



**AGENDA
CITY COUNCIL MEETING
REMOTE VIA PHONE USING ZOOM
AUGUST 18, 2020 ~ 7:00 P.M.**

Join Zoom Meeting
<https://us02web.zoom.us/j/86746941165>

Meeting ID: 867 4694 1165

Dial by your location
+1 301 715 8592 US
(Germantown)

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 August 4, 2020 regular Council meeting.
4. Public Hearings

None.
5. Public Comment
6. Petitions, Requests and Communications

None.

7. Resolutions and Ordinances

- a. Resolution to finance purchase of capital equipment for Department of Public Works as budgeted.

Action – Reject – Approve and adopt Resolution.

8. Reports of Officers, Boards and Committees

- a. Building, plumbing, and electrical permit report for July, 2020.

Action – Accept and file.

- b. Minutes of Plan Commission meeting held August 11, 2020.

Action – Accept and file.

9. Unfinished Business

- a. Recommendation from Transportation and Traffic Review Committee to place stop signs on Monroe Street at its intersection with W Blackhawk Drive.

Action – Reject – Approve.

- b. Recommendation from Plan Commission to approve Certified Survey Map creating four (4) residential lots on County Road K (extraterritorial).

Action – Reject – Approve.

- c. Recommendation from Plan Commission to approve Preliminary Certified Survey Map creating a 0.6 acre parcel at W6001 Apple Ln (extraterritorial).

Action – Reject – Approve.

10. New Business

- a. Review and approve Compliance Maintenance Annual Report (CMAR) and adopt Resolution authorizing the filing of the Report.

Action – Reject – Approve and adopt Resolution.

- b. Review and approve contract with Associated Appraisal for assessing services.

Action – Reject – Approve.

11. Miscellaneous

- a. Grant operator licenses.

Action – Reject – Approve.

- b. Change of agent for license for Casey's General Store #3712, 342 Whitewater Ave.

Action – Reject—Approve Agent change.

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 – August 4, 2020

CALL MEETING TO ORDER.

Pres. Becker called the meeting to order via Zoom at 7:05 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, Water Supervisor and Public Works Mechanic.

APPROVAL OF MINUTES OF JULY 21, 2020 REGULAR COUNCIL MEETING.

Cm. Johnson moved, seconded by Cm. Scherer to approve minutes of July 21, 2020 regular council meeting. Motion carried via zoom.

PUBLIC HEARINGS

a. *Public hearing on annual review of City's Comprehensive Plan.*

Pres. Becker opened the public hearing and made three calls for comments. After no comments, the public hearing was closed.

PUBLIC COMMENT

After three calls, no public comments were made.

PETITIONS, REQUESTS AND COMMUNICATIONS

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

Manager Trebatoski thanked Kelli Rowley for her years of service at the Library.

RESOLUTIONS AND ORDINANCES

None.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

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

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

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

UNFINISHED BUSINESS

None.

NEW BUSINESS

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

Manager Trebatoski reviewed the Plan Implementation Program and the timeframes for accomplishments per action item. The timeframes include In Progress, Short, Medium and Long. Discussion on various projects that have experienced slow progress due to the pandemic of 2020.

Cm. Kotz moved, seconded by Cm. Scherer to accept and file the annual review of the City's Comprehensive Plan. Motion carried unanimously via Zoom.

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

Engineer Selle and Mechanic Knaack reviewed the 2012 Kubota mower that has a cracked engine block. The memo included the cost of service for the past 4 years, which totaled over \$8,000. Three quotes were obtained for a new mower: Mid-State Equipment \$6,528, Prairie Power Center \$6,528 and Otter Sales & Service \$7,978. Funding will be from the DPW CIP borrowing.

Cm. Kotz moved, seconded by Cm. Johnson to approve the purchase of a new mower from Mid-State Equipment in the amount of \$6,528 and adding the additional \$600 aftermarket equipment for a total of \$7,128. Motion carried unanimously via Zoom.

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

Water Supervisor Hayden reviewed the loss of volume being produced by Well 4 and Well 5. The wells were last rehabbed in 2005 and 2001. Wells should be rehabbed every 15 years in an effort to prevent unplanned performance drops that are currently being experienced. Three firms submitted bids, SUEZ (total for both wells) \$103,000, CTW Corp (total for both wells) \$60,500 and Municipal Well & Pump (total for both wells) \$56,044. To cover the expense, the purchase of the main control panel at the water office and the purchase of the KerfCutter from the CIP were pushed to another year. This will provide the utility with \$59,410 to cover the cost.

Cm. Kotz moved, seconded by Cm. Housley to approve the contract with Municipal Well & Pump not to exceed \$56,044 for Well rehab (Well 4 \$27,564 and Well 5 \$28,480). Motion carried unanimously via Zoom.

MISCELLANEOUS

a. Grant operator licenses.

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

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

Dates were set for the CIP and budget workshops.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. Verified claims.

Cm. Johnson 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. Kotz moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 7:28 pm.



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: August 5, 2020

TO: City Council

FROM: Matt Trebatoski, City Manager

SUBJECT: Financing for 2020 Public Works Capital Equipment

Background:

At the March 17, 2020 regular City Council meeting, authorization was given for the obtaining of quotations on borrowing an amount of \$150,485 for the purchase of the capital equipment items listed below for the Department of Public Works.

- Walk-behind striper and bead dispenser
- Backhoe
- Winch kit for brush/wood chipper
- Asphalt roller and trailer

Changes needed to be made to the winch kit, increasing the cost by \$1,325.

Additional approval was given at the August 4, 2020 regular City Council meeting for the borrowing of \$7,128 for the purchase of a riding mower for the Department of Public Works. This brought the total 2020 public works capital equipment amount to \$158,938.

Discussion & Financial Analysis:

Attached is the letter that was sent to the local banks with the loan parameters sought for this borrowing. Follow up was made to each bank increasing the borrowing amount to \$158,900. Based on the specifications, the following quotes were received:

<u>Lender</u>	<u>Interest Rate</u>
Badger Bank	1.550%
Johnson Bank	No quote
Premier Bank	1.889%
State Trust Fund	2.500%

Recommendation:

I recommend the short-term loan be awarded to Badger Bank. Funds were included in the 2020 budget for the debt service on this borrowing.

Attached is a resolution that must be adopted to accept the fixed rate of 1.550% from Badger Bank. The amount of the loan will be \$158,900. There is no prepayment penalty associated with this note.

Please contact me if you have any questions.

July 20, 2020

Robert Cassiday
Johnson Bank
200 West Sherman Avenue
Fort Atkinson WI 53538

Dear Robert:

At the March 17, 2020 regular City Council meeting, authorization was given for the obtaining of quotations on borrowing under Section 67.12(12), Wisconsin Statutes, for the purchase of public works capital equipment.

The city is seeking interest rate quotations for the capital equipment in the amount of \$151,800. If interested, please submit a quotation for a short-term promissory note with two equal principal and interest payments to be made on November 1, 2020 and May 1, 2021.

Prepayment should be allowed with no penalty. Also, acceleration of total indebtedness due under the note in the event of a default in payment shall not be effective until such non-payment of obligations due under the note has been due for a period of 180 days.

As part of the closing for the loan, the city will provide a federal tax compliance certificate designating this borrowing to be a "qualified tax-exempt obligation" for purposes of Section 265 of the Internal Revenue Code.

For your reference, I am including the following general information:

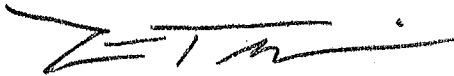
- | | |
|--|---------------|
| 1. City 2019 Equalized Valuation (certificate attached) | \$994,300,600 |
| 2. City 2019 Assessed Value | \$926,617,700 |
| 3. Legal Debt Limit (5% of Equalized Value) | \$ 49,715,030 |
| 4. General Obligation Debt Outstanding as of 1/1/20 | \$ 18,075,408 |
| 5. Unused Margin of Indebtedness | \$ 31,639,622 |
| 6. Rating – the City's Long Term Rating by
Standard & Poor's in October, 2019 was AA-/Stable; and
by Moody's in November, 2016 was Aa3 | |

Quotations must be in the hands of the City Manager by 2:00 p.m. on Wednesday, August 5, 2020. The quoted rate must be a net rate. All legal and/or miscellaneous costs, if any, must be paid by the bidder.

City Council approval will be requested on August 18, 2020. We would anticipate the closing and money draw by August 28, 2020.

We appreciate your time and efforts devoted to this request. If you have any questions regarding the specifications, please contact me at 563-7760.

Sincerely,

A handwritten signature in black ink, appearing to read 'MT', with a horizontal line extending to the right.

Matt Trebatoski
City Manager

Boxes checked are applicable.
 Boxes not checked are inapplicable.
 Prepared and intended for use by
 commercial banks in transactions
 governed by Wisconsin Law.

EXHIBIT A
RESOLUTION
 [Term Credit Agreement]

(Adopted at an Open Meeting held August 18, 2020)

WHEREAS the City of Fort Atkinson, Jefferson County, Wisconsin ("City"), is presently in need of funds up to a maximum aggregate amount of \$ One Hundred Fifty Eight Thousand Nine Hundred and 00/100 (\$ 158,900.00) for public purpose(s) of (1):

Purchase public works capital equipment

; and

WHEREAS, the Council deems it necessary and in the best interests of the City that, pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, a sum of up to One Hundred Fifty Eight Thousand Nine Hundred and 00/100 Dollars (\$ 158,900.00) be borrowed for such purpose(s) from time to time upon the terms and conditions hereinafter set forth:

NOW, THEREFORE, BE IT RESOLVED, that for the purpose(s) hereinabove set forth the City, by its Mayor (or City Manager), and Clerk, pursuant to Section 67.12(12), Wisconsin Statutes, borrow from Badger Bank ("Lender"), from time to time, in one or more advances, a maximum aggregate amount of \$ 158,900.00, or, if less, the aggregate principal amount of all advances as may be required to meet the above - stated purpose(s);

BE IT FURTHER RESOLVED, that each such advance shall be requested in writing by the City Clerk and/or Designee, which request may be conclusively relied upon by Lender;

BE IT FURTHER RESOLVED, that to evidence such indebtedness, said Mayor (or City Manager) and City Clerk shall make, execute and deliver to the Lender for and on behalf of the City the promissory note of the City to be dated August 27, 2020, in said principal amount with interest at the rate of on point five five percent (1.55 %) per annum and payable as follows:

[Check (a), (b), (c) or (d); only one shall apply.]

- (a) ☐ **Single Payment.** In one payment on _____, **PLUS** interest payable as set forth below.
- (b) ☒ **Installments of Principal and Interest (3).** In 1 equal payments of \$ 79,973.02 due on November 01, 2020, and on ☐ the same day(s) of each _____ month thereafter ☐ every 7th day thereafter ☐ every 14th day thereafter, **PLUS** a final payment of the unpaid balance and accrued interest due on May 01, 2021. All payments include principal and interest.
- (c) ☐ **Installments of Principal.** In _____ equal payments of principal of \$ _____ due on _____, and on ☐ the same day(s) of each _____ month thereafter ☐ every 7th day thereafter ☐ every 14th day thereafter, **PLUS** a final payment of the unpaid principal due on _____, **PLUS** interest payable as set forth below.
- (d) ☐ **Other.** _____

Interest is payable on November 01, 2020, and on ☒ the same day of each sixth month thereafter, ☐ every 7th day thereafter, ☐ every 14th day thereafter, and at maturity, or, if box (b) is checked, at the times so indicated.

Interest is computed for the actual number of days principal is unpaid on the basis of ☒ a 360 day year ☐ a 365 day year. (2)

Said interest to be payable on the dates set forth above on the outstanding principal balance, with ☐ no prepayment privileges ☒ prepayment privileges on any principal or interest payment date on or after August 27, 2020. A copy of the promissory note shall be attached to this resolution.

- (1) Here describe each purpose in detail. If the purpose is meeting general and current municipal expenses or refinancing obligations of the City, so specify.
- (2) Section 67.12(12), Wisconsin Statutes, does not place any restrictions on the basis of interest rate calculations.

BE IT FURTHER RESOLVED, that there be, and there hereby is, levied on all the taxable property of the City, a direct annual irrepealable tax sufficient in amount to pay the principal and interest on said note as the same becomes due and payable, said tax to be in the following minimum amounts: (3)

Amount of Tax (principal and interest)	To Meet Note Payments Due On	Year of Levy (must be in year(s) prior to due date)
\$ 79,973.02	November 01, 2020	For the year 2020 .
\$ 79,973.02	May 01, 2021	For the year 2021 .
\$ _____	_____	For the year _____ .
\$ _____	_____	For the year _____ .
\$ _____	_____	For the year _____ .
\$ _____	_____	For the year _____ .
\$ _____	_____	For the year _____ .
\$ _____	_____	For the year _____ .
\$ _____	_____	For the year _____ .

If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said note when due, the requisite amount shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

In the event that the City exercises its prepayment privilege, if any, then no such direct annual tax shall be included on the tax rolls for the prepayments made and the amount of direct annual tax hereinabove levied shall be reduced accordingly for the year or years with respect to which said note was prepaid.

In each of said levy years, the direct annual tax so levied shall be carried into the tax rolls each year and shall be collected in the same manner and at the same time as other taxes of the City for such years are collected; provided, that the amount of tax carried into the tax roll may be reduced in any year by the amount of any surplus in the debt service account for the note. So long as any part of the principal of, or interest on, said note remains unpaid, the proceeds of said tax shall be segregated in a special fund used solely for the payment of the principal of, and interest on, said note.

BE IT FURTHER RESOLVED, that there be and there hereby is established in the treasury of the City, if one has not already been established, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund. Within the debt service fund, there be and there hereby is established a separate and distinct account designated as the "Debt Service Account for Promissory Note dated August 27, 2020," which account shall be used solely for the purpose of paying principal of and interest on said note. There shall be deposited in said account any accrued interest paid on said note at the time it is delivered to the Lender, all money raised by taxation or appropriated pursuant hereto, and such other sums as may be necessary to pay principal and interest on said note when the same shall become due.

BE IT FURTHER RESOLVED, that the proceeds of said note shall be used solely for the purposes for which it is issued, but may be temporarily invested until needed in legal investments, provided that no such investment shall be in such a manner as would cause said note to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, or the Regulations of the Commissioner of Internal Revenue thereunder; and an officer of the City, charged with the responsibility for issuing the note, shall certify by use of an arbitrage certificate, if required, that, on the basis of the facts, estimates and circumstances in existence on the date of the delivery of the note, it is not expected that the proceeds will be used in a manner that would cause said note to be an "arbitrage bond."

BE IT FURTHER RESOLVED, that the projects financed by the note and their ownership, management and use will not cause the note to be a "private activity bond" within the meaning of Section 141 of the Internal Revenue Code of 1986, as amended, and that the City shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the note.

BE IT FURTHER RESOLVED, that the City Clerk shall keep records for the registration and for the transfer of the note. The person in whose name the note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on the note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such note to the extent of the sum or sums so paid. The note may be transferred by the registered owner thereof by presentation of the note at the office of the City Clerk, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his legal representative duly authorized in writing. Upon such presentation, the note shall be transferred by appropriate entry in the registration records and a similar notation, including date of registration, name of new registered owner and signature of the City Clerk, shall be made on such note.

☒ BE IT FURTHER RESOLVED, that the note is hereby designated as a "qualified tax-exempt obligation" for purposes of Section 265 of the Internal Revenue Code of 1986, as amended, relating to the ability of financial institutions to deduct from income, for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations. (4)

BE IT FURTHER RESOLVED, that the City officials are hereby authorized and directed, so long as said note is outstanding, to deliver to the Lender any audit statement or other financial information the Lender may reasonably request and to discuss its affairs and finances with the Lender.

BE IT FURTHER RESOLVED, that said note shall be delivered to the Lender on or after the date of said note, upon receipt of the total principal amount of the loan evidenced thereby, plus accrued interest, if any, to date of delivery, provided that, if this is a refinancing, the refunding note shall be immediately exchanged for the note being refinanced.

(3) First tax levy should be for the current year unless tax roll has already been delivered for collection, and amount of levy should be sufficient to meet all principal and interest payments coming due prior to date for collection of next succeeding tax levy.

(4) Do not check box if the City will be issuing more than \$10,000,000 of tax-exempt obligations in the calendar year. In that case, lenders will not be entitled to deduct, for federal income tax purposes, interest expense that is allocable to carrying or acquiring the note.



Permit Report

07/01/2020 - 07/31/2020

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
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Group: Add/Alter Commercial

21155	611 E. Sherman Ave.	Fort Healthcare	Add/Alter Commercial	Negative pressure area	123,751	\$268.40
						\$268.40

Group Total: 1

Group: Deck

21106	207 Hickory St.	Nancy Mortensen	Deck	deck for pool	14,000	\$94.80
21124	107 Sherman Ave. East	Luis & Cindy Padilla	Deck	8' x 12' deck on rear of home	1,500	\$44.40
21139	1220 S Main St.	James Kirk	Deck	Gazebo	23,000	\$60.00
21149	422 N High St.	Cindy Lapp	Deck	Porch	1,500	\$56.40
21153	606 Monroe St.	Caleb O'Morrow	Deck	Stoop	1,000	\$36.00
						\$291.60

Group Total: 5

Group: detached garage

21137	1103 Erick St.	Karl Reich	detached garage	Detached garage and fence	6,000	\$175.00
						\$175.00

Group Total: 1

Group: Electrical

21108	325 Halcyon Pl	John Nasset	Electrical	200 amp underground service	0	\$60.00
21111	721 Zaffke St.	Jim Brown & Maryann Roenneburg	Electrical	100 amp service	0	\$55.00
21114	827 N Main St.	Stephanie Bell	Electrical	Water Heater	0	\$35.00
21126	1333 Adrian Blvd.	Ralph Welter	Electrical	electrical for hot tub	0	\$46.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21135	419 Robert St.	Kevin Diece	Electrical	200 amp overhead and disconnects	0	\$60.00
21148	601 Cloute St	I C Beams LLC	Electrical	Rough electrical, first floor only, 601 Cloute St. and 1000 Caswell St. no basement wiring.	0	\$120.00
						\$376.00

Group Total: 6

Group: Fence

21105	912 Van Buren	Laura Anderson	Fence	4' Chainlink Fence	3,599	\$55.00
21110	521 S. High St.	Collin Maas	Fence	6' privacy fence in side & rear yard	1,500	\$55.00
21112	1131 GROVE STREET	JOEL SZYMANSKI	Fence	FENCE ON SIDE OF HOUSE	250	\$55.00
21122	611 Monroe St.	Charles & Rebecca Floyd	Fence	6' privacy fence in rear yard	2,500	\$55.00
21134	612 ROBERT ST	JOSHUA PAUL	Fence	FENCE	2,500	\$55.00
21151	509 Robert St.	Zane Rathburn	Fence	Fence in rear yard	1,500	\$55.00
						\$330.00

Group Total: 6

Group: HVAC

21117	507 N High St.	Greg Cooper	HVAC	New A/C	0	\$105.00
21119	611 E. Sherman Ave.	Fort Healthcare	HVAC	exhaust system	0	\$90.00
21127	719 Coventry Cir	Harold Thom	HVAC	Replace A/C	0	\$65.00
21128	1228 Erick St.	Josh Janes	HVAC	Replace A/C	0	\$65.00
21129	719 Coventry Cir	Carey Wasser	HVAC	Replace A/C	0	\$65.00
21130	417 Monroe St.	Tim Cluver	HVAC	Replace A/C	0	\$65.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21131	728 N Main St.	Amber Kastner	HVAC	Replace Furnace & A/C	0	\$100.00
21132	10 Harrison St.	Rebecca Kraatz	HVAC	Replace Furnace & A/C	0	\$100.00
21133	313 Grove St.	Chris Duesterbeck	HVAC	Replace A/C	0	\$65.00
21140	508 W Sherman Ave.	Sherry Fettig	HVAC	Replace A/C	0	\$65.00
21141	28 N Water St.	Bienfangs Bar	HVAC	Replace A/C	0	\$65.00
21142	317 Janesville Ave.	Abendroth Water	HVAC	Replace A/C	0	\$65.00
21143	312 Frederick Ave.	Ron Koenig	HVAC	Replace A/C	0	\$65.00
21144	326 Garfield St.	Lori Compass	HVAC	Replace A/C	0	\$65.00
21145	312 Maple St.	Andy Koehler	HVAC	Replace A/C	0	\$65.00
21146	1008 Pawnee Ct.	Scott Lastusky	HVAC	Replace furnace & A/C	0	\$100.00
21147	1213 Greene St.	John Kammer	HVAC	Replace furnace & A/C	0	\$100.00
21150	1200 Industrial Dr.	OSI Fort Atkinson	HVAC	Gas piping	0	\$60.00
						\$1,370.00

Group Total: 18

Group: New Condo

21115	1509-1511 Lena Ln.	Jim Hedrick	New Condo	New Condo	200,000	\$1,055.50
						\$1,055.50

Group Total: 1

Group: New Single Family

21125	260 W Milwaukee Ave.	Tim & Jill Schlittler	New Single Family	New single family home	270,000	\$757.75
						\$757.75

Group Total: 1

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

21113	827 N Main St.	Stephanie Bell	Plumbing	water heater	0	\$36.00
21116	224 Nadig Dr.	Jannell Jensen	Plumbing	Vanity	0	\$36.00
21138	905 Van Buren St.		Plumbing	House remodel plumbing	0	\$90.00
21154	417 Nadig Ct.		Plumbing	Water lateral	0	\$105.00
						\$267.00

Group Total: 4

Group: Sign

21120	1216 Whitewater Ave.	Bradley Krisch	Sign	New monument sign	10,000	\$55.00
21121	306 Washington St.	Kirk Stoa - Fortfest Holdings	Sign	New wall sign	3,000	\$55.00
						\$110.00

Group Total: 2

Group: Single Family Alteration/Addition

21107	351 Ramesh Ave.	Charles Manley	Single Family Alteration/Addition	Adding sunroom on existing deck	10,000	\$58.80
21109	206 Hickory St.	Steve Linberts	Single Family Alteration/Addition	Remodel existing front porch into living room addition	15,000	\$52.80
21118	616 Adams St.	Julie Herro & Steve Wolf	Single Family Alteration/Addition	Remove non bearing wall	3,000	\$31.35
21123	1112 Charles St.	Jeff Gruennert	Single Family Alteration/Addition	Garage addition	35,000	\$141.90
21152	1006 HETH ST	Ethan & Diane Steinbrenner	Single Family Alteration/Addition	Master bath and suite remodel	20,000	\$63.60
						\$348.45

Group Total: 5

						\$5,349.70
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Total Records: 50

8/4/2020

Page: 4 of 4

Submitted this 4 August, 2020

CITY OF FORT ATKINSON
Plan Commission ~ August 11, 2020
1,024th 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 and City Clerk/Treasurer.

APPROVAL OF MINUTES OF JULY 28, 2020 PLAN COMMISSION MEETING.

Cm. Highfield moved, seconded by Cm. Kessenich to approve the minutes of the July 28, 2020 Plan Commission meeting. Motion carried.

REVIEW AND APPROVE CERTIFIED SURVEY MAP CREATING FOUR RESIDENTIAL LOTS ON COUNTY ROAD K – EXTRATERRITORIAL

Engineer Selle reviewed the request. The lots are zoned R-2. The owner plans to build and sell homes on the lots. No comments were received by the Departments.

Cm. Lescohier moved, seconded by Cm. Schultz to approve the Certified Survey Map creating four residential lots on County Road K – extraterritorial and to refer to Council. Motion carried via Zoom.

REVIEW AND APPROVE CONDITIONAL USE AND CERTIFIED SURVEY MAP CREATING ZERO LOT LINE DWELLINGS FOR THE PROPERTY LOCATED AT 1505 AND 1507 LENA LANE

Engineer Selle presented the request. The condos are constructed and are requesting the zero lot line to sell the property as two separate parcels. The following comments were provided by Departments:

Zoning: a maintenance agreement was provided for the common wall between the houses, which will be recorded with the deed on each property. It was reviewed and found sufficient.

Water Department: Two shutoffs to each parcel exist and the lateral does not travel through adjacent property.

Wastewater Department: The existing sanitary lateral splits in the terrace. We have required a clause in the maintenance agreement to be recorded on the deed of each property that the common portion of the sanitary lateral between the main and the split is the responsibility of both parcel owners for future maintenance and replacement.

Cm. Highfield moved, seconded by Cm. Kessenich to approve the Conditional Use to split the parcel into two separate lots with zero lot line, conditioned on the confirmation of registration of the CSM and Maintenance Agreement with the Jefferson County Register of Deeds. Motion carried via Zoom.

REVIEW AND APPROVE PRELIMINARY CERTIFIED SURVEY MAP CREATING A 0.6 ACRE PARCEL AT W6001 APPLE LANE – EXTRATERRITORIAL.

Engineer Selle reviewed the request by the property owner to create a lot from the parent parcel

for construction of a home. A garage exists on the new 0.6 parcel already. No comments provided by the Departments.

Cm. Lescohier moved, seconded by Cm. Highfield to approve the Preliminary Certified Survey Map creating a 0.6 acre parcel at W6001 Apple Lane – extraterritorial. Motion carried via Zoom.

REVIEW AND APPROVE REQUEST FOR CONDITIONAL USE OF A SOLAR ARRAY AT JONES DAIRY FARM

Engineer Selle provided the request by Jones Dairy Farm. This is an unspecified use within the zoning, which defers to a conditional use within the code. The following comments were provided by Departments:

Engineering: the relocation of Industrial Drive may impact the site. This can be developed further as the designs progress in tandem. The ditch running along the south border of the project site will need to be crossed carefully with access to ensure no hydraulic impacts are created with a bridge.

Cm. Johnson moved, seconded by Cm. Kessenich to approve the request for a Conditional Use of a solar array at Jones Dairy Farm. Motion carried via Zoom.

ADJOURNMENT

Cm. Johnson moved, seconded by Cm. Highfield to adjourn. Meeting adjourned at 4:15 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: August 12, 2020

TO: City Council
FROM: Engineering Staff
SUBJECT: Blackhawk Dr Stop Sign Request

Background:

A resident living along Blackhawk Dr drive submitted the attached request for a stop sign at Monroe and Blackhawk Dr. In addition, the resident wanted speed bumps to slow traffic.

Discussion:

The City of Fort Atkinson does not utilize speed bumps due to the challenges they present for plowing. In this particular location, Blackhawk Dr is a collector street and thus should have increased traffic and speeds. The width of the street is designed to accommodate such traffic as well as on street parking.

The length of Blackhawk Dr however without having a controlled intersection does exceed a safe distance and the wide open corridor can cause increased speeds in many cases.

Recommendation:

Staff recommend adding a stop sign in the east west direction at the intersection of Monroe St and Blackhawk Dr.

Attachments: Original request



Traffic Review Request – City of Fort Atkinson

Please use this form to submit a request for review of traffic related inquiries within the City of Fort Atkinson. Additional photos or maps may be included as necessary. The Traffic Review Committee meets quarterly on the second Thursday of March, June, September, and December.

Submit completed forms to Andy Selle, City Engineer (aselle@fortatkinsonwi.net)

<i>Name</i>	Jonathan Schaefer
<i>Phone and Email</i>	(920) 542-0878 jonathanmschaefer13@gmail.com
<i>Description</i>	<p>Motorists not stopping at stop signs at intersection of Monroe St. and West Blackhawk Dr. from either direction.</p> <p>Motorists are speeding up and down West Blackhawk Drive estimated 35-45 mph at times.</p>
<i>Suggested Remedy</i>	<p>Place stop signs on West Blackhawk Drive On both East and West directions.</p> <p>Place speed bumps on West Blackhawk Drive to keep motorists at legal speeds.</p>

Sketch or Map of Area





CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: August 12, 2020

TO: City Council

FROM: Andy Selle, P.E.

SUBJECT: CTY K - Extraterritorial Review – CSM

Background:

This is a request for a certified survey map to create four lots from an 8 acre parcel. All four sites are Zoned R2.

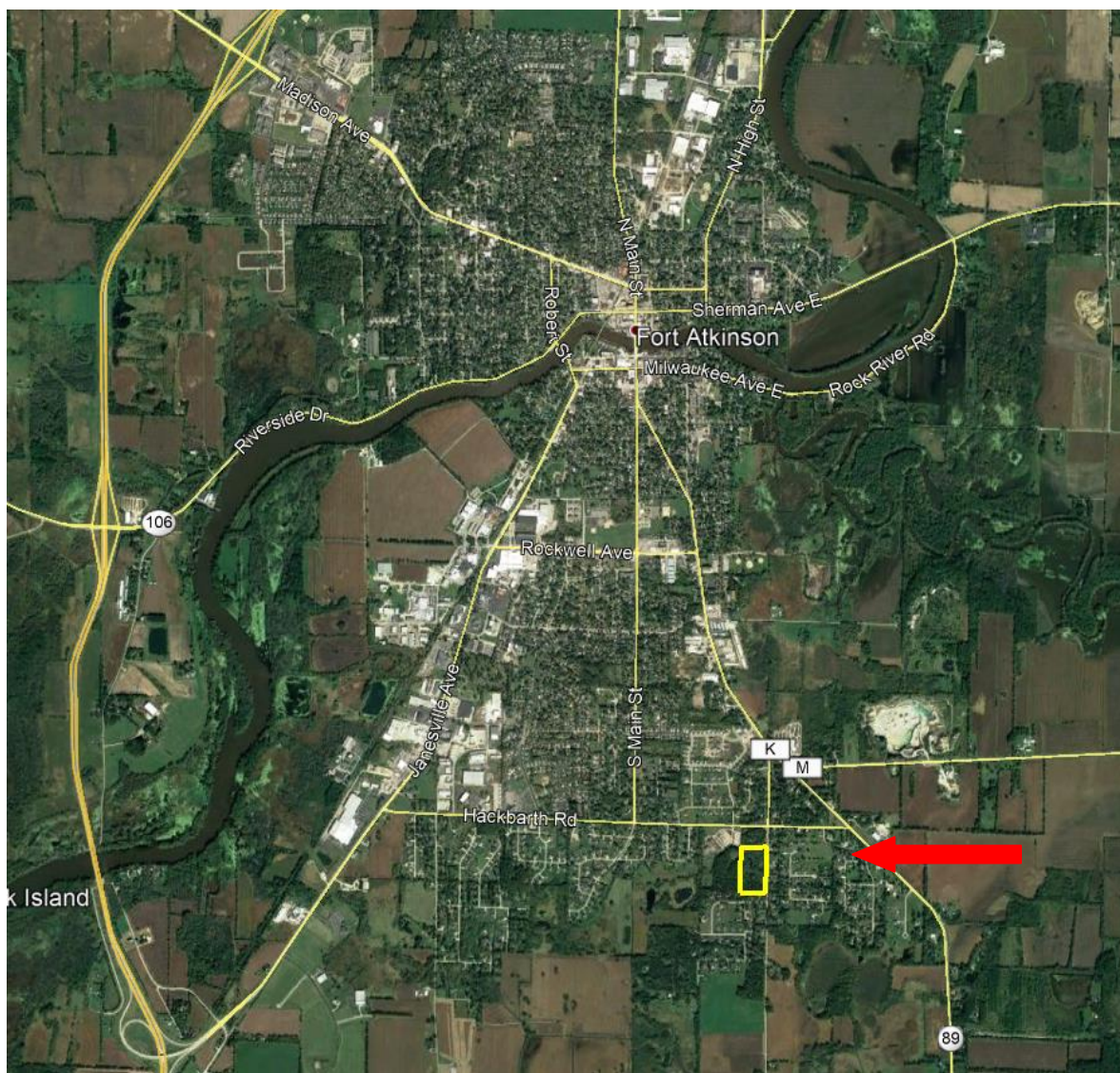


Figure 1: Property location in relation to the City of Fort Atkinson

City Department Reviews:
City departments have reviewed the submittal without comments.

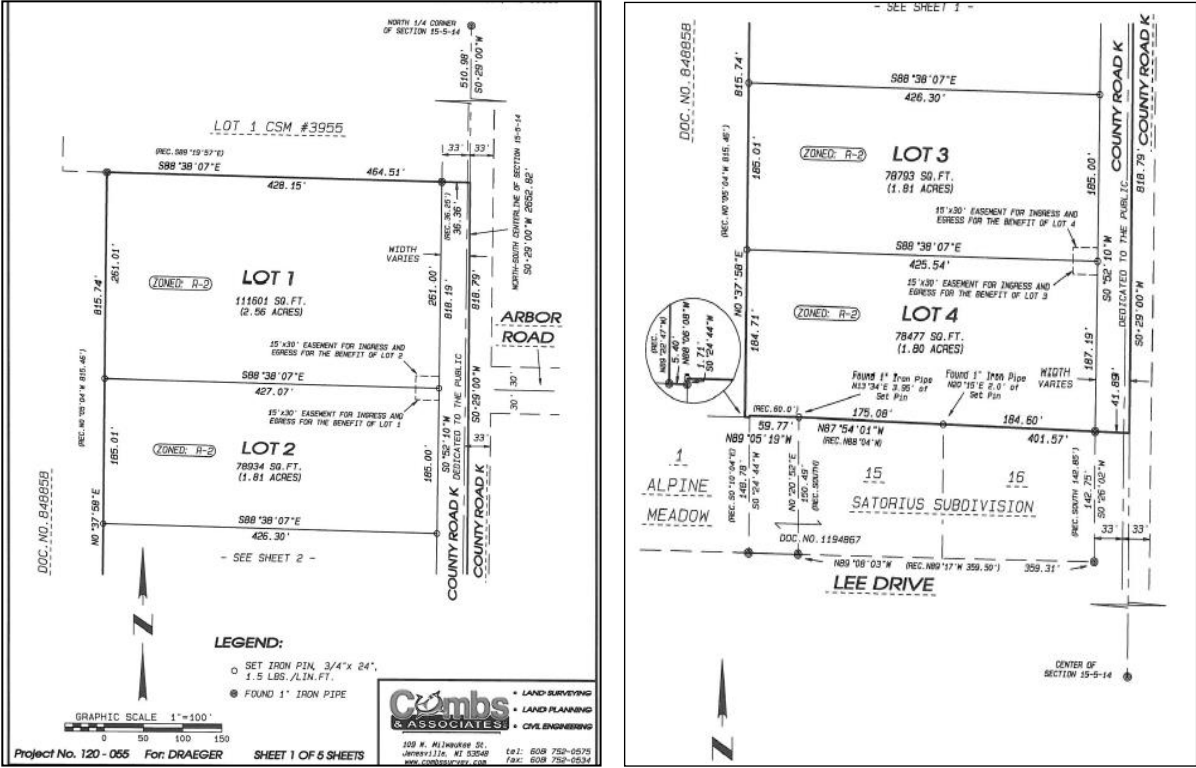


Figure2: Proposed land division

Recommendation:
Staff recommends approval of the request.

Attachments: Original Submittal



CITY OF FORT ATKINSON, WISCONSIN

Application for Land Division

Date of Application: July 30, 2020

Property Owner/Applicant: Up & Up Properties, LLC c/o Jedidiah Draeger

Address of Property: Parcel No. 016-0514-1521-002

Mailing Address: W5125 Bark River Rd., Fort Atkinson, WI 53538

Phone Number: (608) 444-0023

Email: upandupproperties@gmail.com

Current Zoning: R-2

Requested Zoning: R-2

Narrative of Proposed Use: Create 4 New Lots for home construction

Surveyor: _____

☐ Preliminary Certified Survey Map
☐ Subdivision Preliminary Plat

☒ Certified Survey Map
☐ Subdivision Final Plat

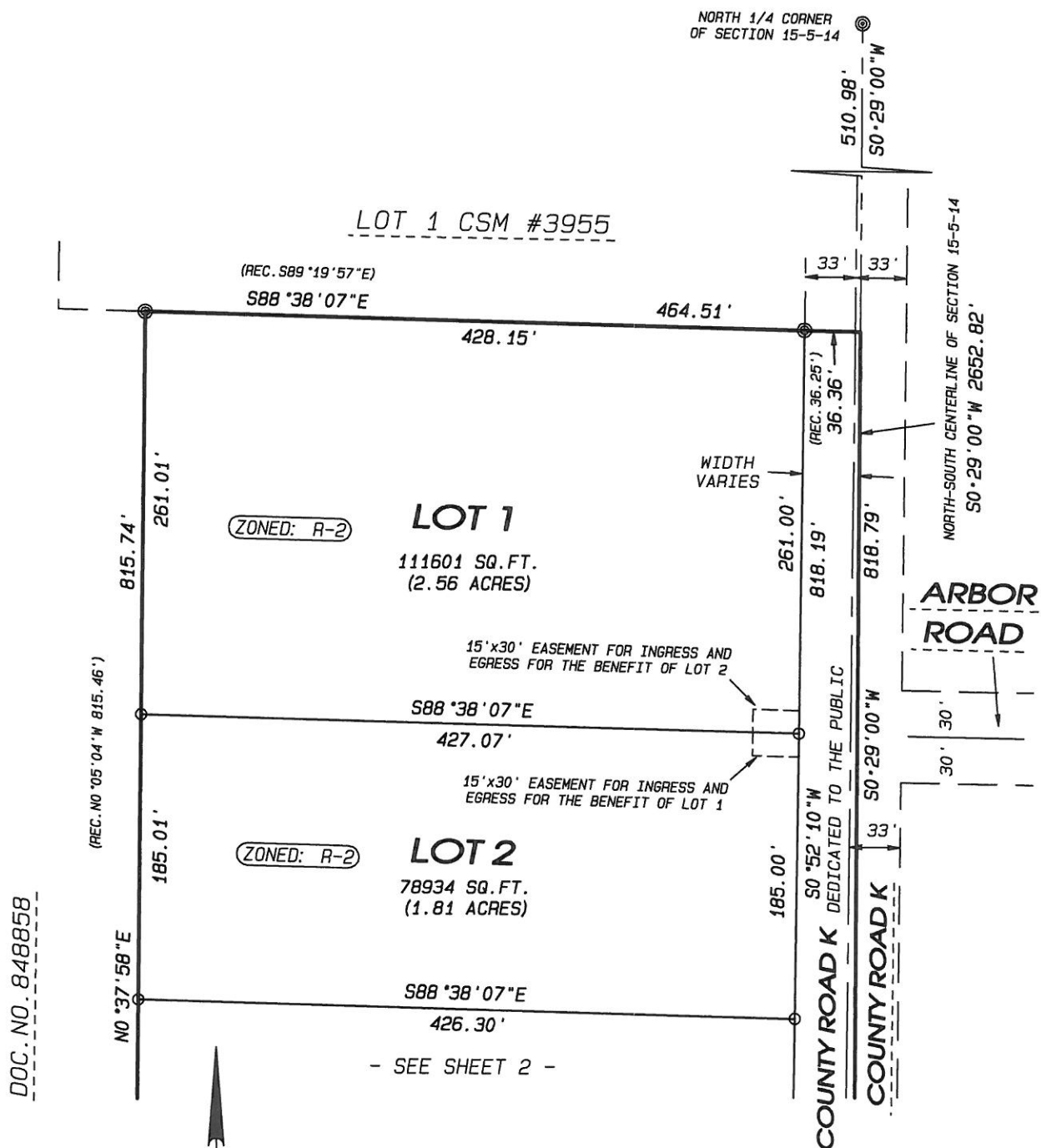
\$10/lot or \$100 maximum filing fee paid on: _____

(Planning Commission reviews request and makes recommendation to City Council; City Council reviews recommendation and approves or denies land division.)

CERTIFIED SURVEY MAP

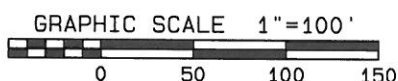
PART OF THE NE 1/4 OF THE NW 1/4 OF SECTION 15, T5N., R.14E. OF THE 4TH P.M., TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

OWNER OF RECORD:
UP & UP PROPERTIES LLC
C/O JEDIDIAH DRAEGER
W5125 BARK RIVER RD
FORT ATKINSON, WI 53538



LEGEND:

- SET IRON PIN, 3/4"x 24", 1.5 LBS./LIN.FT.
- ◎ FOUND 1" IRON PIPE



Combs & Associates

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.
Janesville, WI 53548
www.combsurvey.com

tel: 608 752-0575
fax: 608 752-0534

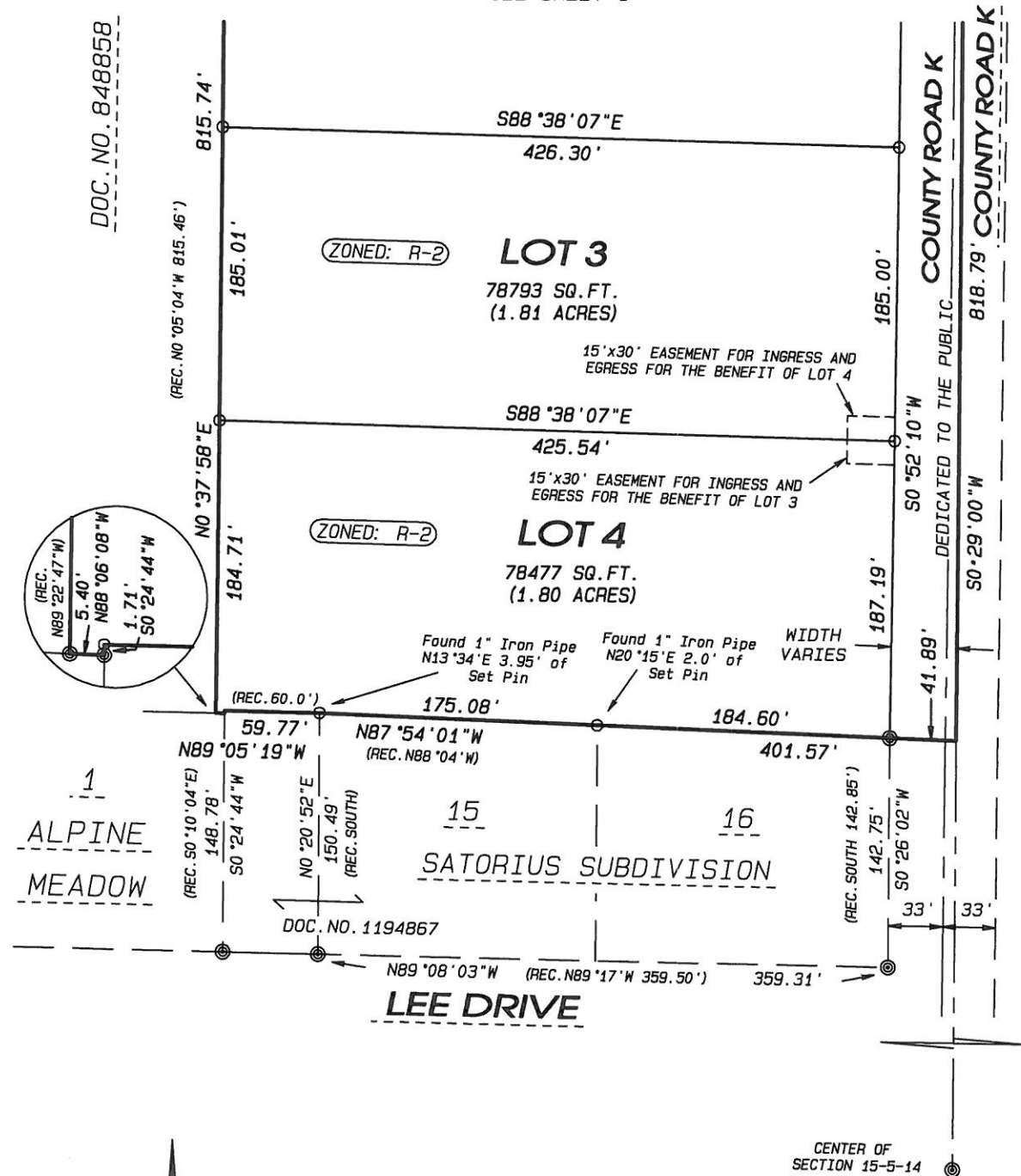
CERTIFIED SURVEY MAP

PART OF THE NE 1/4 OF THE NW 1/4 OF SECTION 15, T5N., R. 14E. OF THE 4TH P.M., TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

NOTE: FIELDWORK COMPLETED JULY 16, 2020.

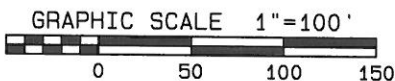
NOTE: ASSUMED S0°29'00"W ALONG THE NORTH-SOUTH CENTERLINE OF SECTION 15-5-14.

- SEE SHEET 1 -



LEGEND:

- SET IRON PIN, 3/4"x 24", 1.5 LBS./LIN. FT.
- ⊙ FOUND 1" IRON PIPE



Combs & Associates

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.
Janesville, WI 53548
www.combsurvey.com

tel: 608 752-0575
fax: 608 752-0534

Project No. 120 - 055 For: DRAEGER SHEET 2 OF 5 SHEETS

7/24/20 Jim

CERTIFIED SURVEY MAP

PART OF THE NE 1/4 OF THE NW 1/4 OF SECTION 15, T.5N., R.14E., OF
THE 4TH P.M., TOWN OF KOSHKONONG, JEFFERSON COUNTY,
WISCONSIN.

CONSENT OF CORPORATE MORTGAGEE

Badger Bank, a corporation duly organized and existing under and by virtue of
the laws of the State of Wisconsin, mortgagee of the hereon described land,
does hereby consent to surveying, mapping and dedication of the land described
on this map, and does hereby consent to the certificate of Jedidiah J. Draeger.
Witness the land and seal of

x [Signature] x 7/24/2020
(Signature) (Title) (Date)

State of Wisconsin

County of Jefferson SS. Personally came before me, this 24 day of
July, 2020.

the above-named David Keleher, to me known to be the person
(Print)

who executed the foregoing certificate and acknowledged the same.

x Lisa Jomeat

Notary Public, Jefferson County, Wisconsin

My Commission Expires 2/13/2023



SHEET FOUR OF FIVE SHEETS
Project No. 120-055 For: DRAEGER

COMBS & ASSOCIATES, INC.-SURVEYING-MAPPING-PLANNING-JANESVILLE, WI

7/29/20 Jim

CERTIFIED SURVEY MAP NO.

PART OF THE NE 1/4 OF THE NW 1/4 OF SECTION 15, T.5N., R.14E., OF
THE 4TH P.M., TOWN OF KOSHKONONG, JEFFERSON COUNTY,
WISCONSIN.

OWNER'S CERTIFICATE-UP & UP PROPERTIES, LLC

As owner, I hereby certify that I have caused the
land described on this map to be surveyed, divided,
mapped and dedicated as represented hereon.



x [Signature]
Jedidiah J. Draeger

State of Wisconsin
County of Jefferson SS. Personally came before me this 24 day of
July, 20 20, Jedidiah J. Draeger to me well known to be the
person who executed the owner's certificate hereon shown and acknowledged
the same.

Notary Public, Jefferson County, Wisconsin Lisa Forrest

My Commission expires 2/13/2023



TOWN BOARD APPROVAL

Approved by the Board of the Town of Koshkonong this 11 day of
March, 20 20.

Town Clerk Kim Cheney

COUNTY APPROVAL

Approved for recording by the Planning and Zoning Committee of Jefferson
County this _____ day of _____, 2020.

x _____
Matthew Zangl, Director – Jefferson County Zoning Department

SHEET THREE OF FIVE SHEETS
Project No. 120-055 For: DRAEGER

COMBS & ASSOCIATES, INC.-SURVEYING-MAPPING-PLANNING-JANESVILLE, WI

CERTIFIED SURVEY MAP NO. _____

PART OF THE NE 1/4 OF THE NW 1/4 OF SECTION 15, T.5N., R.14E., OF THE 4TH P.M., TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

State of Wisconsin

County of Rock

SS.

I, Ronald J. Combs, Professional Land Surveyor No. 1330, do hereby certify that I have surveyed, divided and mapped PART OF THE NE 1/4 OF THE NW 1/4 OF SECTION 15, T.5N., R.14E., OF THE 4TH P.M., TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN. DESCRIBED AS FOLLOWS: Commencing at an iron pipe at the North 1/4 Corner of said Section; thence S0°29'00"W along the North-South Centerline of said Section, 510.98 feet to the SE Corner of CSM No. 3955, also being at the place of beginning for the land to be herein described; thence S0°29'00"W continuing along said North-South Centerline, 818.79 feet to the intersection of the Easterly extension of the North Line of Satorius Subdivision; thence N87°54'01"W along said Extended line and along said North Line, 401.57 feet to the NW Corner of Lot 15 of said Satorius Subdivision; thence N89°05'19"W 59.77 feet to the NW Corner of a Parcel on Document No. 1194867; thence S0°24'44"W along the West Line of said Parcel, 1.71 feet to NE Corner of Lot 1, Alpine Meadow; thence N88°06'08"W 5.40 feet to the SE Corner of a tract of land described on Doc. No. 848858; thence N0°37'58"E along the East Line of said tract, 815.74 feet to the South Line of said CSM No. 3955; thence S88°38'07"E along said South Line, 464.51 feet to the place of beginning. Containing 8.72 Acres. That such map is a correct representation of all exterior boundaries of the land surveyed and the division of that land. That I have made such survey, division and map by the direction of Jedidiah J. Draeger and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and Chapter 15 of Jefferson County Ordinance in surveying, dividing and mapping the same.

Given under my hand and seal this 23rd day of July, 2020, Janesville, Wisconsin.

CITY OF FORT ATKINSON

Approved by the City of Fort Atkinson this _____ day of _____,

20____.

Clerk _____

COUNTY HIGHWAY ACCEPTANCE CERTIFICATE:

Resolved, that the County Highway being dedicated to the public as shown on this map in the Town of Koshkonong, UP & UP Properties, LLC, c/o Jedidiah Draeger, is hereby approved and accepted by the Jefferson County.

Date_____ Signed_____ Benjamin Wehmeier, Administrator

SHEET FIVE OF FIVE SHEETS

Project No. 120-055 For: DRAEGER

COMBS & ASSOCIATES, INC.-SURVEYING-MAPPING-PLANNING-JANESVILLE, WI



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: August 12, 2020

TO: City Council

FROM: Andy Selle, P.E.

SUBJECT: McMahon - Extraterritorial Review – CSM

Background:

This is a request for a certified survey map to create an additional lot from an existing one in the Town of Koshkonong.

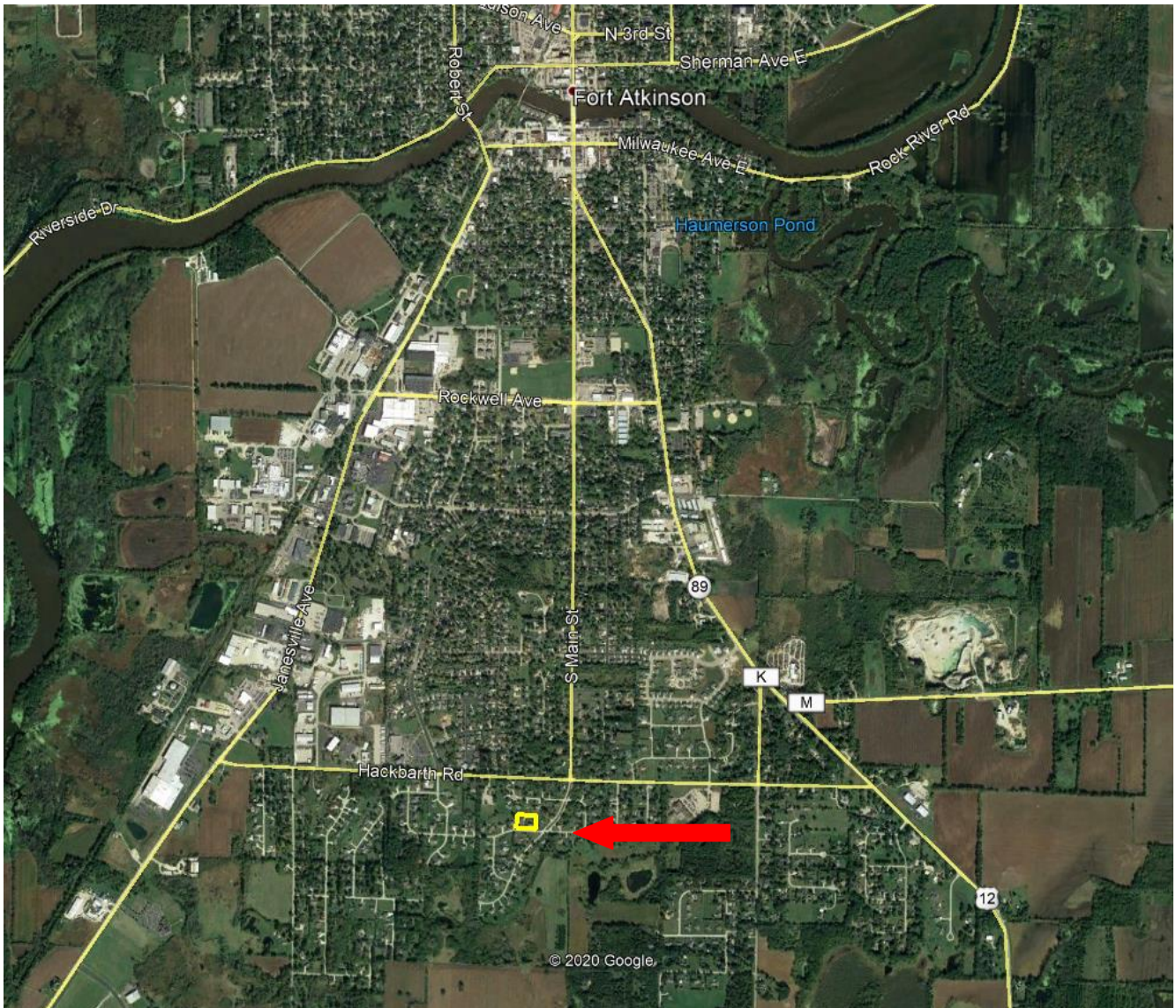


Figure 1: Property location in relation to the City of Fort Atkinson

City Department Reviews:

City departments have reviewed the submittal without comments.

Intent and Description of Parcel to be Divided: Create an approximately 0.6 acre residential building site with an existing garage to build a handicap accessible home.

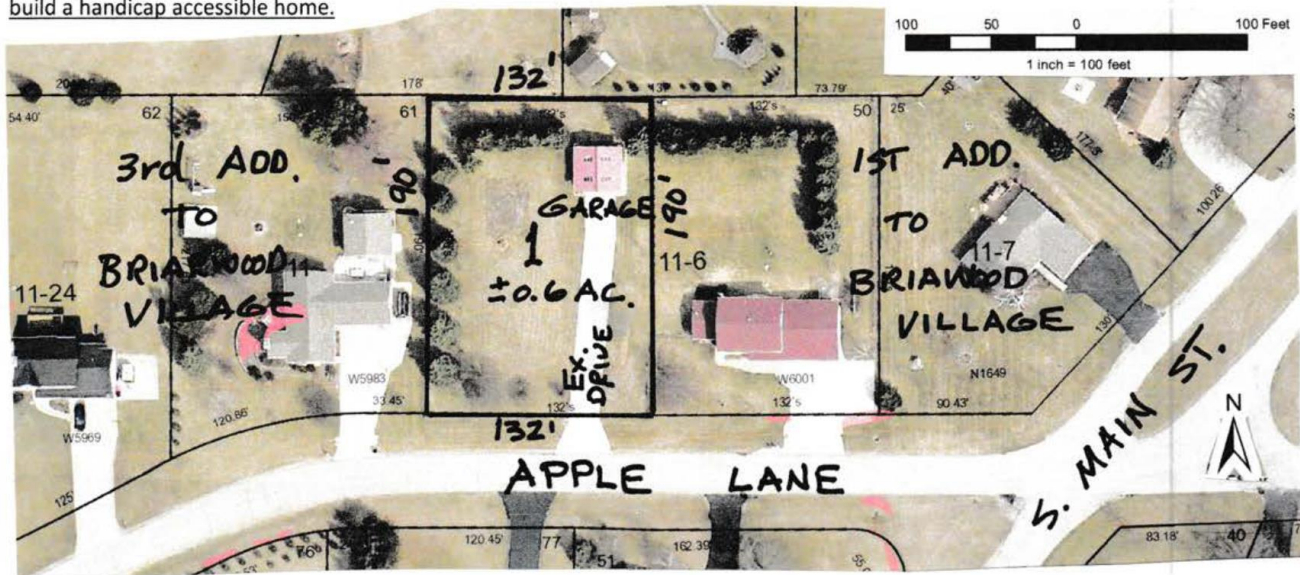


Figure2: Proposed land division

Recommendation:

Staff recommends approval of the request.

Attachments: Original Submittal

ANDERSON LAND SURVEYING LLC
Mark E. Anderson, Professional Land Surveyor

July 29, 2020

Andy Selle, P.E., City Engineer
City of Fort Atkinson
101 N Main St
Fort Atkinson, WI 53538

Dear Andy:

Attached is a copy of a Preliminary Certified Survey Map prepared by me for Hugh McMahon, W6001 Apple Lane, Fort Atkinson, WI 53538.

This proposed Certified Survey Map will create an approximately 0.6 acre residential building site with an existing garage to build a handicap accessible home on additional land Mr. McMahon purchased when he bought his lot and is within the extra territorial jurisdiction of the City of Fort Atkinson.

Please place this Preliminary on the next Plan Commission and City Council meeting agendas and notify me if attendance is needed.

If the Preliminary is approved, a Final Certified Survey Map will be prepared and submitted for signature.

If you have any questions please let me know.

Sincerely,

ANDERSON LAND SURVEYING



Mark E. Anderson, P.L.S.

Enclosures

cc: Hugh McMahon

W6141 Star School Rd. Fort Atkinson, WI 53538 Tel: 920-563-8162

andersonlandsurvey@gmail.com

JEFFERSON COUNTY

PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A division of land located in the NE ¼ of the NE ¼ of Section 16, Town 5 N, Range 14 E, Town of Koshkonong, Jefferson County, Wisconsin, on Parcel Number(s) 016-0514-1611-006

Date Submitted: July 21, 2020

Revised: _____

Owner: Hugh E. & Charlotte A. McMahon Trust

Address: W6001 Apple Lane

City, ST Zip: Fort Atkinson, WI 53538

Phone: 920-723-2379

Note to be placed on final CSM

Petition # _____ Zoning _____

Check for subsequent zoning changes with Jefferson County Planning and Zoning Department.

Surveyor: Anderson Land Surveying LLC

Address: W6141 Star School Road

City, ST Zip: Fort Atkinson, WI 53538

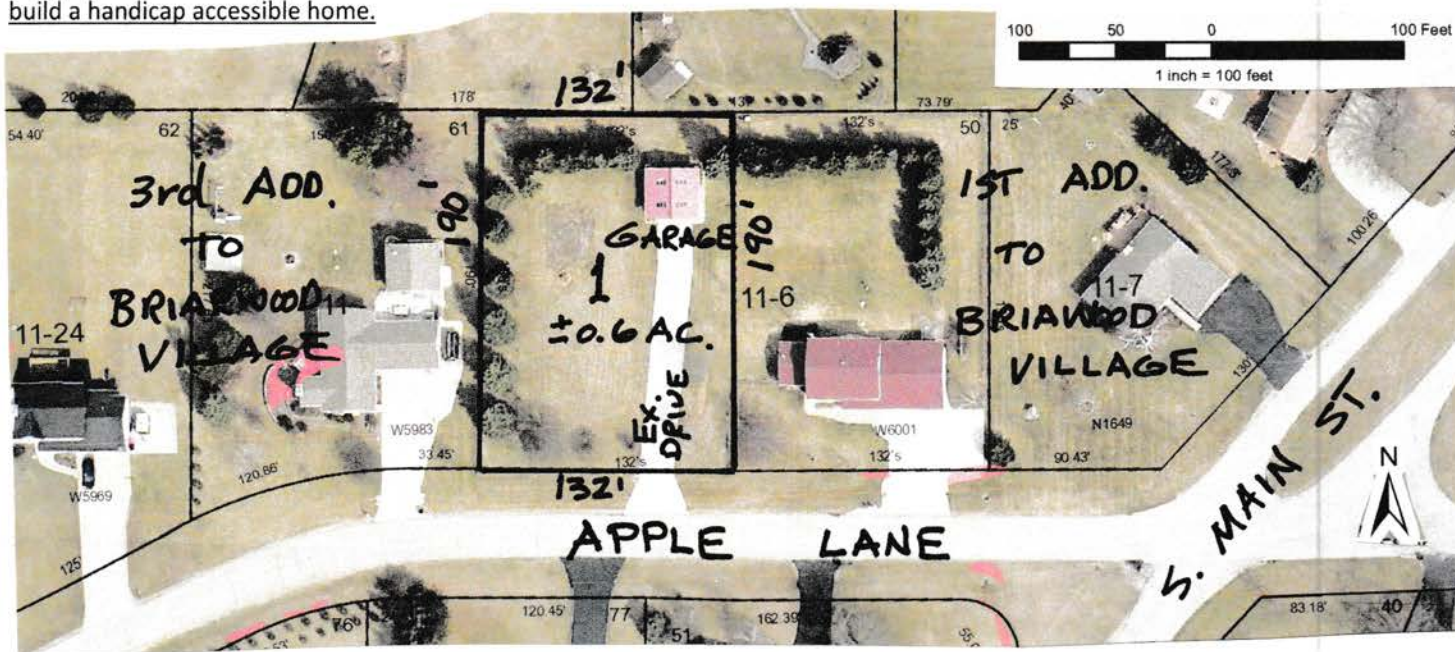
Phone: 920-563-8162

In addition to the info required by Section 236.34 of State statutes, Sec. 15.04(f) of the Jefferson County Land division/Subdivision Ordinance requires that the following be shown:

- Existing buildings, watercourses, drainage ditches and other features pertinent to the proper division.
- Location of access to a public road, approved by the agency having jurisdiction over the road.
- All lands reserved for future public acquisition.
- Date of the map
- Graphic Scale

- ☐ Rezoning
- ☒ Allowed Division within an existing Zoning District
- ☐ Survey of Existing Parcel

Intent and Description of Parcel to be Divided: Create an approximately 0.6 acre residential building site with an existing garage to build a handicap accessible home.



NOTE: Areas and dimensions on this Preliminary are approximate only and in most cases will vary from the Final survey data.

Town Board Approval _____ Date _____

(Includes Access approval if applicable)

County Highway Approval _____ Date _____

(If applicable)

Extraterritorial Approval _____ Date _____

(If applicable)

County Surveyor Approval _____ Date _____

Zoning Office Approval _____ Date _____

Please submit four copies to Jefferson County Planning & Zoning, 311 S Center Ave. Room 201, Jefferson, WI 53549

20-29



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: August 12, 2020

TO: City Council

FROM: Paul Christensen, Wastewater Supervisor

SUBJECT: 2019 Compliance Maintenance Annual Report (CMAR)

Background: The State of Wisconsin Natural Resources code 208 requires that each wastewater treatment facility complete and submit an annual evaluation on the condition and performance of its treatment and collection systems.

The format for this report is a web based form completed online. The grading system is an A, B, C, D & F based system for the individual sections and an overall grade point average for the entire report. Each section has its own grade and stands alone. It is possible to fail an individual section but still have an overall passing grade point.

Discussion: The Utility's 2019 grades are as follows:

- Influent flow and loadings = C
- Effluent quality: BOD = A
- Effluent quality: TSS = A
- Effluent Quality: Ammonia = A
- Effluent quality: Phosphorus = A
- Biosolids quality and management = A
- Preventive maintenance and staffing = A
- Operator certification = A
- Financial management = A
- Collection systems = A

Our overall grade point average for 2019 is 3.84 (2018 = 3.81) and indicates that overall the plant is in good condition and is operating at a high level. There is new category this year for effluent ammonia. Ammonia has always been in the permit, but a change was made to the new permit issued in July last year that added a monthly limit. Previously only a daily limit was included.

The only point deductions we received in 2019 were related to influent flows. The influent flow exceeded 90% of design (2.43MGD) in 10 months, all except August and September, resulting in 20 points of deduction. Influent flow exceeded the design (2.70MGD) in March, April, May, June, October and November resulting in 6 points of deduction, for a total deduction of 26 points. These high flows correlate with periods of heavy rainfall, and the high levels of the Rock River during that time. The average yearly precipitation for Fort Atkinson is 34.15 inches. Total precipitation in 2019 was 41.33 inches, the third year in a row of 40+ inches. The last year of below average precipitation was 2015.

The City is addressing infiltration and inflow issues with continued investigation in the collection system. This includes smoke testing and increased televising in 2020, and the installation of flow meters at all lift stations to find the sources of these clear water flows. Flow capacity at the Utility is also being addressed in the Phase II construction project with the addition of a fourth influent pump and the upgrading of the other three. A response to WDNR was required for this section because of the “C” grade and can be read on the summary page.

Staff Recommendation: Staff recommends the City Council authorize the resolution for the filing of the 2019 Compliance Maintenance Annual Report as required by Ch. NR208, Wisconsin Administrative Code. If additional information is needed, I would be pleased to answer any questions you may have.

RESOLUTION NO.

BE IT RESOLVED that the City Council of the City of Fort Atkinson does hereby authorize the filing of the Compliance Maintenance Annual Report as required by Ch. NR208, Wisconsin Administrative Code, and DNR Facility Permit 0022489-08-0 for the year 2019.

The City of Fort Atkinson being the owner and the operator of the Wastewater Utility does hereby inform the Department of Natural Resources that the following actions were taken by the City Council:

- A. This Resolution does acknowledge that the governing body has reviewed the C.M.A.R.
- B. This Resolution further documents that all actions necessary to maintain effluent requirements contained in the WPDES Permit are being adhered to.

Adopted: August 18, 2020

Motion by: _____

Second by: _____

I, Michelle Ebbert, the duly appointed and qualified City Clerk of the City of Fort Atkinson, Wisconsin, DO HEREBY CERTIFY that I have compared the above copy of a Resolution with the original of said Resolution on file in my office and find that said copy is a true and correct copy of such original Resolution which was duly and regularly adopted at a regular Council meeting of the City Council of the City of Fort Atkinson, Wisconsin, held the 18th day of August, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Fort Atkinson this _____ day of August, 2020.

(S E A L)

Michelle Ebbert
City Clerk

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
8/12/2020 **2019**

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	2.5625	x	303	x	8.34	=	6,481
February	2.6910	x	313	x	8.34	=	7,022
March	3.9831	x	224	x	8.34	=	7,451
April	3.1299	x	286	x	8.34	=	7,462
May	3.1171	x	285	x	8.34	=	7,421
June	2.7052	x	306	x	8.34	=	6,902
July	2.4830	x	305	x	8.34	=	6,307
August	2.2406	x	328	x	8.34	=	6,136
September	2.2750	x	382	x	8.34	=	7,255
October	4.0154	x	247	x	8.34	=	8,256
November	2.8329	x	399	x	8.34	=	9,433
December	2.5250	x	443	x	8.34	=	9,333

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	2.7	x	90	=	2.43
		x	100	=	2.7
Design BOD, lbs/day	12235	x	90	=	11011.5
		x	100	=	12235

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	1	0	0	0
February	1	1	0	0	0
March	1	1	1	0	0
April	1	1	1	0	0
May	1	1	1	0	0
June	1	1	1	0	0
July	1	1	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	1	1	0	0
November	1	1	1	0	0
December	1	1	0	0	0
Points per each		2	1	3	2
Exceedances		10	6	0	0
Points		20	6	0	0
Total Number of Points					26

26

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
8/12/2020 2019

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)
2019-06-03

☐ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

☒ Yes

☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

☐ Yes

☒ No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks	Holding Tanks	Grease Traps
<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks
☒ Yes 2,363,855 gallons

☐ No

Holding Tanks
☒ Yes 2,041,050 gallons

☐ No

Grease Traps
☐ Yes gallons

☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

Plant performance was not affected.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

☐ Yes

☒ No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
8/12/2020 **2019**

<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</p> <div><p>Landfill leachate in the amount of 6,659,502 gallons were accepted. Discharge amounts were limited to prevent plant performance issues.</p></div>	
---	--

Total Points Generated	26
Score (100 - Total Points Generated)	74
Section Grade	C

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
8/12/2020 **2019**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	7	1	0	0
February	30	27	14	1	0	0
March	30	27	13	1	0	0
April	30	27	9	1	0	0
May	30	27	6	1	0	0
June	30	27	7	1	0	0
July	30	27	4	1	0	0
August	30	27	5	1	0	0
September	30	27	6	1	0	0
October	30	27	7	1	0	0
November	30	27	11	1	0	0
December	30	27	12	1	0	0

* Equals limit if limit is ≤ 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

☒ Yes Enter last calibration date (MM/DD/YYYY)

2019-06-03

☐ No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None.

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

☐ Yes

☒ No

Compliance Maintenance Annual Report

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<p>If Yes, please explain:</p> <div></div> <p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div></div> <p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <div></div>	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	9	1	0	0
February	30	27	13	1	0	0
March	30	27	11	1	0	0
April	30	27	7	1	0	0
May	30	27	6	1	0	0
June	30	27	9	1	0	0
July	30	27	6	1	0	0
August	30	27	7	1	0	0
September	30	27	8	1	0	0
October	30	27	10	1	0	0
November	30	27	14	1	0	0
December	30	27	15	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January									
February									
March									
April									
May									
June									
July	14		.204782609	0					
August	14		.204761905	0					
September	14		.205909091	0					
October	14		.130434783	0					
November	14		.4835	0					
December	14		.506521739	0					
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1.5	0.714	1	0
February	1.5	0.844	1	0
March	1.5	0.841	1	0
April	1.5	0.603	1	0
May	1.5	0.482	1	0
June	1.5	1.304	1	0
July	1.5	1.350	1	0
August	1.5	1.241	1	0
September	1.5	0.752	1	0
October	1.5	0.813	1	0
November	1.5	0.625	1	0
December	1.5	0.529	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☒ Land applied under your permit
- ☐ Publicly Distributed Exceptional Quality Biosolids
- ☐ Hauled to another permitted facility
- ☐ Landfilled
- ☐ Incinerated
- ☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

5788.50 acres

2.1.2 How many acres did you use?

175.8 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

o Yes (30 points)

● No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

● Yes

o No (10 points)

o N/A

0

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 003 - SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75			2.3			5.1			2.7			1.7		0	0
Cadmium		39	85			.54			1.1			1			.63		0	0
Copper		1500	4300			320			460			580			370		0	0
Lead		300	840			10			17			17			13		0	0
Mercury		17	57			.35			.34			.35			.25		0	0
Molybdenum	60		75			8.7			12			22			12	0		0
Nickel	336		420			13			18			23			17	0		0
Selenium	80		100			4.6			12			6.7			4	0		0
Zinc		2800	7500			340			490			800			470		0	0

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Outfall No. 005 - Liquid Sludge Outfall Backup

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75														0	0
Cadmium		39	85														0	0
Copper		1500	4300														0	0
Lead		300	840														0	0
Mercury		17	57														0	0
Molybdenum	60		75													0		0
Nickel	336		420													0		0
Selenium	80		100													0		0
Zinc		2800	7500														0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)

- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2019 - 03/31/2019
Density:	663,598
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Fecal coliform results were taken over a three week period from 2/5/19 to 2/18/19. Samples were taken from the sludge storage building.

0

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Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	1,342,060
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Fecal coliform results were taken over a three week period from 5/28/19 to 6/10/19. Samples were taken from the sludge storage building.

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	547,819
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Fecal coliform results were taken over a two week period from 8/13/2019 to 8/22/2019. Samples were taken from the sludge storage building.

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	1,063,104
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Fecal coliform results were taken over a three week period from 10/22/2019 to 11/4/2019. Samples were taken from the sludge storage building.

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

o Yes (40 Points)

● No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

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5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	003
Method Date:	03/31/2019
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	43.50

Outfall Number:	003
Method Date:	06/30/2019
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	43.60

Outfall Number:	003
Method Date:	09/30/2019
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	51.20

Outfall Number:	003
Method Date:	12/31/2019
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	58.50

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

☐ Yes (40 Points)

☒ No

If yes, what action was taken?

6. Biosolids Storage

6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?

☒ >= 180 days (0 Points)

☐ 150 - 179 days (10 Points)

☐ 120 - 149 days (20 Points)

☐ 90 - 119 days (30 Points)

☐ < 90 days (40 Points)

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<p>o N/A (0 Points)</p> <p>6.2 If you checked N/A above, explain why.</p> <div></div>	0
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div></div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div></div> <p>Could use more help/staff for:</p> <div>We will be seeing a number of retirements in the next few years. We are planning to bring on new staff ahead of the retirements.</div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/>○ No (40 points) <input type="checkbox"/><input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes<ul style="list-style-type: none">○ Paper file system○ Computer system● Both paper and computer system○ No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">○ Excellent● Very good○ Good○ Fair○ Poor <p>Describe your rating:</p>	

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All O&M tasks were completed on schedule. Maintenance was performed proactively to avoid process disruptions. Most major equipment is 28+ years old, but is in proper working condition. Equipment is replaced when necessary.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

PAUL R CHRISTENSEN

Certification No:

13010

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	X	NA	NA

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2019; subclass SS is basic level only.)

- Yes (0 points)
- No (20 points)

0

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff
- ☐ An arrangement with another certified operator
- ☐ An arrangement with another community with a certified operator
- ☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- ☐ A consultant to serve as your certified operator
- ☐ None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

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4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

- Averaging 6 or more CECs per year.
- Averaging less than 6 CECs per year.

Advanced Certification:

- Averaging 8 or more CECs per year.
- Averaging less than 8 CECs per year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

1. Provider of Financial Information		
Name:	<input type="text" value="Matt Trebatoski"/>	
Telephone:	<input type="text" value="(920) 563-7760"/>	(XXX) XXX-XXXX
E-Mail Address (optional):	<input type="text" value="mtrebatoski@fortatkinsonwi.net"/>	
2. Treatment Works Operating Revenues		
2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?		
● Yes (0 points) <input type="checkbox"/>		
○ No (40 points)		
If No, please explain:		
<input type="text"/>		
2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?		
Year: <input type="text" value="2019"/>		0
● 0-2 years ago (0 points)		
○ 3 or more years ago (20 points)		
○ N/A (private facility)		
2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?		
● Yes (0 points)		
○ No (40 points)		
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds		
3.1 When was the Equipment Replacement Fund last reviewed and/or revised?		
Year: <input type="text" value="2019"/>		
● 1-2 years ago (0 points)		
○ 3 or more years ago (20 points)		
○ N/A		
If N/A, please explain:		
<input type="text"/>		
3.2 Equipment Replacement Fund Activity		
3.2.1 Ending Balance Reported on Last Year's CMAR		\$ <input type="text" value="718,100.73"/>
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)		\$ <input type="text" value="0.00"/>
3.2.3 Adjusted January 1st Beginning Balance		\$ <input type="text" value="718,100.73"/>
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)		\$ <input type="text" value="424,800.00"/>
		+

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 94,171.24

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,048,729.49

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Purchase/replacement of biological phosphorus mixers, digester valves, TSS probe, and digester aeration grid.

3.3 What amount should be in your Replacement Fund? \$ 74,400.00

Please note: If you had a CWWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Plant Upgrading and Phosphorous Compliance	1026000	2019
2	Plant Upgrading and Phosphorous Compliance to be completed in 2021 - 2022.	5000000	2021
3	Plant Upgrading and Phosphorous Compliance to be completed in 2021 - 2022.	9000000	2022

5. Financial Management General Comments

None.

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 3

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	10,612	
February	11,338	
March	11,066	
April	14,447	
May	12,397	
June	9,352	
July	9,164	
August	6,870	
September	6,117	
October	6,562	
November	11,262	
December	10,940	
Total	120,127	0
Average	10,011	0

6.1.2 Comments:

None.

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☒ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

None.

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Maintain pumps to perform efficiently.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	305,916	79.44	3,851	200.91	1,523	
February	271,456	75.35	3,603	196.62	1,381	
March	331,257	123.48	2,683	230.98	1,434	
April	318,138	93.90	3,388	223.86	1,421	
May	355,431	96.63	3,678	230.05	1,545	
June	316,764	81.16	3,903	207.06	1,530	
July	305,685	76.97	3,971	195.52	1,563	
August	286,480	69.46	4,124	190.22	1,506	
September	258,110	68.25	3,782	217.65	1,186	
October	264,701	124.48	2,126	255.94	1,034	
November	332,144	84.99	3,908	282.99	1,174	
December	356,945	78.28	4,560	289.32	1,234	
Total	3,703,027	1,052.39		2,721.12		0
Average	308,586	87.70	3,631	226.76	1,378	0

7.1.2 Comments:

None.

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☒ Aerobic Digestion
- ☐ Anaerobic Digestion
- ☒ Biological Phosphorus Removal
- ☒ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☐ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☒ Nitrification
- ☒ SCADA System
- ☐ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other:

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
8/12/2020 2019

<div><div></div><div>7.2.2 Comments:</div><div>None.</div></div> <div>7.3 Future Energy Related Equipment</div> <div>7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?</div> <div>None at this time.</div>	
<div>8. Biogas Generation</div> <div>8.1 Do you generate/produce biogas at your facility?</div> <div><div><input checked="" type="radio"/> No</div><div><input type="radio"/> Yes</div></div> <div>If Yes, how is the biogas used (Check all that apply):</div> <div><div><input type="checkbox"/> Flared Off</div><div><input type="checkbox"/> Building Heat</div><div><input type="checkbox"/> Process Heat</div><div><input type="checkbox"/> Generate Electricity</div><div><input type="checkbox"/> Other:</div></div> <div></div>	

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Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Last Updated: Reporting For:
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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Increase the amount of sewer televising.

Did you accomplish them?

- ☐ Yes
- ☒ No

If No, explain:

Public Works Dept. was understaffed. Plan and budget in place to contract out the televising of major portions of the sewer system in 2020.

☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

City Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY)

2019-11-19

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
 - ☒ New sewer and building sewer design, construction, installation, testing and inspection
 - ☐ Rehabilitated sewer and lift station installation, testing and inspection
 - ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
 - ☒ Fat, oil and grease control
 - ☒ Enforcement procedures for sewer use non-compliance
 - ☒ Operation and Maintenance [NR 210.23 (4) (d)]
- Does your operation and maintenance program and equipment include the following:
- ☒ Equipment and replacement part inventories
 - ☒ Up-to-date sewer system map

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- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☐ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

☐ Special Studies Last Year (check only those that apply):

- ☐ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="33"/>	% of system/year
Root removal	<input type="text" value="33"/>	% of system/year
Flow monitoring	<input type="text" value="33"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="1"/>	% of system/year
Manhole inspections	<input type="text" value="1"/>	% of system/year
Lift station O&M	<input type="text" value="4"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="1"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="0"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year

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Private sewer I/I removal % of private services

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

Smoke testing and televising contracts have been awarded and completed for 2020.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="41.33"/>	Total actual amount of precipitation last year in inches
<input type="text" value="34.15"/>	Annual average precipitation (for your location)
<input type="text" value="68"/>	Miles of sanitary sewer
<input type="text" value="3"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="1"/>	Number of sewer pipe failures
<input type="text" value="10"/>	Number of basement backup occurrences
<input type="text" value="10"/>	Number of complaints
<input type="text" value="2.88"/>	Average daily flow in MGD (if available)
<input type="text"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.01"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.15"/>	Basement backups (number/sewer mile)
<input type="text" value="0.15"/>	Complaints (number/sewer mile)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume (MG)
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

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<ul style="list-style-type: none">● No <p>If Yes, please describe:</p> <div></div> <p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <div>7" more rainfall than 2018 led to higher than average monthly flows.</div> <p>5.4 What is being done to address infiltration/inflow in your collection system?</p> <div>Continued evaluation of the collection system in 2020. Smoke testing and televising contracts are already completed for 2020. Once final reports are received, further evaluation and repairs will be completed as necessary.</div>	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0022489

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	C	2	3	6
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	142
GRADE POINT AVERAGE (GPA) = 3.84				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

City of Fort Atkinson

Date of Resolution or
Action Taken:

2020-08-18

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = C

The increased influent flows are being addressed with increased investigation in the collection system. This includes smoke testing and increased televising in suspect areas, and the addition of flow meters at two lift stations giving us flow monitoring at all lift stations. Capacity at the Utility is also being addressed with the addition of a fourth influent pump and upgrading of the other three in the Phase II construction project.

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A
(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 3.84



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: August 10, 2020

TO: City Council
FROM: Matt Trebatoski, City Manager
SUBJECT: Renewal of Assessing Contract

Background:
The current six (6) year contract with Associated Appraisal Consultants for assessing services in the City will expire following the 2021 assessment year. The City has retained Associated Appraisal since 1998. The costs of the most recent renewal, which included a revaluation were as follows:

2016 and 2018-2021	Maintenance	\$32,900
	Finance Revaluation	<u>\$10,380</u>
		\$43,280 per year
2017	Revaluation	\$98,000
	No Maintenance	

Discussion & Financial Analysis:
With the ensuing expiration of the six (6) year maintenance and revaluation agreement, we were able to negotiate a new five (5) year contract for maintenance services for assessment years 2022-2026. A revaluation is not expected to be needed over the term of the proposed agreement.

The contract would breakdown as follows:

2022-2026	Maintenance	\$35,000 per year
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As shown above, the maintenance cost has been flat at \$32,900 for the last five years and will remain that way through year six (2021) of the agreement. The proposed contract amount in 2022 represents a 6.4% increase over the 2016 rate, or just over 1% per year.

Staff Recommendation:
Associated Appraisal was willing to negotiate their fee down from an initially proposed \$36,000 per year (9% increase) to the recommend \$35,000 per year. We feel confident through comparing our past and proposed rates with other communities, that we are receiving a fair and competitive price. City staff has been very pleased with the service, professionalism and timeliness of Associated Appraisal and would recommend approval of the maintenance contract as presented.

Please contact me if you have any questions.

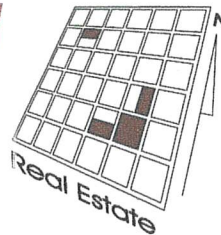
CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

Prepared for the
City of Fort Atkinson
Jefferson County

By

***Associated Appraisal
Consultants, Inc.***

Appleton ■ Hurley ■ Lake Geneva



**Appleton Office
W6237 Neubert Road
Appleton, WI 54913
Phone (920) 749-1995/Fax (920) 731-4158**

**P.O. Box 291
Greenville, WI 54942-0291**

Lake Geneva Office
Walworth County
Lake Geneva, WI 53147

Ironwood, Michigan Office
Ironwood, MI 49938

Hurley Office
Iron County
Hurley, WI 54534

CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

This Contract is by and between the **City of Fort Atkinson, Jefferson County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract.

INSPECTIONS. The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over the term of the contract years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure an accurate and fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

A. PARCEL IDENTIFICATION. The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

B. PREPARATION OF RECORDS. Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and

shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

C. **APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the Municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including pictures of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual* or similar cost manual. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service or similar cost manual. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

D. **OPEN BOOK CONFERENCE.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall mail a notice of assessment for each taxable parcel of property whose assessed value has changed from the previous year. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two (2) hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

E. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue; postage and mailing services are at the Assessor's expense.

F. **BOARD OF REVIEW ATTENDANCE.** Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this Contract. Assessor shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 5 of the *Wisconsin Property Assessment Manual*, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c). Any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

G. **PERSONAL PROPERTY ASSESSMENTS.** The Assessor shall prepare and distribute annual personal property statements to all businesses; postage and mailing services are at the Assessor's expense. Each year the Assessor will review statements and follow up with unfiled or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

H. **PUBLIC REQUESTS.** The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including sec. 70.35(3) Wis. Stats., regarding the personal property return, sec. 70.47(7)(af), Wis. Stats. regarding income and expense information provided to the assessor and board of review; and sec. 77.265, Wis. Stats., regarding the real estate transfer return.

I. **AVAILABILITY.** The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and Assessor time off. Internet and voicemail communication are available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four business days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. Assessor shall be available to attend City meetings at the request of the Municipality for up to two (2) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond two (2) hours shall be compensated at the customary rates charged by the Assessor. The Municipality and the Assessor shall discuss the cost prior to attendance.

J. **MUNICIPAL RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the Municipality at no cost.

K. **MAPS.** Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, or other maps currently in the possession of the Municipality. If such maps necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE.** As Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of City Assessor as per Wisconsin Statutes secs. 62.09 (1)(c) and 70.05(1) for the duration of this Contract and shall perform all statutory duties appertaining to such office. The Assessor shall be considered a public officer and afforded the protection from civil liability under sec. 895.46(1), Wis. Stats. for carrying out duties while acting within the scope of the Assessor's employment as an officer of the Municipality. As such, and except for those claims and liabilities based upon intentional acts of Assessor, Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Wisconsin Statutes secs. 74.35, 74.37 and circuit court claims, unless otherwise specified in this Contract.

B. **QUALIFICATIONS AND CONDUCT OF PERSONNEL.** The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor's field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality, such request stating reasons for removal.

C. **INSURANCE AND INDEMNITY.** The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this Contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:
 - (a) Workers Compensation State of Wisconsin requirements
 - (b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

D. OWNERSHIP OF RECORD. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the Municipality requires a conversion of the electronic assessment records to a neutral file format, such as but not limited to a text file format or a tab delimited format, the Municipality shall pay the actual cost of such conversion.

III. TERM AND TERMINATION

A. TERM. The term of this Contract is for the **2022, 2023, 2024, 2025 and 2026** assessment year(s). The assessor shall have completed all work under this Contract on or before July 1 of each year, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this Contract and by mutual consent.

B. TERMINATION. Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. The Municipality may also terminate this Contract if the Municipality is no longer legally responsible for the assessment of property within its corporate boundaries, the contract shall be null and void. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records. If termination occurs

during the course of ongoing assessment work, any compensation not yet paid to the Assessor shall be paid based on a weighted scale relative to work completed to date.

C. **AUTOMATIC RENEWAL.** This Contract will automatically renew for successive annual assessment years unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.


IV. COMPENSATION

- A. The Municipality shall pay the Assessor **Thirty-Five Thousand Dollars (\$35,000.00)** for each of the 2022, 2023, 2024, 2025 and 2026 assessment year(s) for maintenance assessment services through December 31, 2026.
- B. The compensation due the Assessor shall be paid in monthly installments throughout the 2022, 2023, 2024, 2025 and 2026 assessment year(s).
- C. The Municipality shall not be billed for postage and mailing services, mileage or supplies unless otherwise specified in this Contract and/or addenda.
- D. **Renewal Adjustments:** A cost of living adjustment of not more than three percent (3.0%) may be applied on an annual basis for each year of automatic renewal after 2026.
- E. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.
- F. **Optional Website Posting:** The Municipality shall have the option to post assessment data on our website for an additional cost of a penny and a half per parcel per month ($\$.015 * 4,791 = \71.87) payable to a third-party vendor. Should the parcel count change, this cost would decrease or increase at the rate of \$.015 per parcel.

*** Please initial yes or no to post data to the website. ***

Yes _____ No _____

V. SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

08/06/2020

Date

Authorized Signature
City of Fort Atkinson

Date



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: August 14, 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. | Emily Hoessel | Fat Boyz |
| 2. | Elizabeth Godkin | Paddy's |

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: August 13, 2020

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Change of Agent for Casey's General Store #3712

Background:

Alcohol Licenses issued to Limited Liability Companies must appoint an agent to operate the business. Agent responsibilities per Statute are listed below:

(6) LICENSES TO CORPORATIONS AND LIMITED LIABILITY COMPANIES; APPOINTMENT OF AGENTS.

125.04(6)(a)(a) Agent. No corporation or limited liability company organized under the laws of this state or of any other state or foreign country may be issued any alcohol beverage license or permit unless:

125.04(6)(a)1. **1.** The entity first appoints an agent in the manner prescribed by the authority issuing the license or permit. In addition to the qualifications under sub. (5), the agent must, with respect to character, record and reputation, be satisfactory to the issuing authority.

125.04(6)(a)2. **2.** The entity vests in the agent, by properly authorized and executed written delegation, full authority and control of the premises described in the license or permit of the entity, and of the conduct of all business on the premises relative to alcohol beverages, that the licensee or permittee could have and exercise if it were a natural person.

125.04(6)(b) **(b)** Successor agent. A corporation or limited liability company may cancel the appointment of an agent and appoint a successor agent to act in the agent's place, for the remainder of the license year or until another agent is appointed, as follows:

125.04(6)(b)1. **1.** The successor agent shall meet the same qualifications required of the first appointed agent.

125.04(6)(b)2. **2.** The entity shall immediately notify the issuing authority, in writing, of the appointment of the successor agent and the reason for the cancellation and new appointment.

125.04(6)(c) **(c)** Authority of successor. A successor agent shall have all the authority, perform all the functions and be charged with all the duties of the previous agent of the corporation or limited liability company until the next regular or special meeting of the issuing authority if a license is held. However, the license of the corporation or limited liability company shall cease to be in force if, prior to the next regular or special meeting of the issuing authority, the clerk of the licensing authority receives notice of disapproval of the successor agent by a peace officer of the municipality issuing the license.

Discussion:

Casey's General Store submitted documentation for appointment of a new agent, Anthony W. Hawks to the 342 Whitewater Avenue location. A background was conducted without concerns.

Financial Analysis:

A Change of Agent fee, \$10.00 was invoiced to the Casey's and will be paid prior to issuing updated license.

Staff Recommendation:

Approval of the appointment of Anthony W Hawks as Agent for Casey's General Store effective immediately.



CASEY'S GENERAL STORES, INC.

P.O. Box 3001 • One SE Convenience Blvd • Ankeny, Iowa • 50021 • 515-965-6100

To: City of Fort Atkinson

From: Mikael Lage, Store Operations Clerk

RE: New Alcohol Agent

July 24, 2020

Dear Clerk,

Please accept the enclosed paperwork as notice that, effective immediately, Anthony Hawks will be the new acting agent for our Casey's General Store's alcohol license located in your town.

If you have any additional questions, please feel free to reach me at (515) 965-6517 or by email at mikael.lage@caseys.com.

Thank you for your attention of this matter.

Sincerely,

Mikael Lage

Mikael Lage, Store Operations
Casey's General Stores, Inc.
One Convenience Blvd. Ankeny, IA 50021-9672
515-965-6517 office | 515-965-6205 fax
E-mail: mikael.lage@caseys.com
website: www.caseys.com

Schedule for Successor of Agent

If there is a change in agent, each club, corporation, or limited liability company who holds a retail permit to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent pursuant to sec. 125.04(6), Wis. Stats. There is a \$10 change in agent processing fee due with this form. The following questions must be answered by the Agent. The appointment must be signed by an officer of the corporation/organization or one member of limited liability company. (Only one signature is required). The appointment must be approved by the licensing authority.

FORT ATKINSON

(Municipality)

Wisconsin

JULY 13

20 20

(Date)

1. Name of agent ANTHONY HAWKS

Yes No

2. ☒ ☐ Are you of legal drinking age?
3. ☒ ☐ Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent?
4. ☐ ☒ Have you ever been convicted of a federal law violation?
5. ☐ ☒ Have you ever been convicted of a state law violation?
6. ☐ ☒ Have you ever been convicted of a local ordinance violation?
7. ☒ ☐ Have you completed the required responsible beverage server program per sec. 125.04(5)(a)5, Wis. Stats.?

UNDER PENALTY OF LAW, I declare that all of the above information is true and correct to the best of my knowledge and belief.

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Anthony Hawks

(Signature of Agent)

538 Breese St. Cumberland Locks

(Address)

WI 54113

SUCCESSOR AGENT

The undersigned appoints ANTHONY HAWKS

as agent

in accordance with sec. 125.04(6), Wis. Stats.

Name of Permittee CASEY'S GENERAL STORE #3712

Date JULY 13 20 20

By

Julia L. Jackowski

(Signature of Officer / Member)

JULIA L. JACKOWSKI, SECRETARY FOR CASEY'S RETAIL COMPANY

I hereby accept appointment as agent for CASEY'S GENERAL STORE #3712

and assume

full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Date JULY 13 20 20

Anthony Hawks

(Signature of Agent)

THE AGENT APPOINTED ABOVE MUST BE APPROVED BY THE LICENSING AUTHORITY TO BE EFFECTIVE.
(See sec. 125.04(6), Wis. Stats.)

WI
(Municipality)

20
(Date)

(Signature of Official)

(Title)