



**AGENDA
CITY COUNCIL MEETING
REMOTE VIA PHONE USING ZOOM
AUGUST 4, 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 21, 2020 regular Council meeting.
4. Public Hearings
 - a. Public hearing on annual review of City's Comprehensive Plan.

Action – Refer to item 10-a below.
5. Public Comment

6. Petitions, Requests and Communications

- a. Recognize presentation of plaque for Kelly Rowley denoting years of service.

Action – Acknowledge presentation.

7. Resolutions and Ordinances

None.

8. Reports of Officers, Boards and Committees

- a. Minutes of Plan Commission meeting held July 28, 2020.

Action – Accept and file.

- b. Minutes of Historical Society Board meeting held July 16, 2020.

Action – Accept and file.

9. Unfinished Business

None.

10. New Business

- a. Annual review of City's Comprehensive Plan.

Action – Accept and file.

- b. Review and approve quote for purchase of new mower for Department of Public Works as budgeted.

Action – Reject – Approve.

- c. Review and approve quote for rehabilitation of Well 4 and Well 5.

Action – Reject – Approve.

11. Miscellaneous

- a. Grant operator licenses.

Action – Reject – Approve.

- b. Set dates for Capital Improvement Program (C.I.P.) and Budget Workshops and Public Hearing.

Action – Set dates.

12. Claims, Appropriations and Contract Payments

- a. Verified claims.

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

13. Adjournment

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

CALL MEETING TO ORDER.

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

ROLL CALL.

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

APPROVAL OF MINUTES OF JULY 7, 2020 REGULAR COUNCIL MEETING.

Cm. Kotz moved, seconded by Cm. Johnson to approve the minutes of July 7, 2020 regular council meeting. Motion carried via zoom.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

No comments after three calls by Pres. Becker.

PETITIONS, REQUESTS AND COMMUNICATIONS

None.

RESOLUTIONS AND ORDINANCES

a. *Ordinance amending speed limit to 30 MPH along entirety of Hackbarth Road.*
Third and final reading of Ordinance. No comments or concerns were provided to Staff.

Cm. Kotz moved, seconded by Cm. Johnson to approve and adopt Ordinance amending speed limit to 30 MPH along entirety of Hackbarth Road. Motion carried unanimously via zoom.

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

Cm. Johnson moved, seconded by Cm. Scherer to approve and adopt Resolution to combine wards 1-9 and utilize one ballot box for August 11, 2020 Fall Primary. Motion carried unanimously via zoom.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

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

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

Cm. Scherer moved, seconded by Cm. Johnson to accept and file the Reports of Officers, Boards and Committees. Motion carried unanimously via zoom.

UNFINISHED BUSINESS

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

Manager Trebatoski provided the recommendation to consider matching the grant from the City's unassigned general fund balance. Back in May, the City was tentatively awarded a \$300,000 Capital Catalyst matching grant. The original intent was to match the funds with a support from the FACF. Unfortunately, the FACF declined to support the request. The Commission then reviewed other funding options with the final support for the unassigned general fund balance.

Pres. Becker inquired when funds would be due to WEDC. Trebatoski confirmed within one year to submit the funds. With approval tonight, we can let WEDC know we are planning to match the funds, if able.

Cm. Kotz moved, seconded by Cm. Johnson to approve the recommendation from Economic Development Commission to approve matching up to \$300,000 WEDC Capital Catalyst Grant contingent upon positive operating results for fiscal year 2020. Motion carried unanimously via Zoom.

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

Manager Trebatoski reviewed the one-year contract soon to expire. Two recent sales took place in the business park in 2020 with other interested parties at this time.

Cm. Scherer moved, seconded by Cm. Johnson to approve the recommendation from Economic Development Commission to approve renewal of Klement Business Park listing contract with Madison Commercial Real Estate, LLC. Motion carried unanimously via zoom.

NEW BUSINESS

a. Annual report on Identity Theft Prevention Program.

Cm. Scherer moved, seconded by Cm. Johnson to accept and file the annual report on Identity Theft Prevention Program. Motion carried unanimously via zoom.

MISCELLANEOUS

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

Cm. Scherer moved, seconded by Cm. Johnson to accept and file the City, Sewer, Water and Stormwater Utility Financial Statements for June 2020. Motion carried unanimously via Zoom.

b. Grant operator licenses.

No action taken.

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 unanimously via zoom.

ADJOURNMENT

Cm. Scherer moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 7:27 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: 7/31/2020

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: Retirement of Kelly Rowley

On behalf of the City, I would like to thank Kelly Rowley for her years of dedicated service to the City and specifically the Dwight Foster Public Library. Her knowledge and expertise will be missed, and we wish her warm congratulations and all the best in her future endeavors.

In an abundance of caution, Kelly was presented her retirement plaque at a closed ceremony in lieu of in-person City Council recognition, as seen below.



CITY OF FORT ATKINSON
Plan Commission ~ July 28, 2020
1,023rd Meeting

CALL TO ORDER.

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

ROLL CALL.

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

APPROVAL OF MINUTES OF JUNE 23, 2020 PLAN COMMISSION MEETING.

Cm. Johnson moved, seconded by Cm. Highfield to approve the minutes of the June 23, 2020 Plan Commission meeting. Motion carried.

REQUEST TO REZONE LOTS 36-39 AND 43 OF THE CRESCENT BEAUTY FARMS SUBDIVISION FROM R-1 TO R-2 ZONING.

Engineer Selle reviewed the request with the following comments: there are mapped wetlands on a portion of parcel 43 with high groundwater nearby, this might make parcel 43 challenging for construction. This has no bearing on the zoning. Letters were sent to nearby property owners within 100 feet of the proposed parcels. One resident responded they would like to attend the meeting to discuss further.

Cm. Schultz inquired on the resident that shared concern. Selle stated the neighboring property owner John Hausz, of several lots, was not in favor of the request or additional development. Concern that higher density of people can cause problems such as trespassing people, dogs and cats, children on his wetland preservation program habitat.

Property owner Rodney Hetts commented via Zoom, before the land was sold to Crown of Life Church, there was several density-zoned lots in the city planned. To Mr. Hett's knowledge, no trespassing has occurred. The area is over grown. Many of the lots owned by Mr. Hausz are zoned R-2.

Cm. Kessenich asked if it is an all or nothing request or can some of the lots be approved. Mr. Hetts, property owner, the four lots are the same size. Lot 43 is a larger lot with wetland issues and more conducive to a no basement side-by-side condominium. The backyard of the condominiums would be facing the school and the lots on the south side are smaller and would not work for a condominium unit. South side lots are intended for single family.

Cm. Lescohier moved, seconded by Cm. Johnson to approve the request to rezone lots 36-39 and lot 43 of the Crescent Beauty Farms subdivision from R-1 Single Family Residential to R-2 Two Family Residential zoning and recommend to the City Council. Motion carried via zoom.

ANNUAL REVIEW OF CITY'S COMPREHENSIVE PLAN

Manager Trebatoski stated that annually, Staff solicit public input on and conduct a review of the implementation program outlined in Figure 13.1 of the City's Comp Plan. There are timeframes associated with each action item are recommendations for implementation and provide another level of prioritization for the City. Timeframes recorded were in progress, short, medium or long.

Cm. Lescohier asked Manager Trebatoski if he is comfortable with the pace that is at hand and

how progress has been made. Trebatoski confirmed Staff has been very active and constructive in completing the action items.

Cm. Johnson moved, seconded by Cm. Highfield to accept and file the annual review of the City's Comprehensive Plan. Motion carried via zoom.

REVIEW AND APPROVE REQUEST FOR CONDITIONAL USE OF A SOLAR ARRAY ON MADISON COLLEGE CAMPUS.

Engineer Selle provided the request by the College. The solar array would be adjacent to the parking lot. This is an unspecified use within the zoning, which defers to a conditional use within the code. The only concern was the proposed fence. Madison College indicated the existing fence at the Fort Atkinson facility would be utilized, which does meet requirements.

Ken Walz, Fred Brechlin and Stanley Minnick were present on behalf of Madison College.

Cm. Kessenich inquired on the amount of energy and if it will be equal, lessor or greater than the prior wind turbine. The solar array would produce greater in the appropriate weather setting and be able to provide more energy than what is needed for the property.

Engineer Selle asked about the payback for the investment. Walz stated approximately 9-10 years for payback and the system is warranted for 30 years. As an educational institution, no tax credit is being utilized.

Cm. Highfield inquired on the schedule. Minnick stated they are looking at August or September.

Cm. Lescohier moved, seconded by Cm. Johnson to approve the request for conditional use of a solar array on Madison College Campus contingent upon the fence on site be utilized for the area. Motion carried via zoom.

ADJOURNMENT

Cm. Highfield moved, seconded by Cm. Schultz to adjourn. Meeting adjourned at 4:31 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer

Hoard Historical Museum
Fort Atkinson Historical Society Board of Directors Meeting
Thursday, July 16, 2020 at 4 p.m. (Video via Zoom)

1 Call to Order: At 4:00 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, John Molinaro (absent), Marie Nelson, Joel Winn (absent)

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

Other Attendees: Clare Nelson, Beverly Dahl (recorder)

3. Public Comments: none

4. Approval of June Board Meeting Minutes: Motion to approve L. Gray, seconded S. Larson. Approved.

5. Director's Report:

- Routed prior to meeting, summarizes February through June. Reduced attendance and store sales reflect COVID-19 closure.
- Report documents how Museum dealt with closure, modified activity during pandemic.
- Particular approval of last paragraph of report, encouraging perseverance.

6. Treasurer's Report: Loren Gray

- Routed prior to meeting.
- Financially ahead of last year – surplus of receipts over expenses (approximately \$12,000, due to income from trust, donations, and no programming expenses).
- Does not reflect \$13,000 loan from Payroll Protection Plan.
- March losses to Trust Account have reversed themselves.
- Motion to accept report S. Larson, seconded B. Geyer. Accepted.

7. Committee Reports: None – no meetings held.

8. Event summaries for Dairy Day (June 20), July 4th, and Book Club (July 8):

Dairy Day – drive thru event, deemed very successful (with no historical comparison) - 130 cars, 300 people.

July 4th - drive thru event, 155 cars, just over 400 people, received over \$200 in donations. Also seemed a success.

Most expenses for drive thru events were sponsored by local businesses. Staff received numerous comments on organization. People appreciated kid's activities, food, the Museum for just holding the event.

Staff are exploring a Fall/Halloween/Harvest drive thru event as we expect in-person events will not happen.

Book Club – Had 7 participants, who met in a distanced circle in Jones Gallery, all masked. Attendees passed around items related to the topic (with hand sanitizer). People stayed after the discussion just to socialize. Seemed to be a positive event.

Next book (September) - Finding Freedom, Untold Story of Joshua Glover – about the Underground Railroad through Wisconsin.

Board feels that holding these events provides an important opportunity for community socialization.

9. Discussion regarding 2021 event schedule:

Director proposing she create a draft schedule for 2021, assigning dates for our larger yearly events, to be placed until we know what events it will be possible to hold.

Rendezvous planning would not routinely begin until the new year, so there is no decision as to whether it will be held.

Will an Event Schedule be published?

- Yes, if they are events we feel we could do a safe version of.
- Art Shows are particularly problematic depending on whether the schools are meeting in person, as is Rendezvous.
- When the Schedule is published, it is sent to Members, advertised on Travel Wisconsin and other sites.
- Perhaps we should label any Schedule as tentative.

Comment on short videos that have been published on Museum Facebook page, which are intended to keep visibility of the Museum in front of people.

10. Discussion regarding room rentals for fall, 2020-2021:

- Black Hawk Artists are discussing possible variations for this year's show – theme wall only, full show with limited attendance, website only.

Question: Is City considering retreating openings due to increased infection?

- The City Council has moved from in-person to Zoom meetings at present.
- Noted that Museum staff and volunteers are wearing masks in Museum, visitors are asked to do so, but we can't require it as we are a publicly owned building.
- Director spoke to Head Librarian - they are doing quarterly plans. Museum 4th Quarter schedule does have some events, but we have no protocols to deal with them. Each organization is setting their own protocols. (Library may also be using their space for book storage to rest between circulation.)

Question: Thoughts on room rentals – do we encourage/discourage them?

- Could limit size of groups (under 25?).
- Risk of people coming through Museum and access to restrooms without masks.
- If we do room rentals, leave space/time between for cleaning and aging.
- Use of kitchen should not be allowed. Could recommend disposable items be carried in, perhaps a box lunch, or eliminate food altogether.
- CDC guidelines indicate risks associated with common area (kitchen), distance (6'), maximum people (50?) – that could be stated in dealing with inquiries.

Question: How many people could we accommodate with distancing? 6' apart chairs only – estimate 60.

Comment: Income from room rentals is not significant. The Museum could just follow the Library's lead and say no rentals will be accepted at this time.

Question: Okay if Director discourages rentals for rest of year, and cancels events already scheduled?

Question: Mornings at the Museum scheduled? Director - will not be held until further notice.

Motion by L. Gray - Museum will not host any non-Museum sponsored groups at the facility through the end of the year due to COVID-19. Only Museum sponsored groups, under 25 attendees, will be allowed. Seconded by S. Larson.

- Question: Does City have to approve cancellation of rentals? Director to check.
- Director would contact all groups with reservations to cancel.

Motion approved.

11. Project and facility updates:

The Boiler has had its annual service.

Emergency panels have been inspected for annual certifications.

12. Upcoming meeting dates:

Full Board Meeting: Thursday, August 20th, 4:00pm

13. Items for agenda for next meeting: none

14. Announcements:

Dairy Shrine – Dave Selner is retiring, Mike Opperman is the new Executive Director. He is local, and has had a career in communications and public relations.

15. Adjourn : Motion to adjourn L. Gray. Seconded by B. Cheek. Adjourned at 4:55



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: July 21, 2020

TO: Plan Commission and City Council

FROM: City Manager, City Engineer & Zoning Administrator

SUBJECT: Annual Review of Comprehensive Plan Implementation Program

The City is required to annually solicit public input on and conduct a review of the implementation program outlined in Figure 13.1 of the City's Comprehensive Plan. City staff has reviewed the recommended implementation schedule and an update on the progress follows below.

The timeframes associated with each action item are recommendations for implementation and provide another level of prioritization for the City. Each one represents a generalized timeframe:

- In Progress: Work is already underway on the action item. The majority of these projects were identified in the 2008 Comprehensive Plan.
- Short: The City and any other organization involved plan to start the project in the next 0-5 years.
- Medium: The City and any other organization involved plan to start the project in the next 5-10 years.
- Long: The City and any other organization involved plan to start the project in the next 10+ years.

Figure 13.1: Plan Implementation Program

<u>Action Item</u>	<u>Timeframe</u>	<u>Responsible Department</u>	<u>2020 Update</u>	<u>Status</u>
Rewrite the City's Zoning Code.	In Progress	Administration and Building & Zoning	The Plan Commission, City Council and City staff began this process in 2019 and expect to have the new code adopted in August 2020.	In progress

<u>Action Item</u>	<u>Timeframe</u>	<u>Responsible Department</u>	<u>2020 Update</u>	<u>Status</u>
Rewrite the City's Land Development and Division Code.	In Progress	Administration and Building & Zoning	An RFP has been issued and consultant selected. The rewrite will commence in 2020 following adoption of the new zoning code. Completion expected in 2021.	In progress.
Use social media and other communication forms to involve and educate more diverse communities on city processes, functions, and planning.	In Progress	All	This is an ongoing effort that all departments have been asked to focus on. The City's website was updated to allow users to select any language using Google Translate through Google Chrome.	In progress
Concentrate time and funding on key sites: <ul style="list-style-type: none"> • Creamery building • Chamber of Commerce building • Corner of Madison Ave. and N. Main St. • Surface parking lots along Main St. • Vacancies along Main St. 	In Progress	Administration	In 2015-2016, the City applied for and received a \$250,000 WEDC-CDI grant, provided an \$80,000 TIF grant, and approved a \$300,000 revolving loan to assist in the redevelopment of the Creamery Building downtown.	In progress
Partner with the Jefferson County Economic Development Consortium/Thrive ED in implementing the 5-year Strategic Plan.	In Progress	Administration	The city manager is the current chair of the JCEDC Board. In 2019 the JCEDC executive director assisted the City EDC in developing a new capital catalyst loan program. The City has applied to WEDC for a Capital Catalyst grant to help fund this program.	In progress

<u>Action Item</u>	<u>Timeframe</u>	<u>Responsible Department</u>	<u>2020 Update</u>	<u>Status</u>
<p>Concentrate time and funding on key corridors:</p> <ul style="list-style-type: none"> Northeast Corridor including Kmart, Smith Motors, Loeb-Lorman's Salvage Yard, and former Thomas Industries Janesville Ave. Madison Ave. from Main St. to Robert St. Sherman Ave. from Main St. to Robert St. Whitewater Ave. Rockwell Ave. Fort HealthCare Campus (if they move) 	In Progress	Administration	<p><u>Northeast Corridor:</u> City staff is currently working with U-Haul on the former K-mart location to improve the overall appearance and use of that building and property. The City is exploring the feasibility of acquiring, cleaning up and redeveloping the Loeb-Lorman property with grant funding.</p> <p><u>Janesville Ave:</u> No 2019-20 progress</p> <p><u>Madison Ave – Main to Robert:</u> No 2019-20 progress</p> <p><u>Sherman Ave – Main to Robert:</u> No 2019-20 progress</p> <p><u>Whitewater Ave:</u> No 2019-20 progress</p> <p><u>Rockwell Ave:</u> Corridor has been redesigned and constructed in 2019 with accommodations for commercial traffic, recreational use, and high density residential.</p> <p><u>Fort HealthCare Campus:</u> No 2019-20 progress</p>	In progress

<u>Action Item</u>	<u>Timeframe</u>	<u>Responsible Department</u>	<u>2020 Update</u>	<u>Status</u>
<p>Increase the connectivity of multi-use trails and on-street bicycle facilities at key locations:</p> <ul style="list-style-type: none"> • Along Main St. • Convert the railroad line from N. Main St. to the city limits • Hackbarth Rd. shoulder extension • Connect Glacial Trail to Co. K • Milwaukee Ave. and Zida St. to Bark River • McMillen St. to Rock River • Madison Ave. to Wisconsin Highway 26 • Expand the Riverwalk to the north side of the Rock River • Montclair Pl. connection to Dorothy Carnes Park 	In Progress	Public Works and Parks & Recreation	<p><u>Along Main St.</u> A grant to extend bike/ped facilities from Rockwell to the City limits along S Main was submitted. A decision will be rendered in August 2020.</p> <p><u>Convert the railroad line from N. Main St. to the city limits</u> The acquisition and conversion of the railroad line from N. Main St. to the city limits is being explored. Due to potential future business use of the rail, we may look at only converting the line from Main St. to Lorman St., which would still provide a connection to Ralph Park and back over to N. High St</p> <p><u>Hackbarth Rd. shoulder extension</u> No 2019-20 progress</p> <p><u>Connect Glacial Trail to Co. K</u> No 2019-20 progress</p> <p><u>Milwaukee Ave. and Zida St. to Bark River</u> No 2019-20 progress</p> <p><u>McMillen St. to Rock River</u> No 2019-20 progress</p> <p><u>Madison Ave. to Wisconsin Highway 26</u> No 2019-20 progress</p> <p><u>Expand the Riverwalk to the north side of the Rock River</u> No 2019-20 progress</p> <p><u>Montclair Pl. connection to Dorothy Carnes Park</u> No 2019-20 progress</p> <p>**See SRTS section for additional updates.</p>	

<u>Action Item</u>	<u>Timeframe</u>	<u>Responsible Department</u>	<u>2020 Update</u>	<u>Status</u>
Using the Safe Routes to School Plan, identify and install new sidewalk facilities.	In Progress	Public Works	Two projects were developed for a Transportation Alternative Grant (TAP). One was the extension of a bike/ped path along S Main St, the other was development of an east/west bike/ped path along Blackhawk Dr, Lauri Dr, and over to Banker Rd – ending near the High School. A decision will be rendered in August 2020.	In progress
Conduct an annual review of the Comprehensive Plan.	Short	Administration	In progress and on-going.	
Participate in the School District of Fort Atkinson 5-year Strategic Planning Process.	Short	Administration	City engineer participated in the Facilities Advisory Committee for FASD. The program continues in 2020.	
Develop a new internal process to include review of the Comprehensive Plan during the annual Capital Improvement Planning process.	Short	Administration	In 2020, department heads will begin reviewing the Comprehensive Plan Implementation Program to develop and prioritize their CIP purchase and project requests. The CIP document will identify if an item is tied to an action item or goal of the Comprehensive Plan.	
Complete an area plan for downtown to analyze assets and identify specific opportunities, with a parking study included.	Short	Administration	No 2019-20 progress.	
Move the community gardens to Jones Park and market the existing site for new residential, infill development.	Short	Administration, Public Works, and Parks & Recreation	2020 will be the last year for the community gardens at the current location. The City will work with United Way to move the gardens either to Jones Park or an alternate site. Upon completion of the new zoning code, city staff will begin subdividing and planning for utilities for new residential, infill development.	
Develop an area plan for the far Northwest side in preparation for the future Fort HealthCare relocation.	Short	Administration and Parks & Recreation	Regardless of Fort HealthCare's decision whether to relocate to the northwest side of town, a plan for this area should be a priority in 2021-2022.	

<u>Action Item</u>	<u>Timeframe</u>	<u>Responsible Department</u>	<u>2020 Update</u>	<u>Status</u>
Develop a marketing campaign with local economic development organizations to promote the city to new residents and tourists through branding Fort Atkinson as active, healthy, and recreation-focused with many amenities.	Short	Administration and Parks & Recreation	No 2019-20 progress.	
Create new fundraising methods to increase donations towards Wheels Park.	Short	Parks and Recreation	Fundraising was successful in 2019-2020 and the Wheels Park project will be completed in 2020.	
Implement the recommended strategies of the 2018 TIF Feasibility Study, when completed.	Short	Administration	Due to private acquisition of the former K-mart and Smith Motors properties, as well as lack of interest or movement from other key property owners, the creation of a TIF district has been on hold. The City is exploring the feasibility of acquiring, cleaning up and redeveloping the Loeb-Lorman property with grant funding.	
Purchase or integrate energy efficient and/or renewable energy sources into any new city equipment, remodeling, or new facilities.	Short	Public Works	In 2019, the Library converted all of its light fixtures to LED. In 2020-2021, we will be installing solar panels on the roof of the new Fire Station. Energy efficiency opportunities continue to be explored.	
Attempt to establish boundary agreements with all surrounding units of government.	Medium	Administration	No 2019-20 progress.	
Work with the Chamber of Commerce to attempt to establish a Downtown Business Improvement District.	Medium	Administration	No 2019-20 progress.	
Implement new streetscaping, wayfinding, and beautification elements along Main St.	Medium	Administration and Public Works	In 2019, new planter pots and arborvitaes were purchased and all of the windows of the Municipal Building were painted along with the railings on the Main St. Bridge. In 2020, a new landscape feature to enhance the parking lot and corner of S. Third St. and Main St. will be completed. We intend to have a streetscaping plan for the downtown completed in 2020-2021 to guide future improvements, such as street lights, sidewalks, signage, etc.	

<u>Action Item</u>	<u>Timeframe</u>	<u>Responsible Department</u>	<u>2020 Update</u>	<u>Status</u>
Develop a partnership with UW-Whitewater to help local entrepreneurs utilize the school's resources, Incubator, and Small Business Development Center.	Medium	Administration	No 2019-20 progress.	
Partner with local universities and economic development agencies to promote new industries in the Klement Business Park.	Medium	Administration	No 2019-20 progress.	
Seek Stewardship and other recreational facility grants to help fund new parks and recreation infrastructure.	Medium	Parks and Recreation	No 2019-20 progress.	
Partner with local farms and agriculture groups to establish a Community-Supported Agriculture (CSA) Program.	Medium	Administration	No 2019-20 progress.	
Partner with Jefferson County and Fort HealthCare to increase the routes, hours, and options for transit services in the city.	Medium	Administration	The new contract for the City's shared ride taxi service added an additional 1,065 service hours, or about 3 hours/day to increase the level of service.	
Adopt a new sidewalk evaluation and replacement ordinance.	Medium	Public Works	In 2019 the City conducted a sidewalk inventory, where the entire City was mapped and improvements noted. This data was used to evaluate and decide to move forward with a sidewalk improvement program with costs shared among residents and the City. This program will require a change to the current ordinance to develop. Planned for late 2020 or 2021.	
Adopt a Complete Streets policy.	Medium	Public Works	No 2019-20 progress.	
Complete an Official Map for the city.	Medium	Administration, Public Works, and Parks & Recreation	This will be looked at upon completion of the zoning code and land development and division code.	

<u>Action Item</u>	<u>Timeframe</u>	<u>Responsible Department</u>	<u>2020 Update</u>	<u>Status</u>
Partner with local bicycle shops and bicycle manufactures to bring bike-share to key locations along the Glacial Heritage Trail.	Medium	Administration and Parks & Recreation	No 2019-20 progress.	
Update the Comprehensive Plan before 2029.	Long	All	No action required at this time.	
Participate in the Jefferson County Comprehensive Plan and Farmland Preservation Plan updates.	Long	Administration	2019-2020 – The city manager has been serving on the county comprehensive plan steering committee. The city engineer and city manager also participated in an intergovernmental interview with the county planning consultant on behalf of the City.	
Explore the concept of a Town Square on South Water Street West next to the Rock River.	Long	Administration and Parks & Recreation	No 2019-20 progress.	

<u>Action Item</u>	<u>Timeframe</u>	<u>Responsible Department</u>	<u>2020 Update</u>	<u>Status</u>
<p>Improve the streetscaping and road conditions along:</p> <ul style="list-style-type: none"> Whitewater Ave. Riverside Dr. Janesville Ave. Hackbarth Rd. Robert Street Bridge 	Long	Public Works	<p><u>Whitewater Ave.</u> The DOT has planned to resurface Whitewater Ave and Main St in 2023.</p> <p><u>Riverside Dr.</u> The DOT has planned to resurface Riverside Dr in 2026</p> <p><u>Janesville Ave.</u> The road conditions along Janesville Ave are considered adequate. Street scape in this corridor is improved with the parks and accompanying bike corridor.</p> <p><u>Hackbarth Rd.</u> The road conditions along the City's portion of Hackbarth Rd are good.</p> <p><u>Robert Street Bridge</u> The DOT will re-deck the Robert St bridge in 2022, reduce the lanes from 4 to 3 and increase the width of the sidewalk to 10' along with a parapet wall separating pedestrians from traffic.</p>	
Consider a park and ride facility near one of the Wisconsin Highway 26 bypass interchanges.	Long	Public Works	No 2019-20 progress.	



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: July 29, 2020

TO: City Council
FROM: Don Knaack – Head Mechanic, Andy Selle, PE
SUBJECT: DPW Mower Replacement

Background:

The Department of Public Works is currently in possession of a 2012 Kubota mower found to have a cracked engine block. The repair estimate received from Tribold Outdoor Power was \$6400, prompting investigation into replacement over repair.

The service records for this mower over the last 4 years further bolstered the case for replacement.

2017- \$3005.85
2018- \$1473.31
2019- \$2603.96
2020- \$1300.15

Financial Analysis:

Three bids have been acquired for the purchase of a new mower, each includes the trade in of the 2012 mower.

Mid-State Equipment -\$6,528
Prairie Power Center -\$6,528
Otter Sales & Service -\$7,978

Funding for purchase of new mower will come from the DPW CIP borrowing. Approximately \$10,000 was saved by the decision to refrain from purchasing the self-propelled option on the new paint machine.

The mower will require two aftermarket additions, a canopy and strobe light at a total cost of \$600.

Staff Recommendation:

Given the age of the existing mower, the cost of repair, and the tangible benefits of purchasing new (fewer serviceable and prone-to-fail parts, lower maintenance cost on gas, air cooled engine, better turning radius) we recommend awarding the bid to purchase a new mower to Mid-State Equipment in the amount of \$6,528 and adding the additional \$600 aftermarket equipment for an approved total of \$7,128.00.



www.midstateequipment.com

W1115 Bristol Rd.
Columbus, WI 53925
920-623-4020

4323 E US Hwy 14
Janesville, WI 53546
608-754-8450

☐ 3660 Scenic Dr.
Jackson, WI 53037
262-677-8400

☐ N8690 Highland Rd.
Watertown, WI 53094
920-261-8118

☐ 8841 Antioch Rd
PO Box 10
Salem, WI 53168
262-843-2326

☐ S9711 Hwy 12
Prairie Du Sac, WI 53578
608-643-3307

☐ 355 Transit Dr. **RENTALS**
Columbus, WI 53925
920-623-4300

CUSTOMER QUOTE

Customer Name City of Fort Atkinson DPW
Address 700 James Place
City Fort Atkinson
State WI Zip 53538
County Jefferson
Customer PO# _____

Ship To Address

Date 7/21/20
Customer Acct# _____
Phone# (920) 563-7771
Cell# _____
Fax# _____

Email _____

Quote Expiration Date: 9/15/2020

EQUIPMENT INFORMATION

New	Used	Make	Model	Description	Hrs	Tag#	Serial#	Amount	GVW (lbs.)
<input type="checkbox"/>	<input type="checkbox"/>	Scag	Turf Tiger	STTII61V-37BV-EFI				\$12,251.00	
<input type="checkbox"/>	<input type="checkbox"/>	Scag	Hurricane	Mulch Kit				\$277.00	
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								

EQUIPMENT DESCRIPTION / NOTES	Freight and Delivery
	\$12,528.00 Subtotal
Governmental prices shown in quote. For disclosure, Retail List price of prime mover is \$15,314.00	\$6,000.00 Less Trade
Retail List Price of Hurricane Mulch Kit is \$359.95	
	\$6,528.00 Subtotal
	Sales Tax %
10% Non-Refundable down payment required prior to ordering of Special ordered and NonStocked items.	Payoff Amount
TRADE INFORMATION: ALLOWANCE ON TRADE IN OF THE FOLLOWING WHICH I CERTIFY FREE FROM ALL ENCUMBRANCES	<Down Payment>
	\$6,528.00 Total Cash price

Year	Mke	Model	Description	Hrs	Tag#	Serial#	Trade Value
2012	KU	JF3680	Front Mount	4129		16738	\$6,000.00
Select							
Select							
Select							
Select							
Select							
Select							

WARRANTY INFORMATION

☒ New ☐ Extended ☒ Manufacture
☐ Used ☐ No Warranty ☐ Other/See below
Warranty doesn't cover delivery fee/service calls
Term _____ Hours _____
Term _____ Hours _____

All known defects of trades have been disclosed to Mid-State Representative prior to agreement. _____ (Customer Initials)

I CERTIFY THAT THE PROPERTY ABOVE IS ☐ IS NOT ☐ EXEMPT FROM WISCONSIN SALES TAX BECAUSE IT WILL BE USED OR LEASED IN PRODUCTION OF AGRICULTURE.

ALL INVOICES DUE UPON RECEIPT. A FINANCE CHARGE computed by the periodic rate of 1.5% per month which is an ANNUAL RATE of 18% will be applied to the adjusted balance that has become more than 30 days past due as of the billing date shown on the statement.

CUSTOMER SIGNATURE _____

Larry Schlender
MID-STATE SALES REPRESENTATIVE

7/21/20
DATE

Auth. Dealer Signature _____

Thank you for your business!

Rev. 01/21/2016

ALL WARRANTIES, IF ANY, MADE WITH RESPECT TO THIS EQUIPMENT ARE THOSE WARRANTIES MADE BY THE MANUFACTURE. DEALER MAKES NO WARRANTIES EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

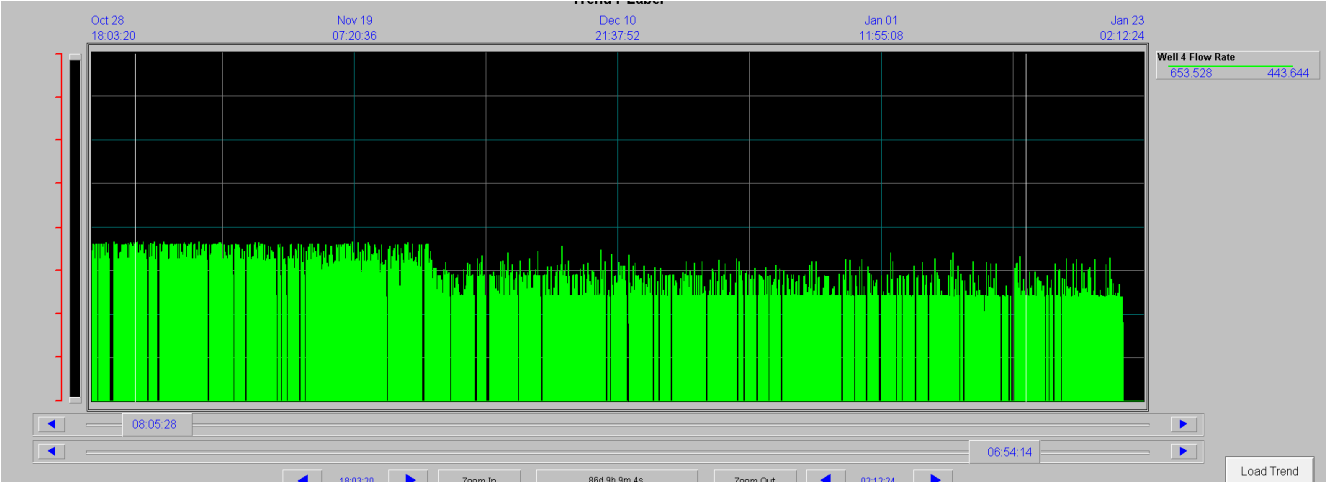
Date: July 30, 2020

TO: City Council
FROM: Tim Hayden
SUBJECT: Well 4 & 5 Repair

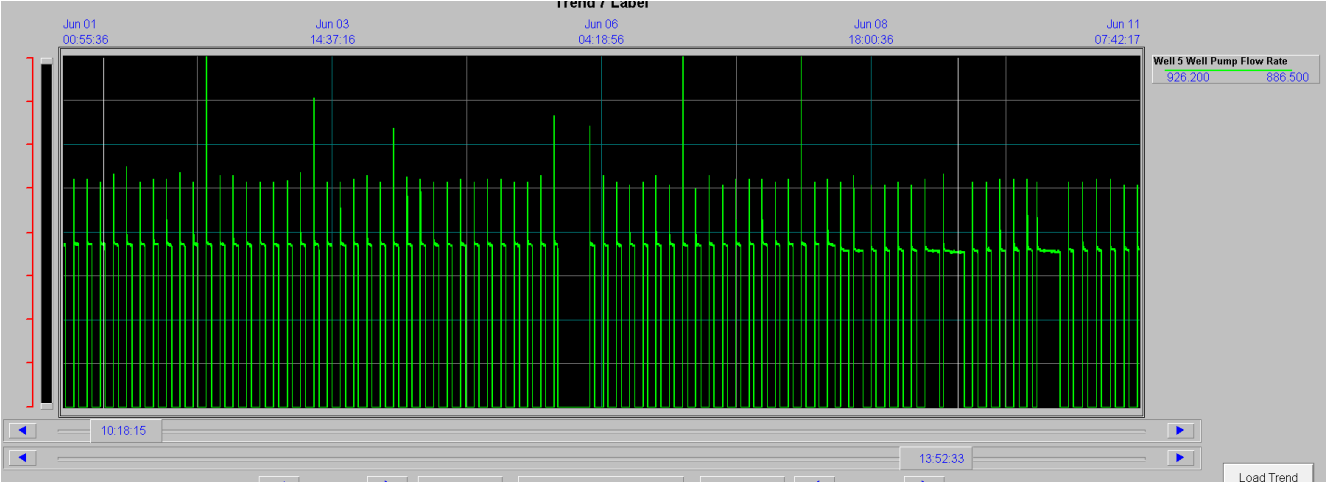
Background:

The city of Fort Atkinson has five wells that serve the water utility. The performance of these wells is monitored constantly by our SCADA system and by the operators who collect information such as the pumping and static levels of the water in the aquifer. The graphs below are screen shots from the SCADA system. They show the gallons per minute that Wells 4 and 5 produce each time that they run.

Well 4



Well 5





Both wells have shown a significant loss in the volume they are capable of producing per minute. Well 4 is down 35% and Well 5 is down 15 %. Because of this reduction in productivity we have determined that these wells are in need of rehabilitation. This process consists of pulling the well, televising the well shaft, cleaning any debris that may be collecting in the gaps between the bedrock, replacing all of the components that are in need of repair, and placing the new well and casing back into the well. Well 4 was last rehabbed in 2005 at a cost of \$27,142, and Well 5 was rehabbed in 2001 at a cost of \$24,886. The wells should be rehabbed every 15 years in an effort to prevent unplanned performance drops like we are experiencing now. We have reached out to several firms for costs associated with this project.

	Well 4 Cost	Well 5 Cost	Total
SUEZ	\$51,500	\$51,500	\$103,000
CTW Corp.	\$30,900	\$29,600	\$60,500
Municipal Well & Pump	\$27,564	\$28,480	\$56,044

Financial Analysis:

The total cost for the rehabilitation of Wells 4 and 5 is \$56,044. To cover this expense the replacement of the main control panel at the water office for \$51,000 and the purchase of a KerfCutter for \$4,000 will be moved to a different year. Additionally \$4,410 was budget to install pressure transducers at the wells. This will now be accomplished as part of the rehabilitation of the wells. This will provide the water utility with up to \$59,410 to cover the cost of the well rehab.

Recommendation:

We recommend the City Council approves the contract with Municipal Well and Pump for an amount not to exceed \$56,044.



July 2, 2020

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

RE: Well No. 5 Pull and Inspect

Dear Tim,

As we discussed at the well site, the well seems to be dropping off in production, but it seems to be a potential well issue, because the pumping water level has dropped off. The lower water level is having an affect on the pump production, because the pump was designed for a different head design. However, the pump should still be producing more water with the current pump design.

At this time, we would recommend pulling the pump for inspection to determine the condition of the pumping equipment. Once the pump is out, the well can be video logged to determine if any well rehabilitation might be needed to restore the well production.

We are providing pricing for the materials that might need replacement. The column pipe couplings are cast iron combination couplings, and we would expect they would be re-installed onto any new column pipe. The line shaft is reportedly stainless steel, so it can be re-used with new shaft sleeves and rubber bearings. We are also proving a price for a replacement pump. However, if the inspection of the pump bowls indicates the existing pump can be rebuilt, the cost would be considerably less than a new bowl assembly.

Please review the following scopes of work and the associated costs for the proposed project:

I: Pump Pull/Inspect/Re-installation (Well No. 5)

1. Mobilize to job site; Remove existing pump from well; Measure in to bottom of well to verify depth and debris in bottom of well; Transport materials from job site to our shop; Disassemble pump bowls, perform inspection of all pump components and promptly submit inspection results to the City for approval.....**Lump Sum Total: \$ 3,460**
2. Video Logging of well.....**Lump Sum Total: \$1,200**
3. Brush well bore & casing for 4 hours, bail fill:.....**Lump Sum Total: \$ 1,500**
4. Load and mobilize refurbished equipment to the job site. Install the permanent pumping equipment. Pump to waste and collect two (2) bacti samples a minimum of 8-hours apart. Demobilize from job site:.....**Lump Sum: \$ 4,600**

Total Section I: \$ 10,760

II: Estimated Repairs and Materials (Well No. 5)

1. 8" x 9' 9 5/8" SCH 40 TBE column pipe: Estimated 19 @ \$330/each.....**Estimated: \$ 6,270**
2. 8" x 4' 10 13/16" SCH 40 TBE column pipe: Estimated 2 @ \$170/each.....**Estimated: \$ 340**
3. 8" x 10' SCH 40 tail pipe: 1 @ \$330/each.....**Total: \$ 330**
4. 1 3/16" x 1 3/8" x 7" SS shaft sleeves: Estimated 20 @ \$25/each.....**Estimated: \$ 500**
5. Rubber bearing inserts: Estimated 20 @ \$ 26/each.....**Estimated: \$ 520**
6. Dual airlines: Estimated 200 feet @ \$2/foot.....**Estimated: \$ 400**
7. New Goulds 11CHC 3-stage bowl assembly: Includes-SS impellers, bronze wear rings, and SS bolting (direct replacement): Estimated 1 @ \$5,920/each.....**Estimated: \$ 5,920**
8. Clean, check and straighten shafting. Remove existing shaft sleeves and install new shaft sleeves. Remove and replace rubber bearing inserts. Remove combination couplings from old pipe and install couplings onto new pipe:.....**Lump Sum: \$ 1,200**
9. US Motors 60 HP motor PM: Includes- Disassemble/Inspect; Clean; Dip/Bake; Replace Bearings; Assemble; Paint; Test:.....**Estimated: \$ 2,240**

Estimated Total Section II: \$ 17,720

We trust you will find this correspondence to your understanding. Should you have any questions or concerns regarding this proposal, or if there is any other way we can be of assistance to the Utility, please contact our offices at your earliest convenience. We appreciate the opportunity to provide this proposal, and we look forward to the opportunity to provide expert service to the City of Fort Atkinson.

Sincerely,
MUNICIPAL WELL & PUMP



Marty Van Ells
Project Manager

C:\Users\marty van ells\Desktop\Proposals\Marty's Proposals 2019\Fort Atkinson #4 & #5\Well #5\Ft Atkinson Well #5 Pull-Inspect_7-2-20.doc

Proposal Accepted By: _____

Date: _____



July 2, 2020

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

RE: Well No. 4 Pull and Inspect

Dear Tim,

As we discussed at the well site, the well seems to be dropping off in production. At this point, it would appear there is a hole in either the pump or column pipe. This project seems to be more urgent than the well No. 5 project, because we do not know where the hole is. If the threads are washing out, the pump could separate, and the project would become rather more complex, at that point.

At this time, we would recommend pulling the pump for inspection to determine the condition of the pumping equipment. Once the pump is out, the well can be video logged to determine if any well rehabilitation might be needed to restore the well production.

We are providing pricing for the materials that will likely need replacement. The column pipe couplings are cast iron combination couplings, and we would expect they would be re-installed onto any new column pipe. The line shaft is reportedly stainless steel, so it can be re-used with new shaft sleeves and rubber bearings. The 1 7/16-inch line shaft is non-standard, so the sleeves are relatively expensive, but still less than replacing the shafting. We are also providing a price for a replacement pump. However, if the inspection of the pump bowls indicates the existing pump can be rebuilt, the cost would be considerably less than a new bowl assembly.

Please review the following scopes of work and the associated costs for the proposed project:

I: Pump Pull/Inspect/Re-installation (Well No. 4)

1. Mobilize to job site; Remove existing pump from well; Measure in to bottom of well to verify depth and debris in bottom of well; Transport materials from job site to our shop; Disassemble pump bowls, perform inspection of all pump components and promptly submit inspection results to the City for approval.....**Lump Sum Total: \$ 3,670**
2. Video Logging of well.....**Lump Sum Total: \$1,200**
3. Brush well bore & casing for 4 hours, bail fill:.....**Lump Sum Total: \$ 1,500**
4. Load and mobilize refurbished equipment to the job site. Install the permanent pumping equipment. Pump to waste and collect two (2) bacti samples a minimum of 8-hours apart. Demobilize from job site:.....**Lump Sum: \$ 4,870**

Total Section I: \$ 11,240

II: Estimated Repairs and Materials (Well No. 4)

1. 10" x 9' 9 5/8" SCH 40 TBE column pipe: Estimated 11 @ \$505/each.....**Estimated: \$ 5,550**
2. 10" x 4' 10 13/16" SCH 40 TBE column pipe: Estimated 2 @ \$260/each.....**Estimated: \$ 520**
3. 10" x 10' SCH 40 tail pipe: 1 @ \$505/each.....**Estimated: \$ 505**
4. 1 7/16" x 1 5/8" x 7" SS shaft sleeves: Estimated 12 @ \$83/each.....**Estimated: \$ 996**
5. Rubber bearing inserts: Estimated 12 @ \$ 28/each.....**Estimated: \$ 336**
6. Dual airlines: Estimated 120 feet @ \$2/foot.....**Estimated: \$ 240**
7. New Goulds 12CHC 2-stage bowl assembly: Includes-SS impellers, bronze wear rings, and SS bolting (direct replacement): Estimated 1 @ \$4,977/each.....**Estimated: \$ 4,977**
8. Clean, check and straighten shafting. Remove existing shaft sleeves and install new shaft sleeves. Remove and replace rubber bearing inserts. Remove combination couplings from old pipe and install couplings onto new pipe:.....**Lump Sum: \$ 960**
9. US Motors 60 HP motor PM: Includes- Disassemble/Inspect; Clean; Dip/Bake; Replace Bearings; Assemble; Paint; Test:.....**Estimated: \$ 2,240**

Estimated Total Section II: \$ 16,324

We trust you will find this correspondence to your understanding. Should you have any questions or concerns regarding this proposal, or if there is any other way we can be of assistance to the Utility, please contact our offices at your earliest convenience. We appreciate the opportunity to provide this proposal, and we look forward to the opportunity to provide expert service to the City of Fort Atkinson.

Sincerely,
MUNICIPAL WELL & PUMP



Marty Van Ells
Project Manager

C:\Users\marty van ells\Desktop\Proposals\Marty's Proposals 2019\Fort Atkinson #4 & #5\Well #4\Ft Atkinson Well #4 Pull-Inspect_7-2-20.doc

Proposal Accepted By: _____

Date: _____



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: July 31, 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. | Arsenio Cortez | LaCabana |
| 2. | Jason Crandall | 10-62 saloon |
| 3. | Mitchell Fanning | Paddy's |
| 4. | Holly Holmberg | American Legion |
| 5. | Amanda Miller | Country Inn & Suites |
| 6. | Jordan Birkrem | Lions Quick Mart |
| 7. | Robert Cartwright | Fat Boyz |
| 8. | Janet Schuenke | Casey's General Store |
| 9. | Jason Henze | 10-62 Saloon |
| 10. | Ciearra Austin | Tavern on Rock |
| 11. | Ariannah Bertelson | Casey's General Store |

Financial Analysis:

None.

Staff Recommendation:

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



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: July 29, 2020

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: CIP/Budget Meetings

We are beginning the planning and setting of dates for review of the six-year Capital Improvement Program (CIP) and 2021 City Budget. The six-year CIP was completed last year in one night running from 6:00 p.m. to approximately 9:30 p.m. with Department Heads scheduled every 15 minutes. The following schedules have been developed for the 2021 budget process:

SIX-YEAR CIP:

	Worksheets to Departments	08/03/20
*	Council sets meeting dates	08/04/20
	Department reviews with Manager & Clerk/Treas.	08/17 – 08/20/20 and 08/24 – 08/25/20
	Plan sent to Council	09/15/20
*	Council CIP Workshop (6:00 - 9:30 p.m.)	09/24/20

2021 BUDGET:

	Worksheets to Departments	09/11/20
	Department reviews with Manager & Clerk/Treas.	09/21 – 09/30/20
	Budget sent to Council	10/20/20
*	Council Budget Workshops (7:00 - 9:30 p.m.)	10/27 & 10/28/20
*	Public hearing on Budget	11/17/20

* Council meeting dates