



**AGENDA
SPECIAL CITY COUNCIL MEETING
REMOTE VIA PHONE USING ZOOM
SEPTEMBER 28, 2020 ~ 6:00 P.M.**

<https://us02web.zoom.us/j/81222823385>

Meeting ID: 812 2282 3385

+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. Review and approve Resolution declaring official intent to reimburse expenditures from proceeds of borrowing for wastewater treatment plant updates and upgrades project.

Action – Reject – Approve and adopt Resolution.

4. Review and approve Resolution authorizing representative to file applications for financial assistance from State of Wisconsin Environmental Improvement Fund for wastewater treatment plant updates and upgrades project.

Action – Reject – Approve and adopt Resolution.

5. Select a search firm to assist in recruitment of candidates for hiring of a new City Manager.

~6:15 p.m. – 6:30 p.m. Baker Tilly
~6:30 p.m. – 6:45 p.m. GovHR
~6:45 p.m. – 7:00 p.m. Public Administration Associates, LLC

Action – Reject – Approve and appoint search firm.

6. Adjournment.



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 22, 2020

TO: City Council

FROM: Matt Trebatoski, City Manager

SUBJECT: Intent to Borrow Resolution for Wastewater Treatment Plant Project

Discussion:

The purpose of the attached resolution is to declare the following:

1. The City's official intent to finance the wastewater treatment plant updates and upgrades project on a long-term basis by issuing tax-exempt bonds or promissory notes, the principal amount of which is not expected to exceed \$16,500,000; and
2. The city's official intent to advance moneys from its funds on hand on an interim basis to pay the costs of the project until the bonds are issued.

Financial Analysis:

The total budget for the wastewater treatment plant updates and upgrades project is around \$16,000,000. The total estimated cost with financing is \$19,146,027. This translates to an estimated average debt service amount of \$957,301. A preliminary example financing plan is attached.

Current Wastewater Utility total principal debt outstanding is only at \$741,494, as the utility paid off the 1991 debt for the last treatment plant update and upgrade project in 2011. In 2012, we decreased rates for our customers by an average of 27.7%.

The estimated increase that will be needed to service the new debt for the treatment plant project, as well as continuing operations and maintenance and replacement costs will be 12.3% by 2023, which may be spread over the three ensuing years.

The review and approval of the rates required to finance the project will be presented at the October 6, 2020 City Council meeting. Unfortunately this resolution needs to be approved by September 30, 2020 in order for us to submit a draft application yet this year to potentially qualify for partial forgiveness on a State Environmental Improvement Fund Loan. The application will be finalized when bids for the project are in hand.

Recommendation:

City staff recommends approval of the resolution as presented.



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September 21, 2020

VIA EMAIL

Mr. Matt Trebatoski
City Manager
City of Fort Atkinson
101 North Main Street
Fort Atkinson, WI 53538

Re: Reimbursement Resolution for Wastewater Treatment Plant Project

Dear Mr. Trebatoski:

Attached is a reimbursement resolution which the City should adopt to make sure that expenditures made for the wastewater treatment plant project prior to the issuance of the Sewerage System Revenue Bonds to the Clean Water Fund Program (the "Bonds") can later be reimbursed with proceeds of the Bonds. Please note that any expenditures the City makes more than 60 days prior to adopting this resolution will not be eligible for reimbursement, unless they fit into the "preliminary expenditure" exception. Therefore, the City should be very careful to make sure that any expenditures it makes prior to adopting this resolution will qualify for that exception.

Preliminary expenditures are defined as including architectural, engineering, surveying, soil testing, and reimbursement bond issuance costs incurred prior to commencement of construction, but do not include land acquisition, site preparation and similar costs incident to commencement of construction. In addition, the aggregate of preliminary expenditures may not exceed 20% of the principal amount of the Bonds.

Please review the resolution and include it on the agenda for the next City Council meeting. Please then post the agenda in at least three public places and provide it to the official newspaper of the City and requesting media at least twenty-four (24) hours prior to the meeting. If the resolution is adopted, please return an executed copy of the resolution to us.

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Mr. Matt Trebatoski
September 21, 2020
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If you have any questions or concerns regarding the attached, please do not hesitate to give me a call.

Very truly yours,

QUARLES & BRADY LLP



Rebecca A. Speckhard

RAS:TAB

Enclosure

#350035.00018

cc: Ms. Michelle Ebbert (w/enc. via email)
Mr. Justin Fischer (w/enc. via email)
Ms. Emily Timmerman (w/enc. via email)
Ms. Tracy Berrones (w/enc. via email)

RESOLUTION DECLARING OFFICIAL INTENT
TO REIMBURSE EXPENDITURES
FROM PROCEEDS OF BORROWING

WHEREAS, the City of Fort Atkinson, Jefferson County, Wisconsin (the "Municipality") plans to undertake the engineering, design, construction and borrowing costs for wastewater treatment plant upgrades and updates (the "Project"); and

WHEREAS, the Municipality expects to finance the Project on a long-term basis by issuing tax-exempt bonds or promissory notes (the "Bonds"); and

WHEREAS, because the Bonds will not be issued prior to incurrence of costs of the Project, the Municipality must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, it is necessary, desirable, and in the best interests of the Municipality to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the Municipality, that:

Section 1. Expenditure of Funds. The Municipality shall make expenditures as needed from its funds on hand to pay the costs of the Project until Bond proceeds become available.

Section 2. Declaration of Official Intent. The Municipality hereby officially declares its intent under Treas. Regs. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$16,500,000.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside by the Municipality pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at the City Clerk's office within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted and recorded _____, 2020.

Approved _____, 2020.

Matt Trebatoski
City Manager

ATTEST:

(SEAL)

Michelle Ebbert
City Clerk

City of Fort Atkinson

2019 Sewer Utility Revenues Available for Debt Service:

Note: Planning estimates only. Significant changes in market conditions will require adjustments to current financing plan.

RESOLUTION #_____

AUTHORIZED REPRESENTATIVE TO FILE APPLICATIONS
FOR FINANCIAL ASSISTANCE FROM
STATE OF WISCONSIN ENVIRONMENTAL IMPROVEMENT FUND

WHEREAS, it is the desire of the City of Fort Atkinson, Wisconsin, a municipal corporation, to file several applications for state financial assistance for its Wastewater Treatment Plant facilities under the Wisconsin Environmental Improvement Fund (ss. 281.58, 281.59, 281.60, and 281.61, Wis. Stats.);

WHEREAS, it is necessary to designate a representative for filing said applications;
BE IT THEREFORE RESOLVED by the City Council of the City of Fort Atkinson that the City Engineer is hereby appointed as the authorized representative for the City of Fort Atkinson for the purpose of filing these applications, and that the representative is further authorized and empowered to do all things necessary in connection with said applications.

Adopted the 28th day of September, 2020
City of Fort Atkinson
Jefferson, WISCONSIN

Mason Becker, City Council President

Attest: _____
Michelle Ebbert, City Clerk/Treasurer

Date: _____