:

- Land division process including coordination with the County Register of Deeds (Section 9, Ordinance 781)
- Development review process
- Maintenance requirements for common areas including stormwater facilities
- Street and utility construction standards for public rights-of-way (Ordinance 612)
- Process for discontinuing City rights-of-way (Ordinance 618).

These ordinance updates were the first major implementation step following the adoption of the City's Comprehensive Plan. The ordinance amendments allowed



READ THE CITY'S UNIFIED DEVELOPMENT ORDINANCE (UDO), ORDINANCE 781: <https://bit.ly/AshlandUDO>

the impact of the City's ordinances to be consistent with the vision, goals and objectives of the Comprehensive Plan. It also allowed them to be easy-to-use for the public and developers.



CLIENT

City of Ashland

**Project completed by Brea Grace prior to joining SEH.*



REFERENCE

Ed Monroe, former Mayor
715.682.8592
monrophoto@gmail.com



Scope of Work

The City of Fort Atkinson has invested a significant amount of effort, time and money into updating the community's land use plan and zoning code. SEH staff understand that in addition to replacing a decades-old code, aligning these newly created documents with a new land division and development code is of great importance and value to the city. We have outlined the services that we are proposing in order to meet the city's objectives. The services will include project management, research, code development, facilitation of working group meetings and assistance with the adoption process. Our goal will be to ensure that all land division elements are considered, including, but not limited to:

Administration

- Compliance with statutory review and recording deadlines
- Compliance with surveying requirements
- Compliance with other regulatory authorities, such as Wisconsin Department of Natural Resources (WDNR), Wisconsin Department of Transportation (WisDOT), Wisconsin Department of Administration (WDOA), Army Corps of Engineers (ACOE) and Federal Emergency Management Agency (FEMA)

Land Use/Layout

- Compliance with the land use plan and zoning code
- Provisions related to orderly and organized development
- Provisions that accommodate diverse land division/development options (conventional neighborhood, traditional neighborhood, conservation neighborhood, low impact neighborhood, commercial, mixed-use, condominium)
- Standards that encourage the protection of valuable resources, including wetland, floodplain, waterways, areas with critical species and habitats, valuable environmental corridors, agricultural land and protected burial sites

Engineering/Infrastructure

- Planning and layout, development and maintenance of public and private infrastructure
- Compliance with City Engineering Specifications and Standards
- Availability of sewer and water
- Provisions for legal approvals and agreements related to development
 - Stormwater maintenance agreements
 - Developer's agreements
 - Letter of credit or other financial assurance
- Standards that protect development from high groundwater conditions, potential separation requirements

Our team has significant experience administering and interpreting statutory language related to land divisions, including Wisconsin State Statutes §§ 62, 236



The code will be enforceable,
allow for consistent application
and ensure that development
design is sustainable and
attractive long-term.



**THE CITY'S VISION
WILL BE CARRIED
OUT BY ENSURING
DEVELOPMENT
IS DISTINCTIVE,
SUSTAINABLE
AND MAKES THE
COMMUNITY PROUD.**

and 703, as well as several other statutes that are applicable. We will align the land division and development code with statutory provisions. The code will be enforceable, allow for consistent application and ensure that development design is sustainable and attractive long-term. A list of services, including deliverables and assumptions, are included. A cost and timetable for completion follow.

PROJECT MANAGEMENT

Communication and coordination with city staff will be key for project success and for keeping the process on schedule. Amy Barrows will be the main point of contact for our team and will be available for questions and feedback as needed throughout the project duration. She will also be responsible for regular project updates with city staff and for providing timely information for the city's website regarding the project if needed.

Amy will execute a well-conceived and disciplined project management strategy to stay one step ahead, avoid surprises and meet the project budget and schedule. To accomplish this, she will monitor all project activity to make sure the work is delivered as agreed, with resources that can complete the work as budgeted and scheduled. Amy will regularly review project progress to assess any gaps in delivery or schedule, and take appropriate corrective actions.

QUALITY CONTROL

Our approach begins with adequate scoping, focusing on processes, requirements and expectations. In addition, Amy's cost control capabilities are derived from:

- Regular project updates and meetings accompanied by thoughtful action items designed to maintain the schedule and project delivery.
- Full and accurate disclosure of challenges as they arise, in tandem with cost-effective solutions.
- Application of project experience and lessons learned.
- Allocation of appropriate specialists and quality staff.

SCHEDULE CONTROL

Amy will develop and maintain a detailed project schedule to clearly delineate the sequence, duration and interdependence of all tasks, and update the schedule if things change or new information is gathered. Our history on similar projects will enable us to efficiently and cost effectively move through the project, while ensuring the highest level of collaboration and information sharing occurs among Fort Atkinson's staff and project stakeholders. Our goal is to follow a streamlined and customized schedule that leaves you with a Land Division and Development Code that meets the estimated project fees and proposed timeline.

DOCUMENT CONTROL

Quality control is an integral part of the team's plan development process so that a high-quality document is developed with a consistent voice as well as ease of readability. Our quality control measures include circular product reviews and proofreading, establishment of interim deliverables, weekly project updates and routine meetings with city staff and our team members. The document will be routinely reviewed to ensure cross-references to other codes are correct and that the proposed language complies with statutory requirements.

RESEARCH

TASK ① – PROJECT ORIENTATION

Initial project kick-off meeting with city staff.

- Consultant will work with the city to finalize a detailed task/timeline for the project.
- Consultant and city will confirm project goals and discuss any specific items that may not have been addressed previously.
- Identify related codes/documents applicable to the project.
- Establish preferred communication method, including format, frequency and preferred delivery of content.

TASK ② – REVIEW OF BASELINE DATA

Consultant review of existing city documents.

- Review applicable provisions from the recently adopted Land Use Plan.
- Review applicable provisions from the draft Zoning Code (soon to be adopted).
- Review language from any other city documents applicable to the project (park plans, affordable housing, floodplain ordinance).
- Review existing policies and checklists that may assist with the code development.

TASK ③ – COLLECT BENCHMARK DATA – BEST PRACTICES

- Consultant will identify communities with best land division/development practices that have similar characteristics to Fort Atkinson.
- Consultant will summarize valuable code language from these selected communities.
 - Administration
 - Surveying requirements
 - Engineering requirements
 - Land use requirements
 - Infrastructure design, implementation, maintenance requirements
- Consultant will work with the city to determine style and format for updated code.

CODE DEVELOPMENT

TASK ④ – CODE DEVELOPMENT

- Consultant will create a template code divided into main sections.
- Consultant will insert administrative and statutory requirements (items that do not require working group input).
- Consultant will prepare priority topics for consideration at working group meetings.
- Consultant will draft code language as working group comes to a consensus on a particular topic. See below section on working groups.

TASK ① DELIVERABLE

Summary of meeting outcomes and completion of any action steps that result from the meeting.

TASK ② DELIVERABLE

Summary of applicable provisions to ensure consistency or to correctly cross-reference between codes/documents. This information will be used throughout the development of the code.

TASK ③ DELIVERABLE

Code template style and format for review.

TASK ④ DELIVERABLE

Visually appealing and easy to understand documents with topics for the working group to consider at their meetings.

ENGAGEMENT/MEETINGS

TASK ⑤ – WORKING GROUP MEETINGS

- Consultant will prepare agenda, materials and facilitate working group meetings.
 - Two meetings reserved for land use/layout/surveying
 - Two meetings reserved for engineering/infrastructure design/agreements
- Consultant will address recommendations of the working group and follow up as necessary.
- Consultant will refine draft code language based on working group recommendations.
- City staff will review draft code language.

TASK ⑥ – CODE ADOPTION PROCESS

- Consultant will attend and present code language at public meeting.
- Consultant will attend and present at Common Council meeting.
- Consultant will make any final adjustments and provide the City with a final document.

TASK ⑤ DELIVERABLE

Summary documents related to meeting outcomes. Consultant will provide the group with additional information, if requested.

TASK ⑥ DELIVERABLE

Final document that can be utilized for code adoption purposes.

POTENTIAL ADD-ON SERVICES

We are confident that you'll be satisfied with our services related to the creation of a land division and development code. We do want to bring your attention to possible additional services if you so choose.

PUBLIC ENGAGEMENT

Our staff has expertise in public engagement and the development of implementation tools. If during the process it is determined that public engagement is necessary, we are qualified and prepared to lead the effort. Our staff has considerable experience with a variety of engagement tools (i.e., online surveys, virtual town halls, open houses) and will help the working group identify an engagement strategy that's appropriate for this project.

Our staff can also prepare implementation tools, such as land division checklists, how-to brochures and standardized conditions.

DEVELOPMENT REVIEW

Our team has significant experience working with developers by leading development review team meetings. These meetings are very effective at the time when a proposed development is at the conceptual stage – often times finding efficiencies (leading to cost savings) with the design or construction of a development, identified through collaboration of the development review team. Meetings include all or most interested parties, including the reviewing planner, public works staff, engineer, surveyor, community officials and if applicable, WDNR, WisDOT and/or ACOE staff. All major concerns are raised at this conceptual stage so that the developer has a sense of how to most effectively move forward with the project. It also allows the city to provide important feedback on design elements to ensure an orderly and attractive development is compatible with the surroundings and overall community.



Cost Proposal

BASED ON THE IDENTIFIED TASKS, WE ESTIMATE THE FOLLOWING FEES (NOT TO EXCEED \$39,853.50):

TASKS	BARROWS \$154.00	GRACE \$137.00	SCHUCH \$120.00	MICKELSON \$167.00	KINDRED \$152.00	BOTICH \$207.00	DEPIES \$136.00	TOTAL HOURS
Task 1: Project Orientation	1.25	1.25	-	1.25	1.25	-	-	5
Task 2: Review of Baseline Data	9	9	-	-	-	-	-	18
Task 3: Collect Benchmark Data - Best Practices	22	20	-	5	5	-	-	52
Task 4: Code Development (Draft)	45	35	5	8	8	2	2	105
Task 5: Working Group Meetings	20	-	-	10	10	-	-	40
Complete drafting of ordinance - review by SEH team and city staff	18	2	-	2	2	-	-	24
Task 6: Code Adoption Process	8	-	-	-	-	-	-	8
Subtotal Hours	123.25	67.25	5	26.25	26.25	2	2	252
Subtotals Costs	\$18,980.50	\$9,213.25	\$600	\$4,383.75	\$3,990	\$414	\$272	-
Other Expenses (Admin/Mileage)								\$2,000.00
PROPOSED TOTAL								\$39,853.50

NOTES

- The project will be billed monthly for services rendered. SEH staff will bill on an hourly basis.
- Costs (mileage, reproductions, etc.) will be billed as actual expenses.
- Payment for additional services shall be based on the time required to perform the services and the billable rates for the principals and employees engaged directly on the project, plus charges for expenses and equipment.



Schedule

TASK/ BUDGET CATEGORY	TASKS	2020						2021
		JUL	AUG	SEP	OCT	NOV	DEC	JAN
E	Task 1: Project Orientation	○						
R	Task 2: Review of Baseline Data	○						
R	Task 3: Collect Benchmark Data - Best Practices		○					
C	Task 4: Code Development (Draft)			○	○	○		
E	Task 5: Working Group Meetings				○	○		
C	Complete drafting of ordinance - review by SEH team and city staff						○	
E	Task 6: Code Adoption Process						○	○

TASK/BUDGET CATEGORY KEY

- E = Engagement/meetings
- R = Research
- C = Code development

Building a Better World for All of Us[®]

Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.

JOIN OUR SOCIAL COMMUNITIES





CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: July 2, 2020

TO: City Council

FROM: Tim Hayden

SUBJECT: Well 3 Repair

Background:

On June 27, 2020 Well 3 sent out an alarm on the SCADA system for a 3 phase power failure. Upon inspection it has been determined that the well motor has failed and that it will need to be replaced. Currently Well 4 is out of service and awaiting repairs leaving both wells that feed the reservoir on Water St inoperable. Not having this reservoir in service could cause a potential issue should there be a high demand for water in the downtown area such as a fire. Currently the Water Utility is keeping the level of the two water towers higher than usual to insure that the city has the capacity it needs while the reservoir is out of service, but this is not an ideal situation. For this reason repairing Well 3 is critical. During discussions with the two companies who submitted bids the lead time for this project will be approximately one week.

Financial Analysis:

In the 2020 CIP \$51,000 was appropriated for replacing the MCC Panel at the main station and \$15,000 for installing security measures at the wells. These two items will be pushed further out to accommodate the repair to Well 3, and repairs to Wells 4 and 5 that will come before you at the next meeting. If additional funds are needed the Water Utility will also forgo the purchase of the KerkCutter from the 2020 CIP for \$4000.

We have received quotes from Municipal Well & Pump for \$15,416 and SUEZ for \$15,000 for this project.

Recommendation:

We recommend that the City Council approve SUEZ to make the required repairs to Well 3 at a cost not to exceed \$15,000



Water | Advanced Solutions

July 2, 2020

City of Fort Atkinson
37 N. Water Street W
Fort Atkinson, WI 53538
Attn: Tim Hayden

RE: Well 3 Pump Replacement

Tim,

The purpose of this proposal is to provide you information and pricing for the Water Well Solutions service team to complete a well inspection and pump replacement for Well 3.

Scope of Work:

- Load all trucking and applicable equipment, mobilize to the site, and set up.
- Disconnect all electrical connections (if not already done) and remove pump from the well.
- Transport pump to shop in Oconomowoc and inspect.
- Televis the well and provide a report of the findings.
- Replace 40 HP Hitachi motor with a 40 HP Franklin 8" 3500 RPM motor.
- Replace exist bowl assembly with a Goulds 10RJLC 1-stage bowl assembly that will produce 940 GPM @ 107' TDH.
- Replace all 8" column pipe and 8" check valve.
- Install new pump, transducer (provided by the City), and two airlines.
- Run a short test to ensure performance.
- Take a bacteria sample for analysis and provide the results to the City once available.

Total for above work scope: \$15,000

Breakdown of Costs:

- Replacement 40 HP Franklin motor: \$5,000
- New Goulds bowl assembly: \$6,000
- Column pipe and check valve: \$2,500
- All labor including pulling the pump, televising, and reinstalling pump: \$1,500

If there are any questions or anything else that is needed, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Laura Kerschner", written over a horizontal line.

Laura Kerschner
Project Manager
Water | Advanced Solutions
Mobile : (262) 269-9072
Laura.Kerschner@suez.com



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: July 3, 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 **2020-2022:**

- | | | |
|-----|---------------------|-------------------|
| 1. | Brienne Graber | Tavern on Rock |
| 2. | Taryn Brand | The Fireside |
| 3. | Olivia Christ | Fat Boyz |
| 4. | Jason Fiege | Lion's Club |
| 5. | Randalyn Findlay | bp |
| 6. | Jason Gapinski | Café Carpe |
| 7. | Heather Garlach | The Fireside |
| 8. | Laura Gilpatrick | Pizza Hut |
| 9. | Jamie Galpa | bp |
| 10. | Kayla Grunewald | Brock's Riverwalk |
| 11. | Brian Gundrum | Pizza Hut |
| 12. | Felicity Hacht | Pizza Hut |
| 13. | Laurie Halverson | American Legion |
| 14. | Seth Herman-Bergner | Kwik Trip |
| 15. | Wendy Janecek | The Fireside |
| 16. | William Jenkins | Open |
| 17. | Thai Kwiatkowski | bp |
| 18. | Paul Lacy | bp |
| 19. | Donald Lundy | bp |
| 20. | Cora Marshall | Brock's Riverwalk |
| 21. | Dawn Masche | bp |
| 22. | Jennifer McWilliam | KP Mart |
| 23. | Christopher Ott | The Fireside |
| 24. | Tonya Redenius | Soup's On |
| 25. | Rochelle Roller | The Fireside |
| 26. | Kyle Scheffler | Mr Brew's |

27.	Keegan Schneider	The Fireside
28.	April Stark	bp
29.	Ronald Vogel	Lions
30.	Darcy Wargolet	bp
31.	Heather Weatherbee	Pizza Hut
32.	Morgan Wiedenhoeft	Soup's On
33.	Lissa Wheeler	Soup's On
34.	Michelle Whitney	bp
35.	Tiffany Reysack	Country Inn & Suites
36.	Nathan Welke	Kwik Trip
37.	Sara Boney	Mangiami Italiano
38.	Danielle Nelson	Paddy Coughlin's
39.	Kathleen Roloff	Rock River Lanes
40.	Natalya Hougan	bp
41.	Mikayla Kind	Paddy Coughlin's
42.	Benjamin Mason	Paddy Coughlin's
43.	Mary Newcomb	Lion's
44.	Jessica Boeve	Soup's On
45.	Erin Erickson	10-62 Saloon
46.	Thomas Branaman	Pick N Save
47.	Kariann Pawlak	Paddy Coughlin's
48.	Alexandra Winkelman	Legion

Financial Analysis:

None.

Staff Recommendation:

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