



**AGENDA
CITY COUNCIL MEETING
REMOTE VIA PHONE USING ZOOM
SEPTEMBER 15, 2020 ~ 7:00 P.M.**

<https://us02web.zoom.us/j/85170528311>

Meeting ID: 851 7052 8311

+1 301 715 8592

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 September 1, 2020 regular Council meeting.
4. Public Hearings

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

None.
7. Resolutions and Ordinances

None.

8. Reports of Officers, Boards and Committees

- a. Minutes of Plan Commission meeting held September 8, 2020.

Action – Accept and file.

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

Action – Accept and file.

9. Unfinished Business

- a. Presentation by Vandewalle & Associates of Draft Zoning Ordinance and Zoning Map.

Action – Refer to item 9a and 9b.

- b. Review and approve Ordinance to repeal and re-enact Chapter 15 of the Municipal Code as “Chapter 15: Zoning Ordinance.

Action – Reject—Approve; A—Move to second reading; or B—Suspend rules and waive second and third readings, and adopt Ordinance.

- c. Review and approve Ordinance to repeal and re-enact the “City of Fort Atkinson Zoning Map” as the City’s Official Zoning Map, replacing all previously approved zoning maps.

Action – Reject—Approve; A—Move to second reading; or B—Suspend rules and waive second and third readings, and adopt Ordinance.

- d. Recommendation from Plan Commission to approve Preliminary Certified Survey creating a 6.7 acre Farm Consolidation Lot and Lot Combination at W7170 North Shore Rd (extraterritorial).

Action – Reject – Approve.

- e. Recommendation from Plan Commission to approve Preliminary Certified Survey creating zero lot line dwellings for property located at Lot 3 of Talent Trail.

Action – Reject – Approve.

10. New Business

- a. Review and approve quote for server, computer, and license upgrades.

Action – Reject – Approve.

- b. Review and approve quote for VOIP phone system upgrade.

Action – Reject – Approve.

- c. Review and approve 2021 Recycling Grant Application.

Action – Reject – Approve.

- d. Review and approve quote for motor encasement of Well 3.

Action – Reject – Approve.

- e. Review and approve quote for rehabilitation of Well 4.

Action – Reject – Approve.

- f. Review and approve quote for centrifuge feed pump purchase and installation at Wastewater Utility, as budgeted.

Action – Reject – Approve.

- g. Review and approve change orders for Fire Station construction.

Action – Reject – Approve.

- h. Review and approve contracts for Fire Station construction, as budgeted.

Action – Reject – Approve.

11. Miscellaneous

- a. Approve street closure for Special Event for Afternoon in the Lot to be held at 18 S Water Street W (Café Carpe) on September 27, 2020.

Action – Reject – Approve.

- b. Approve street closure for Special Event for Harvest Fest to be held on Foster Street (Hoard Historical Museum) on October 31, 2020.

Action – Reject – Approve.

- c. Approve street closure for Special Event for Not-So-Fast-Wear-Your-Mask-3K to be held on Robert Street and Janesville Avenue on October 31, 2020.

Action – Reject – Approve.

- d. Approve street closure for Special Event for Lighted Holiday Parade at the Fort Atkinson Middle School and St. Paul's on November 14, 2020.

Action – Reject – Approve.

- e. City, Sewer, Water and Stormwater Utility Financial Statements as of August 31, 2020.

Action – Accept and file.

- f. Grant operator licenses.

Action – Reject – Approve.

12. Claims, Appropriations and Contract Payments

a. Verified claims.

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

13. Adjournment

CITY OF FORT ATKINSON
City Council Minutes ~ September 1, 2020

CALL MEETING TO ORDER.

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

ROLL CALL.

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

APPROVAL OF MINUTES OF AUGUST 18, 2020 REGULAR COUNCIL MEETING.

Cm. Scherer moved, seconded by Cm. Housley to approve the minutes of August 18, 2020 regular council meeting. Motion carried via Zoom.

PUBLIC HEARINGS

a. *Public hearing on amendment of Comprehensive Plan with regard to rezoning lots 36-39 and 43 of Crescent Beauty Farms Subdivision from Single-Family Residential (R-1) to Two-Family Residential (R-2) zoning.*

Pres. Becker closed the public hearing after three calls and no comments.

b. *Public hearing on rezoning lots 36-39 and 43 of Crescent Beauty Farms Subdivision from R-1 to R-2 zoning.*

Pres. Becker closed the public hearing after three calls and no comments.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

None.

RESOLUTIONS AND ORDINANCES

None.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. *Minutes of Plan Commission meeting held August 25, 2020.*

b. *Minutes of Tourism Commission meeting held August 20, 2020.*

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

c. *Appointment of Michael Wallace to fill unexpired term on Library Board to May of 2021.*

Cm. Kotz moved, seconded by Cm. Johnson to approve the appointment of Michael Wallace to fill unexpired term on Library Board to May of 2021. Motion carried via Zoom.

UNFINISHED BUSINESS

a. *Review and approve request to amend Comprehensive Plan to rezone lots 36-39 and 43 of Crescent Beauty Farms Subdivision from Single-Family Residential (R-1) to Two-Family Residential (R-2) zoning.*

Engineer Selle reviewed the request and procedure for rezoning these lots requiring the Comp Plan to be amended first.

Cm. Scherer moved, seconded by Cm. Johnson to approve request to amend Comprehensive Plan to rezone lots 36-39 and 43 of Crescent Beauty Farms Subdivision from Single-Family Residential (R-1) to Two-Family Residential (R-2) zoning. Motion carried via Zoom.

b. *Recommendation from Plan Commission to rezone lots 36-39 and 43 of the Crescent Beauty Farms Subdivision from R-1 to R-2 zoning.*

Cm. Kotz moved, seconded by Cm. Johnson to approve the recommendation from Plan Commission to rezone lots 36-39 and 43 of the Crescent Beauty Farms Subdivision from R-1 to R-2 zoning. Motion carried via Zoom.

c. *Recommendation from Plan Commission to approve Certified Survey Map creating zero lot line dwellings for the property located at 1505 and 1507 Lena Ln.*

Cm. Scherer moved, seconded by Cm. Johnson to approve the recommendation from Plan Commission to approve Certified Survey Map creating zero lot line dwellings for the property located at 1505 and 1507 Lena Ln. Motion carried via Zoom.

d. *Recommendation from Plan Commission to approve Preliminary Plat creating two (2) unit condominium at 417 and 419 Nadig Dr.*

Engineer Selle reviewed the plat creating 2 unit condos with common wall dwelling. There are single family and two-family dwellings in the area.

Cm. Kotz moved, seconded by Cm. Scherer to approve the Recommendation from Plan Commission to approve Preliminary Plat creating two (2) unit condominium at 417 and 419 Nadig Dr. Motion carried via Zoom.

NEW BUSINESS

a. *Request to designate dates for Trick or Treat.*

Manager Trebatoski presented the memo from Chief Bump that suggested a date and time to honor Trick or Treating.

Cm. Kotz moved, seconded by Cm. Housley to designate Saturday October 31st from 1:00 to 4:00 pm as Trick or Treating. Motion carried via Zoom.

MISCELLANEOUS

a. *Grant operator licenses.*

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

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. *Verified claims.*

Cm. Johnson moved, seconded by Cm. Housley to approve list of verified claims presented by the Director of Finance and to authorize payment. Motion carried via Zoom.

ADJOURNMENT

Cm. Johnson moved, seconded by Cm. Scherer to adjourn. Meeting adjourned at 7:23 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer

CITY OF FORT ATKINSON
Plan Commission ~ September 9, 2020
1,026th Meeting

CALL TO ORDER.

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

ROLL CALL.

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

APPROVAL OF MINUTES OF AUGUST 25, 2020 PLAN COMMISSION MEETING.

Cm. Highfield moved, seconded by Cm. Lescohier to approve the minutes of the August 25, 2020 Plan Commission meeting. Motion carried.

PRESENTATION BY VANDEWALLE & ASSOCIATES OF DRAFT ZONING ORDINANCE AND ZONING MAP

Ben Rohr reviewed the sections of the zoning code and map.

PUBLIC HEARING ON DRAFT ZONING ORDINANCE AND ZONING MAP

After three calls and no comments or questions, Manager Trebatoski closed the public hearing.

REVIEW AND APPROVE RESOLUTION RECOMMENDING ADOPTION BY THE CITY COUNCIL AN ORDINANCE TO REPEAL AND RE-ENACT CHAPTER 15 OF THE MUNICIPAL CODE AS “CHAPTER 15: ZONING ORDINANCE” (PUBLIC HEARING DRAFT).

Ben Rohr presented changes to the ordinance that resulted from the February 2020 public meeting regarding exterior building requirements and garage dominated front facades of aesthetic reasons.

The following outlines the proposed changes to the Public Hearing Draft within Article II: Zoning Districts.

A. In the SR-2 (min. 15,000 sf lot size) and SR-3 (min. 10,000 sf lot size) Zoning Districts:

1. Maximum 8’ principal building setback from the front plane of a front-loaded attached garage or maximum 2’ porch setback from the front plane of a front-loaded attached garage. Minimum porch depth of 6’.
2. Front-loaded attached garages shall comprise no more than 50% of the width of the ground floor building façade facing the street. This requirement shall not apply to side-loaded, attached garages.

B. In the SR-5 (min. 8,000 sf lot size), R-7 (min. 6,000 sf lot size)*, and TF-10 (min. 7,200 sf lot size)* Zoning District.

1. Maximum 8’ principal building setback from the front plane of a front-loaded attached garage or maximum 2’ porch setback from the front plane of a front-loaded attached garage. Minimum porch depth of 6’.
2. Front-loaded attached garages shall comprise no more than two-thirds (67%) of the width of the ground floor building façade facing the street with a minimum 12’ identifiable front façade entrance.

*The SR-7 (min 6,000 sf lot size) and TF-10 (min. 7,200 sf lot size) Zoning Districts are both designed to accommodate either a rear-loaded garage or garage in the rear yard.

C. In the DR-8 (min 10,000 sf lot size) Zoning District;

1. Maximum 8' principal building setback from the front plane of a front-loaded attached garage or maximum 2' porch setback from the front plane of a front-loaded attached garage. Minimum porch depth of 6'.
2. Front-loaded attached garages shall comprise no more than three-quarters (75%) of the width of the ground floor building façade facing the street with a minimum 5' identifiable front façade entrance.

D. In the SR-2, SR-3, SR-5, SR-7, TF-10 and DR-8 Zoning Districts: if any of the following building attributes are included in the building design, the structure can exceed the provisions in A.1, B.1 and C.1 by an additional 2' per component (up to a maximum of a 12' principal building setback from the front plane of a front-loaded attached garage).

1. A minimum of three front-facing gables with the smallest gable being no less than two-thirds (2/3) the dimension of the largest gable.
2. A brick or stone wainscot below the window, or on the bottom 3' of all front-facing façade walls.
3. A minimum 8' deep covered front porch across the entire front-facing façade wall.

Cm. Lescohier moved, seconded by Cm. Johnson to approve the Resolution recommending adoption by the City Council an Ordinance to repeal and re-enact Chapter 15 of the Municipal Code as "Chapter 15: Zoning Ordinance" (public hearing draft) with proposed changes noted above as Items A, B, C and D regarding garage dominated front facades. Motion carried unanimously on a roll call vote via Zoom.

REVIEW AND APPROVE RESOLUTION RECOMMENDING ADOPTION BY THE CITY COUNCIL AN ORDINANCE TO REPEAL AND RE-ENACT THE "CITY OF FORT ATKINSON ZONING MAP" (PUBLIC HEARING DRAFT) AS THE CITY'S OFFICIAL ZONING MAP, REPLACING ALL PREVIOUSLY APPROVED ZONING MAPS.

Ben Rohr discussed the 413 letters mailed to property owners where a proposed zoning change was indicated on the Draft Zoning Map. The following is a list of property owners who requested an alternative zoning from what was proposed in the Draft Zoning Map.

Cm. Highfield moved, seconded by Cm. Schultz to approve zoning request of Neighborhood Mixed-Use Zoning District (NMU) for property located at 1116 Madison Avenue. Motion carried.

Cm. Schultz moved, seconded by Cm. Johnson to approve zoning request of Medium Industrial Zoning District (MI) for property located at 710 Highland Avenue / vacant lot. Motion carried.

Cm. Lescohier moved, seconded by Cm. Highfield to approve zoning request of Multi-Family Residential Low Zoning District (MRL-8) for property located at 1442 Lakeview Drive / vacant lot. Motion carried.

Cm. Kessenich moved, seconded by Cm. Lescohier to approve zoning request of Multi-Family Residential Low Zoning District (MRL-8) for property located at 910 and 912 Maple Street.

Motion carried.

Cm. Schultz moved, seconded by Cm. Johnson to approve zoning request of Two-Flat Zoning District (TF-10) for property located at 315 and 317 Foster Street. Motion carried.

Cm. Lescohier moved, seconded by Cm. Johnson to approve zoning request of Multi-Family Zoning District (MRL-8) for property located at 108 N 3rd Street. Motion carried.

Cm. Highfield moved, seconded by Cm. Schultz to approve zoning request of Suburban Mixed-Use Zoning District (SMU) for property located at 1661 Janesville Avenue. Motion carried.

Cm. Lescohier moved, seconded by Cm. Highfield to approve zoning request of Medium Industrial (MI) for property located at parcel 226-0514-0934-029 / vacant lot adjacent to 1541 Summit Drive. Motion carried.

Cm. Lescohier moved, seconded by Cm. Schultz to approve Resolution recommending Adoption by the City Council an Ordinance to repeal and re-enact the “City of Fort Atkinson Zoning Map” (Public Hearing Draft) as the City’s Official Zoning Map, replacing all previously approved zoning maps, including previous motions made for individual property zoning requests. Motion carried unanimously on a roll call vote via Zoom.

REVIEW AND APPROVE PRELIMINARY CERTIFIED SURVEY CREATING A 6.7 ACRE FARM CONSOLIDATION LOT AND LOT COMBINATION AT W7170 NORTH SHORE RD (EXTRA-TERRITORIAL)

Engineer Selle reviewed the request for a CSM to create a +/- 7 acre lot including the farmhouse and outbuilding. City Departments reviewed the request without concerns or comments.

Cm. Highfield moved, seconded by Cm. Johnson to approve Preliminary Certified Survey creating a 6.7 acre farm consolidation lot and lot combination at W7170 North Shore Road (extra-territorial) and refer to City Council. Motion carried.

REVIEW AND APPROVE PRELIMINARY CERTIFIED SURVEY CREATING ZERO LOT LINE DWELLINGS FOR PROPERTY LOCATED AT LOT 3 OF TALENT TRAIL

Engineer Selle reviewed the request that would create an instrument for two separate owners of the duplex sharing a common wall. The request was submitted to Department with the following comments provided:

Water Department: Separate laterals are required for individual parcels. Both laterals are located in the terrace and serve each parcel independently.

Wastewater Department: The City does not currently require a separate sanitary lateral to serve each unit. This duplex requires a single lateral shared outside the homes. The maintenance agreement specifically includes this structure with shared maintenance and replacement costs.

Building and Zoning: The maintenance agreement will cover shared elements and be recorded with the CSM and run with the property.

Cm. Highfield moved, seconded by Cm. Johnson to approve the Preliminary Certified Survey

creating zero lot line dwellings for property located at Lot 3 of Talent Trail. Motion carried.

ADJOURNMENT

Cm. Kessenich moved, seconded by Cm. Highfield to adjourn. Meeting adjourned at 5:31 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer



FORT • ATKINSON

Permit Report

08/01/2020 - 08/31/2020

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

Group: Deck

21192	1514 Stacy Ln.	Daniel Kuehl	Deck	Adding 24'sq. and replacing deck boards and railing	300	\$33.60
						\$33.60

Group Total: 1

Group: detached garage

21156	725 Caswell St.	Tom Cook	detached garage	New detached garage	17,715	\$96.00
21175	325 Halcyon Pl.	John Nasett	detached garage	New detached garage	20,000	\$156.00
						\$252.00

Group Total: 2

Group: Electrical

21159	612 & 614 Talent Trail	Ryan Foust	Electrical	New Two Family Residence	0	\$260.00
21160	429 S 4TH ST E	MIKE BAKER	Electrical	2 OPENINGS FOR CENTRAL AC	0	\$31.50
21161	202 MEMORIAL DRIVE	STEPHEN BENSON	Electrical	4 OPENINGS	0	\$33.00
21162	260 W MILWAUKEE ST	TIM SCHLITTLER	Electrical	ELECTRIC	0	\$175.00
21163	229 S MAIN ST	AMANDA COLLINS	Electrical	SUB PANEL	0	\$62.25
21164	510 NADIG CT	ROSANNA MARTINEZ	Electrical	EXHAUST FANS	0	\$35.00
21165	818 RIVERSIDE DRIVE	PHIL FRIEND	Electrical	AC	0	\$40.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21167	418 WEST CRAMER ST	JUSTIN LAMBRECHT	Electrical	2 FIXTURES	0	\$31.50
21168	827 N MAIN ST	STEPHANIE BELL	Electrical	EXHAUST FAN	0	\$35.00
21172	101 Jackson St	Mike Multhauf	Electrical	Sub panels	0	\$55.00
21176	325 Halcyon Pl.	John Nasett	Electrical	New detached garage electric and sub panel	0	\$59.75
21181	514 Robert St.	Michael & Jolene Preston	Electrical	Subpanel & 8 openings	0	\$42.00
21182	101 Spry St.	Jeff & Shari Alexander	Electrical	100 amp service	0	\$55.00
21184	411 N Main St.	Mark & Angie Alvarado	Electrical	1 opening & 1 220V	0	\$35.00
21186	330 Wilson Ave.	Micah Fromader	Electrical	Garage electrical	0	\$61.00
21187	1317 Commonwealth Dr.	Dave Radloff	Electrical	25 openings	0	\$48.75
21191	318 Clarence St.	Brian Cluver	Electrical	100 amp service	0	\$55.00
21196	306 Clarence St.	Jeremiah Schwefel	Electrical	6 Openings	0	\$34.50
21199	89 Rankin St.	Paul Redenius	Electrical	water heater	0	\$60.00
21201	312 Jefferson St.	Bill Newlin	Electrical	100 amp service	0	\$55.75
						\$1,265.00

Group Total: 20

Group: Fence

21178	423 Mechanic St.	Ken Krentz	Fence	4' wood Fence	2,118	\$55.00
21179	12 E Highland Ave.	Ann Christian	Fence	4' Chainlink Fence	1,475	\$55.00
21189	814 Riverside Dr.	Mark Kuhnke	Fence	4' Chainlink Fence	1,500	\$55.00
21190	1409 ADRIAN BLVD	NANETTTE CONGDON	Fence	FENCE	2,000	\$55.00
21197	318 S High St.	Michael & Kathy Wisch	Fence	4' Chainlink Fence	1,500	\$55.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21200	48 Wilson Ave.	Aiza Heidel	Fence	6' privacy fence	150	\$55.00
						\$330.00

Group Total: 6

Group: HVAC

21169	818 Riverside Dr	Phil Friend	HVAC	Replace A.C.	0	\$110.00
21170	1100 Elsie St	Mike Heagrey	HVAC	Replace furnace & A.C.	0	\$100.00
21183	419 Roosevelt St.	Joanie Quill	HVAC	Replace furnace & A/C	0	\$100.00
21194	201 E Milwaukee Ave.	AT&T	HVAC	new AHU	0	\$90.00
						\$400.00

Group Total: 4

Group: New Single Family

21188	108 Radloff St.	Henri Kinson	New Single Family	New single family home	259,815	\$751.15
						\$751.15

Group Total: 1

Group: Plumbing

21166	202 MEMORIAL DRIVE	STEPHEN BENSON	Plumbing	WASHING MACHINE HOOKUP	0	\$36.00
21171	1200 Shawnee St	Henry Gleason	Plumbing	Water heater replacement	0	\$36.00
21177	1006 Heth St.	Ethan & Dionne Steinbrenner	Plumbing	five fixtures	0	\$60.00
21185	635 Monroe St.		Plumbing	Toilet & Lav	0	\$42.00
21198	89 Rankin St.	Paul Redenius	Plumbing	2 water heaters	0	\$42.00
						\$216.00

Group Total: 5

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

Group: Shed

21173	225 Wollet Dr	Scott Fries	Shed	Detached Shed	2,500	\$55.20
						\$55.20

Group Total: 1

Group: Single Family Alteration/Addition

21157	405 Maple St.	Justin Sponem	Single Family Alteration/Addition	Garage remodel	5,000	\$88.05
21158	1317 Commonwealth Dr.	David Radloff	Single Family Alteration/Addition	Kitchen remodel	25,750	\$49.50
21174	905 Van Buren St.	Michael Clary	Single Family Alteration/Addition	House remodel and garage addition	40,000	\$285.00
21180	1010 W Cramer St.	Adam Hallada	Single Family Alteration/Addition	Egress window	600	\$31.50
21193	613 Zaffke St.	Jeffery Gartland	Single Family Alteration/Addition	Bath remodel	1,200	\$41.10
21195	306 Clarence St.	Jeremiah Schwefel	Single Family Alteration/Addition	remodel bedroom	1,200	\$57.00
						\$552.15

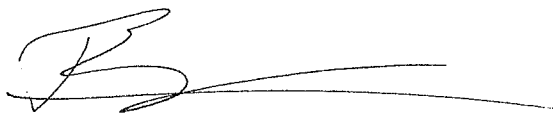
Group Total: 6

						\$3,855.10
--	--	--	--	--	--	-------------------

Total Records: 46

9/8/2020

Submitted 9/8/2020





CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: Sept. 11, 2020

TO: City Council

FROM: Brian Juarez, Zoning Administrator

SUBJECT: Adoption of Zoning Code and Map

Background: In 2019 VandeWalle & Associates was retained by the City to act as consultants to rewrite the City's zoning code in its entirety. This process was undertaken for a couple of reasons, one was that the current code was becoming obsolete and outdated after a nearly fifty year service life, and second the code needed to relate to and correspond with the newly adopted City Comprehensive Plan.

Discussion: On Sept. 8th, 2020 the Plan Commission recommended to the City Council to approve the newly written Zoning Code and the newly drawn Zoning Map for the City. A public hearing was held at this meeting and all amendments to the code and map were discussed and voted on individually before being added to the documents before you today. Letters were sent to all property owners whose zoning was changing through downzoning, and all owners have had the opportunity to address these issues and request their zoning be changed if they so wished. A year and a half later, after many public input sessions, joint informational sessions, workgroup sessions and public hearings the document is ready for adoption and use by the City.

Staff Recommendation: Staff would recommend that the City Council approve the ordinances adopting both the New Zoning Code and Zoning Map as presented, with an effective date of Nov. 1st, 2020 and in concurrence with the recommendation of the Plan Commission.

Respectfully Submitted

Brian Juarez, Zoning Administrator

Review of Plan Commission Recommended Draft Zoning Ordinance City Council Adoption Meeting September 15, 2020

Changes from June Draft Zoning Ordinance

Over the past few months, City staff has been continuously reviewing the Draft Ordinance. As a result of that review, many minor changes have been reflected in the Public Hearing Draft. Below is a summary list of those changes:

1. Added clarifying language to the definition of Infill Site about properties on the periphery of the City to improve administration. (p.10)
2. In Article II, for all Zoning District bulk dimension tables, the references to “Lot Coverage” were changed to “Building Coverage” to improve clarity and administration. (p.21-106)
3. In all Single and Two-Family Zoning Districts, a provision was added to allow lots platted prior to the adoption date of this Ordinance with the ability to seek a waiver for the minimum garage setback and minimum front façade garage requirements. This was needed to provide flexibility for lots created prior to the ordinance going into effect. (Article II)
4. In the Duplex Zoning District (DR-8), the minimum lot frontage at the right-of-way was changed from 40’ to 30’ to provide more flexibility. (p.39)
5. Added “Commercial Animal Boarding/Daycare” as a permitted land use in the Industrial Zoning Districts and removed it as permitted land use in the Mixed-Use Zoning Districts to orient these land uses away from residential uses. (Article II)
6. In the Business Park Zoning District, Heavy Industrial and Personal Storage Facility land uses were added as Conditional Uses to align with the Klement Business Park Covenants more closely. (p.80)
7. Klement Business Park Covenants references were added to the Heavy Industrial Land Use description to make sure that the extremely intensive land uses were not allowed in the Klement Business Park (same as today). (p.154) The same reference was added to the description of the Business Park Zoning District. (p.80)
8. A Conservancy Zoning District was added. It matches the land uses, bulk dimensions, and mapped areas from the Existing Zoning Ordinance and Map. (p.100)
 - Other minor changes to the Public Hearing Draft Zoning Ordinance were made to accommodate the new Zoning District, including:
 - No drainage, filling, or dredging is permitted with the cultivation land use in this Zoning District.
 - No signage is permitted in the Conservancy District.
 - No bufferyards or landscaping requirements are needed in the Conservancy District.
 - The maximum noise standards in the Conservancy District are the same as those for the Single-Family Zoning Districts.
9. Changed the “Residential Kennel” Accessory Land Use name to “Personal Animal Containment Structure” to match the Zoning Ordinance’s phrasing and the Municipal Code’s phrasing. (p.172)
10. In Section 15.06.03 Vehicle Access Standards, the minimum driveway spacing distances were removed for 25 mph and 30 mph roadways to provide more flexibility in many of the older neighborhoods in the City. (p.203)

11. In Section 15.06.06 Off-Street Parking and Traffic Circulation, a new driveway surfacing requirement was added. It requires sidewalk through the street terrace to be installed on any new driveway or driveway replacement. This was done to promote future sidewalk connections throughout the community. (p.222)
12. In Article X: Administration and Procedures, several minor edits were made to improve clarity, match existing City practices, and make sure that City staff and/or the Plan Commission, not just the Zoning Administrator, was reviewing and making decisions on various procedures.
13. Other very minor changes to wording and phrasing throughout the document were made to provide clarity and avoid confusion in applying the Ordinance. None of these are content changes.

Changes Recommended by Plan Commission to Draft Zoning Ordinance

In the February 2020 Public Meeting, it was determined that exterior building design requirements should not be placed on single-family and two-family homes. However, there were also many attendees who expressed concern in continuing to allow extreme versions of garage dominated front facades for aesthetic reasons.

To address the extreme versions of garage dominated front facades, the following provisions are listed in the Public Hearing Draft Zoning Ordinance for all Single-Family and Two-Family Zoning Districts:

1. A minimum attached garage setback of 2' behind the plane of the principal building.
2. Front-loaded, attached garages shall comprise no more than 50% of the width of the ground floor building façade facing the street. This requirement shall not apply to side-loaded, attached garages.

In further discussing the provisions above with City staff, it was determined that a modified approach was needed in order to provide opportunities for long-standing single and two-family building designs to continue to be constructed in the community, while also preventing extreme garage dominated front façades.

A more flexible approach is suggested as a possible revision to the Public Hearing Draft Zoning Ordinance. This would allow garages to project beyond the front face of the principal structure and allow garages to be larger than 50% of the front façade in some Zoning Districts. However, the revised approach also prevents a situation in which a garage dominated front façade is constructed.

The following outlines the proposed changes to the Public Hearing Draft within Article II: Zoning Districts:

A. In the SR-2 (min. 15,000 sf lot size) and SR-3 (min. 10,000 sf lot size) Zoning Districts:

1. Maximum 8' principal building setback from the front plane of a front-loaded attached garage or maximum 2' porch setback from the front plane of a front-loaded attached garage. Minimum porch depth of 6'.
2. Front-loaded, attached garages shall comprise no more than 50% of the width of the ground floor building façade facing the street. This requirement shall not apply to side-loaded, attached garages.

B. In the SR-5 (min. 8,000 sf lot size), SR-7 (min. 6,000 sf lot size)*, and TF-10 (min. 7,200 sf lot size)* Zoning District:

1. Maximum 8' principal building setback from the front plane of a front-loaded attached garage or maximum 2' porch setback from the front plane of a front-loaded attached garage. Minimum porch depth of 6'.
2. Front-loaded, attached garages shall comprise no more than two-thirds (67%) of the width of the ground floor building façade facing the street with a minimum 12' identifiable front façade entrance.

*The SR-7 (min. 6,000 sf lot size) and TF-10 (min. 7,200 sf lot size) Zoning Districts are both designed to accommodate either a rear-loaded garage or garage in the rear yard.

C. In the DR-8 (min 10,000 sf lot size) Zoning District:

1. Maximum 8' principal building setback from the front plane of a front-loaded attached garage or maximum 2' porch setback from the front plane of a front-loaded attached garage. Minimum porch depth of 6'.
2. Front-loaded, attached garages shall comprise no more than three-quarters (75%) of the width of the ground floor building façade facing the street with a minimum 5' identifiable front façade entrance.

D. In the SR-2, SR-3, SR-5, SR-7, TF-10, and DR-8 Zoning Districts, if any of the following building attributes are included in the building design, the structure can exceed the provisions in A.1, B.1, and C.1. by an additional 2' per component (up to a maximum of a 12' principal building setback from the front plane of a front-loaded attached garage):

1. A minimum of three front-facing gables with the smallest gable being no less than two-thirds (2/3) the dimension of the largest gable.
2. A brick or stone wainscot below the window, or on the bottom 3' of all front-facing façade walls.
3. A minimum 8' deep covered front porch across the entire front-facing façade wall.

Review of Plan Commission Recommended Draft Zoning Map City Council Adoption Meeting September 15, 2020

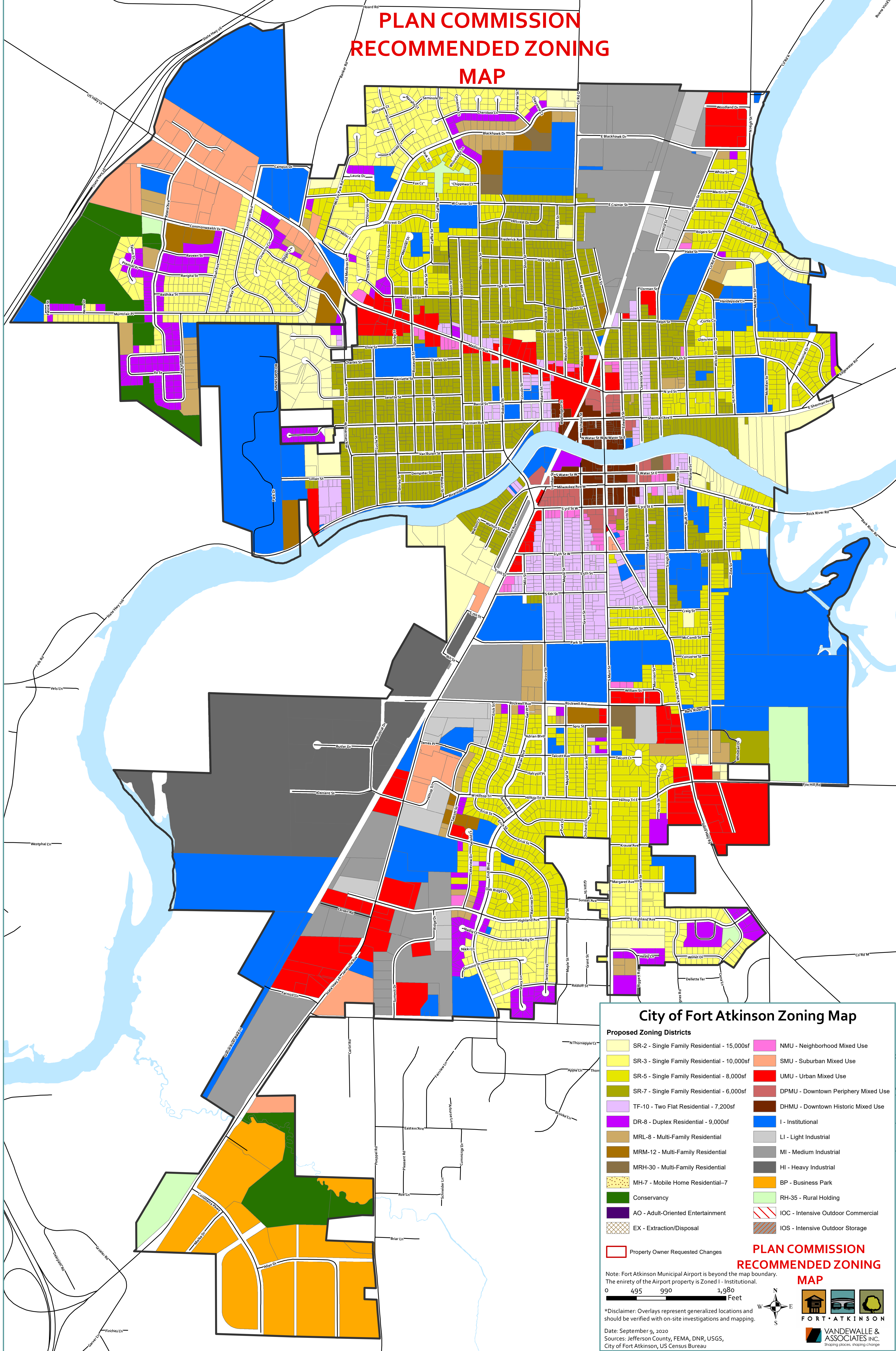
In total, 413 letters were sent out to property owners where a proposed zoning change was indicated on the Draft Zoning Map. The following is a list of property owners who requested an alternative zoning from what was proposed in the Draft Zoning Map (June Version). Each request was fielded via email or phone call between July 20 - August 5. There were no requested changes at the August 5th Public Meeting.

All 8 of the property owners requested changes were unanimously recommended to be changed in the new Zoning Map by the Plan Commission at the September 8th Public Hearing. Each change is reflected on the Plan Commission Recommended Zoning Map.

1. 1116 Madison Avenue
 - **Currently Zoned C-1 (Highway Commercial)**
 - **Proposed Zoning SR-2 (Single-Family)** to match the existing use of the property.
 - Property owner would like to keep the existing commercial zoning to provide more development options in the future and match the existing uses along the street, but expressed interest in going with a smaller scale option that better fits the lot size and allows for a single-family use by-right to continue on the parcel.
 - **Neighborhood Mixed-Use Zoning District (NMU)** was requested by the property owner.
2. 710 Highland Avenue (parcel is currently vacant)
 - **Currently Zoned M-2 (Industrial)**
 - **Proposed Zoning UMU (Urban Mixed-Use)** to reflect a possible transition parcel between the old Shopko to the west and the existing industrial uses to east.
 - Property owner would like to keep the existing industrial zoning to provide more development options in the future, match existing uses to the east, and potentially expand his business from the east because he owns both properties.
 - **Medium Industrial Zoning District (MI)** was requested by the property owner.
3. 1442 Lakeview Drive (parcel is currently vacant)
 - **Currently Zoned R-3 (Multi-Family)**
 - **Proposed Zoning DR-8 (Two-Family Duplex)** to match the property to the north and other surrounding residential uses. The property to the south is a small-scale commercial use (dentist).
 - Property owner would like to keep the existing multi-family zoning to provide more development options in the future and match the other small-scale multi-family across the street.
 - **Multi-Family Residential Low Zoning District (MRL-8)** was requested by the property owner.
4. 910 and 912 Maple Street
 - **Currently Zoned R-3 (Multi-Family)**
 - **Proposed Zoning DR-8 (Two-Family Duplex)** to match the existing use of the property.

- Property owner would like to keep the multi-family zoning to provide more development options in the future and match other small-scale multi-family uses in the area.
 - **Multi-Family Residential Low Zoning District (MRL-8)** was requested by the property owner. This district allows for a duplex (existing use of the property) as a by-right use.
5. 315 and 317 Foster Street
 - **Currently Zoned R-3 (Multi-Family)**
 - **Proposed Zoning SR-7 (Single-Family)** to match the rest of the block in that neighborhood.
 - Property owner would like to change the property's zoning to two-family in order to match the existing use of the property (currently a two-family structure).
 - **Two-Flat Zoning District (TF-10)** was requested by the property owner.
 6. 108 N. 3rd Street
 - **Currently Zoned R-3 (Multi-Family)**
 - **Proposed Zoning SR-7 (Single-Family)** to match the existing use of the property and lot size.
 - Property owner would like to keep the existing multi-family zoning to provide more development options in the future.
 - **Multi-Family Zoning District (MRL-8)** was requested by the property owner.
 7. 1661 Janesville Avenue
 - **Currently Zoned R-1 (Single-Family)**
 - **Proposed Zoning Institutional (I)** to match the existing use of the property (church).
 - Property owner would like to change the property's zoning to commercial to provide more development options in the future and match other uses along Janesville Street.
 - **Suburban Mixed-Use Zoning District (SMU)** was requested by the property owner.
 8. Summit Drive (parcel number: 226-0514-0934-029)
 - **Currently Zoned M-2 (Heavy Industrial)**
 - **Proposed Zoning Light Industrial** (vacant) to act as a potential buffer between commercial uses to the southeast.
 - Property owner would like to keep the equivalent industrial zoning to provide the most options in the future and match the adjacent parcel under the same ownership.
 - **Medium Industrial (MI)** was requested by the property owner.

PLAN COMMISSION
RECOMMENDED ZONING
MAP



City of Fort Atkinson Zoning Map

Proposed Zoning Districts	
SR-2 - Single Family Residential - 15,000sf	NMU - Neighborhood Mixed Use
SR-3 - Single Family Residential - 10,000sf	SMU - Suburban Mixed Use
SR-5 - Single Family Residential - 8,000sf	UMU - Urban Mixed Use
SR-7 - Single Family Residential - 6,000sf	DPMU - Downtown Periphery Mixed Use
TF-10 - Two Flat Residential - 7,200sf	DHMU - Downtown Historic Mixed Use
DR-8 - Duplex Residential - 9,000sf	I - Institutional
MRL-8 - Multi-Family Residential	LI - Light Industrial
MRM-12 - Multi-Family Residential	MI - Medium Industrial
MRH-30 - Multi-Family Residential	HI - Heavy Industrial
MH-7 - Mobile Home Residential-7	BP - Business Park
Conservancy	RH-35 - Rural Holding
AO - Adult-Oriented Entertainment	IOC - Intensive Outdoor Commercial
EX - Extraction/Disposal	IOS - Intensive Outdoor Storage

Property Owner Requested Changes

Note: Fort Atkinson Municipal Airport is beyond the map boundary. The entirety of the Airport property is Zoned I - Institutional.

0 495 990 1,980 Feet

*Disclaimer: Overlays represent generalized locations and should be verified with on-site investigations and mapping.

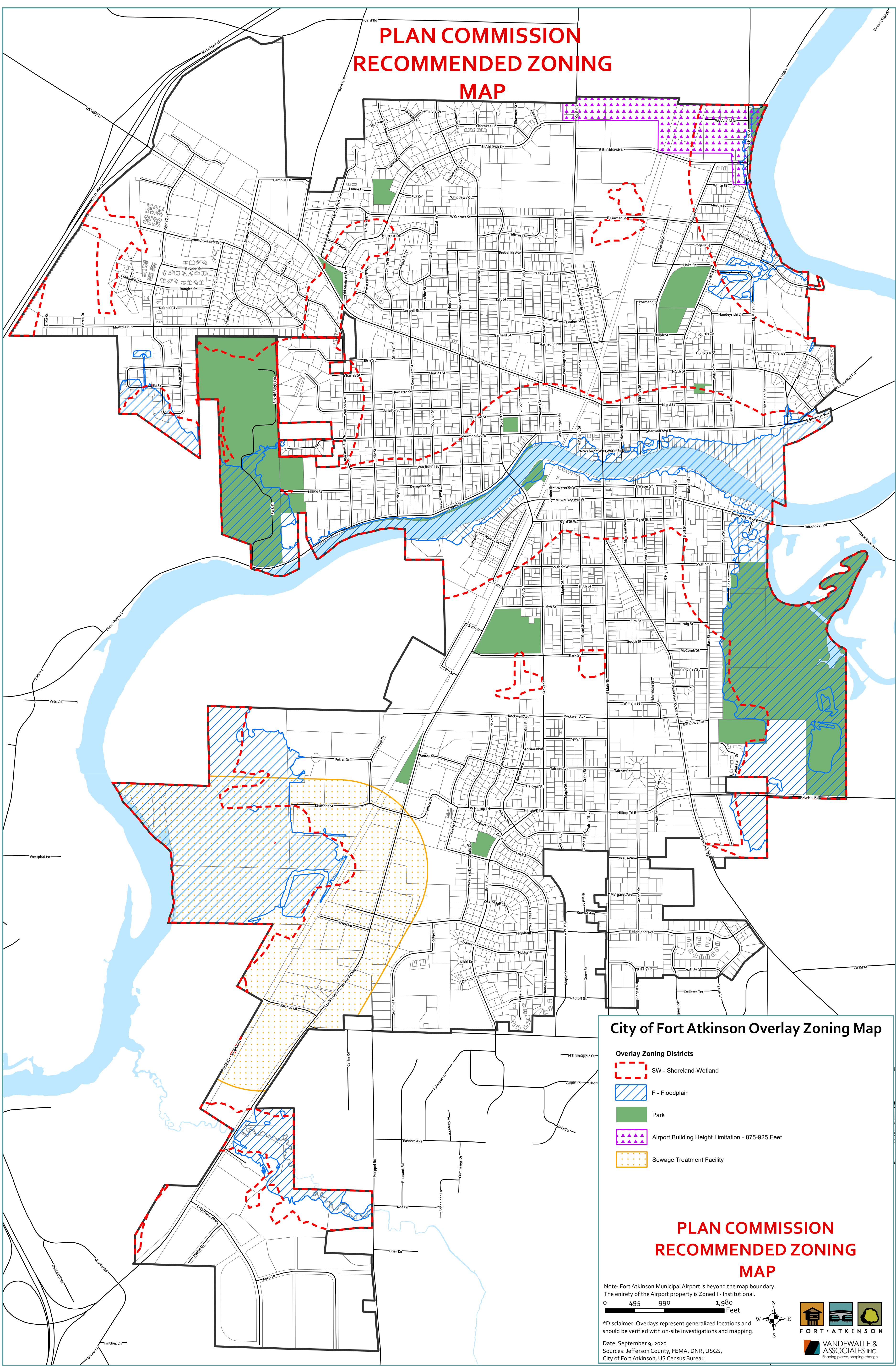
Date: September 9, 2020
Sources: Jefferson County, FEMA, DNR, USGS, City of Fort Atkinson, US Census Bureau

**PLAN COMMISSION
RECOMMENDED ZONING
MAP**

FORT • ATKINSON

VANDEWALLE & ASSOCIATES INC.
Shaping places. shaping change

PLAN COMMISSION RECOMMENDED ZONING MAP



City of Fort Atkinson Overlay Zoning Map

Overlay Zoning Districts

- SW - Shoreland-Wetland
- F - Floodplain
- Park
- Airport Building Height Limitation - 875-925 Feet
- Sewage Treatment Facility

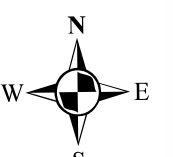
PLAN COMMISSION RECOMMENDED ZONING MAP

Note: Fort Atkinson Municipal Airport is beyond the map boundary. The entirety of the Airport property is Zoned I - Institutional.

0 495 990 1,980 Feet

*Disclaimer: Overlays represent generalized locations and should be verified with on-site investigations and mapping.

Date: September 9, 2020
Sources: Jefferson County, FEMA, DNR, USGS, City of Fort Atkinson, US Census Bureau



ORDINANCE NO.

A RESOLUTION TO REPEAL AND RE-ENACT THE OFFICIAL ZONING MAP OF THE CITY OF FORT ATKINSON, WISCONSIN

WHEREAS, the City Council of the City of Fort Atkinson ordains as follows:

WHEREAS, the City developed and adopted a new Zoning Ordinance in an effort to protect property values, create an environment in which reinvestment is encouraged, establish clear development procedures, and match regulations to the City's existing and/or desired future land use pattern; and

WHEREAS, the Plan Commission has reviewed changes to the locations of existing zoning districts on a proposed zoning district map; and

WHEREAS, the City hosted four public meetings as an opportunity for residents and property owners to ask questions and provide comments regarding a proposed new City-wide zoning map; and

WHEREAS, a Public Hearing was noticed and held on September 8, 2020 for the purpose of hearing citizen comments on the proposed zoning changes; and

WHEREAS, the Plan Commission recommended approving zoning changes as shown on the "City of Fort Atkinson Zoning Map" (Attachment A).

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Atkinson approves the "City of Fort Atkinson Zoning Map" (Attachment A) as the City's official zoning map, replacing all previously approved zoning maps.

FURTHERMORE, be is also resolved that Chapter 15: Zoning Ordinance of the City of Fort Atkinson, adopted on September 8, 2020, and the Official Zoning Map shall be effective as of November 1, 2020.

Reading: _____
Publication Date: _____

Adopted by the City Council this 15th day of September 2020.

Mason Becker, City Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer

ORDINANCE NO.

AN ORDINANCE REPEALING AND RE-ENACTING CHAPTER 15 OF THE MUNICIPAL CODE, WHICH IS THE ZONING ORDINANCE OF THE CITY OF FORT ATKINSON, WISCONSIN.

WHEREAS, the City Council of the City of Fort Atkinson ordains as follows:

WHEREAS, the City determined that the existing zoning regulations should be updated in an effort to protect property values, create an environment in which reinvestment is encouraged, establish clear development procedures, and match regulations to the City's existing and/or desired future land use pattern; and

WHEREAS, the City hosted four public meetings as an opportunity for residents and property owners to ask questions and provide comments regarding a proposed new Zoning Ordinance; and

WHEREAS, a Public Hearing was noticed and held on September 8, 2020 for the purpose of hearing citizen comments on the proposed Zoning Ordinance; and

WHEREAS, the Plan Commission recommended adoption of the "Chapter 15: Zoning Ordinance of the City of Fort Atkinson" on September 8, 2020.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Atkinson approves the "Chapter 15: Zoning Ordinance of the City of Fort Atkinson" as the City's official zoning ordinance, replacing all previously approved zoning ordinances.

FURTHERMORE, be is also resolved that this ordinance shall take effect as of November 1, 2020.

Reading: _____
Publication Date: _____

Adopted by the City Council this 15th of September 2020.

Mason Becker, City Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 11, 2020

TO: City Council

FROM: Andy Selle, P.E.

SUBJECT: NorthShore Rd - Extraterritorial Review – CSM

Background:

This is a request for a certified survey map to create a +/- 7 acre lot including the farmhouse and outbuilding.

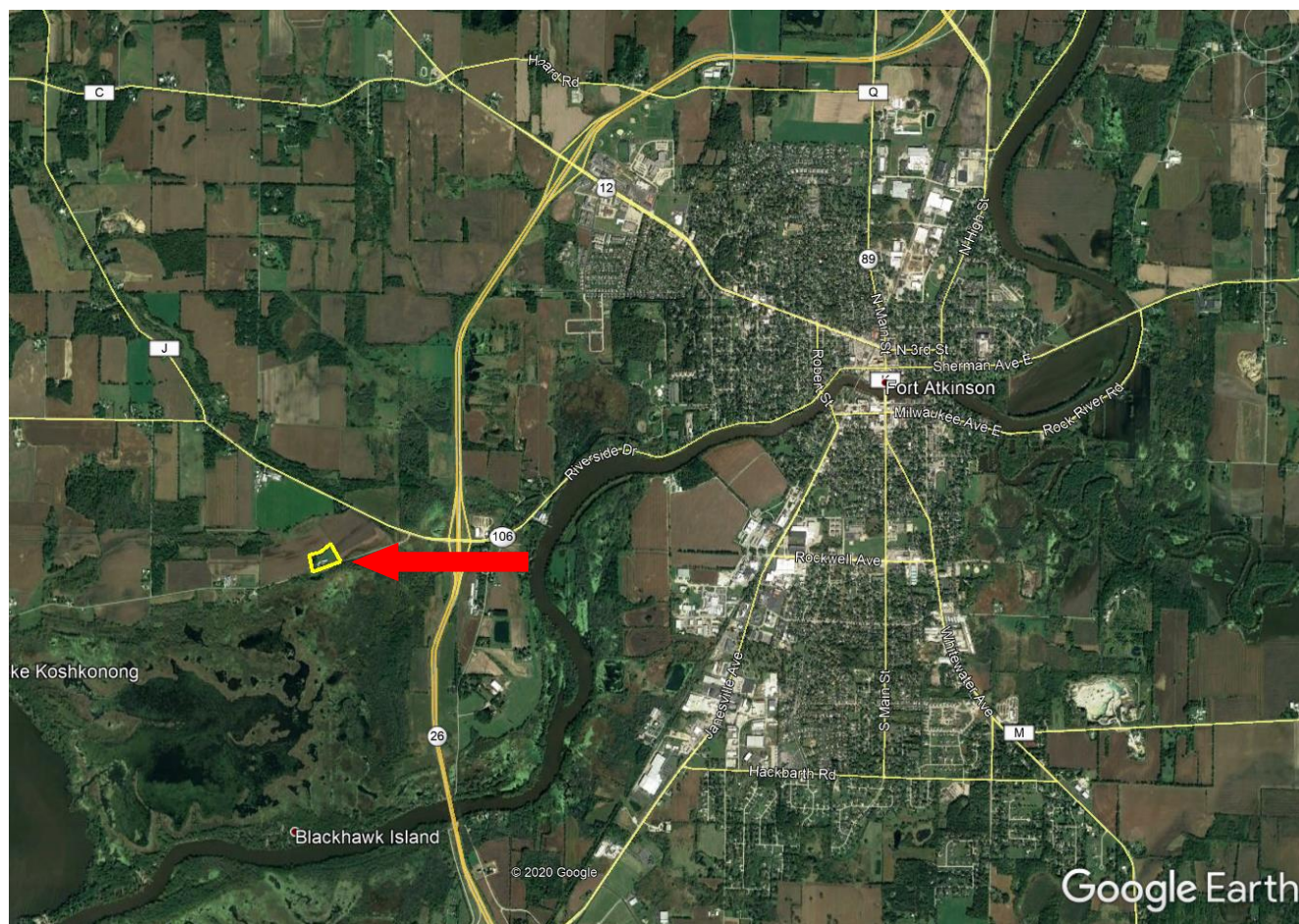


Figure 1: Property location in relation to the City of Fort Atkinson

City Department Reviews:

City departments have reviewed the submittal without comments.

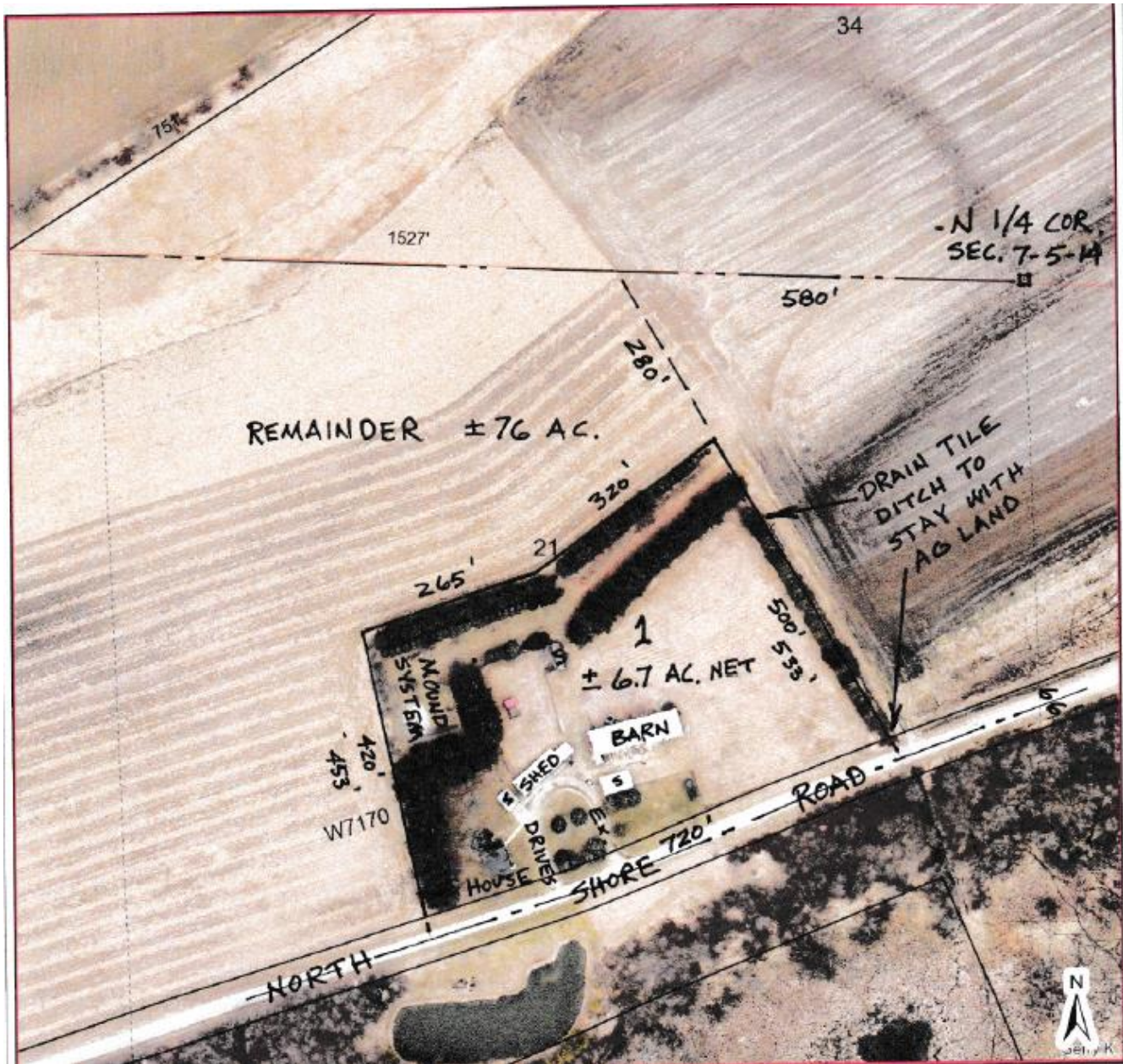


Figure2: Proposed land division

Recommendation:

Staff recommends approval of the request.

Attachments: Original Submittal

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

March 7, 2019

Kim Cheney
Town of Koshkonong
W5609 Star School Rd.
Fort Atkinson, WI 53538

Dear Kim:

Attached please find a copy of a Preliminary Review for Certified Survey, Petition to Amend Zoning Ordinance and Appendix A prepared for J&A Buckman Trust c/o John Buckman, 1501 Oxford Drive, Anchorage AK 99503.

This Preliminary will create a 6.7 acre more or less A-3 Farm Consolidation Lot and Lot combination with an existing house and farm buildings southwest of a drainage ditch inside of a pine tree boundary area. This lot would include a small flood plain field adjacent to the barn for a pasture or crop area cut off by the ditch and pines from the remaining Ag land.

Please place this Preliminary on the next Plan Commission and Town Board Agendas and if approved, please forward a signed copy to the Jefferson County Zoning Department, Attn: Deb Magritz. Copies will be submitted to her with the appropriate fees.

I will be attending the meetings representing Mr. Buckman.

If you have any questions, please let me know.

Sincerely,

ANDERSON LAND SURVEYING LLC



Mark E. Anderson, P.L.S.

Enclosures

cc: John Buckman
Jefferson County Zoning Department

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 NW ¼ of Section 7, Town 5 N, Range 14 E, Town of Koshkonong, Jefferson County, Wisconsin, on Parcel Number(s) 016-0514-0721-000

Date Submitted: May 5, 2020

Revised: _____

Owner: J&A Buckman Trust c/o John Buckman

Address: 1501 Oxford Drive

City, ST Zip: Anchorage, AK 99503

Phone: 907-250-1257

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 a 6.7 acre more or less A-3 Farm Consolidation Lot and Lot Combination with an existing house and farm buildings southwest of a drainage ditch inside of a pine tree boundary area. This lot would include a small flood plain field adjacent to the barn for a pasture or crop area cut off by the ditch and pines from the remaining Ag land.

SEE SHEET 2

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)

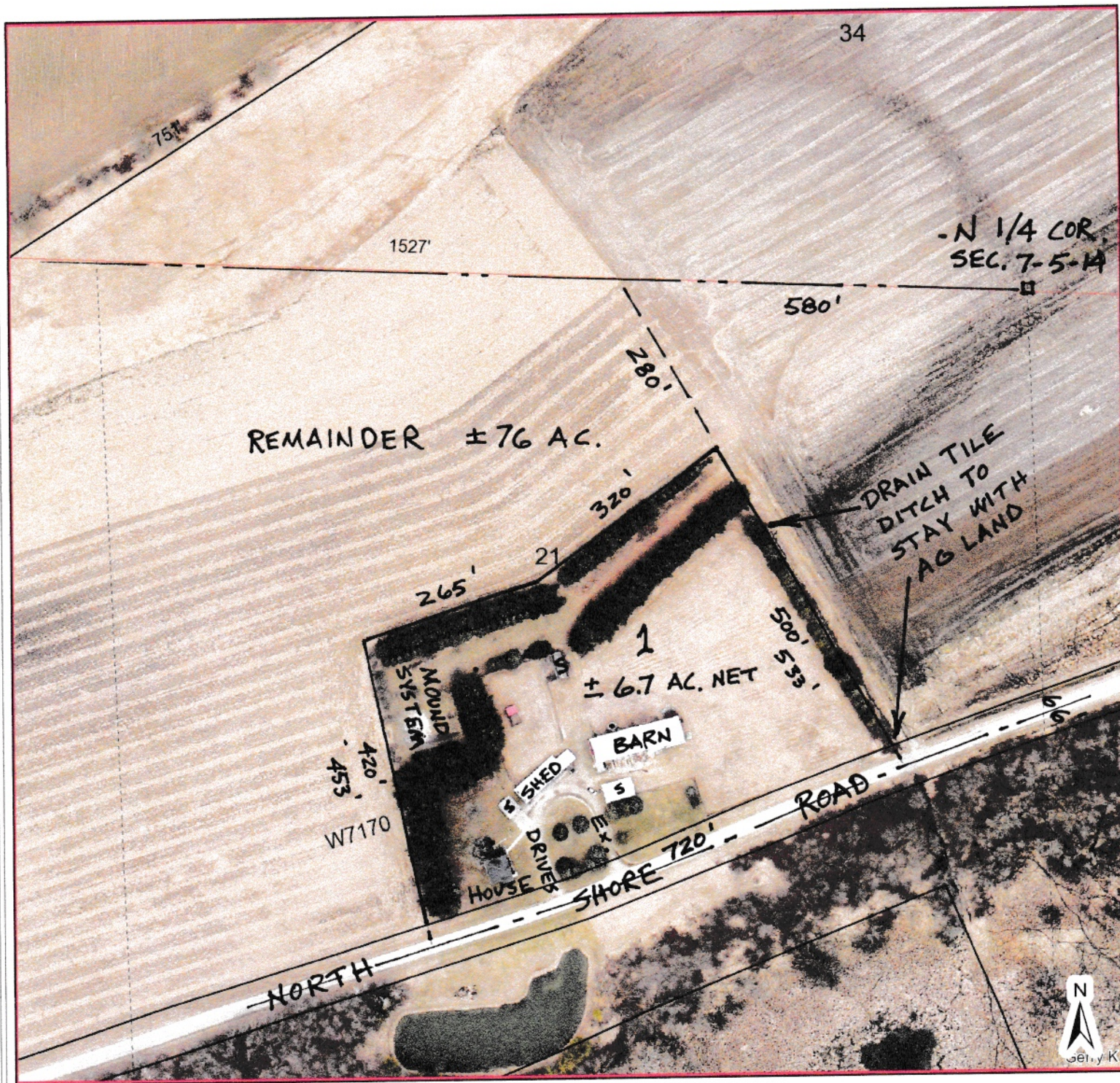
County Surveyor Approval _____ Date _____

Zoning Office Approval _____ Date _____

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

99-31

Jefferson County Land Information



Parcels

Parcels

Municipal Boundaries

Parcel Lines

Property Boundary

Old Lot/Meander Lines

Rail Right of Ways

Road Right of Ways

Section Lines

Surface Water

Map Hooks

Tax Parcels

Streams and Ditches

016-0514-0721-000

PETITION TO AMEND ZONING ORDINANCE

TO: JEFFERSON COUNTY CLERK
JEFFERSON COUNTY BOARD OF SUPERVISORS

PETITION NO. _____

THIS PETITION, MADE UNDER AND PURSUANT TO PROVISIONS OF S59.97(5)(e)1, WISCONSIN STATS., REQUESTS THE JEFFERSON COUNTY BOARD OF SUPERVISORS TO AMEND THE ZONING ORDINANCE OF JEFFERSON COUNTY.

John Buckman REQUEST THAT THE ZONING MAP OF THE TOWN OF Koshkonong
(Petitioner's Name-Please Print)

BE AMENDED TO CHANGE THE ZONING CLASSIFICATION OF THE PROPERTY DESCRIBED

FROM A-1 DISTRICT TO A-3

PROPERTY DESCRIPTION

Tax Parcel/ Property
PIN Number 016-0514-0721-000 Address W7170 North Shore Road

Subdivision _____ Lot _____ Block _____ CSM _____ Vol. _____ Pages _____

Parent Parcel Size +/-82 acres Present Use Rural residential

PROPERTY OWNER(S)

Name J&A Buckman Trust c/o John Buckman Address 1501 Oxford Drive, Anchorage AK 99503
Street City St. Zip
Phone 907-250-1257 E-mail _____

PLEASE ATTACH THE FOLLOWING WITH YOUR COMPLETED APPLICATION FORM. *Failure to submit a completed application that includes the below-mentioned items could delay scheduling your petition for the next public hearing.* All pages including plot plan to be no larger than 11" X 17".

1. Preliminary Certified Survey delineating proposed land division.
2. Reasons for rezoning, evidence that the rezoning meets the Jefferson County Agricultural Preservation and Land Use Plan and Jefferson County Ordinance.
3. Type of use proposed and structures needed.
4. Land modifications necessary.
5. If rezoning from A-1 or N, please refer to the standards for approval on the reverse side of this application.
6. Town Board decision.
7. Other pertinent information such as proposed road access, extraterritorial plat review, etc.

REZONING HEARING FEE IS \$300, PRELIMINARY CSM REVIEW FEE IS \$50, and ADMINISTRATIVE FEE FOR REZONING OUT OF THE A-1 DISTRICT IS \$100. Soils Report by Certified Soil Tester and a Final Certified Survey Map May be Required Following Approval. *Keep a copy of the application and attachments to give to the Town.*

PETITIONERS/OWNERS UNDERSTAND THAT NOTICE OF PUBLIC HEARING WILL BE SENT TO THEM, TO TOWNSHIP OFFICIALS, COUNTY BOARD SUPERVISOR FOR THE AREA OF REZONING, AND PROPERTY OWNERS ACCORDING TO SEC. 11.15 OF THE ZONING ORDINANCE.

AS PETITIONER/OWNER, I UNDERSTAND THAT I MUST CONTACT TOWNSHIP OFFICIALS AND ATTEND A TOWN BOARD/TOWN PLAN COMMISSION MEETING(S) ON THIS MATTER PRIOR TO THE COUNTY'S PUBLIC HEARING; I UNDERSTAND THAT I MUST ALSO ATTEND THE COUNTY'S PUBLIC HEARING OR SEND AN AGENT TO REPRESENT ME.

Mark E. Buckman AGENT
(Signature of OWNER)

5-7-20
(Date)

(Address, if Different From Above)

(Signature of PETITIONER)

(Date)

(Address, if Different From Above)

Extraterritorial _____
County Board Supervisor _____

Decision Sheet Sent to Town on _____ 99-31



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 11, 2020

TO: City Council

FROM: Andy Selle, P.E.

SUBJECT: Talent Trail Zero Lot

Background:

This is a request for a zero lot line split on Talent Trail. This will create an instrument for two separate owners of the duplex, sharing a common wall.

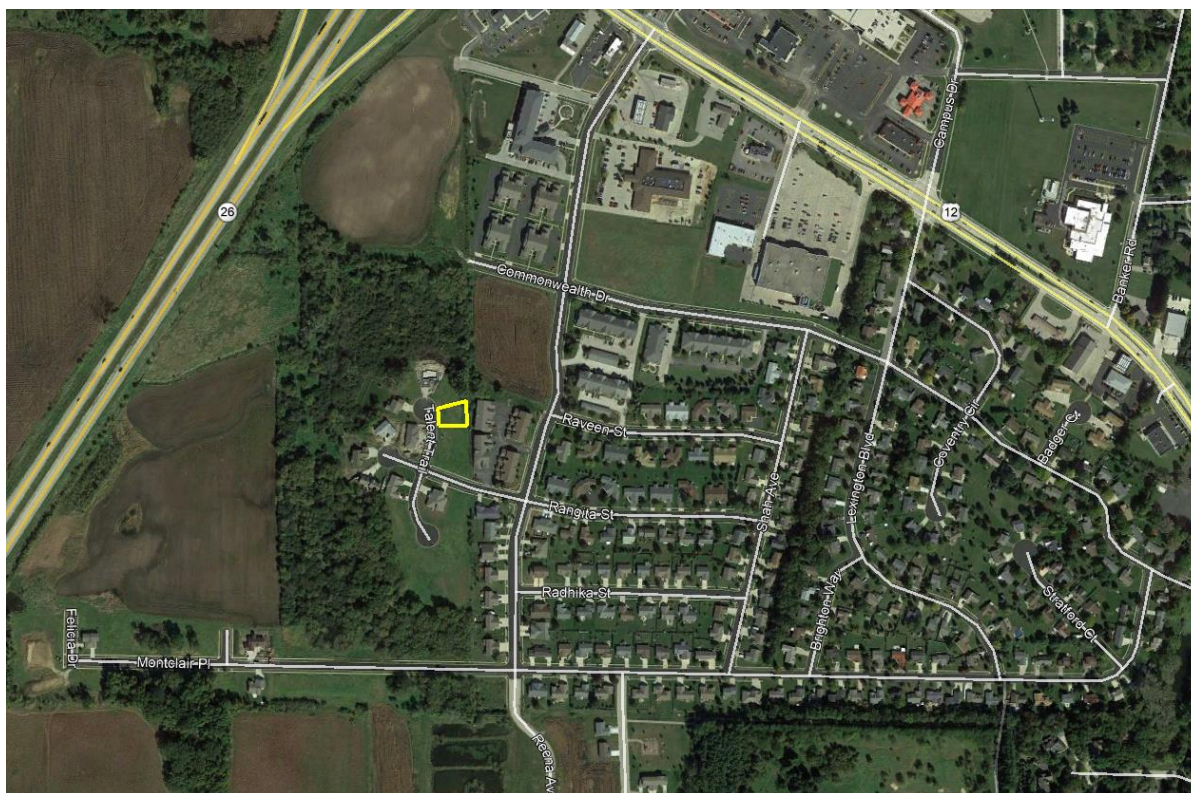


Figure 1: Property location in the City of Fort Atkinson

City Department Reviews:

City departments have reviewed the submittal. Those with comments are below.

Water Department: Separate laterals are required for individual parcels. Both laterals are located in the terrace and serve each parcel independently.

Wastewater Department: The City does not currently require a separate sanitary lateral to serve each unit. This duplex includes a single lateral shared outside the homes. The maintenance agreement specifically includes this structure with shared maintenance and replacement costs.

Building and Zoning: The maintenance agreement will cover shared elements and be recorded with the CSM and run with the property.

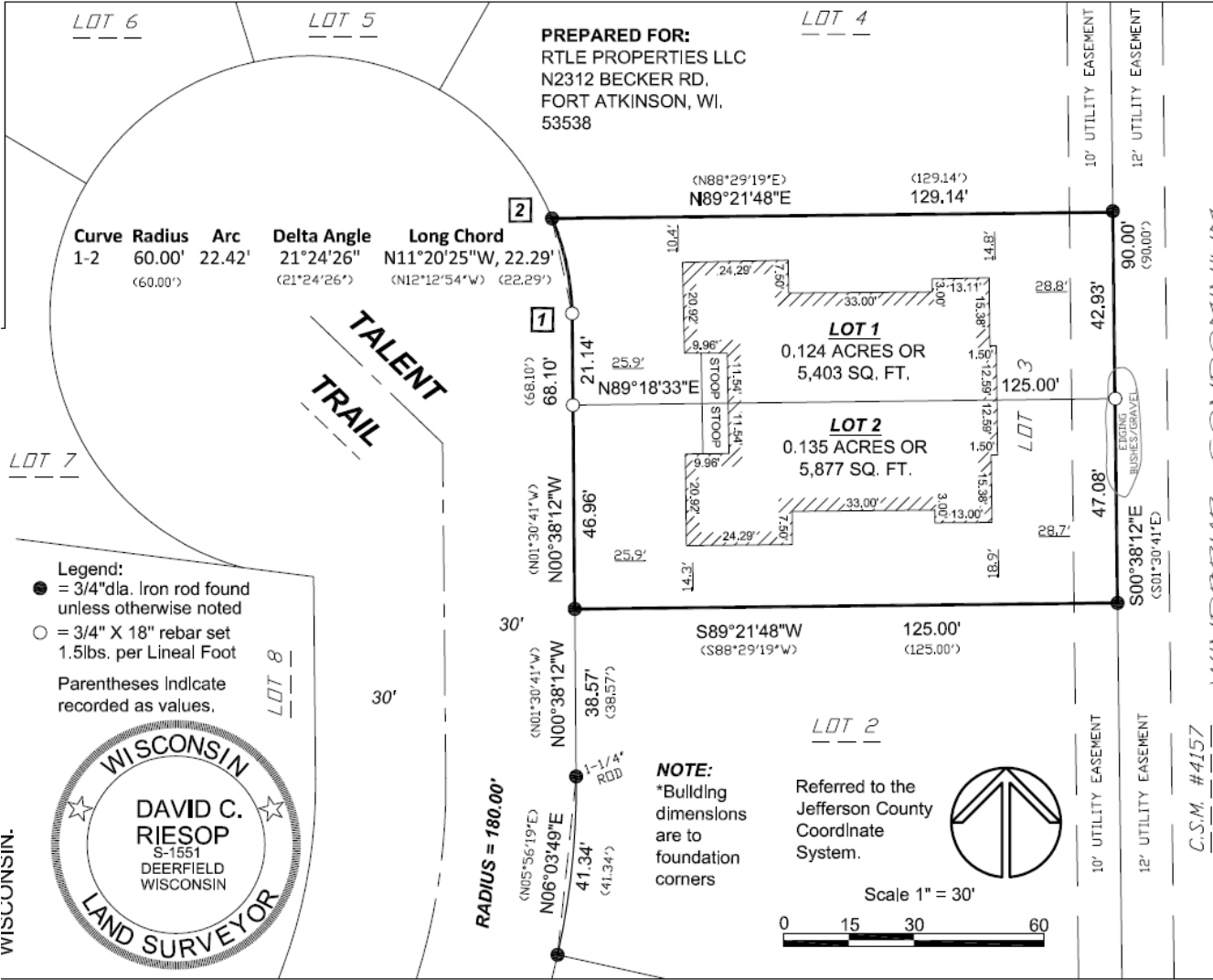


Figure2: Proposed land division

Recommendation:
Staff recommends approval of the request.

Attachments: Original Submittal



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 11, 2020

TO: City Council
FROM: City Clerk/Treasurer
SUBJECT: Server and Computer Upgrades

BACKGROUND:

The current server located in the Municipal Building is the 'hub' of our system and was installed in 2015. It is the control hub for the following Departments located in building: Manager, Clerk/Treasurer, Engineer, Building Inspection, Park and Recreation and Electrical. The following Departments remote into the main server for shared files, Water, Wastewater, Fire and Public Works.

Over the years the server has been upgraded to include more data space, security updates and secure connections. The 2021 Capital Improvement Plan included \$18,000 for server upgrades to security, firewalls and additional space needs. This expense is typical to ensure files will not be compromised and readily available

DISCUSSION:

The Department of Administration introduced the CARES Act (Coronavirus Aid, Relief, and Economic Security) in the early summer of 2020. Also referred to as Routes to Recovery: Local Government Aid Grants. This program is aimed at helping local government cover unanticipated expenses they have incurred to meet COVID-19 recovery needs in their communities. The City of Fort Atkinson is eligible to be reimbursed for up to \$202,195 for various public health emergencies including: *Purchases of services or equipment to facilitate telework by public employees.*

After discussion with the DOA, other communities and our contracted IT provider, Ignatek (formerly StarTech), we are able to submit various server expenses and be reimbursed based upon the established guidelines and criteria of the CARES Act.

Correspondence from DOA when confirming eligible expenses provided the following reply: *The funds can be used to cover expenditures that are necessary to respond to the public health emergency. The federal agency overseeing these funds gives discretion to local government officials to determine what is necessary to meet the public health emergency within their communities, provided they exercise reasonable judgment.*

Responding to the public health emergency takes shape in many forms for all Departments in the City of Fort Atkinson. During the Safer@Home Order, many staff rushed to gain remote access to files to continue working from home. In creating a secure access point for remote workers, it was confirmed how many computers were still operating on Windows 7 platform.

COMPUTER

Windows 7 met its end of life cycle for Microsoft on January 14, 2020. This meant no further updates for technical support, software and security updates and fixes which proposed a large security vulnerability. Any virus on one of these computers would jeopardize the City servers and data.

After discussion with Ignatek on options to upgrade existing machines, I was quoted at least 3 hours of IT (3 x \$135 hourly rate = \$405 per machine) and a low success rate. Their experience in the update endeavor with other clients produced success of maybe 25%. Along with the 25% came unhappy clients and overworked Technicians. The machines that failed the update were replaced at \$799. This is more of an expense than the update, but it provides a new warranty, updated programs, increased RAM and graphics.

FIREWALL

Another key factor with Staff working remotely is a solid Firewall. Unfortunately with the state of the economy, individuals have become more skilled at gaining access to secure files. The City's firewall infrastructure will be replaced. The firewall is the deadbolt at the front door of the internet, which allows traffic to run in and out. We have a larger firewall in the Municipal Building that hosts the majority of the data. Each remote location has a smaller firewall that reports back to the larger through a VPN / tunnel. Most of the smaller devices are ending life and upgrading them would release the existing bottleneck that slows traffic. The more remote users, the more traffic bottlenecks. The new firewalls would be the latest hardware with the same speeds at all locations. This would make the network faster, more secure and stable for remote users. These factors create a reassurance when it comes to electronic records of the City.

Ignatek provided a quote for updates and enhances to our network infrastructure. Comparative pricing was researched as it would not be wise to obtain a quote from a vendor that does not manager our current network.

HARDWARE QUOTE

<u>Item</u>	<u>Ignatek</u>	<u>Price - Competitor</u>
HPE 600GB Hard Drive	\$180.40	\$192.84 CDW-G
HPE 16GB Dual Rank Ram	\$495.00	\$
HP ProBook 450 G7 Laptop	\$1,119	\$1,114 CDW-G
HP Business Desktop Computer	\$799	\$796 CDW-G
Ubiquiti Wireless Access Point	\$129	\$298 CDW-G
SonicWall Security/Firewall	\$2,440	\$2,770 CDW-G

The quantity of hardware (5 per the attached quote) would serve the Fire Department, Public Works, Water, Wastewater and Municipal Building Department.

SOFTWARE QUOTE

Microsoft Windows Server – License required per core

Microsoft Windows Remote Desktop – License to allow additional remote users that have not been able to remote in yet or future expansion.

Microsoft Office 2019 License per new laptop/desktop, which includes Word, Excel, Outlook and Access.

The quote continues with Labor for the installation and set-up of hardware, computers and loading licenses.

Ignatek Quote

Hardware	\$27,693
Software	\$6,339
Services/Labor	\$5,400
Total	\$39,432

FINANCIAL ANALYSIS

The City of Fort Atkinson is eligible for a Routes to Recovery grant for up to \$202,195 of reimbursable expenses.

Available funds:	\$ 202,195.00
Submitted and reimbursed expenses March-July:	\$- 34,378.35
Expenses July-August:	<u>\$- 8,863.99</u>
	\$ 158,952.66





Should Council authorize the purchase for server upgrades at \$39,432, the balance of funds would total \$119,520.66.

STAFF RECOMMENDATIONS

To approve the purchase from Ignatek for server upgrades, computers and licenses not to exceed \$39,432.

**Ignatek owner Trever Brandenbug will be participating in the Zoom Council meeting on Tuesday September 15th to address specific questions.

Hardware

Description	Price	Qty	Ext. Price
641552-003  HPE 600GB <u>Hard Drive</u> 2.5 SFF SAS 6GB 10000 RPM	\$180.40	5	\$902.00
778268-B21 HPE 16GB (1x16GB) Dual Rank x4 Registered Heat Spreader <u>Memory</u> Kit - 16 GB (1 x 16 GB) DRAM - Registered - DIMM	\$495.00	5	\$2,475.00
8WC04UT#ABA  HP ProBook 450 G7 15.6" <u>Notebook</u> - 1920 x 1080 - Intel Core i7 (10th Gen) i7-10510U Quad-core (4 Core) 1.80 GHz - 16 GB RAM - 512 GB SSD - Windows 10 Pro - NVIDIA GeForce MX250 with 2 GB, Intel UHD Graphics 620 - In-plane Switching (IPS) Technology - Engl	\$1,119.00	5	\$5,595.00
7HX44UT#ABA  HP Business <u>Desktop</u> ProDesk 400 G6 Desktop Computer - Intel Core i5 9th Gen i5-9500 3 GHz - 8 GB RAM DDR4 SDRAM - 256 GB SSD - Small Form Factor - Windows 10 Pro 64-bit - Intel UHD Graphics 630 DDR4 SDRAM - DVD-Writer - English Keyboard	\$799.00	8	\$6,392.00
UAP-AC-LR Ubiquiti UniFi IEEE 802.11ac 867 Mbit/s <u>Wireless</u> Ubiquiti UniFi IEEE 802.11ac 867 Mbit/s <u>Wireless Access Point</u> - 2.40 GHz, 5 GHz - 1 x Antenna(s) - 1 x Internal Antenna(s) - MIMO Technology - 1 x Network (RJ-45) - Wall Mountable, Ceiling Mountable	\$129.00	1	\$129.00
02-SSC-5662  SonicWall TZ570 Network <u>Security/Firewall Appliance</u> - 8 Port - 10/100/1000Base-T - 5 Gigabit Ethernet - DES, 3DES, MD5, SHA-1, AES (128-bit), AES (192-bit), AES (256-bit) - 8 x RJ-45 - 2 Total Expansion Slots - 2 Year Secure Upgrade Plus Essential Edition	\$2,440.00	5	\$12,200.00
Subtotal			\$27,693.00

Software

Description	Price	Qty	Ext. Price
9EM-00679 Microsoft Windows Server 2019 Standard - License - 2 Core - Microsoft Qualified, Volume, Local Government - Microsoft Open License for Government - English - PC	\$102.00	6	\$612.00



Software

Description		Price	Qty	Ext. Price
6VC-03748	Microsoft Windows Remote Desktop Services 2019 - License - 1 User CAL - Volume - Microsoft Open License Program - Single Language - PC	\$132.00	10	\$1,320.00
021-10625	Microsoft Office 2019 Standard - License - 1 PC - Local Government, Volume - Microsoft Open License for Government - English - PC	\$339.00	13	\$4,407.00
			Subtotal	\$6,339.00

Services

Description		Price	Qty	Ext. Price
Ignatek Labor	Ignatek Hourly laborinstall and configure server for remote access Ignatek hourly labor	\$135.00	25	\$3,375.00
Ignatek Labor	Set up and configure laptops laptop and PC 2 hrs per PC Ignatek hourly labor	\$135.00	6	\$810.00
Ignatek Labor	Configure 4 firewalls Ignatek hourly labor	\$135.00	7	\$945.00
Ignatek Labor	Configure wifi Ignatek hourly labor	\$135.00	2	\$270.00
			Subtotal	\$5,400.00



City of Fort Atkinson Grant Upgrades

Quote Information:

Quote #: 001189

Version: 1

Delivery Date: 09/11/2020

Expiration Date: 10/06/2020

Prepared for:

City of Fort Atkinson

101 North Main Street

Fort Atkinson, WI 53538

Michelle Ebbert

(920) 563-7760

miebbert@fortatkinsonwi.net

Prepared by:

Ignatek LLC

Trever Brandenburg

(608) 290-4644

trever@ignatek.com

Quote Summary

Description	Amount
Hardware	\$27,693.00
Software	\$6,339.00
Services	\$5,400.00
Total:	\$39,432.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Ignatek LLC

City of Fort Atkinson

Signature:

Name: Trever Brandenburg

Title: Owner

Date: 09/11/2020

Signature:

Name: Michelle Ebbert

Date:



Friday, September 11, 2020

City of Fort Atkinson
Michelle Ebbert
101 North Main Street
Fort Atkinson, WI 53538
miebbert@fortatkinsonwi.net

Dear Michelle,

Attached you will find the quote to upgrade your terminal server. This will upgrade the server to the latest operating system.

This quote will designate more resources to the Terminal server for more efficient use.

This quote will also address the firewalls at each location where remote access is being use. We will upgrade the firewalls to match at DPW, WasteWater, Fire, Water

This quote will also remedy the Windows 7 machines that are on the network. This is a great security risk on the network especially when remote access is needed.

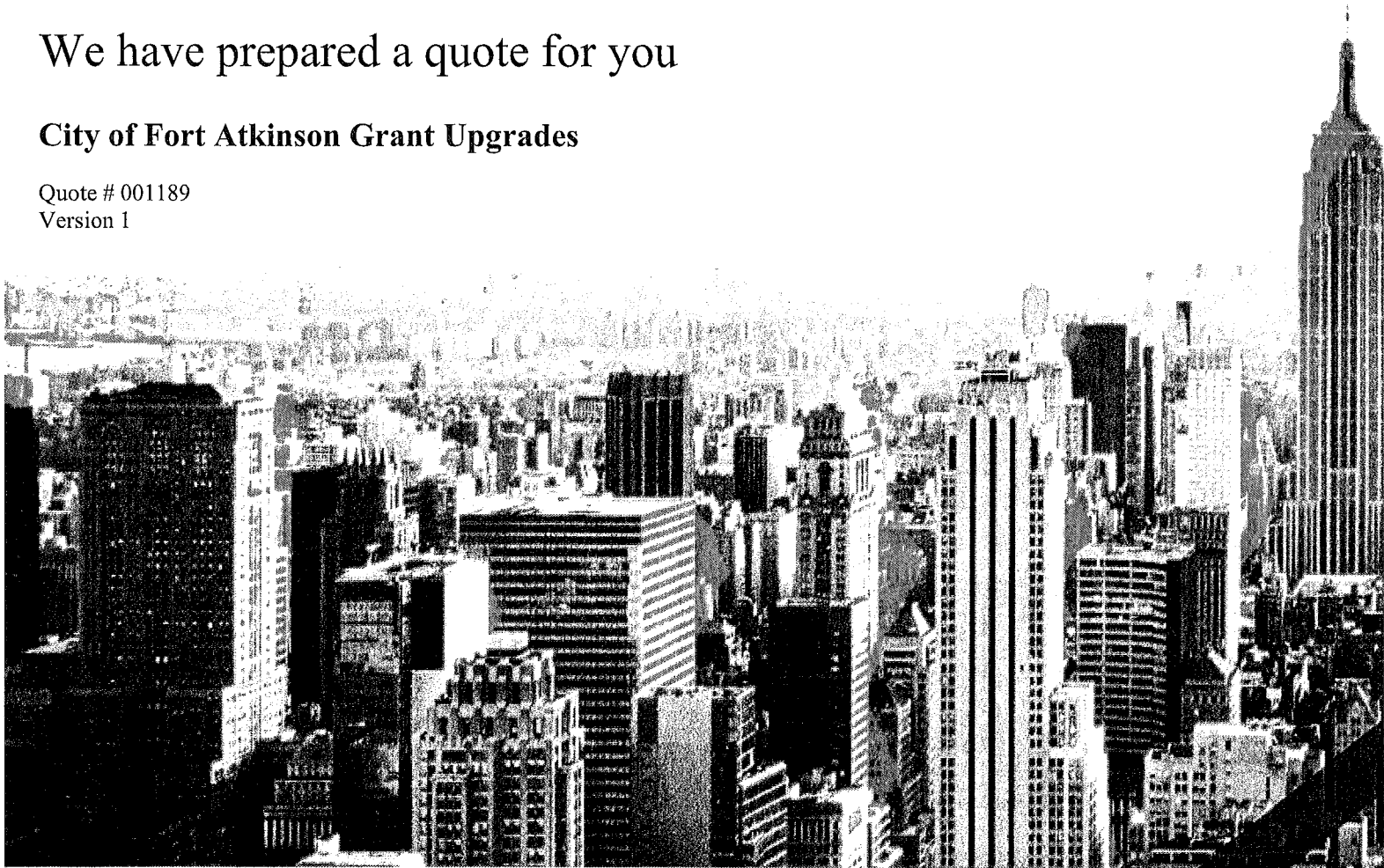
Trever Brandenburg
Owner
Ignatek LLC



We have prepared a quote for you

City of Fort Atkinson Grant Upgrades

Quote # 001189
Version 1



Prepared for:
City of Fort Atkinson

Michelle Ebbert
miebbert@fortatkinsonwi.net

Prepared by:
Ignatek LLC

Trever Brandenburg
trever@ignatek.com





ubiquiti unifi

My Account

Ca

Hardware

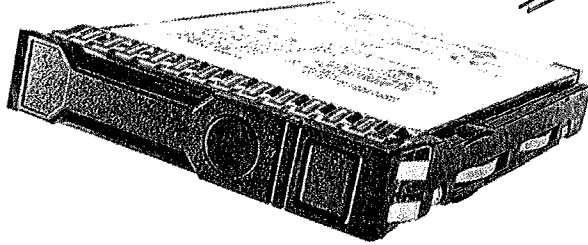
Software

Services

IT Solutions

Brands

Tech Library

Hewlett Packard
Enterprise**HPE - hard drive - 600 GB - SAS**

Mfg.Part: 872477-B21 | CDW Part: 4503486 | UNSPSC: 43201803

Availability: • In Stock

Ships today if ordered within 3 hrs 9 mins

View Accessories

Was \$499.00 **SAVE \$306.16****\$192.84** My CDW • G Price**Product Details**

- 600 GB
- hot-swap
- 2.5" SFF
- SAS
- 10000 rpm
- with HPE SmartDrive carrier

Product Overview**Main Features**

- 600 GB
- hot-swap
- 2.5" SFF
- SAS
- 10000 rpm
- with HPE SmartDrive carrier

Do your servers need high-performance enterprise hard drives for both your mission-critical and I/O intensive applications? HPE server enterprise hard drives offer the high level of performance and reliability for your demanding application workloads. They deliver maximum performance without compromising reliability, specifically engineered to meet the needs of hot data. Enterprise drives help you improve server response times, power more transactions per second and accelerate data transfer (I/O) speeds.

Tech Specs*Specifications are provided by the manufacturer.***Header**

Manufacturer :	HPE Smart Buy Express
Brand :	HPE
Product Line :	HPE
Bundled with :	HPE SmartDrive carrier
Packaged Quantity :	1

Storage

Type :	Hard drive
--------	------------

Hard Drive

Hard Drive Type :	Hot-swap hard drive
Form Factor :	2.5" SFF
Form Factor (metric) :	6.4 cm SFF
Form Factor (Short) :	2.5"

Hard Drive 1/3

Form Factor (Short) (metric) :	6.4 cm
Storage Interface :	Serial Attached SCSI
Interface :	Serial Attached SCSI
Capacity :	600 GB
Splindle Speed :	10000 revolutions per mInute
Features :	Digitally Signed Firmware

Interface Provided

Interfaces :	1 x SAS
--------------	---------

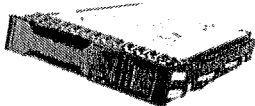
Bay Required

Compatible Bay :	2.5" SFF
------------------	----------

Compatibility

Compatible With :	HPE ProLiant DL160 Gen10 (2.5"), DL160 Gen10 Base (2.5"), DL160 Gen10 Entry (2.5"), DL180 Gen10 (2.5"), DL180 Gen10 Base (2.5"), DL180 Gen10 SMB (2.5"), DL20 Gen10 (2.5"), DL20 Gen10 Entry (2.5"), DL20 Gen10 Performance (2.5"), DL20 Gen10 solution (2.5"), DL20 Gen9 Solution (2.5"), DL325 Gen10 Base (2.5"), DL325 Gen10 Solution (2.5"), DL360 Gen10 Low (2.5"), DL360 Gen10 Network Choice (2.5"), DL360 Gen10 Remote Office Branch Office Server for Cohesity DataPlatform (2.5"), DL360 Gen10 SMB (2.5"), DL360 Gen10 SMB Network Choice (2.5"), DL360 Gen10 Solution (2.5"), DL380 Gen10 Entry SMB (2.5"), DL380 Gen10 for Cohesity DataPlatform (2.5"), DL380 Gen10 Network Choice (2.5"), DL380 Gen10 Network Choice for SAP HANA Compute Block (2.5"), DL380 Gen10 SMB (2.5"), DL380 Gen10 SMB Networking Choice (2.5"), DL380 Gen10 Solution (2.5"), DL385 Gen10 (2.5"), DL385 Gen10 Base (2.5"), DL385 Gen10 Entry (2.5"), DL385 Gen10 High-Performance (2.5"), DL385 Gen10 Performance (2.5"), DL385 Gen10 Plus (2.5"), DL385 Gen10 Plus Entry (2.5"), DL385 Gen10 SMB (2.5"), DL385 Gen10 Solution (2.5"), DL388 Gen10 (2.5"), DL580 Gen10 (2.5"), DL580 Gen10 Base (2.5"), DL580 Gen10 Entry (2.5"), DL580 Gen10 Performance (2.5"), ML110 Gen10 (2.5"), ML110 Gen10 Entry (2.5"), ML110 Gen10 Performance (2.5"), ML110 Gen10 Solution (2.5"), ML30 Gen10 (2.5"), ML30 Gen10 Entry (2.5"), ML30 Gen10 Performance (2.5"), ML30 Gen10 Solution (2.5"), ML30 Gen9 Entry (2.5"), ML30 Gen9 Solution (2.5"), ML350 Gen10 (2.5"), ML350 Gen10 Base (2.5"), ML350 Gen10 Entry (2.5"), ML350 Gen10 High Performance (2.5"), ML350 Gen10 Performance (2.5"), ML350 Gen10 SMB (2.5"), ML350 Gen10 Solution (2.5"), ML350 Gen10 Special Server (2.5"), ML350 Gen10 Sub-Entry (2.5") HPE Synergy 480 Gen10 Premium Backplane Compute Module (2.5"), 480 Gen10 w/o Drives Compute Module (2.5"), 660 Gen10 Compute Module (2.5"), 660 Gen10 Premium Compute Module (2.5")
-------------------	--

Compare Similar Items



This Item: HPE - hard drive - 600 GB - SAS

Hard Drive 2/3

Was ~~\$499.00~~ SAVE \$306.16

\$192.84

My CDW•G Price

Availability	• In Stock
Customer Ratings	Not Rated Yet
Device Type	Hard drive
Installation Type	Hot-swap hard drive
Form Factor	2.5"
Interface	Serial Attached SCSI
Hard Drive Capacity	600



HPE Enterprise – hard drive – 300 GB – SAS 12Gb/s

Was ~~\$550.00~~ SAVE \$329.61

\$220.39

My CDW•G Price

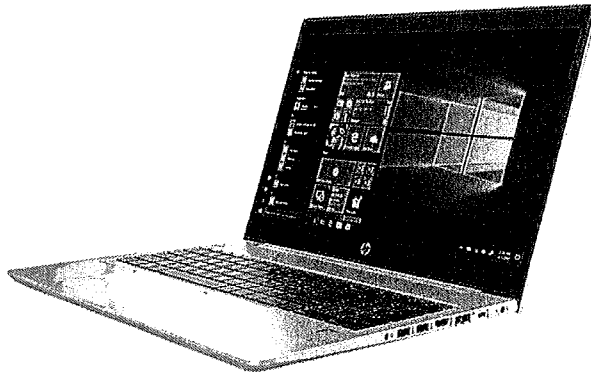
• In Stock
Not Rated Yet
Hard drive
Hot-swap hard drive
2.5"
Serial Attached SCSI 3
300



Hp Probook 450 g7

Sign In

Ca

[Hardware](#)[Software](#)[Services](#)[IT Solutions](#)[Brands](#)[Tech Library](#)

HP ProBook 450 G7 - 15.6" - Core i7 10510U - 16 GB RAM - 512 GB SSD - US

Mfg.Part: 8WC04UT#ABA | CDW Part: 5895154 | UNSPSC: 43211503

Availability: • Item Backordered

This item will ship once it is in stock. CDW cannot guarantee an in-stock date.

Warranties☐ None☐ Include: CDW Protection Plan - extended service agreement - 3 years - carry-in - \$76.80[View All Warranties](#)[View Services](#)[View Accessories](#)**\$1,114.20** Advertised PriceLease Option (\$32.87/month)**Product Details**

- Core i7 10510U / 1.8 GHz
- Win 10 Pro 64-bit
- 16 GB RAM
- 512 GB SSD NVMe
- HP Value
- 15.6" IPS 1920 x 1080 (Full HD)
- GF MX250 / UHD Graphics 620

Product Overview

Main Features

- Core i7 10510U / 1.8 GHz
- Win 10 Pro 64-bit
- 16 GB RAM
- 512 GB SSD NVMe
- HP Value
- 15.6" IPS 1920 x 1080 (Full HD)
- GF MX250 / UHD Graphics 620
- 802.11ac
- Bluetooth
- plke silver
- kbd: US

Full-featured, thin, and light, the reliable HP ProBook 450 offers essential commercial features at an affordable price to every business. Automatic security solutions, powerful performance, and long battery life help keep your business productive.

Tech Specs

Specifications are provided by the manufacturer.

Header

Manufacturer: Hewlett Packard Smart Buy

Brand: HP

D





HP SB ProDesk 400 G6 SFF Core i5-9500 8GB RAM 256GB Win 10 Pro

Mfg.Part: 7HX44UT#ABA | CDW Part: 5615233 | UNSPSC: 43211508

Availability: • In Stock

Get It Friday, September 11 to 53563

If ordered within 2 hrs 46 mins.

Warranties

☐ None

☐ Include: CDW Protection Plan - extended service agreement - 1 year - 4th year - \$34.90

 View All Warranties

 View Services

 View Accessories

\$796.00

Advertised Price

Lease Option (\$23.48/month)

Product Details

- Form Factor: SFF
- Processor: Intel Core i5-9500
- RAM: 8GB
- Hard Drive: 256GB
- OS: Windows 10 Pro

Product Overview

Main Features

- Form Factor: SFF
- Processor: Intel Core i5-9500
- RAM: 8GB
- Hard Drive: 256GB
- OS: Windows 10 Pro

The HP ProDesk 400 G6 SFF Desktop is a reliable, compact PC that is expandable to grow with your business. It is powered by the Intel® Core™ i5-9500 processor that delivers efficient performance. This desktop is equipped with an 8 GB RAM that enables seamless multitasking and improved system responsiveness. Its 256 GB hard drive enables users to store important data. For enhanced functionality, it comes pre-installed with the Windows 10 Pro operating system. With multiple USB ports and video outputs, the ProDesk 400 SFF offers multiple connectivity options.

Tech Specs

Specifications are provided by the manufacturer.

Header	
Manufacturer :	HP Smart Buy Desktop
Brand :	HP
Product Line :	HP ProDesk
Model :	400 G6
Localization :	English
Country KIts :	United States

https://www.cdwg.com/product/hp-sb-prodesk-400-g6-sff-core-i5-9500-8gb-ram-256gb-win-10-pro/5615233?pfm=srh

13/15

1/7



ubiquiti unifi

My Account

Ca

Hardware

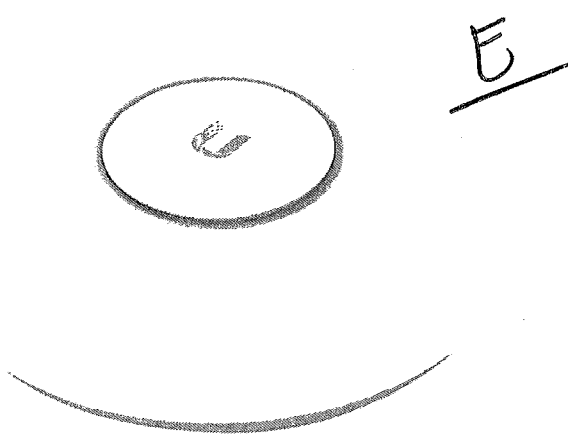
Software

Services

IT Solutions

Brands

Tech Library



NO IMAGE AVAILABLE

Ubiquiti Unifi UAP-AC-HD – wireless access point

Mfg.Part: UAP-AC-HD-US | CDW Part: 4467478 | UNSPSC: 43223108

Availability: • 3-5 Days

Orders placed today will ship within 3-5 days

Was \$349.00 SAVE \$50.71

\$298.29 My CDW • G Price

Product Details

- AC-HD
- Wireless access point
- 802.11ac Wave 2
- Wi-Fi
- Dual Band

Product Overview

Main Features

- AC-HD
- Wireless access point
- 802.11ac Wave 2
- Wi-Fi
- Dual Band

Build your Wi-Fi network with the UniFi AC HD Access Point, part of the Ubiquiti Networks UniFi Enterprise Wi-Fi System. The UAP-AC-HD, is an indoor/outdoor, high-performance, 802.11AC Wave 2 dual-band access point, capable of throughput speeds of up to 2533 Mbps and a maximum range of up to 122 meters. Engineered from the ground up to take advantage of 802.11AC Wave 2, the UAP-AC-HD provides unparalleled multi-user support.

Tech Specs

Specifications are provided by the manufacturer.

Header

Manufacturer :	Ubiquiti
Brand :	Ubiquiti
Product Line :	Ubiquiti Unifi
Model :	UAP-AC-HD
Country Kits :	United States
Packaged Quantity :	1

Antenna

Antenna Form Factor :	Internal
Antenna Qty :	4

Capacity

Capacity :	BSSIDs per radio: 1 – 4, Number of concurrent clients: 500+
------------	---

Networking

Type :	Wireless access point
Form Factor :	External



sonicwall tz600

Sign In

C2

Hardware

Software

Services

IT Solutions

Brands

Tech Library

SONICWALL

Sonicwall TZ600 – Advanced Edition – security appliance – Secure Upgrade PI

Mfg.Part: 01-SSC-1737 | CDW Part: 4341306 | UNSPSC: 43222501

Availability: • In Stock

Get It Friday, September 11 to 53563 by a CDW partner

Warranties

☐ None

☐ Include: SonicWALL UTM SSL VPN License – \$215.00


View All Warranties



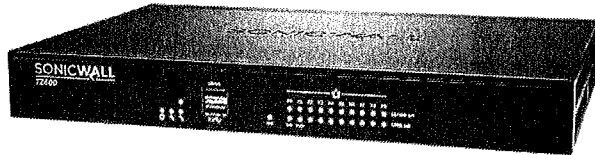
View Accessories

Was \$3,463.00 SAVE \$693.00

\$2,770.00 Advertised PriceLease Option (\$81.72/month)

Product Details

- Advanced Edition
- security appliance
- 10 ports
- GIG
- SonicWALL Secure Upgrade Plus Program (3 years option)



Product Overview

Main Features

- Advanced Edition
- security appliance
- 10 ports
- GIG
- SonicWALL Secure Upgrade Plus Program (3 years option)

A fast connection to your business, school, remote office or retail site is only half the story; you also need to be able to securely manage it. The TZ600 gives you enterprise-grade protection to stop cyberattacks as you expand and control your network.

Tech Specs

Specifications are provided by the manufacturer.

Header

Manufacturer: SonicWALL

Brand: SonicWALL

Product Line: SonicWall

Model: TZ600

Edition: Advanced Edition

Packaged Quantity: 1

Processor



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 11, 2020

TO: City Council
FROM: City Clerk/Treasurer
SUBJECT: Telephone Upgrades to a VOIP System

BACKGROUND:

The current phone system in the Municipal Building and various City Departments was purchased in 2002. During the Safer@Home Order, many staff was able to work remotely or split shifts from other employees. This limited Staff being able to openly communicate with residents or businesses as the only phone available was a private home or cell phone.

Upgrading to a VOIP (Voice Over Internet Protocol) phone throughout various Department would enhance our service to the community with features of phone calls through computers. VOIP allows you to make calls using a broadband internet connection instead of a regular/analog phone line. Staff has future capability to install fiber and explore features including a more dedicated internet connection to service our community.

(Fiber is a possible option in the future as the expense to bring fiber to various buildings could be eligible for reimbursement by the Routes to Recovery. However, an additional expense would be the monthly internet fees and that could be an aggressive increase to our current internet rates)

The following Departments will be participating in the purchase of new phones: City Manager, City Clerk/Treasurer, Municipal Court, Building Inspection, Engineering, Parks and Recreation (office and shop), Museum, Fire Department, Water and Wastewater.

DISCUSSION:

The Department of Administration introduced the CARES Act (Coronavirus Aid, Relief, and Economic Security) in the early summer of 2020. Also referred to as Routes to Recovery: Local Government Aid Grants. This program is aimed at helping local government cover unanticipated expenses they have incurred to meet COVID-19 recovery needs in their communities. The City of Fort Atkinson is eligible to be reimbursed for up to \$202,195 for various public health emergencies including: *Purchases of services or equipment to facilitate telework by public employees.*

Correspondence from DOA when confirming eligible expenses provided the following reply: *The funds can be used to cover expenditures that are necessary to respond to the public health emergency. The federal agency overseeing these funds gives discretion to local government officials to determine what is necessary to meet the*

public health emergency within their communities, provided they exercise reasonable judgment.

Discussion on upgrading the phone service began with the addition/expansion of the Fire Department. Chief Rausch offered to include me with vendor discussions to upgrade the system at the new Station. Manager Trebatoski and I had discussed including upgrades in the 2021 Capital Improvement Plan. Following research with the DOA and Routes to Recovery, the expense of and owning the phones could be reimbursed through the grant.

This routed the discovery to obtain various quotes to leasing versus buying the phones, utilizing the current internet to operate the phones and estimations on enhancing the phone/internet through fiber. Again, fiber is in early stages of estimation to bring to various locations. Paying a provider for connection is a different animal at this point.

I have spoken with several vendors over the past week, analyzed options, reviewed estimates and frankly learned more about VOIP than I ever imagined.

On Thursday September 10th, Chief Raush requested to piggy-back our phone quote knowing negotiations were going well to purchase VOIP phones and have the flexibility to work with internet providers and phone carriers as we choose. Purchasing the phones from current IT provider Ignatek allows us that flexibility. We can approve the purchase and request expense reimbursement as it applies to the Routes to Recovery.

When we are ready to install the phones, we will be able to 'shop around' for the best service for phone lines and internet.

I spoke with Spectrum/Charter who offered us to purchase the phones outright and utilize existing internet, with a 36 month contract. However, they would not continue to service our phones should we switch to fiber as the fiber would not be owned by Charter. They only provide VOIP services to their clients who have Charter owned fiber.

Phones Plus provided quotes based on fiber connection with Charter as the carrier at a 36 month contract and the charge for fiber connection alone was \$799 per month. There is an additional vendor utilized the payment of the phone lines themselves which ranges from \$240-\$510 per month.

I am confident in my recommendation to approve the purchase with Ignatek for VOIP phones. We have an established professional relationship with Ignatek for over 5 years.

Ignatek was the only vendor that would allow phones to be purchased outright without a service contract and without additional set-up fees per location.

FINANCIAL ANALYSIS

The quote from Ignatek includes phones for the Fire Department and labor for install once we are prepared with a service vendor. We can continue our existing internet connection and are free to explore other vendors for fiber connections should we decide to explore utilizing fiber for our VOIP.

The City of Fort Atkinson is eligible for a Routes to Recovery grant for up to \$202,195 of reimbursable expenses.

Available funds:	\$ 202,195.00
Submitted and reimbursed expenses March-July:	\$- 34,378.35
Expenses July-August:	<u>\$- 8,863.99</u>
<i>Available</i>	\$ 158,952.66
Potential Server Upgrade and Computer Purchase	\$- 39,432
Potential Phone System Upgrade	<u>\$- 13,995</u>
Routes to Recovery Unexpended	\$ 105,525.66


STAFF RECOMMENDATIONS

To approve the purchase from Ignatek for Grandstream VOIP phones and labor not to exceed \$13,995.

**Ignatek owner Trever Brandenburg will be participating in the Zoom Council meeting on Tuesday September 15th to address specific questions.

IGNATEk

Hardware

Description	Price	Qty	Ext. Price
GXP2135 Grandstream: IP Phone with up to 8 lines 	\$115.00	63	\$7,245.00

Subtotal \$7,245.00

Services

Description	Price	Qty	Ext. Price
Ignatek Labor Ignatek Hourly labor Ignatek hourly labor	\$135.00	50	\$6,750.00

Subtotal \$6,750.00



VoIP Phone Hardware

Quote Information:

Quote #: 001196

Version: 1

Delivery Date: 09/11/2020

Expiration Date: 10/08/2020

Prepared for:

City of Fort Atkinson

101 North Main Street

Fort Atkinson, WI 53538

Michelle Ebbert

(920) 563-7760

miebbert@fortatkinsonwi.net

Prepared by:

Ignatek LLC

Trever Brandenburg

(608) 290-4644

trever@ignatek.com

Quote Summary

Description	Amount
Hardware	\$7,245.00
Services	\$6,750.00
Total:	\$13,995.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Ignatek LLC

City of Fort Atkinson

Signature:

Name:

Trever Brandenburg

Title:

Owner

Date:

09/11/2020

Signature:

Name:

Michelle Ebbert

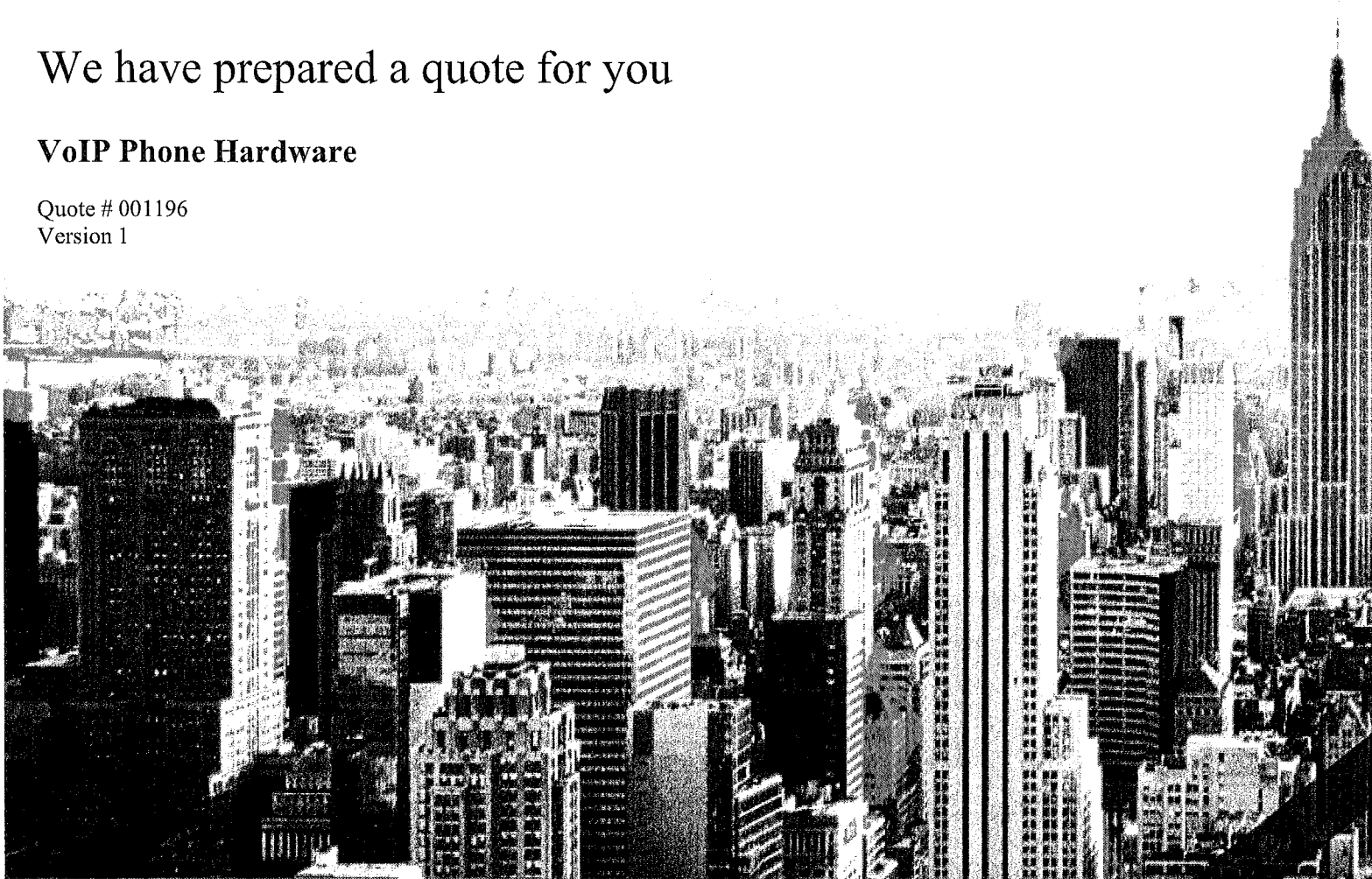
Date:



We have prepared a quote for you

VoIP Phone Hardware

Quote # 001196
Version 1



Prepared for:
City of Fort Atkinson

Michelle Ebbert
miebbert@fortatkinsonwi.net

Prepared by:
Ignatek LLC

Trever Brandenburg
trever@ignatek.com



IGNATEk

Friday, September 11, 2020

City of Fort Atkinson
Michelle Ebbert
101 North Main Street
Fort Atkinson, WI 53538
miebbert@fortatkinsonwi.net

Dear Michelle,

This proposal is for hardware to upgrade the city's infrastructure for phones. This will take the city from an older analog system to VOIP

This will not include any monthly phone bill charges.

Trever Brandenburg
Owner
Ignatek LLC



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 11, 2020

TO: City Council

FROM: Andy Selle, P.E.

SUBJECT: 2021 Recycling Grant

Background:

The 2021 Recycling Grant Application has been completed and is attached for your reference.

Discussion:

This grant supplements the cost of both recycling and composting for the City. The estimated cost for this in 2021 is \$216,480 an estimated wage increase of 1.5% over estimated 2020 costs. The WDNR provided \$35,095 in grant funds for 2020. A similar amount is expected in 2021.

Recommendation:

Staff recommends the application be approved for signature.

Recycling Expenditures UCA #53635 (including yard waste)	A Education	B Collection Curbside &/or Drop-Off	C Processing & Marketing	D Compliance Enforcement	E Estimated Total Costs
1. 100- Salaries/Wages & Employee Benefits		\$45,485			\$45,485
2. 210- Consulting & Professional Services	\$425				\$425
3. 220- Utility Services					
4. 240- Purchased Repairs & Maintenance					
5. 290- Purchased Services Printing & Advertising				\$900	\$900
6. 290- Purchased Services Other(contractual svcs)		\$168,065			\$168,065
7. 310- Office Supplies					
8. 320- Subscriptions & Dues	\$360				\$360
9. 330- Employee Travel & Training	\$325				\$325
10. 340- Operating Supplies & Expenses	\$320				\$320
11. 350- Repair & Maintenance Supplies		\$600			\$600
12. 510- Insurance					
13. 530- Rents & Leases					
14. 540- Depreciation	From your records enter total depreciation costs in Row 14 Column E and total hourly use charges in Row 15 Column E.				
15. 540- Hourly Equipment Use Charges					
16. 900- Cost Allocations					
17. 900 Cost Allocations Other (not #53635)					
18. Total Recycling Costs (total of lines 1 thru 17)	\$1,430	\$214,150		\$900	\$216,480
Ineligible Costs & Revenues					
19. Costs - Recycling of banned items s. 287.07(1m), Wis. Stats. (Batteries, Major Appliances and Oil)					
20. Revenue - Sale of Recyclables					
21. Total Ineligible Costs & Revenues (total of lines 19 and 20)					
22. Total Eligible Recycling Costs (line 18 minus line 21)					\$216,480



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 10, 2020

TO: City Council

FROM: Tim Hayden

SUBJECT: Well 3 Motor Encasement

Background:

As mentioned at a previous meeting, during the process of removing the well motor it broke away from column pipe and fell to the bottom of the well. The crew performing the work used a camera to verify that the motor was located 1000 ft. down at the bottom of the well shaft. They tried without success to pull the motor back to the surface. Therefore, I reached out to Sophia Stevenson our DNR representative and was instructed that the motor must be encased in mechanical grout. This process has been completed, the additional cost for labor and materials was \$4500.

Financial Analysis:

In the 2020 CIP \$64,000 was approved for the installation of VFDs (variable frequency drive) for the four booster pumps located at the Water Utility office. This item has been rescheduled for 2022. These funds will be used to cover the additional \$4,500 needed for the encasement of the well motor.

Recommendation:

We recommend that the City Council approve the additional funds to the contract with SUEZ associated with the well encasement.



Water | Advanced Solutions

July 8, 2020

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

RE: Well 3 Pump Replacement

Tim,

The purpose of this proposal is to provide you information and pricing for the Water Well Solutions service team to encase the pump and motor lost at the bottom of well.

Scope of Work:

- Load all trucking and applicable equipment, mobilize to the site, and set up.
- Install a 2" tremie pipe to the bottom of the well (approximately 1066') to the location of the pump/motor.
- Pump sand cement through the tremie pipe to encase the pump/motor to a height of 10' at the bottom of the well.
- Once the required amount of sand cement is in place, remove the tremie pipe from the well.
- New sand cement will be left to cure with several days before the replacement pump is installed and tested.

Total for above work scope: \$4,500

Breakdown of Costs:

- Equipment costs including trucking, cement mixer, and tremie piping: \$2,500
- Sand cement: \$300
- All labor including mobilization, setting the tremie pipe, pumping the sand cement, and removing the tremie pipe: \$1,700

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Laura Kerschner', with a stylized flourish at the end.

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



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 10, 2020

TO: City Council

FROM: Tim Hayden

SUBJECT: Well 4 Additional Repairs

Background:

The rehabilitation of Well 4 has begun. All of the components of the well have been removed and inspected. Upon inspection the stainless steel components, such as the shaft and cone strainer are pitted and corroded and will need to be replaced. These components were not expected to need replacement, but this is not the case. The early corrosion is suspected to be caused by an inferior grade of stainless steel. This will be corrected in the new material.

Financial Analysis:

In the 2020 CIP \$64,000 was approved for the installation of VFDs (variable frequency drive) for the four booster pumps located at the Water Utility office. This item has been rescheduled for 2022. These funds will be used to cover the additional \$10,927 needed for the replacement of the components that were not expected in the original quote for this project.

Recommendation:

We recommend that the City Council approve Municipal Well & Pump to make the additional repairs to Well 4 at a cost not to exceed \$10,927.



September 2, 2020

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

RE: Well No. 4 Repairs & Materials

Dear Tim,

As was expected, the column pipe was in extremely poor condition. The section that screws into the pump was nearly washed completely through. This pump was on the verge of falling off to be fished from the bottom of the well. The combination couplings are also eroding away, and they must be replaced as well. We would recommend replacing the column pipe with threaded & coupled pipe and drop in stainless steel spiders, rather than the cast iron combination couplings. In addition, the stainless steel cone strainer was completely disassembled, for lack of a better word. It appears the same thing that happened to the stainless shafting also happened to the cone strainer.

The shafting is stainless steel, but the water quality is so aggressive that it literally etched away the exterior of the shafting, and the threads are corroded deeply above and below the shaft couplings. The couplings are also showing this degradation. The shafting needs to be replaced with new stainless steel shafting. Carbon steel shafting would have only lasted a fraction of the time the stainless steel shafting did. The shaft sleeves and rubber bearings will also be replaced as normal wear parts.

The video logging of the well indicated a considerable amount of mineralization built up on the open bore hole walls. This really should be addressed since the pump is already removed from the well. We are recommending brushing and bailing of the well as was provided for in the original scope of work.

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

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

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

Total Section I: \$ 11,240

II: Repairs and Materials (Well No. 4)

1. 10" x 9' 11 1/4" SCH 40 T&C column pipe: 16 @ \$563/each.....**Total: \$ 9,008**
2. 10" x 4' 11 1/4" SCH 40 T&C column pipe: 1 @ \$340/each.....**Total: \$ 340**
3. 10" x 5' SCH 40 TBE head pipe: 1 @ \$260/each.....**Total: \$ 260**
4. 10" x 10' SCH 40 tail pipe: 1 @ \$505/each.....**Total: \$ 505**
5. 10" SS cone strainer: 1 @ \$580/each.....**Total: \$ 580**
6. 10" stainless steel spiders w/rubber bearings: 17 @ \$145/each.....**Total: \$ 2,465**
7. 1 1/2" x 10' 416SS line shaft: 16 @ \$287/each.....**Total: \$ 4,592**
8. 1 1/2" x 5' 416SS line shaft (1-bottom shaft, 1-head shaft): 2 @ \$230/each.....**Total: \$ 460**
9. 1 1/2" SS line shaft couplings: 19 @ \$32/each.....**Total: \$ 608**
10. 1 1/2" x 1 11/16" x 7" SS shaft sleeves: 17 @ \$28/each.....**Total: \$ 476**
11. Dual airlines: 170 feet @ \$2/foot.....**Total: \$ 340**
12. New Goulds 12CHC 2-stage bowl assembly: Includes-SS impellers, bronze wear rings, and SS bolting (direct replacement): 1 @ \$4,977/each.....**Total: \$ 4,977**
13. Check and straighten shafting. Install new shaft sleeves on shafting. Install new rubber bearing inserts:.....**Lump Sum: \$ 400**
14. US Motors 60 HP motor PM: Includes- Disassemble/Inspect; Clean; Dip/Bake; Replace Bearings; Assemble; Paint; Test:.....**Total: \$ 2,240**

Total Section II: \$ 27,251

III: Extra Items (Main Additional Costs from Above)

15. 10" SS cone strainer: 1 @ \$580/each.....**Total: \$ 580**
16. 10" stainless steel spiders w/rubber bearings: 17 @ \$145/each.....**Total: \$ 2,465**
17. 1 1/2" x 10' 416SS line shaft: 16 @ \$287/each.....**Total: \$ 4,592**
18. 1 1/2" x 5' 416SS line shaft (1-bottom shaft, 1-head shaft): 2 @ \$230/each.....**Total: \$ 460**
19. 1 1/2" SS line shaft couplings: 19 @ \$32/each.....**Total: \$ 608**

Total Section III: \$ 8,705

There is also additional cost to the column pipe. There are 5 more sections than anticipated, and the column pipe is threaded with a coupling to receive the stainless steel spiders. This is a less-expensive option compared to replacing the cast iron combination couplings. In addition, the cast stainless steel should be more resistant to the corrosion we saw with the other wrought stainless steel components. The column pipe in Item 1 added **\$ 3,458** to the originally quoted total for the column pipe. However, the costs for the prep labor and shafts sleeves were reduced by using new 1 1/2" shafting. In addition, the rubber bearing inserts item was eliminated, because they are included with the new stainless steel spiders

If you would prefer to go back in with combination couplings, the additional cost would be **\$ 7,733** added to the total for Section II.

Fort Atkinson
September 2, 2020
Page 3

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

Sincerely,
MUNICIPAL WELL & PUMP



Marty Van Ells
Project Manager

Proposal Accepted By: _____ Date: _____

C:\Users\marty van ells\Desktop\Jobs\2020\MV20-315 Fort Atkinson #4 & #5\Well #4\Ft Atkinson Well #4 Repairs & Materials_9-2-20.doc



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 11, 2020

TO: City Council

FROM: Paul Christensen, Wastewater Supervisor

SUBJECT: Centrifuge Feed Pump Purchase and Installation

Background: The 2020 budget includes \$35,000 for the purchase of a replacement for centrifuge feed pump #3. The original pump was put into service in 1992 and has been in daily use. It has been rebuilt many times, and major components are near the end of useful service.

Discussion: This pump is part of a system of three pumps used in the process of solids thickening and dewatering. Pump #1 feeds thin waste activated sludge to the gravity thickener. Pump #3 feeds digested sludge to the centrifuge for dewatering. Pump #2 is the backup pump should #1 or #3 be out of service.

The pumps are variable speed and are adjusted to the necessary feed rate. Pumps #1 and #3 are powered by variable frequency drives (VFD's) for speed adjustment. Pump #2, when needed, has a switch that is set to run for either pump#1 or #3 and then is supposed to run on that pump's VFD.

This system has never worked properly. The pump control panel would go into alarm whenever we would use that mode. We have worked around it in the past by using a jumper wire, to get around the alarm, to allow the system to run.

The centrifuge was installed in 2016 – 2017. Prior to that project we needed to have the pump control panel rewired to allow the pump system to run properly. This was accomplished by Integrated Process Solutions (IPS), a company recommended by the project engineer. The panel was rewired to work for the centrifuge.

During the planning of this pump replacement we brought IPS back to assess the condition and readiness of the panel to run the new pump. It was recommended for safety and reliability reasons that we add a third VFD, remove the remaining interconnected contactor, and modify selector switch and indicator lights. This cost was not included in our original project estimate.

The replacement pump is a different style than the original and will require pump base and piping alterations.

Financial Analysis: The Utility requested and received bids for the replacement of pump #3, mechanical installation, and the addition of the third VFD and necessary control panel work.

Pump #3

William Reid Ltd., Germantown, WI	\$39,650.00
Mulcahy/Shaw Water, Cedarburg, WI	\$20,206.67

Mechanical Installation

Sabel Mechanical, Fond du Lac, WI	\$7,280.00
J.F. Ahern, Fond du Lac, WI	\$25,760.00
Staab Construction, Marshfield, WI	\$9,975.00

VFD and Control Panel Re-work

Integrated Process Solutions, Waunakee, WI	\$18,500.00
--	-------------

Staff Recommendation: Because of our previous satisfaction, and their experience and work with this pump panel, we felt IPS was the best option to complete the VFD and panel work.

The total of all purchases is \$45,986.67. The funds for this purchase will be from the Utility Equipment Replacement account including the additional \$10,986.67.

Staff recommends the purchase of the replacement pump from Mulcahy/Shaw Water of Cedarburg, WI for \$20,206.67. We recommend the purchase of the installation service from Sabel Mechanical of Fond du Lac, WI for \$7,280.00. We recommend the purchase of VFD and panel re-work from Integrated Process Solutions for \$18,500.00.



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 11, 2020

TO: City Council

FROM: Daryl Rausch, Fire Chief

SUBJECT: Fire station change orders for excavation, AT&T cable, phones, fire alarms electric, and gas service.

Background

During initial excavation of the station foundations several issues were discovered including construction debris which was used as fill under the existing building, an undocumented communication (400 strand) line and 600-amp electrical services lines encased in concrete going to the police station which were not built and located as the site plans showed.

The City has elected employ a managed Voice Over Internet Protocol (VOIP) phone system. Phones are provided as part of the plan however due to the size and nature of the facility, additional phones in excess of those provided as part of the system are needed. The change order represents these additional phones and needed programming.

The state and WE energies made modifications to electrical requirements for the power, gas and solar system installations which required minor changes in the design.

Because of these issues, change orders were requested for additional costs being incurred and deductions being made.

Discussion

The attached memo from Devin Flanagan, Project Manager from Keller, more fully explains the reasons for the change orders and Devin is available to provide further information related to the requested change orders.

Financial Impact & Funding Source

The additional costs can be funded by exercising a number of alternates (*as listed on page 5 in the Keller memo*) which cut costs in some other areas and using a portion of the project contingency budget. However, these changes will not cause the overall project budget to exceed the \$5.5 million previously approved by the council.

Recommendation

We recommend approval of the change orders as listed in Keller FAFD Change Order 2 - Memo 2.

Total Change Orders requested are \$115,537.04.04 with deducts as listed of \$13,371.00 for net additional change order of \$102,166.04.

Additional

AT&T - Moving Communication Cable	\$18,163.87
United Electric - WE Energies Solar Disconnect	\$3,275.00
United Electric - Conduit for AT&T	\$1,975.00
United Electric - Cabling for Audio Alerting System	\$6,090.00
United Electric - Fire Alarm System Change	\$3,375.00
Keller - Additional Slurry Cost (building foundation)	\$47,820.60
Keller - Utility Duct Bank Removal	\$8,256.00
CJ Kavon - Additional Excavation (building foundation)	\$21,261.00
Ignatek - Audio Alerting System Speakers and Equipment	\$2,399.57
Crosscut Woodcrafting - Training Room Cabinet	\$2921.00

Deductions

Baker Glass - Sunshade Delete (East side only)	\$-3,000.00
Tri-County Door - Removal of One Section of Glass North O/H Doors	\$-2,041.00
J.A. Eisch - Change Countertops from Solid Surface to Laminate	\$-8,330.00

BID UNIT	CONTRACTOR	AMOUNT	BUDGET	NOTES
Hose Lifting and racking system	Keller	\$20,000.00	\$20,000.00	No Second bid received
Building security - Equipment	Ignatek	\$14,902.72	\$15,000.00	No second bid received
Building security - CAT 6 cable	United Electric	\$1,510.00	\$2,000.00	No second bid received - Electrical contractor on-site
Radio tower cabling	General Communications	\$8,646.41	\$9,000.00	Second bid received from BayShore Communications \$13,891.00
Demo of existing office	Keller	\$88,000.00	\$88,000.00	No second bid received
		\$133,059.13	\$134,000.00	All included in original budget



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 11, 2020

TO: City Council

FROM: Daryl Rausch, Fire Chief

SUBJECT: Fire Station Contract Approval 2

Background

There were several more contracts for the fire station construction which were still being vetted when the original contracts were approved; these are now ready for council approval.

Discussion

The attached bids are for the Building Security, Hose Lifting and Racking System, Radio Tower Wiring Relocation and Demolition Bid for areas in the existing station. Competitive bids were solicited and are within the estimate range for each area of construction (costs and bids received are listed in Keller's attached memo).

Building Security System -This system provides several security cameras monitoring the lobby and public areas of the building and door control keypads and card readers on exterior doors.

Hose lifting and Racking System - Allows fire hose to be hoisted to the top of the new hose tower and placed onto drying racks at the top level of the tower. Although multiple vendors were contacted in regards to this equipment, multiple bids were not received because the system has to be site built on a flexible schedule in order to coincide with construction

Radio Tower Wiring - Includes moving the radio tower coaxial and power wiring from the current dispatch center to the opposite side of the building and into the new dispatch center.

Demolition - This includes demolition and removal of equipment in the existing apparatus bays. This does not include the demo of the existing administrative offices and dormitory area.

Financial Impact & Funding Source

The additional contracts being presented are part of the initial overall project budget and do not represent any additional or unexpected costs.

Recommendation

We recommend approval of the low contract bids as follows:

Ignatek - Equipment and Installation - Security System	\$14,902.72
United Electric - Install Cabling and Power Supply for the Security System	\$1,510.00
Keller - Construct and Install Hose Lifting & Racking System	\$20,000.00
General Communications -Provide Radio Tower Wiring and Relocation	\$8,646.41
Keller - Demolition in Existing Building (Apparatus bays)	\$88,000.00



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 11, 2020

TO: City Council

FROM: Devin Flanigan, Construction Manager

SUBJECT: Fire Station Change Order 2 – Memo 2

Background

The intent of this change order was to encompass all the unforeseen in the early process of the Fire Station project. Issues which the project has run into are poor soils, AT&T line and W.E. Energies added item. The construction and issues occurred in May - June, but due to obtaining costs and documentation we are now formally presenting to City Council.

Soils

A brief history on the soil conditions: Keller, Inc. hired PSI (Geotechnical Engineer) to provide a Geotechnical engineering services report. The report was formally completed in July of 2019. This report is utilized by the structural engineers when deciding how to engineer the footings and foundations. Four (4) individual borings were conducted for the approximate 3,500 sq. ft. office addition to the east. There were a total of 12 borings for the site.

Overall, the borings shared similar results in a mix of brown fine sand, silt, and some traces of clay. Fill material was found approximately on average between 4 – 6 feet deep at the boring locations. Footings and foundations excavation would require approximately 5 feet of excavation. Knowing we would be required to excavate that 5 feet, the team believed it made sense to continue in this direction.

The PSI report indicated two options for footings 1) Conventional Spread Footings or 2) Drilled Piers. After a cost analysis of the two types of structural options the Drilled Piers would have been approximately \$90,000 - \$120,000 more costly. Due to this large spread, the team believed conventional spread footings would be the best solution based upon the margin of risk and upfront cost impact. Note: The excavation of approximately 5 feet for footings and foundations is included in the base bid previously approved.

During excavation the Excavation contractor discovered bad soils in locations outside of the soil borings. The bad soils consisted of non-compactable fill material, bricks, sand, old foundations, and an abandoned slab from an older building. As excavation continued it became very apparent majority of the east addition was once an old building that was demoed and had left over material buried. See images below in Appendix A.

The team consulted with the soils engineer and their recommendation was to excavate to virgin subgrade and install slurry. Slurry is a concrete like material that is more cost effective than pouring concrete walls to the virgin subgrade. With the current time line of the schedule, it is critical the project does not delay due to additional cost of building in the winter. The total depth of excavation was approximately 9 – 10 feet throughout the site. As mentioned earlier, the first 5 feet was included in the base bid. The additional 4-5 feet of excavation required was over and beyond the base bid amount.

ADDRESS

P.O. Box 620, Kaukauna, WI 54130-0620

PHONE

920-766-5795 1-800-236-2534

FAX

920-766-5004

WEB SITE

www.kellerbuilds.com



Our structural engineer was consulted with evaluating other types of footings such as piers and gave us a recommendation. The structural engineer believed moving forward with the conventional spread footings would be best due to the costs for a complete redesign of the structural loadings, the timeline it would take, and the reality that piers would still likely cost more. Taking all of this into consideration the Keller team moved forward on purchasing and installing the slurry required (per the soils engineer) to move forward with conventional spread footings. This would require the excavator to undercut all of the footings for the east addition.

Overall, the east addition required a total of 428.5 yards of slurry. During the public bid opening a cost per cubic yard of slurry was required by the bidders, and Keller submitted a cost of \$111.60 per cubic yard. The invoices for the slurry has been evaluated by the City Manager to ensure complete transparency since Keller is the Construction Manager and performing the Concrete work.

The excavator removed a total of 81 loads of existing fill material that could not be reused as site fill for phase 2. This total fill removal includes both the undercut required for the slurry and normal excavation for the walls and footings. We reviewed all of the materials and quantities and verified the excavator's total cost is accurate.

- Cost of the poor soils to Keller is \$47,820.60
- Cost of the poor soils to CJ Kavon Excavating \$21,427.50

Utility Duct Bank

During excavation a Utility Duct Bank was discovered that crossed the footings and foundations twice. A utility duct bank is when the utilities are encased in concrete to help prevent any disturbances in the future. The utilities found in this bank were W.E. Energies, AT&T, Electrical conduits, and possibly others. Relocating these utilities was not feasible due to the issue with the AT&T cost. Not only that, but after consulting with the structural engineer the concrete was required to move in order to support the building. Keller removed the banks without any interruption in the utilities. See the attached Appendix B for reference.

- Cost of the duct bank removal to Keller is \$8,256.00

AT&T

An AT&T line was marked on the site and visible during the planning process. It is (typically) safe to assume these lines are strictly for the buildings adjacent to the line. The best time send in the internet, cable, or phone application is before construction begins. After the application was sent, AT&T arrived onsite to survey the conditions. While evaluating where the new line would run into the future building, AT&T realized this line was a 400 strain line which feeds a portion of the City of Fort Atkinson. These lines are always seen in the public right-of-way similar to telephone lines as it would not be appropriate for them to run into public property (Fire Station Property owned by the City). AT&T has agreed to pay 25% of the total original cost.

- Cost of relocation of the Main Line directly to AT&T \$18,164
- Cost of conduit installation for relocation to United Electric \$1,975



W.E. Energies Disconnect

After plans were approved by the state, the application was sent into W.E. Energies for the Photovoltaic (solar) application. In addition to the state requirements, W.E. Energies also required an additional disconnect for the meter setup.

- The total cost of this is \$3,275 to United Electric.

W.E. Energies Gas

Cost for W.E. Energies to complete the Gas relocation required.

- The total cost of this is not to exceed \$4,300 to W.E. Energies.
- August Update: After weeks of negotiations between Keller and W.E. Energies, the total cost to the city is \$0.00

Speaker System for Facility

After plans were approved and bid out, there was discussion on who would install the speaker system. It was something that had been discussed, but not completed and put on the plan. Multiple prices were obtained for the system, and the same contractor who is installing the access control had the most cost effective solution

- Ignatek \$2,399.57 (cost for the speaker system)
- United Electric: \$6,090.00 (cost to run the cabling throughout the building)
 - The total cost of this is \$8,489.57
- A second quote was received from Comtech Communications who would do the entire project including speakers and wiring \$10,500

Set of Cabinets for existing cabinets being relocated

Existing cabinets from the Fire Station basement are being relocated and reused, which are a part of the scope and service of the project. There will be an additional section of cabinets constructed and installed which will 'complete' the entire casework for the training room.

- Crosscut Woodcraft: Fabrication and Installation \$2,921.00
- A second quote was received from J.A. Eisch for the cabinets \$6,149.

Fire Alarms

After plans were approved and bid out, there was discussion the fire alarm system being installed in the facility. After the local fire inspector reviewed the system there were concerns with the local maintenance and operating cost of the system. Upgrading the Silent Night system will help ensure cost effective long term maintenance of the system for the City

- United \$3,375 (cost for the Silent Night System)



Discussion

The discovery of poor soils during construction, rather than in the planning process was the reason why this occurred. Keller consulted with a soils engineering firm to help guide the project to the best of their abilities. Unfortunately, the soil borings missed the poor soils that would have presented a red flag to the team.

The utility duct bank is no different than the poor soils, if the project team would have known, we would have planned for it. Hiring a soil engineering firm to consult with during the planning process helps alleviate these issues. Unfortunately when the soil borings are missing the bad spots the engineering firm cannot be blamed for not knowing where precisely to bore on a site.

Financial Impact & Funding Source

The additional cost of this unforeseen cost will be accounted for in the built in contingency of the project. Given the severity of the cost impact, Chief Rausch and Keller, Inc. collaborated on cost saving items to help offset some of these costs.

Project Cost Savings

- 1) Remove the Sunshade Louvers from the east side of the building
 - a. Cost savings of \$3,000
- 2) Remove glass from the overhead doors on the north side of the facility.
 - a. Cost savings of \$2,041
- 3) Remove solid surface countertop and replace with plastic laminate.
 - a. Cost savings of \$8,330



Conclusion

As a partner through this project we will deduct the agreed upon change order cost of 10%. We hope you understand the struggles of unforeseen conditions found in this project up to this point. It is paramount this project is successful, and we will continue working for the city to make sure that happens. The 10% change order cost will be waived from this change order.

Additional

AT&T - Moving Communication Cable	\$18,163.87
United Electric - WE Energies Solar Disconnect	\$3,275.00
United Electric - Conduit for AT&T	\$1,975.00
United Electric - Cabling for Audio Alerting System	\$6,090.00
United Electric - Fire Alarm System Change	\$3,375.00
Keller - Additional Slurry Cost (building foundation)	\$47,820.60
Keller - Utility Duct Bank Removal	\$8,256.00
CJ Kavon - Additional Excavation (building foundation)	\$21,261.00
Ignatek - Audio Alerting System Speakers and Equipment	\$2,399.57
Crosscut Woodcrafters - Training Room Cabinet	\$2921.00

Deductions

Baker Glass - Sunshade Delete (East side only)	\$-3,000.00
Tri-County Door - Removal of One Section of Glass North O/H Doors	\$-2,041.00
J.A. Eisch - Change Countertops from Solid Surface to Laminate	\$-8,330.00

Original Project Budget: \$5,499,911.70

Change Order Costs with Deducts: \$102,166.04

Furniture & Fixture Budget Remaining: \$60,079

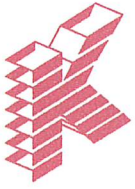
Current Budget: \$5,499,960.99



Appendix A

Buried Bricks and sand

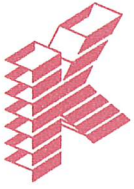




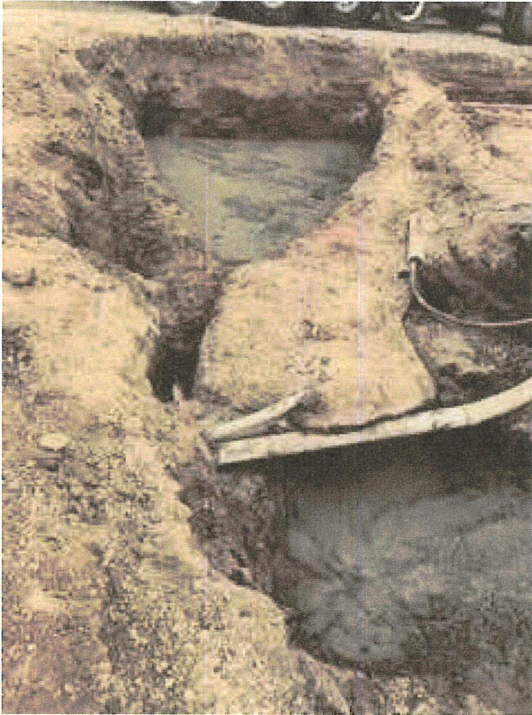
Appendix A

Buried Foundation Floors



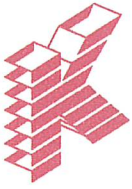


Appendix B: Utility Duct Bank 1 Exposed



Utility Duct Bank 1 Demoed





Appendix B: Utility Duct Bank 2 Exposed



Utility Duct Bank 2 Demoed





CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 10, 2020

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Special Event – An Afternoon in the Lot

Background:

The Special Event Guide and Application was assembled to assist with planning events in the City of Fort Atkinson. The application was created to allow appropriate contact information be obtained and forwarded to Departments. The planning guide is designed to assist members of the community in the planning, preparation and running of events and programs in Fort Atkinson.

Discussion:

Event: Café Carpe – An Afternoon in the Lot
Date: Sunday, September 27, 2020
Location: 18 S. Water Street W
Contact Person: Kitty Welch or Bill Camplin
Hours of Event: 2:00 pm to 7:00 pm
Estimated Number of Attendees: 50-80

Café Carpe is requesting to adjust the premise description for the date to include sales and or consumption on the vacant lot owned by Welch and Camplin.

Chief Bump did provide a recommendation that includes safety contingencies similar to other necessary precautions taken by others with similar events (Fat Boyz Annual Celebration). Recommendations include:

- *Light/visible barrier or snow fencing that has appropriate egress
- *Employee or security person be present to ensure patrons do not leave the property with open intoxicants.

Financial Analysis:

There is no financial impact to the City.

Staff Recommendation:

Approve the Special Event at Café Carpe – An Afternoon in the Lot with contingencies noted on Sunday September 27, 2020.



CITY OF FORT ATKINSON
Special Event Application

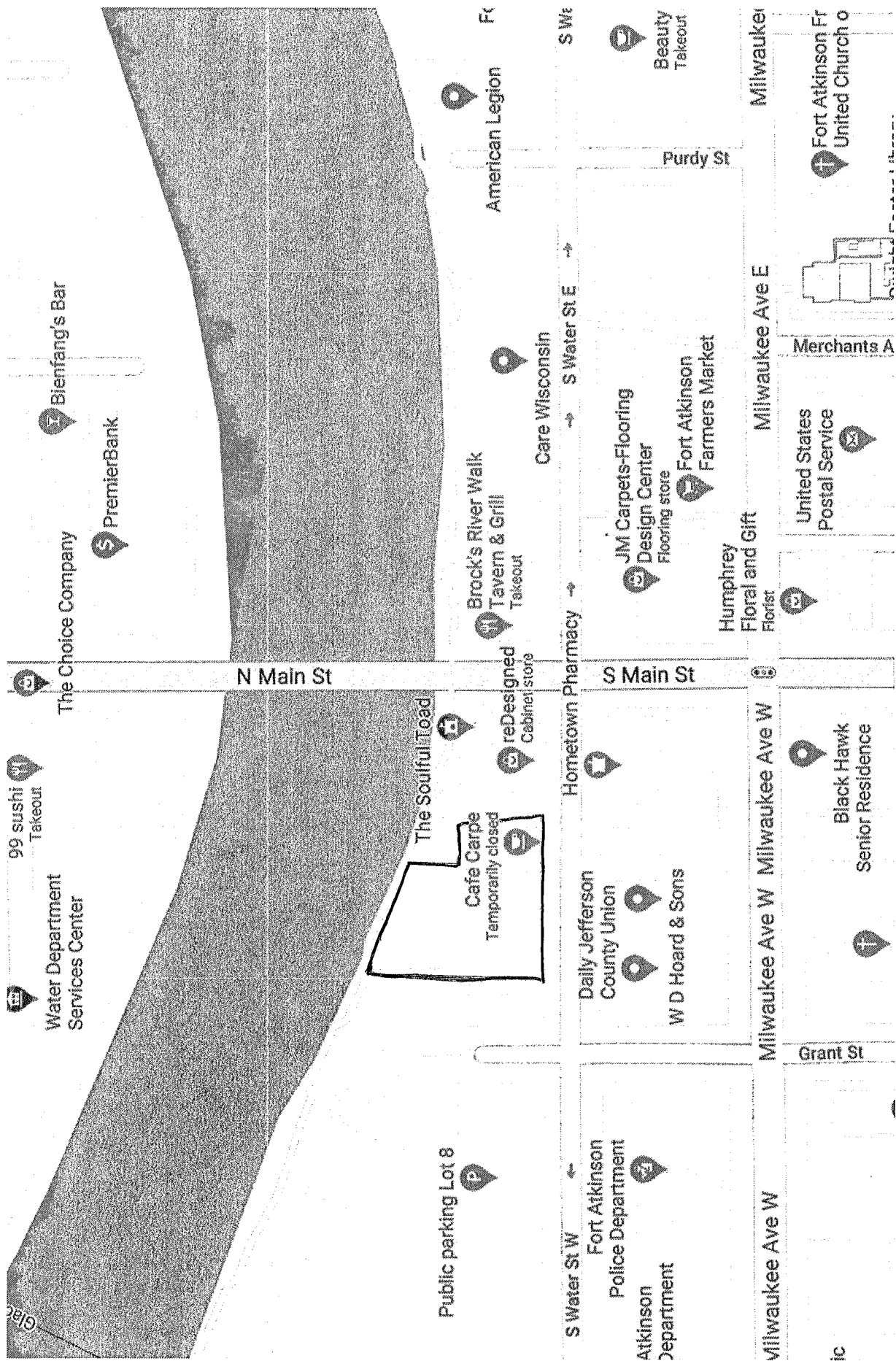
Name of Business/Group Organizing Event: <u>Cafe Carpe Bill Camplin / Kitty Welch</u>	
Contact Person for Event: <u>Bill Camplin or Kitty Welch</u>	
Phone Number: <u>920 563 9391</u>	Email: <u>info@cafecarpe.com</u>
Is the Business/Group Organizing Event: <input checked="" type="checkbox"/> For profit or <input type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: <u>An Afternoon in the Lot</u>	
Event Date: <u>Sunday September 27 2020</u>	
Event Location: <u>property owned by Bill + Kitty - lot west of 18 S. Water St. W.</u>	
Estimated Number of Attendees: <u>50-80</u>	Hours of Event: <u>2-7</u>
<p>Check all applicable boxes:</p> <p><input type="checkbox"/> I am renting a City Park Attach copy of paid park rental from Parks & Recreation (920) 563-7781.</p> <p><input checked="" type="checkbox"/> I will be having music* Start and end time of music: <u>decisions to be made but not finalized</u></p> <p><input type="checkbox"/> I will be closing a street(s) Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.</p> <p><input checked="" type="checkbox"/> I will be selling beer and/or wine* Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760</p> <p>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</p> <p><input type="checkbox"/> I will be erecting a tent, canopy or other temporary structure. <u>Carpe restrooms will be open.</u></p> <p><u>Music will be voice, guitar, cello, violin - no drums, bass. Probably less noise than many motorcycles</u></p> <p style="text-align: right;"><u>Will be sound checked 1-2 hours prior</u></p>	
<p>By signing, I agree to the following statements:</p> <p>I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event.</p> <p>Responsible Party Signature: <u>Kitty Welch</u> <u>Bill Lytk</u> <u>9/4/20</u></p>	

Office Use Only

Date Submitted to Clerk: 9/8/2020 Date Emailed to Departments: 9/9/2020

Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer	<u>premise description to include lot</u>
<input type="checkbox"/> EMS - Ryan Brothers Ambulance	
<input checked="" type="checkbox"/> Engineer and Building Inspection	<u>none</u>
<input type="checkbox"/> Electrician	
<input type="checkbox"/> Fire and Rescue Department	
<input type="checkbox"/> Library and Museum	
<input type="checkbox"/> Parks & Recreation	
<input checked="" type="checkbox"/> Police Department	<u>attached</u>
<input type="checkbox"/> Public Works Department	
<input type="checkbox"/> Wastewater and Water Utility	

Date Reported to City Council (if necessary):
Comments, Contingencies, Findings:





POLICE DEPARTMENT

Adrian J. Bump
CHIEF OF POLICE

09-09-2020

To: City Council

From: Adrian Bump, Chief of Police

Café Carpe Afternoon in the Lot

If approval is granted by the City Council, I recommend the approval be contingent on the below safeguards which are consistent with requirements established for similar events hosted by other downtown establishments.

I request that Café Carpe take the necessary precautions to ensure that patrons taking advantage of the outside area are properly and safely contained within the designated area. A light/visible barrier or snow fencing that has appropriate egress would meet this requirement. I also request an employee or security person be present to ensure patrons do not leave the property with open intoxicants.

These 2 easily addressed contingencies will help ensure a safe and successful event.

Respectfully,

Adrian Bump

Chief of Police



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 10, 2020

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Special Event – Harvest Fest

Background:

The Special Event Guide and Application was assembled to assist with planning events in the City of Fort Atkinson. The application was created to allow appropriate contact information be obtained and forwarded to Departments. The planning guide is designed to assist members of the community in the planning, preparation and running of events and programs in Fort Atkinson.

Discussion:

Event: Hoard Historical Museum – Harvest Fest

Date: Saturday October 31, 2020

Location: 401 Whitewater Avenue

Contact Person: Merrilee Lee

Hours of Event: 11:00 am to 2:00 pm

Estimated Number of Attendees: 500+

Foster Street is being requested to be closed between Whitewater Avenue and S. Fourth Street East to allow for drive-thru Trick or Treating.

Financial Analysis:

There is no financial impact to the City.

Staff Recommendation:

Approve the Special Event of the Hoard Historical Museum Harvest Fest on Saturday October 31, 2020 and allow the closure of Foster Street.



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: <u>Hoard Historical Museum</u>	
Contact Person for Event: <u>Meiula Lee</u>	
Phone Number: <u>563-7769</u>	Email: <u>mlee@hoardmuseum.org</u>
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: <u>Hoard Fest</u>	
Event Date: <u>Sat. Oct 31</u>	
Event Location: <u>401 Whitewater Ave.</u>	
Estimated Number of Attendees: <u>500</u>	Hours of Event: <u>11 a.m. - 2 p.m.</u>
Check all applicable boxes:	
<input type="checkbox"/> I am renting a City Park	Attach copy of paid park rental from Parks & Recreation (920) 563-7781.
<input type="checkbox"/> I will be having music	Start and end time of music:
<input checked="" type="checkbox"/> I will be closing a street(s)	Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.
<input type="checkbox"/> I will be selling beer and/or wine*	Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760
*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.	
<input checked="" type="checkbox"/> I will be erecting a tent, canopy or other temporary structure. <u>on museum property</u>	
By signing, I agree to the following statements:	
I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event.	
Responsible Party Signature: <u>Meiula Lee</u>	

Office Use Only

Date Submitted to Clerk: 9/9/2020 Date Emailed to Departments: 9/9/2020

Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer	<u>none</u>
<input type="checkbox"/> EMS - Ryan Brothers Ambulance	
<input checked="" type="checkbox"/> Engineer and Building Inspection	<u>none</u>
<input type="checkbox"/> Electrician	
<input type="checkbox"/> Fire and Rescue Department	
<input type="checkbox"/> Library and Museum	
<input type="checkbox"/> Parks & Recreation	
<input checked="" type="checkbox"/> Police Department	<u>no comments</u>
<input type="checkbox"/> Public Works Department	
<input type="checkbox"/> Wastewater and Water Utility	

Date Reported to City Council (if necessary):
Comments, Contingencies, Findings:

September 8, 2020

Mr. Matt Trebatoski
City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538

Dear Mr. Trebatoski:

This is our formal request to be included in the agenda for a City Council meeting. This year we are hosting a drive-thru Trick or Treat on Saturday, October 31st from 11 a.m. – 2p.m. at the Hoard Historical Museum. We would like to request the closure of Foster Street from 4th Street South to Whitewater Avenue as well as the 400 block of 4th Street South from 10:30-2:30 p.m.

For previous events, the street has been accessible to emergency personnel and for residents but closed to thru-traffic. Residents along the block are notified regarding the closure and invited the free event at the Museum. We would ask that the Department of Public Works place temporary barricades at the intersections of 4th Street South and Foster Street as well the intersection of Whitewater Avenue and Foster Street by Friday, October 30th. Museum staff and volunteers can place the barricades in the street once the event begins.

We are happy to work with city personnel in the organization of this event, and would appreciate the opportunity to answer any questions the council may have.

Sincerely,



Merrilee Lee
Museum Director
Hoard Historical Museum



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 10, 2020

TO: City Council

FROM: Michelle Ebbert, City Clerk/Treasurer

SUBJECT: Special Event – Not-So-Fast-Wear-Your-Mask-3K

Background:

The Special Event Guide and Application was assembled to assist with planning events in the City of Fort Atkinson. The application was created to allow appropriate contact information be obtained and forwarded to Departments. The planning guide is designed to assist members of the community in the planning, preparation and running of events and programs in Fort Atkinson.

Discussion:

Event: Fort Atkinson Area Chamber of Commerce Not-So-Fast-Wear-Your-Mask-3K

Date: Saturday October 31, 2020

Location: Begin on the Riverwalk by Farmers Market, follow bike trail to Jones Market and return or head to the Hoard Museum. (event at Hoard Museum also)

Contact Person: Kelley Westphal or Carrie Chisholm

Hours of Event: 8:00 am to 12:00 pm

Estimated Number of Attendees: 50+

No street closures. Volunteers to assist with street crossings. Musicians may be safely distanced along trail for entertainment.

(Halloween costumes encouraged)

Financial Analysis:

There is no financial impact to the City.

Staff Recommendation:

Approve the Special Event for the Fort Atkinson Area Chamber of Commerce Not-So-Fast-Wear-Your-Mask-3K on Saturday October 31, 2020.



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: <u>Fort Atkinson Area Chamber of Commerce</u>	
Contact Person for Event: <u>Kelley Westphal or Carrie Chisholm</u>	
Phone Number: <u>920.563.3210</u>	Email: <u>projects@fortchamber.com</u>
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit <u>501c6</u>	
Special Event Details	
Event Name: <u>Not-So-Fast-Wear-Your-Mask-3K</u>	
Event Date: <u>October 31, 2020</u>	
Event Location: <u>Farmer Market to Bike Trail and back</u>	
Estimated Number of Attendees: <u>50</u>	Hours of Event: <u>8am - Noon</u>
Check all applicable boxes: <input type="checkbox"/> I am renting a City Park Attach copy of paid park rental from Parks & Recreation (920) 563-7781. <input type="checkbox"/> I will be having music Start and end time of music: <input type="checkbox"/> I will be closing a street(s) Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771. <input type="checkbox"/> I will be selling beer and/or wine* Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760 *Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide. <input type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.	
By signing, I agree to the following statements: I understand I am responsible for a fire safety and medical plan. I understand It is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event. Responsible Party Signature: <u>Carrie Chisholm</u>	

Office Use Only

Date Submitted to Clerk: 9/9/20 Date Emailed to Departments: 9/9/20

Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer <u>none</u>	
<input type="checkbox"/> EMS - Ryan Brothers Ambulance	
<input type="checkbox"/> Engineer and Building Inspection	
<input type="checkbox"/> Electrician	
<input type="checkbox"/> Fire and Rescue Department	
<input type="checkbox"/> Library and Museum	
<input type="checkbox"/> Parks & Recreation	
<input type="checkbox"/> Police Department	
<input type="checkbox"/> Public Works Department	
<input type="checkbox"/> Wastewater and Water Utility	

Date Reported to City Council (if necessary):
Comments, Contingencies, Findings:



FORT ATKINSON AREA
CHAMBER OF COMMERCE

Carrie Chisholm
Executive Director
244 N. Main Street
Fort Atkinson, WI 53538
P: (920) 563-3210

September 9, 2020

Matt Trebatoski, City Manager
101 N. Main Street
Fort Atkinson, WI 53538

Dear Matt;

This is a request to be included on the City Council agenda for Tuesday, September 15 for council approval of a new, and likely one-time event, organized by the Fort Atkinson Area Chamber of Commerce, in conjunction with the Fort Farmer Market's last market of the season, Saturday, October 31. We are requesting use of the city Riverwalk and bike trail for our "Not-So-Fast-Wear-Your-Mask 3k" which is intended to encourage people to enjoy the harvest at the market, celebrate Halloween (what better time to wear your mask?), and get a little exercise. Everything is scaled to allow all ages to participate as much or as little as they desire. The route is open in whole or part, so people can start and finish any time during Farmer Market hours. There is no official timer, thus the "Not-So-Fast" name.

Participants will register online through the Fort Atkinson Chamber of Commerce website. Commemorative t-shirts can be picked up during regular hours of the Fort Farmer Market, and participants are encouraged to wear masks and walk or run the suggested route at their leisure. Market vendors will be offering take-home crafts and trick-or-treating at their booths.

Volunteers will be on hand to assist with street crossing at Robert Street and Janesville Avenue, where there is already a street signal. The route begins along the Riverwalk at the base of Brock's RiverWalk & Tavern to Robert Street, where runners will cross to the bike trail along Jones Avenue. At Jones Market, they can turn around and return the way they came, or cross to Jones Park and head towards the Hoard Museum. The route is approximately 1.86 miles, or 3k (see attached map). While unconfirmed, we are also hoping to have individual musicians stationed along route, distanced from trail to protect walkers/runners.

Participants will be invited to enjoy festivities planned at Hoard Museum and Jones Market that day.

In the event of another COVID closure, registrants can still pick up their t-shirts from the Farmer Market pick-up booth, which has been operating all summer for those who arrange for pre-ordered products. Thank you in advance for your consideration.

Sincerely,

Carrie Chisholm, Executive Director



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 10, 2020

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Special Event – Holiday Parade

Background:

The Special Event Guide and Application was assembled to assist with planning events in the City of Fort Atkinson. The application was created to allow appropriate contact information be obtained and forwarded to Departments. The planning guide is designed to assist members of the community in the planning, preparation and running of events and programs in Fort Atkinson.

Discussion:

Event: Fort Atkinson Area Chamber of Commerce Holiday Parade

Date: Saturday November 14, 2020

Location: Set up at Fort Atkinson Middle School – Parade route along Main Street then to Madison Avenue ending near Festival Foods.

Contact Person: Kelley Westphal

Hours of Event: 4:00 pm to 6:30 pm

Estimated Number of Attendees: 500+

Various streets are being requested to be closed for the setup of the parade entries near the Middle School until entries and participants have completed the parade route and returned to respected vehicles near the Middle School. Anticipated timeframe of 4:00 pm to 6:30 pm.

Information of the event was routed to Departments without any comments.

Public Works has been requested to assist with placing barricades in the vicinity of the Middle School to allow parade organizers to set them up before 4:00 pm.

Financial Analysis:

There is no financial impact to the City.

Staff Recommendation:

Approve the Special Event and various street closures for the Fort Atkinson Area Chamber of Commerce Holiday Parade on Saturday November 14, 2020.



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: <u>Fort Atkinson Area Chamber of Commerce</u>	
Contact Person for Event: <u>Kelley Westphal</u>	
Phone Number: <u>920-563-3210</u>	Email: <u>projects@fortchamber.com</u>
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: <u>25th Annual Lighted Holiday Parade</u>	
Event Date: <u>November 14th, 2020</u>	
Event Location: <u>Downtown Fort Atkinson</u>	
Estimated Number of Attendees: <u>500</u>	Hours of Event: <u>1 hour - 2 hour</u>
Check all applicable boxes:	
<input type="checkbox"/> I am renting a City Park	Attach copy of paid park rental from Parks & Recreation (920) 563-7781.
<input type="checkbox"/> I will be having music	Start and end time of music:
<input checked="" type="checkbox"/> I will be closing a street(s)	Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.
<input type="checkbox"/> I will be selling beer and/or wine*	Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760
*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.	
<input type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.	
By signing, I agree to the following statements:	
I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event.	
Responsible Party Signature: <u>Kelley Westphal</u>	

Office Use Only	
Date Submitted to Clerk: <u>9/9/20</u>	Date Emailed to Departments: <u>9/9/20</u>
Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer <u>none</u>	
<input type="checkbox"/> EMS - Ryan Brothers Ambulance	
<input checked="" type="checkbox"/> Engineer and Building Inspection <u>none</u>	
<input type="checkbox"/> Electrician	
<input type="checkbox"/> Fire and Rescue Department	
<input type="checkbox"/> Library and Museum	
<input type="checkbox"/> Parks & Recreation	
<input checked="" type="checkbox"/> Police Department <u>none</u>	
<input type="checkbox"/> Public Works Department	
<input type="checkbox"/> Wastewater and Water Utility	
Date Reported to City Council (if necessary):	
Comments, Contingencies, Findings:	



**FORT ATKINSON AREA
CHAMBER OF COMMERCE**

Kelley Westphal
Projects Manager
244 N Main Street
Fort Atkinson, WI 53538
P: (920) 568-3210

Mr. Matt Trebatoski
City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538

September 9, 2020

Dear Mr. Trebatoski:

This is our formal request to be included on the agenda for the City Council meeting, September 15th. The Fort Atkinson Area Chamber of Commerce Holiday Parade is scheduled for Saturday, November 14th at 5:30 pm. We surveyed past participants in order to determine if this event would be supported this year, and the response was positive. We expect no more than 40 entries which should minimize street closure times.

Parade entries will assemble in the Fort Atkinson Middle School and St. Paul's parking lot located on S 4th Street East and Bluff Street. The parade entries will exit onto Milwaukee Ave East from Bluff and High Street; go west to Main Street, north on Main Street, and then west on to Madison Avenue. It is our intention that all motorized or animal-drawn floats will continue on Madison Avenue to Robert Street and return to the starting point and that all walking entries will return near the Bike Trail entrance.

We ask that the Department of Public Works drop off road barricades and post "No Parking Signs" late on Friday, November 13. These are needed on East Milwaukee Avenue from Main Street to Bluff Street; on S. High Street and Bluff Street, from Milwaukee Ave to S. 4th Street; on Main Street from Milwaukee Ave to Madison Ave. See map attached for specific location of barricades.

We request that the following streets be closed Saturday, November 14 from 4:00 pm until approximately 6:30 pm to avoid traffic issues leading up to, during, and after the parade.

4:00pm

- East Milwaukee Ave at S. Main St-closed to Bluff Street
- S 3rd Street E. at High Street-closed to Bluff Street

4:45pm

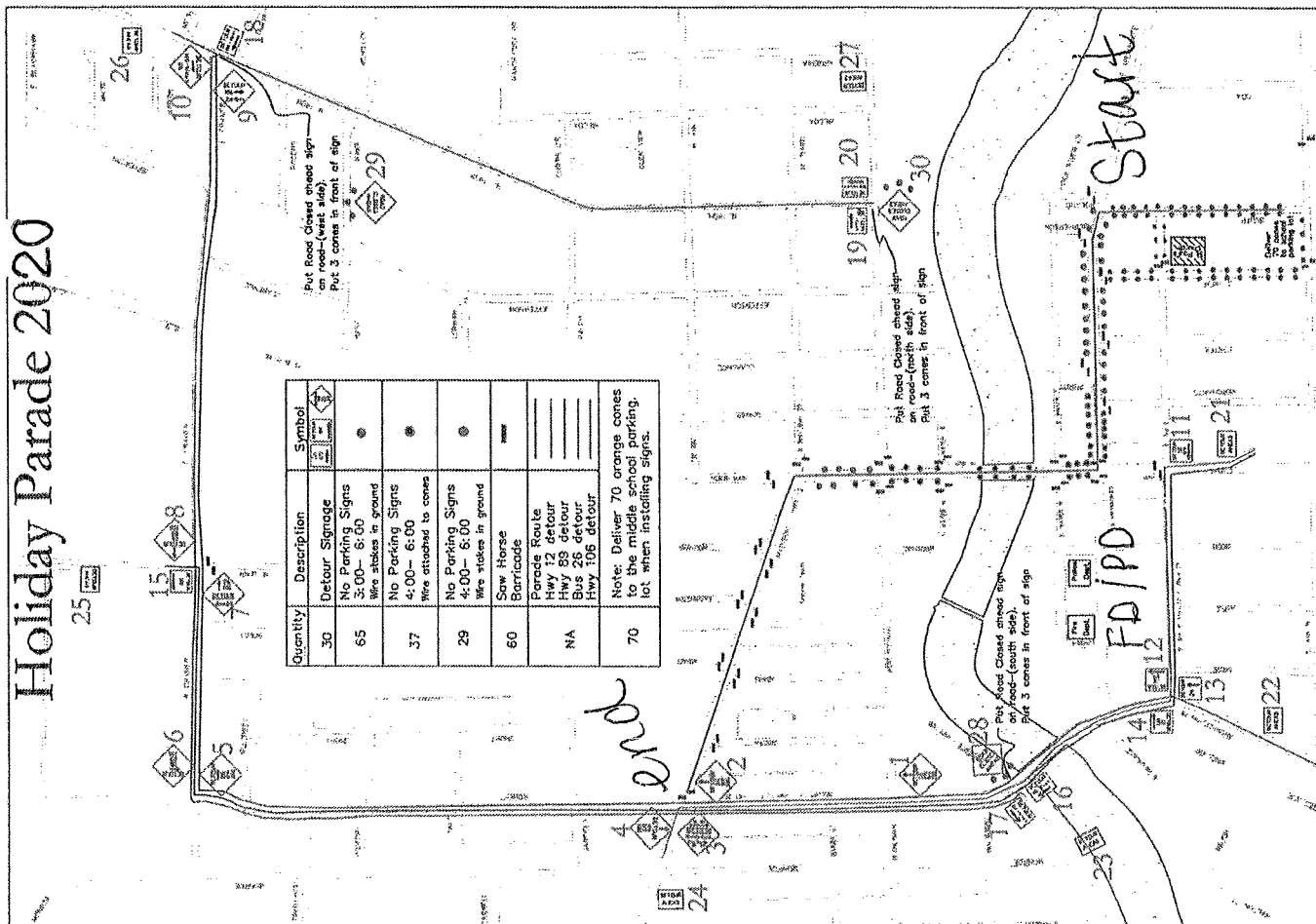
- Main St to be closed from Milwaukee Ave to Madison Ave and Madison Ave to Robert Street

The Holiday Parade Committee may include additional precautions in the participant registration, such as wearing masks, limiting the number of people in each unit, and no handouts of any kind. Should we experience another shut down, our contingency plan is to host a "reverse parade" in which the floats are lined up and lighted, but it is the spectators who move, driving past the floats during the designated time frame. We hope this meets with your approval. Thank you for your consideration.

Sincerely,
Kelley Westphal, Project Manager
Fort Atkinson Chamber of Commerce

Marissa Weidenfeller
Parade Chairperson

Holiday Parade 2020





CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 11, 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. | Megan Haas | Mr. Brew's |
| 2. | Joshua Marshall | Mr. Brew's |
| 3. | Matthew Joseph | Lions Quick Mart |
| 4. | Rachelle Merson | Jansen's Hall |

Financial Analysis:

None.

Staff Recommendation:

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