



**AGENDA
CITY COUNCIL MEETING
REMOTE VIA PHONE USING ZOOM
July 21, 2020 ~ 7:00 P.M.**

Join Zoom Meeting

<https://us02web.zoom.us/j/86746941165>

Meeting ID: 867 4694 1165

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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 July 7, 2020 regular Council meeting.
4. Public Hearings

None.
5. Public Comment

6. Petitions, Requests and Communications

None.

7. Resolutions and Ordinances

- a. Ordinance amending speed limit to 30 MPH along entirety of Hackbarth Road.

Action – Reject – Approve and adopt Ordinance.

- b. Resolution to combine wards 1-9 and utilize one ballot box for August 11, 2020 Fall Primary.

Action – Reject – Adopt Resolution.

8. Reports of Officers, Boards and Committees

- a. Minutes of Economic Development Commission meeting held July 15, 2020.

Action – Accept and file.

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

Action – Accept and file.

9. Unfinished Business

- a. Recommendation from Economic Development Commission to approve City matching WEDC Capital Catalyst grant.

Action – Reject – Approve.

- b. Recommendation from Economic Development Commission to approve renewal of Klement Business Park listing contract with Madison Commercial Real Estate, LLC.

Action – Reject – Approve.

10. New Business

- a. Annual report on Identity Theft Prevention Program.

Action – Accept and file.

11. Miscellaneous

- a. City, Sewer, Water, and Stormwater Utility Financial Statements for June, 2020.

Action – Accept and file.

- b. Grant operator licenses.

Action – Reject – Approve.

12. Claims, Appropriations and Contract Payments

- a. Verified claims.

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

13. Adjournment

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

CITY OF FORT ATKINSON
City Council Minutes ~ July 7, 2020

CALL MEETING TO ORDER.

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

ROLL CALL.

Present: Cm. Kotz, Cm. Housley, Cm. Scherer, Cm. Johnson and Pres. Becker. Also present: City Manager, City Attorney, City Clerk/Treasurer, City Engineer and Water Utility Supervisor.

APPROVAL OF MINUTES OF JUNE 16, 2020 REGULAR COUNCIL MEETING.

Cm. Johnson moved, seconded by Cm. Scherer to approve the minutes of June 16, 2020 regular council meeting. Motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

a. Presentation of Certificates of Appreciation.

Pres. Becker read the Certificates and thanked those that have served on Boards, Committees or Commissions.

b. Report by Baker Tilly on City's Financial Statements as of December 31, 2019 and communication to those charged with governance and management.

Andrea Jansen, Baker Tilly was present via Zoom to review the 2019 financial statements.

Cm. Johnson moved, seconded by Cm. Scherer to accept and file the City's Financial Statements as of December 31, 2019 and communication to those charged with governance and management. Motion carried.

RESOLUTIONS AND ORDINANCES

a. Ordinance amending speed limit to 30 MPH along entirety of Hackbarth Road.

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

Cm. Kotz moved, seconded by Cm. Johnson to send the ordinance to its third reading. Motion carried.

b. Resolution in support of racial justice.

Pres. Becker read his prepared remarks on the Resolution. Manager Trebatoski read the resolution.

Cm. Scherer moved, seconded by Cm. Johnson to accept, file and adopt the Resolution in support of racial justice. Motion carried on a roll call vote.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- a. *Minutes of Historical Society Board meeting held June 18, 2020.*
- b. *Minutes of Plan Commission meeting held June 23, 2020.*
- c. *Minutes of Joint Review Board meeting held June 26, 2020.*
- d. *Minutes of Police & Fire Commission meeting held July 2, 2020.*

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

UNFINISHED BUSINESS

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

Engineer Selle reviewed the four quotes received for the Land Division and Development Code. This is the last document that controls the planning and development within the City. The current version, known as the subdivision code was written in 1993. The quote provided by SEH included a proposal that had a team that was more diverse and experienced.

Cm. Kotz moved, seconded by Cm. Johnson to approve the SEH proposal and enter contract negotiations in an amount not to exceed \$39,853.50. Motion carried on a roll call vote.

NEW BUSINESS

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

Water Utility Supervisor Hayden presented the quote for necessary repairs. Well 3 is out of service and awaiting repairs leaving both wells that feed the reservoir on Water Street inoperable. Two bids were received with approximately one week of lead time. Repairs to Well 4 and Well 5 will be presented at an upcoming meeting.

Cm. Scherer moved, seconded by Cm. Johnson to approve SUEZ to make the required repairs not to exceed \$15,000 for this project. Motion carried on a roll call vote.

MISCELLANEOUS

- a. *Grant operator licenses.*

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

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

- a. *Verified claims.*

Cm. Kotz moved, seconded by Cm. Scherer 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 7:49.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: July 16, 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

CITY OF FORT ATKINSON

RESOLUTION NO.

BE IT RESOLVED by the City Council of the City of Fort Atkinson pursuant to Section 5.15(6)(b), Wisconsin Statutes, that the wards in the City of Fort Atkinson shall be combined as follows for the August 11, 2020 Fall Primary.

WARDS 1 – 9

BE IT FURTHER RESOLVED that the group of combined wards shall use one ballot box and separate voter counts will not be maintained for the combined wards.

Motion By: _____

Second By: _____

Date: _____

CITY OF FORT ATKINSON
Economic Development Commission Minutes ~ July 15, 2020

CALL TO ORDER

Chair Mark McGlynn called the meeting to order at 8:20 am.

ROLL CALL

Commissioners: Margaret Bare, Bill Camplin, James Nelson, Mark McGlynn, Councilmember Paul Kotz, Ex-officio member Carrie Chisholm and Ex-officio member City Manager Matt Trebatoski. Also present: City Clerk/Treasurer.

Absent: Scott Housley, Jonah Ralston.

APPROVAL OF MINUTES OF MAY 14, 2020 COMMISSION MEETING

Nelson moved, seconded by Bare to approve the minutes as presented. Motion carried unanimously via Zoom.

REVIEW AND APPROVE CITY MATCHING WEDC CAPITAL CATALYST GRANT

Manager Trebatoski updated the Commission on the process to date: the City had been tentatively awarded a \$300,000 Capital Catalyst matching grant from the Wisconsin Economic Development Corporation. The original intent was to match the WEDC funds with a grant from the Fort Atkinson Community Foundation. Unfortunately, the FACF declined to support the request. At the May meeting, the Commission discussed several other funding sources to match the grant, including borrowing, TIF district funds, and a referendum. Staff looked at the balance due from TID #6 to the City general fund for past advances. The advances were made to cover debt services payments on the borrowing for the land purchases and public infrastructure improvements for the Klement Business Park. The funds advanced to TID #6 were originally used to support economic development through the backing of debt service payments for the capital outlay of land and infrastructure for the Business Park. A small portion, \$300,000, can be repurposed into a business revolving loan fund to continue stimulating econ development.

Nelson moved, seconded by Bare to recommend the City Council consider matching the up to \$300,000 WEDC Capital Catalyst grant from the City's unassigned general fund balance, contingent on positive operating results for fiscal year 2020. Motion carried unanimously via Zoom.

REVIEW AND APPROVE RENEWAL OF LISTING CONTRACT WITH MADISON COMMERCIAL REAL ESTATE LLC

Manager Trebatoski stated the initial contract with Madison Commercial Real Estate LLC was for a one-year period. There has been positive action with recent sales in the business park.

Nelson moved, Camplin seconded to approve a one-year extension of the listing contract with Madison Commercial Real Estate, LLC. Motion carried unanimously via Zoom

ADJOURNMENT

Camplin moved, seconded by Nelson to adjourn. Meeting adjourned at 8:36 am.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer



FORT • ATKINSON

Permit Report

06/01/2020 - 06/30/2020

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

21088	1565 MADISON AVE	KT REAL ESTATE HOLDINGS LLC		10 FIXTURES 1 LATERAL	0	\$165.00
						\$165.00

Group Total: 1

Group: Add/Alter Commercial

21085	1565 Madison Ave	Kwik Trip Inc.	Add/Alter Commercial	Kitchen and store remodel.	125,000	\$1,042.40
						\$1,042.40

Group Total: 1

Group: Deck

21049	116 Margaret Ave.	Timothy Avitt	Deck	Deck in rear yard	2,000	\$87.00
21064	1200 Cheyenne Ct.	Sara Mathews	Deck	216'sq Deck in rear yard.	2,000	\$62.40
21065	415 E Milwaukee Ave.	Sandra Hartley	Deck	Deck in rear yard	11,850	\$42.00
21067	1114 Erick St.	Joel Bradley	Deck	Deck in rear yard	2,500	\$57.00
21074	1415 Lakeview Dr.	Rebecca Garcia	Deck	Deck on front of home	2,000	\$73.20
						\$321.60

Group Total: 5

Group: detached garage

21051	328 Robert St.	Randy Hagner	detached garage	New detached garage	10,000	\$116.40
						\$116.40

Group Total: 1

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

21048	1611 Premier Place	Chris & Trisha Barry	Electrical	New home electrical	0	\$200.00
21060	200 W Cramer St.	Ken Belt	Electrical	100 Amp overhead service	0	\$61.00
21062	1565 Madison Ave.	Kwik Trip	Electrical	Remodel electric	0	\$113.50
21071	408 N Fourth St.	Bonita Rodriguez	Electrical	six openings	0	\$38.75
21073	419 W Milwaukee Ave.	Barbara Hunt	Electrical	100 amp overhead service	0	\$55.00
21077	1103 S Main St.	Timothy Teubert	Electrical	PV system	0	\$65.00
21078	715 Madison Ave.	Chad Weiss	Electrical	two openings	0	\$36.75
21079	1525 Janesville Ave.	Carla's Catering	Electrical	13 openings	0	\$39.75
21081	614 Zaffke St.	Elmer Redford	Electrical	two openings	0	\$31.50
21087	1514 Montclair Pl.	Chad Riddell	Electrical	61 openings, 4 smokes, 1 exhaust	0	\$100.75
21089	111 Radloff St.	Jeff & Renee Jensen	Electrical	New Single Family Home electrical	0	\$150.00
21090	208 Wollet Dr.	Wade & Kelly Voelker	Electrical	Bathroom electrical	0	\$36.75
21091	408 S High St.	Jeffrey Leggions	Electrical	furnace	0	\$40.00
21099	827 Banker Rd.	Madison College	Electrical	Remodel	0	\$56.25
21101	1655 Montclair Pl	Dan Courtier	Electrical	New pool,elec.	0	\$40.75
21103	1511 Radhika St.	Esther Moore	Electrical	16 openings	0	\$46.25
						\$1,112.00

Group Total: 16

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

21050	207 Hickory St.	Nancy Mortensen	Fence	5' Chainlink fence in rear yard	4,900	\$55.00
21080	307 Memorial Dr.	Robert Wedl	Fence	6' privacy fence in rear yard	2,000	\$55.00
21082	218 Wilcox St.	Jordan Dresdow	Fence	6' privacy fence in rear yard	1,979	\$55.00
21083	1311 Endl Blvd.	Heather Teubert	Fence	4' Vinyl Fence in rear yard	1,600	\$55.00
21084	329 Lincoln St.	Matthew Vahala	Fence	fence in rear yard	1,500	\$55.00
21094	703 SHORT ST	MEGAN ESKE	Fence	PUTTING UP A FENCE	1,500	\$55.00
21098	1120 Erick St.	Muamed Dehari	Fence	Vinyl fence in side & rear yard.	2,000	\$55.00
						\$385.00

Group Total: 7

Group: Home Occupation

21100	405 Maple St.	Mya Sponem	Home Occupation	Home occupation for dog grooming	0	\$55.00
						\$55.00

Group Total: 1

Group: HVAC

21052	336-338 Grant St.	H&R Coldspring LLC	HVAC	Replace furnace & A/C	0	\$100.00
21053	1418 Jamesway	Brett Wilson	HVAC	Replace furnace & A/C	0	\$100.00
21054	1225 Endl Blvd.	Don Wartgow	HVAC	Replace A/C	0	\$65.00
21055	321 Hake St.	Frank Lueder	HVAC	Replace furnace & A/C	0	\$100.00
21056	1413 Montclair Pl.	Harry Bradshaw	HVAC	Replace furnace & A/C	0	\$100.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21057	915 Gail Pl.	JR Klement	HVAC	Replace A/C	0	\$65.00
21058	1224 Sioux Tr.	Sean Weckerly	HVAC	Replace A/C	0	\$65.00
21059	1100 S Main St.	Joe Rupprecht Sr.	HVAC	Replace A/C	0	\$65.00
21066	728 Charles St.	Bethany Lutheran	HVAC	Two new furnaces and A/C	0	\$270.00
21076	827 Banker Rd.	Madison College	HVAC	HVAC remodel	0	\$120.00
21092	408 S High St.	Jeffrey Leggions	HVAC	furnace replace	0	\$65.00
21093	86 Lucile St.	Maria Miguel	HVAC	Replace A/C	0	\$65.00
21104	1400 Lakeview Dr.	Becky Nowodzelski	HVAC	Replace Furnace & A/C	0	\$100.00
						\$1,280.00

Group Total: 13

Group: Plumbing

21061	307 Wilson Ave	Ann & Ron Kutz	Plumbing	Laterals	0	\$105.00
21068	225 Wollet Dr.	Scott Fries	Plumbing	Sprinkler backflow	0	\$36.00
21072	614 Zaffke St.	Elmer Redford	Plumbing	Tub shower replace	0	\$36.00
21075	827 Banker Rd.	Madison College	Plumbing	four fixtures	0	\$54.00
21086	208 Wollet Dr.	Wade & Kelly Voelker	Plumbing	Bathroom group & bar sink	0	\$36.00
21096	507 N High St.	Roc Solid Investments	Plumbing	Remodel of existing home and adding upstairs bath	0	\$84.00
						\$351.00

Group Total: 6

Group: Shed

21069	1233 Commonwealth Dr.	Josh Glowacki	Shed	Detached Shed	3,200	\$51.60
						\$51.60

Group Total: 1

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
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Group: Single Family Alteration/Addition

21063	1514 Montclair Pl	Eastwood Homes	Single Family Alteration/Addition	4 fixtures	35,000	\$54.00
21070	208 Wollet Dr.	Wade & Kelly Voelker	Single Family Alteration/Addition	Basement Finish	12,000	\$100.65
21095	507 N High St.	Roc Solid Investments	Single Family Alteration/Addition	Remodel of existing home and adding upstairs bath	40,000	\$240.00
21097	900 Hillcrest	Paul & Mary Ebbert	Single Family Alteration/Addition	Remove wall to open kitchen	3,000	\$31.50
21102	521 Stratford Ct.	Doug Root	Single Family Alteration/Addition	Egress window	6,100	\$31.50
						\$457.65

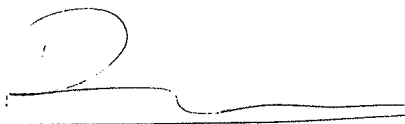
Group Total: 5

						\$5,337.65
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Total Records: 57

7/7/2020

Submitted this 7 day of July, 2020


Building Inspector



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: June 30, 2020

TO: Economic Development Commission

FROM: Matt Trebatoski, City Manager

SUBJECT: Local Match for WEDC Capital Catalyst Grant

Background:

As discussed at our last meeting in May (minutes and memo attached), the City has been tentatively awarded a \$300,000 Capital Catalyst matching grant from the Wisconsin Economic Development Corporation (WEDC). A letter from WEDC tentatively confirming this commitment, contingent on local matching funds, is attached.

The original intent was to match the WEDC funds with a grant from the Fort Atkinson Community Foundation (FACF). Unfortunately, the FACF declined to support our request and upon follow up we were informed that economic development, understandably, was not an area they wanted to get involved in.

Discussion:

At the meeting in May, the Commission discussed several other funding sources to match the grant, including borrowing, TIF district funds and a referendum. Upon review, each of these options are possible, but present some potential drawbacks.

Taking out a loan for the match would have to involve an interest rate below 2% and would require us to lend out the entire \$600,000 almost immediately in order to make the debt service payments on the borrowing. It would also significantly slow the growth of the revolving loan fund, as the majority of the interest collected would go toward servicing the debt. Any business loan delinquencies or defaults would pose a serious risk for the City.

The use of TIF district funds would require a project plan amendment, which is a fairly lengthy and costly process, and also entails receiving approval from the Joint Review Board, composed of representatives from the City, County, School District and Technical College. Additionally, and perhaps more importantly, the funds used from a TIF district could only be used for business loans within that particular district, which would considerably limit the effectiveness of the loan program.

As far as a referendum, we don't believe one has ever been done for economic development purposes in Wisconsin and don't know how well it would be received by the public. Also, the City would like to reserve this option as a last resort, for if funding is ever needed to improve or maintain the current level of public safety, public works or other municipal services.

After further thought about how the City could match the WEDC grant, we took a look at the balance due from TID #6 to the City general fund for past advances. The advances were made to cover debt service payments on the borrowings for the land purchases and public infrastructure improvements for the Klement Business Park. The current balance sits at just over \$2.313 million.

The advance balance has gone up annually for years, however recently it has started to decrease as TID #6 (with the help of donor TIDs #7 and #8) has begun to repay the general fund back. The projected repayment amount to the general fund from TID #6 in 2020 is \$315,000 - \$395,000. These dollars could potentially be used to match the WEDC grant.

Financial Analysis:

The City's unassigned general fund balance was dangerously low back in 2011. Fortunately, since then we have been able to slowly build it back up to meet our policy goal of 15-30% of budgeted general fund expenditures. That being said, \$300,000 of the 2020 TID #6 repayment could be used for the match to the WEDC grant, provided the City has positive operating results in 2020.

So far the City has been on track to have a positive year, with the exception of the on-going COVID-19 pandemic. The pandemic has resulted in some unexpected, additional expenses of around \$35,000, as well as anticipated revenue losses of approximately \$60,000. We are in the process of applying for grants to hopefully help us recover from these negative financial impacts caused by the pandemic.

Staff Recommendation:

The funds advanced to TID #6 were originally used to support economic development through the backing of debt service payments for the capital outlay of land and infrastructure for the Business Park. It would make sense and be forward-thinking to repurpose a small portion (\$300,000) of these funds into a business revolving loan fund to continue stimulating economic development in the City.

The former revolving loan fund program had a balance of \$1.5M. The remnant of that fund retained by the City consists of three current loans with balances totaling approximately \$500,000. If we are able to match the WEDC grant, the City would then have two business loan funds with a total value of \$1.1M.

Recommend the City Council consider matching the up to \$300,000 WEDC Capital Catalyst grant from the City's unassigned general fund balance, contingent on positive operating results for fiscal year 2020.



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: May 12, 2020

TO: Economic Development Commission

FROM: Matt Trebatoski, City Manager

SUBJECT: Update on Grant Requests to Create Economic Development Loan Fund

Background:

As you may recall, the goal of the proposed \$600,000 Capital Catalyst Revolving Loan Fund (CCRLF) is to encourage the startup of new businesses and the expansion of existing businesses less than five years old in the city of Fort Atkinson. The focus being on assisting companies in industry sectors including, but not limited to advanced manufacturing, agriculture or food processing, information systems or software, medical devices, biosciences and energy.

The CCRLF is intended to be a perpetual economic development tool, designed to assist multiple companies over an indefinite period of time. The initial round of loan approvals would be expected to support between 6 to 8 business startups and expansions. The target loan amount would be around \$100,000 per loan. Returns on investment and loan repayments would be reinvested into the CCRLF program for future loans.

In early February, 2020, the Fort Atkinson Economic Development Commission (EDC) applied for a Capital Catalyst grant to the Wisconsin Economic Development Corporation (WEDC) and a matching grant to the Fort Atkinson Community Foundation (FACF) to establish the CCRLF.

Discussion & Financial Analysis:

The city recently received unofficial word from the WEDC that it has set aside a grant award amount of \$300,000 for the Fort Atkinson CCRLF program. An official confirmation letter should be sent in a couple of weeks following a meeting of the WEDC awards committee.

Unfortunately, we were subsequently informed by the FACF that they declined to support our request for \$300,000 in matching funds.

The WEDC does allow grant recipients up to a year to raise the matching funds, so we still have the opportunity to find alternative partners to help fund the program.

Recommendation:

The city of Fort Atkinson stands to benefit immensely from the proposed CCRLF program through the new employment opportunities that would be created by the businesses assisted with the loan funding. The increase in employment options would allow residents to work in the city as opposed to commuting out. It would also bring more people into the city, growing both our local economy and population.

In addition, the program would assist in growing the city's tax base through new private investment, thereby lowering the overall property tax rate for all local units of government – city, school district, county and technical college. This would ultimately reduce the local tax burden for existing area businesses and residents alike.

The CCRLF program would also address the lack of capital that is often experienced by many business startups and newer companies looking to expand. Gap financing is critical for these entities and individuals to be able to access the funding needed to be successful and grow.

Moreover, the program would support the elimination of blight by encouraging the infill and redevelopment of unsightly and underutilized properties within the city. This reuse and reinvestment would increase the overall value and aesthetics of these properties as well as those around them.

For all of the reasons stated above and for Fort Atkinson to more effectively compete for business in today's economic environment, I would recommend the EDC explore other funding sources / options to match the WEDC grant to create an economic development revolving loan fund.

Any thoughts or ideas you may have would be greatly appreciated.



To Whom it May Concern:

I am writing on behalf of The Wisconsin Economic Development Corporation, or WEDC, the state's lead economic development entity to encourage your support of the City of Fort Atkinson's Capital Catalyst Revolving Loan Fund (CCRLF).

Startups and new businesses are critical to Wisconsin's future economic success and in many cases, new and expanding small businesses face financing challenges. As such, The Wisconsin Economic Development Corporation operates the Capital Catalyst Grant program to provide matching funds to organizations that support entrepreneurs and high-growth businesses to prepare for and implement growth plans with direct financing. The City of Fort Atkinson has submitted an application for Capital Catalyst program that will be considered in fiscal year 2021 which starts July 1, 2020.

The CCRLF is designed to encourage the startup of new businesses and expansion of existing businesses less than five years old. The focus will be on assisting companies and industry sectors including, but not limited to advanced manufacturing, agriculture or food processing, information systems or software, medical devices, biosciences and energy. Based on the information provided in the application WEDC could provide, pending final underwriting and necessary approvals, matching funds of up to \$300,000 to the CCRLF.

The City of Fort Atkinson is a respected economic development entity that has a proven track record of creating economic opportunity in rural Wisconsin. WEDC has a relationship with dating back to 1987 and the organization has been a strong partner and good steward of program resources. We look forward to the City of Fort Atkinson's continued support of economic and community prosperity in the region.

WEDC is eager to continue to work with you to assist with this very important project. Your primary contact on this project will be Ed Javier, E&I Director, 608-210-6850. Please contact him directly should you have any questions.

With best regards,

Samuel H. Ridders
Deputy Secretary and COO

cc: Ed Javier, E&I Director

THINK•MAKE•HAPPEN.



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: July 9, 2020

TO: Economic Development Commission

FROM: Matt Trebatoski, City Manager

SUBJECT: Amendment to Robert L. Klement Business Park Listing Contract

Background:

The City entered into an exclusive listing contract with Madison Commercial Real Estate, LLC to market and sell land in the Robert L. Klement Business Park in August, 2019. The City had previously used CBRE, Inc. from 2016-2019. Per the agreement with Madison Commercial, the agent is responsible to market the property and is only compensated when land is sold.

Discussion:

As you're aware, the City sold approximately 8 acres this year to Mickelson Investments, LLP, owners of RB Scott for \$155,820, and is currently under contract with Todd B. Willkomm for Lot 11 (approximately 6 acres) for \$90,000. Additionally, there are two other interested parties that are currently in discussions with the broker.

The initial agreement with Madison Commercial was for a one-year period. In discussing our contract with Mike Herl of Madison Commercial, we agreed to present a one year extension to the Commission. Copies of the amendment to the contract and the original contract are attached.

Financial Analysis:

It was determined the current asking prices for lots in the park are appropriately set and should be maintained. The prices are \$40,000 per acre for frontage lots #1 and #13, and \$20,000 per acre for all remaining lots (a map of the park is attached).

The broker's commission will remain 6% of the sale price. An additional commission of 3% would apply to a cooperating firm. This commission is much less than the per acre cost we had with CBRE in the past.

All earned commissions are to be paid at the time of closing.

Recommendation:

I recommend approving a one-year extension of the listing contract with Madison Commercial Real Estate, LLC.

Please contact me if you have any questions.

WB-42 AMENDMENT TO LISTING CONTRACT

1 It is agreed that the Listing Contract dated August 9, 2019, between the undersigned, for sale/rental of the
2 property known as (Street Address/Description) See Line 12
3 _____ in the _____ of
4 Fort Atkinson, County of Jefferson, Wisconsin is amended as follows:
5 The list price is changed from \$ _____ to \$ _____.
6 The expiration date of the contract is changed from midnight August 11, 2020
7 to midnight August 11, 2021.
8 The following items are (added to)(deleted from) STRIKE ONE the list of property to be included in the list price:
9 _____
10 _____

11 Other: _____

12 Lot 1	11.195 acres	Price \$40,000	Tax Key 226-0514-1741-001
13 Lot 6	9.281 acres	Price \$20,000	Tax Key 226-0514-1632-001
14 Lot 7	17.154 acres	Price \$20,000	Tax Key 226-0514-1633-000
15 Lot 9	13.809 acres	Price \$20,000	Tax Key 226-0514-1744-001
16 Lot 10	16.362 acres	Price \$20,000	Tax Key 226-0514-1744-000
17 Lot 11 (UC)	5.807 acres	Price \$20,000	Tax Key 226-0514-1741-004
18 Lot 13	3.0 acres	Price \$40,000	Tax Key TBD

34 ALL OTHER TERMS OF THIS CONTRACT AND ANY PRIOR AMENDMENTS REMAIN UNCHANGED.

35 Madison Commercial Real Estate, LLC

36 Firm Name ▲

37 _____ (x) _____
Seller's/Owner's Signature ▲ Date ▲

38 (x) _____
39 By Agent for Firm ▲ Date ▲

40 Print name ► Mike Herl

(x) _____
Seller's/Owner's Signature ▲ Date ▲
Print name ►

41 **CAUTION: This Listing belongs to the Firm. Agents for Firm do not have the authority to enter into a mutual**
42 **agreement to terminate a listing contract, amend the commission amount or shorten the term of a listing**
43 **contract, without the written consent of the Agent(s)' supervising broker.**

44 This written consent may be obtained with the supervising broker's signature below or a separate consent.

45 (x) _____
46 Supervising Broker's Signature ▲ Print name ► Date ▲

Business Highway 26 & Commerce Parkway, Fort Atkinson, WI



The Robert L. Klement Business Park is located on the southwest side of Fort Atkinson, within minutes of the downtown area. Easy access to and from the Business Park via Highway 26. Lot sizes vary from 3 acres up to 30.171 acres. Numerous options for your business needs.

Madison Commercial Real Estate LLC, 5609 Medical Circle, Suite 202, Madison WI 53719



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: July 15, 2020

TO: City Council

FROM: Michelle Ebbert, City Clerk/Treasurer

SUBJECT: Annual Report on Identity Theft Prevention Program

Background:

The Water Utility Identity Theft Prevention Program was created and approved by the Council in August 2009. The program was developed to comply with the Federal Trade Commission's Red Flag Rule, which requires any entity where there is a risk of identity theft to create and implement such a program. All utilities must comply with the Red Flag Rule, even if only nominal information such as name, address and phone number are collected. The primary purpose of the rule is to protect against the establishment of false accounts and ensure existing accounts are not being manipulated. This memo shall serve as the required annual report on Water Utility Identity Theft Prevention Program.

Discussion:

There have been no identity theft incidents or suspicions over the last year and therefore we are recommending no substantial changes to the program. We feel that it is effective at this time and will continue to monitor and review it each year. The only changes to the program include the date and names of the officials on the first pages.

Financial Analysis:

None.

Staff Recommendation:

To approve the annual report on Identity Theft Prevention Program.

IDENTITY THEFT PREVENTION PROGRAM

City of Fort Atkinson Water Utility

101 N. Main St.
Fort Atkinson, WI 53538

August 1, 2020

This program is intended to identify red flags that will alert our employees when new or existing accounts are opened using false information, protect against the establishment of false accounts, methods to ensure existing accounts were not opened using false information, and measures to respond to such events.

Contact Information:

The Senior Management Person responsible for this program is:
City Manager Matt Trebatoski, (920)563-7760

The Governing Body Members of the Utility are:

1. Council Member Brandon Housley
2. Council Member Paul Kotz
3. Council Member Bruce Johnson
4. Council Member Chris Scherer
5. Council Member Mason Becker

Risk Assessment

The Fort Atkinson Water Utility has conducted an internal risk assessment to evaluate how at risk the current procedures are at allowing customers to create a fraudulent account and evaluate if current (existing) accounts are being manipulated. The risk assessment evaluated how new accounts were opened and the methods used to access the account information. Using this information the utility was able to identify red flags that were appropriate to prevent identity theft.

- New accounts opened in person
 - New accounts opened via telephone
 - Account information accessed in person
 - Account information accessed via telephone (person; not automated)
-

Detection (Red Flags)

The Fort Atkinson Water Utility adopts the following red flags to detect potential fraud. These are not intended to be all-inclusive and other suspicious activity may be investigated as necessary.

- Other information is inconsistent with information provided by applicant
 - Other information provided by applicant is inconsistent with information on file
 - Application card appears altered or destroyed and reassembled
 - Information commonly associated with fraudulent activity is provided by applicant (e.g. address that is a mail drop or prison, non-working phone number or associated with answering service/pager)
 - Address or telephone number is the same as that of another customer at utility
 - Customer fails to provide all information requested
 - Personal information provided is inconsistent with information on file for a customer
 - Identity theft is reported or discovered
-

Response

Any employee that may suspect fraud or detect a red flag will implement the following response as applicable. All detections or suspicious red flags shall be reported to the City Manager.

- Ask applicant for additional documentation
 - Notify City Manager: Any utility employee who becomes aware of a suspected or actual fraudulent use of a customer or potential customers identity must notify Matt Trebatoski
 - Notify law enforcement: The utility will notify The Fort Atkinson Police Department at 920.563.7777 of any attempted or actual identity theft
 - Do not open the account
 - Close the account
 - Do not attempt to collect against the account but notify authorities
-

Personal Information Security Procedures

The Fort Atkinson Water Utility adopts the following security procedures:

1. Only specially identified employees with a legitimate need will have keys to rooms and cabinets.
2. Employees will not leave sensitive papers out on their desks when they are away from their workstations.

3. Access to offsite storage facilities is limited to employees with a legitimate business need.
4. Any sensitive information shipped will be shipped using a shipping service that allows tracking of the delivery of this information.
5. No visitor will be given any keys/entry codes or allowed unescorted access to the office.
6. Access to sensitive information will be controlled using "strong" passwords. Employees will choose passwords with a mix of letters, numbers, and cases. User names and passwords will be different. Passwords will be changed at least semi-annually.
7. Passwords will not be shared or posted near workstations.
8. When installing new software, immediately change vendor-supplied default passwords to a more secure strong password.
9. Anti-virus and anti-spyware programs will be run on individual computers and on servers daily.
10. The computer network will have a firewall where it connects to the Internet.
11. Check references or do background checks before hiring employees who will have access to sensitive data.
12. Access to customer's personal identity information is limited to employees with a "need to know."
13. Procedures exist for making sure that workers who leave City employ or transfer to another part of the City no longer have access to sensitive information.
14. Employees are required to notify the City Manager immediately if there is a potential security breach, such as a lost or stolen laptop.
15. Service providers notify you of any security incidents they experience, even if the incidents may not have led to an actual compromise of City data.

Identity Theft Prevention Program Review and Approval

This plan has been reviewed and adopted by the Fort Atkinson Water Utility Governing Body Members. Appropriate employees have been trained on the contents and procedures of this Identity Theft Prevention Program.

A report will be prepared annually and submitted to the governing body to include matter related to the program, the effectiveness of the policies and procedures, the oversight and effectiveness of any third party billing and account establishment entities, a summary of any identity theft incidents and the response to the incident, and recommendations for substantial changes to the program, if any.



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: July 15, 2020

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: Second Quarter Financial Statement Highlights

The following are the highlights for the second quarter of 2020 by fund:

FUND 1 – GENERAL FUND

- Advances to TIF 6 from General Fund -- \$2,313,186. This number is down from \$2,534,637 in June last year.
- Will receive 15% of shared revenue and 100% of expenditure restraint payment from State in July.
- Received exempt personal property aid payment of \$29,401 in May.
- Taxi reimbursements slow coming in again from federal government. Only first quarter State share received so far.
- Building permits revenue is down from last year, but still in relatively good shape at 60% of budget.
- Court and parking at 52% and 90% respectively. Court revenue will be down this year as a result of fewer citations issued during the Safer at Home order.
- Aquatic Center and Recreation revenues down \$67,000 from this time last year due to the coronavirus. Future participation and attendance in the second half of the year will be important in determining how large the losses of revenue will be. The City has applied for grants to the State and Community Foundation to hopefully help us recover from this and other negative financial impacts caused by the pandemic.
- Airport fuel sales are at 17% through June, which is down about 10% from June, 2019.
- Sold City vehicles and planters totaling \$11,300.
- Interest earnings look great at \$34,500 over budget half way through the year.
- Elections supplies over budget already by \$4,500, but we will be receiving a State grant to help offset the added costs related to the pandemic.
- Most -2500 benefit account numbers are showing at or slightly under budget.

- Police overtime is in good shape at this point in the year, but still may be over budget by the end of the year with a couple new officers being trained and a workers compensation injury leave.
- Dispatch overtime in good shape as well at 31%. Was at 58% at the same time last year.
- The K-9 unit remains fully funded through donations.
- On-call fire salaries at 57%, compared to 47% at this time last year. This number can fluctuate quite a bit based on call volume.
- Fire Inspection salaries are down due to suspending inspections during and slightly past the Safer at Home order. We will still meet the required number of inspections for DSPS in 2020.
- Street Machinery supplies at 40% of budget, compared to 57% last year.
- Street Machinery salaries at 39% due to being down one mechanic. We are currently trying to fill this position.
- Snow and Ice Control salaries at 56% of budget before November. This is much better than last year when we were at 91% only half way through the year
- Traffic Control salaries are at 96% due to training an employee to take over sign work.
- Airport fuel for resale expense at \$15,365, or 21% of budget. This compares to \$37,371 or 54% in 2019. Fuel sales revenue at \$12,376 so far.
- Museum Assistant Director salaries at 35% due to family medical leave.
- Recreation PT wages under budget at 27% due to less programming as a result of the pandemic. At 53% this time last year.
- Forestry trees account showing \$10,205 spent above budget. This will be offset by grant funds from the Community Foundation. Supplies are also over budget due to renting a bucket truck while the City's truck was being repaired.
- Revenues at 75% of budget.
- Total city expenses at 38% of budget. This will rise with the payment of City liability and worker's comp insurance premiums in August. It is also slightly lower than normal due to the temporary pause that we placed on large capital purchases during the Safer at Home order.

FUND 2 – SEWER UTILITY

- Replacement funds at \$1,261,329. These funds will be used in phase one and two of the treatment plant upgrade project.

- Cash continues to be in great shape at \$2,374,877. We used our strong cash position to avoid having to borrow for Rockwell Avenue main replacement in 2018, as well as the design of phase one and two of the treatment plant project.
- Debt is at \$741,494 or just 4% of assets.
- Residential and commercial monthly sales are in good shape at 52% and 48% respectively. Industrial quarterly sales are in great shape at 56% of budget. Overall, sales are up from 2019. This is mainly a result of increased industrial sales.
- Septage and holding tank waste at \$131,140 or 109% of budget. This compares to \$119,145 at this time last year.
- Sludge conditioning chemicals at 58% of budget.
- Accounting is \$7,300 over budget due to the sewer rate study.
- Overall revenue at 55% of budget.
- Expenses are at 44% of budget.
- Utility in good shape financially as we move forward with updating our 30+ year old plant over the next few years.

FUND 3 – WATER UTILITY

- Cash is at \$257,232 versus \$953,122 in June, 2019. The balance is down due to us completing approximately \$400,000 of main replacement work and upgrading to a new SOADA system for \$300,000 in 2019.
- Long-term debt is at \$2,311,560, or 18% of assets.
- Sales revenues are running at 50%, same as last year. Industrial sales contributed the most at 52%, while residential and commercial sales came in a little lower at approximately 47-50%. Lawn watering should give residential sales a small boost through the summer months.
- Water main breaks are at 26% of budget, compared to 17% at this time last year. Still in relatively good shape.
- Most expense accounts are running at or below budget.
- Total expenses are at 42% for the first half of the year.
- Utility is in the process of seeking a rate increase with the PSC for operations and to establish an annual mains replacement program.

FUND 4 – DEBT SERVICE

- Remaining city principal and interest payments for 2020 total \$139,808.

FUND5 – TRANSPORTATION IMPROVEMENTS

- Vehicle registration fee revenue at 43% of budget for January – May collections.
- Street program expenses will begin to show in the third quarter. Currently at 5%.

FUND 6 – REVOLVING LOAN FUND

- Cash on hand - \$63,479.
- Expenditures of \$2,852 made for appraisals and application assistance for CDBG – close grant application(s).
- Total loans outstanding (3) -- \$440,880.
- All loans are current.

FUND 7 – EMS FUND

- Cash at \$8,843, compared to \$4,503 in June, 2019.
- Revenues at 63% of budget.
- Total expenditures at 63%.

FUND 10 – STORM WATER FUND

- Cash at \$145,824, compared to \$291,085 at this time last year. The reduction is due to 2019 street program work and the completion of Rockwell Avenue.
- Replacement funds at \$136,500.
- Long-term debt at \$1,260,921 or 21% of assets. This is on par with the Water Utility.
- Revenues are right on budget, and expenses are under budget at 25%. Expenses will increase in the third quarter as street sweeping and more sewer cleaning begins.

FUND 12 – KLEMENT BUSINESS PARK (T.I.F. 6)

- First installment of crop and hay land rent invoiced.
- Initial land contract payment received from Mickelson Investments at closing in June.
- Surveying, commission, and other closing costs of \$11,230 paid in 2nd quarter.
- Klement land payment made. Only two years left to go.

FUND 13 – DOWNTOWN ECONOMIC DEVELOPMENT (T.I.F.7)

- Plan to complete the parking lot feature at the southwest corner of South Main and South Third streets in the summer.

FUND 14 – NORTHWEST CORRIDOR DEVELOPMENT (T.I.F. 8)

- No activity for second quarter.



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: July 17, 2020

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

Background:

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

Discussion:

REGULAR FOR THE TERM OF **2020-2022:**

None at this time.

Financial **A**nalysis:

None.

Staff Recommendation:

None.